


**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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Date: December 6, 1993	Dated: October 26, 1992
Subject: Faculty and Staff Support for Educational Expenses	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-130
Approved:  President	

Austin Peay State University is committed to the need for the continued professional growth and development of faculty and staff. It considers support for educational expenses of personnel as an important vehicle for addressing that need. This program is available subject to the funds being budgeted and available.

Types of Support for Educational Expenses

There are nine (9) programs by which Austin Peay State University may provide support for personnel to further their formal education under TBR Guideline P-130. The programs are:

(1) Faculty or Administrative/Professional Staff Grant-in-Aid Programs

This program is designed to provide tuition or maintenance fees and/or living allowance for an individual who - on an approved leave of absence - is enrolled on a full-time basis in credit courses. (Use TBR Form, Appendix A-1, TBR Guideline P-130.)

(2) Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program

This program is designed to provide tuition or maintenance and related fees only for an individual who takes credit courses on a part-time basis - either at Austin Peay State University or at another institution - while continuing work responsibilities at Austin Peay State University. (Use TBR Form, Appendix B, TBR Guideline P-130.)

(3) Employee Audit Program/Non-Credit Program

This program is designed to provide tuition or maintenance and related fees for an individual who takes courses on an audit or job related non-credit basis at Austin Peay State University or another Tennessee Public Institution while continuing work responsibilities at Austin Peay State University. (Use Form APSU/FA/PA/011 [Rev. 11-93].)

(4) Clerical and Support Staff Maintenance Fee Payment Program

This program is designed to provide tuition or maintenance and related fee payment for an individual who takes credit courses in a degree program and who takes the courses at Austin Peay State University or at another Tennessee public institution while continuing work responsibilities at Austin Peay State University. (Use Form APSU/FA/PA/002 [Rev. 3-85].)

(5) Faculty, Administrators, and Support Staff Fees Waiver at any Tennessee Public Postsecondary Institution. (PC 191)

This program is designed to provide fees waiver for all full-time employees at Austin Peay State University to enroll in one course per term, on a space available basis, at any Tennessee public postsecondary institution. (Use PC 191 Form.)

(6) Student Fee Discount for Spouse and Dependent Children of Employees

This program establishes fee discounts of up to 50% of the undergraduate tuition or maintenance fee for spouses and dependent children of regular and part-time employees while taking courses at Austin Peay State University or another Tennessee public institution.

(7) Black Staff Development Program

This program, authorized by the Geier Stipulations of Settlement, enables black staff members to obtain advanced degrees and become eligible for positions of higher rank and salary within the University. Its intent is to prepare the employee to assume more complicated and significant duties. Employees should apply for this program after coordination with the Black Staff Development Program Coordinator in the Affirmative Action Office. Specific guidelines for the program are provided in TBR Guideline P-130.

(8) Public Higher Education Fee Waiver for State Employees

This program is for full-time employees of the State of Tennessee, exclusive of TBR and UT system employees, and provides waiver of tuition or maintenance and related fees for one credit course per term at Austin Peay State University or any Tennessee Public Institution. Specific guidelines are provided in TBR Guideline P-130.

(9) Fee Discount for Dependents of Licensed Public School Teachers or State Employees

This program enables children under the age of 24 whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the State of Tennessee, exclusive of TBR and UT employees, to receive a 25% discount on tuition at any state operated institution of higher learning. Specific guidelines are provided in TBR Guideline P-130.

All application forms may be obtained from the APSU Personnel Office.

**(1) FACULTY OR ADMINISTRATIVE/PROFESSIONAL STAFF
GRANT-IN-AID PROGRAM**

Eligibility

Any regular faculty member or administrative/professional staff member at Austin Peay State University who has been employed by the institution for two or more years may, upon the approval of the President, be eligible for receipt of a grant-in-aid award.

Criteria for Selection

The grant-in-aid - which is intended to serve as a means of institutional development as well as individual professional development - shall be awarded on the basis of demonstrated need for further academic development which will ultimately benefit the institution, with written justification submitted to the President.

Grant-in-aid shall be available to all eligible faculty and administrative/professional staff whose proposed courses of study will, in the judgment of the President, enhance the value of the employee to the institution. The following list suggests types of support which would enhance the employee's value to the institution: support for persons working toward the doctorate or their terminal degrees, support for persons pursuing degrees below the doctorate in a technical or professional discipline, or support for personnel training or retraining so as to enhance their

expertise. All grants-in-aid should be recommended on the basis of the following:

- (a) requests for minority and female personnel,
- (b) requests for tenured faculty,
- (c) requests for tenured/non-tenured personnel of departments in which the institution desires further development.

Level of Support

Faculty and administrative/professional personnel who have made successful application for grant-in-aid may be compensated with institutional funds for tuition-related fees and monthly living allowances in accordance with the following provisions:

- a. Reimbursement of tuition-related fees may not exceed actual maintenance fees or tuition. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration, but shall not include room, board, and supplies.
- b. Monthly living allowances may not exceed 50% of the grantee's monthly salary. Academic year salaries are to be divided by nine to derive an equated monthly salary rate.

Stipulations

The conditions of a grant-in-aid shall comply with the following minimum requirements:

- a. The recipient shall be required to return and be employed by Austin Peay State University for not less than three months of full-time employment for each month of grant-in-aid awarded. Repayment of time shall commence immediately after completion of the period of study or withdrawal from the program.
- b. Failure on the part of the recipient to remain employed for the period of time agreed upon in the contract shall result in a financial obligation to Austin Peay State University based upon the terms of the contract. The contract specifies that if employment is terminated prior to fulfillment of the employment obligation, the final paycheck and check representing the amount of accrued but unused annual leave may be withheld as repayment of the financial obligation. If such amounts are insufficient to recoup the amount owed by the employee, the University has the option of pursuing one of two methods to achieve repayment as stated below:

- (1) The amount or balance owed shall become an accounts receivable and the University shall follow the procedure outlined in Guideline B-010, Accounts Receivable - Employee Receivables. If payment in full is not obtained, the debt shall be assigned to a collection agency; or
 - (2) The employee will be required to execute a promissory note (See TBR Guideline P-130) acknowledging receipt of the grant-in-aid and containing repayment terms and conditions consistent with the grant-in-aid contract prior to the employee leaving the University should he/she fail to fully complete the employment requirements of the contract.
- c. Summer or short-term employment shall be considered part-time employment in cases where the employee holds an academic year appointment. No part-time employment shall be creditable toward the fulfillment of the employment conditions of the contract.
 - d. No grant-in-aid shall be awarded for a period longer than twelve (12) months.
 - e. In general, a full grant-in-aid will be awarded to an individual on a one-time basis.
 - f. Grant recipients must be placed on an approved leave of absence and enroll as full-time students in credit courses except where less than full-time is needed to complete the program.
 - g. All stipends from other sources received by the recipient during the grant period are subject to the review of the President.
 - h. If the program objectives are not achieved by the end of the designated period, the institution may grant a leave of absence for a maximum of an additional twelve-month period. A second grant-in-aid may only be awarded after the recipient has fulfilled the return employment commitment of the first award.
 - i. The status of the employee on the published first day of classes for each term determines eligibility for participation in the program. Any change in status after the first day shall not affect eligibility for that term or the amount of assistance received.

Deadline for Submission

Requests for grants-in-aid shall be submitted (using the form obtained from the Personnel Office) to the President for approval no later than March 1 for the ensuing year. After approval, the institution may issue and execute the contract stating to the recipient the conditions under which the grant-in-aid is awarded. A copy of the executed contract shall be filed prior to June 30 of the same calendar year.

Additional Note

- a. The number of grants-in-aid at Austin Peay State University shall not exceed three percent (3%) of the number of full-time faculty and administrative/professional staff at the institution at the time the awards are requested.
- b. In addition to these guidelines concerning grant-in-aid recommendations, complete materials supporting the individuals' requests will be maintained on campus in the supervisor's office. Each grant recipient is required to provide the President with official grade reports during and upon completion of the grant period. Continual participation is dependent on the recipient's satisfactory progress toward completion of a course of study.

**(2) FACULTY OR ADMINISTRATIVE/PROFESSIONAL STAFF TUITION OR
MAINTENANCE FEE REIMBURSEMENT PROGRAM**

Eligibility

- a. Any regular faculty member or administrative/professional staff member at Austin Peay State University who has been employed by the institution for at least six months may, upon the approval of the President, be eligible to participate. Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment.
- b. Reimbursements normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines, and for the retraining of administrative/professional staff will be considered. All reimbursements should be recommended on the basis of the following priorities:

- a. Requests from minority/female personnel,
 - b. Requests from tenured faculty,
 - c. Requests from tenured/non-tenured personnel of departments in which the University desires further development.
- c. Employees who retire at a minimum age of 60 with at least 10 years of service, or with 30 years of service regardless of age maintain eligibility under this program.
- d. The status of an employee on the first published day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

Criteria for Selection

Same as for Faculty or Administrative/Professional Staff Grant-in-Aid Program, except for retirees, who must only meet eligibility guidelines based on service described in (2)b above.

Level of Support

Reimbursement may not exceed actual maintenance or tuition and related fees for a maximum of six credit hours per semester. This maximum does not apply to summer study. Tuition related fees may include maintenance, tuition, debt service fees, service charges, and incidental fees payable at the time of registration.

Stipulations

- a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.
- b. Satisfactory completion of course work must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Exceptions will be made only in cases where a course is failed because of health reasons and the reason is certified by a physician or when the employee has paid for and completed at least

two courses since having failed to successfully complete a course by obtaining passing grades at institutional expense.

Institutions may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if course work is not satisfactorily completed.

- c. Reimbursement will be made at the current semester hour rate for the institution that the employee is attending.
- d. Except for retirees, courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless make-up time is scheduled.

Deadline for Submission

Recommendations for Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program may be submitted to the President prior to each academic term, using the specified form obtained from the Personnel Office. A separate contract is not necessary.

Additional Note

Complete materials supporting the individuals' requests will be maintained on campus. Each recipient is required to provide the Vice President's office in their division with affirmed grade reports for the course(s) taken.

(3) EMPLOYEE AUDIT PROGRAM/NON-CREDIT PROGRAM

Eligibility

- a. Any regular employee, including faculty at Austin Peay State University, who has been employed by the institution for at least six months is eligible - with the approval of the President - to participate. Regular part-time employees may receive a pro-rata portion of assistance based on percentage of contract for employment.
- b. Employees who retire with at least 10 years of service immediately preceding retirement maintain eligibility under this program.

- c. Regular and temporary employees who have attained age 60 are eligible to participate in this program, regardless of their length of service. (See TBR Guideline B-060, IIB, 4a.)
- d. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

Criteria for Selection

Any individual who meets the eligibility criteria may continue to develop his or her skills and knowledge through participation in educational programs that are available on a formal and organized basis.

Level of Support

The employee may request sponsorship from his or her department or administrative unit for support for maintenance or tuition-related fees for courses taken.

Stipulations

- a. Audits/non-credit courses may be accomplished at any Tennessee public institution. Employees requesting support must meet the requirements for admission and are subject to institutional regulations and academic procedures.
- b. Except for retirees, employees in counsel with their immediate supervisors, should limit the number of courses audited so as to maintain an optimum level of job performance. A maximum of six credit hours or two non-credit courses is the maximum allowed per term. However, if the term is less than twelve weeks long, the institution will support a maximum of three hours or one non-credit course per term. Additionally, an employee cannot use the Employee Audit Program for both FCC and on campus if the terms overlap.
- c. Course enrollment will be permitted on a "space available" basis.

Deadline for Submission

Requests may be submitted prior to each academic term. After the employee has made application and received final acceptance, he/she must submit the request to his/her supervisor two weeks prior to registration.

(4) CLERICAL AND SUPPORTING STAFF MAINTENANCE FEE PAYMENT PROGRAM

Eligibility

- a. This program is available to all regular clerical and supporting staff members who have been employed by the institution for at least six months. Staff members shall be defined as not including faculty, administrative/professional, graduate assistants, post-doctoral fellows, or personnel holding faculty rank or status. All nonexempt-classified employees are eligible to utilize this program. Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment.
- b. Employees who retire at a minimum age of 60 with at least 10 years of service, or with 30 years of service regardless of age, maintain eligibility under this program.
- c. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

Criteria for Selection

This program has as its general goal to encourage staff members to develop their skills and knowledge through participation in educational programs while maintaining an optimum level of job performance.

Level of Support

Payment by the institution will be restricted to an amount no greater than the established resident maintenance or tuition related fees for six (6) credit hours per term. However, if the term is less than twelve weeks long, i.e., FCC or Summer Terms, the institution will support a maximum of three hours per term under this program. Additionally, an employee can not use the Staff Maintenance Fee Program for both FCC and on campus courses if the terms overlap. If the employee chooses to take a course using PC 191, the institution will still support six (6) credit hours under the Staff

Maintenance Fee Program. Tuition-related fees may include, maintenance fees, tuition, debt service fees, service charges, and incidental fees payable at the time of registration.

Stipulations

1. All formal academic courses must be taken at Austin Peay State University or another Tennessee public institution. Personnel must meet the requirements for admission and are subject to institutional regulations and academic procedures.
2. Courses must be for credit in a degree program excepting non-credit courses directly job related as certified by the supervisor. Except for retirees, staff members in counsel with their supervisors, should limit the number of credit hours in which they enroll so as to maintain an optimum level of job performance. Retirees should submit applications to the Personnel Office.
3. Except for retirees, courses should be scheduled at times other than during regularly scheduled work assignments unless make-up time is scheduled. Make-up time is defined as the use of compensatory time, annual leave, or an extension of the work day by thirty minutes all subject to the approval of the supervisor, in consultation with the employee, and subject to final approval of the senior administrator of the division. The normal working period is considered to be the hours between the time that an employee is scheduled to begin work and the time that the employee is scheduled to leave. The lunch hour is an hour's break that begins and ends within 3 to 5 hours after the onset of the working day. An employee's lunch hour is scheduled by the supervisor, in consultation with the employee, and subject to final approval of the senior administrator of the division. The lunch hour is not considered a normal working hour.
4. Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. A grade of incomplete or withdrawal from the course after the drop/add deadline is not considered as achieving a passing grade. Exceptions will be made only in cases where a physician has certified there is a valid health reason for failure to complete the course, where another substantial reason exists that has been approved by the appropriate Senior Administrator, or when the employee has paid for and completed at least two courses since having failed to complete a course taken at institutional expense.

Deadline for Submission

After the employee has made application and received final acceptance, the employee must submit the request to his or her supervisor two weeks prior to registration.

Additional Note

It is required that complete materials supporting individuals' requests be maintained on campus. Each recipient is required to provide the supervisor with affirmed grade reports for the course(s) taken.

**(5) FACULTY, ADMINISTRATORS AND SUPPORT STAFF FEES WAIVER AT ANY
TENNESSEE PUBLIC POSTSECONDARY INSTITUTION (PC-191)**

Eligibility

All full-time Austin Peay State University employees (faculty, administrators, and support staff) are eligible to participate in one (1) graduate or undergraduate course per term on a space available basis at any TBR or UT system institution. Personnel must meet the requirements for admission and are subject to regulations of the institutions offering the courses. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

Level of Support

Payment by the institution will cover tuition charges, maintenance fees, student activity fees, debt service fees, and registration fees. Employees, however, are responsible for specific course fees, including laboratory fees, and the costs of books and supplies.

Stipulation

- a. An employee must receive approval from his or her immediate supervisor prior to registering for a course, using the PC 191 Form (APSU/FA/PA/005 [Rev. 7 - 91]), which is available in the Personnel Office.
- b. This form must be approved by the Personnel Office and the immediate supervisor at least two weeks prior to normal registration.

- c. All courses must be credit courses. Auditing the course is allowed if the course is a credit course.
- d. Employees must request annual leave to attend courses during work hours.
- e. An employee may register for a course by presentation of a fully executed PC 191 Form (APSU/FA/PA/005 [Rev. 7 - 91]) only after the formal registration period. The employee may officially enroll in the class only after it has been determined that sufficient enrollment exists to offer the course and that space is available. An employee may be dropped from the course in the event that the course becomes full with fee-paying students during late registration.
- f. These regulations shall have no effect on the existing faculty and staff development programs.
- g. "Term" shall mean any period of time in which a student may receive a grade for the completion of a course. (Fall I and Fall II terms at the FCC are the equivalent of the fall semester on campus. During these two periods, an employee cannot take more than one course using this program.) It is the intent of this policy that employees will normally be eligible for one course per term; however, the structure of academic calendars in the summer may permit an employee's eligibility for more than one course. In no case can an employee enroll in more than one course under the provisions of this policy if the terms overlap; moreover, in no case may an employee receive a fee waiver under the provisions of this policy for more than two courses between the end of spring semester and the beginning of fall semester.

Additional Note

Complete material supporting individual requests must be maintained by the supervisor. Each recipient must supply the supervisor with affirmed grade reports for the courses taken prior to the next official registration.

(6) STUDENT FEE DISCOUNT FOR SPOUSE AND DEPENDENT CHILDREN OF EMPLOYEES

Eligibility

1. The following groups will be eligible under this program:
 - a. Regular full-time employees are eligible for a student fee discount for their spouses and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouses and dependent children of regular part-time employees who have one (1) or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee.
 - b. Spouses of employees having 10 or more years of continuous full-time service within the Tennessee Board of Regents system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
 - c. Spouses and dependent children of employees with less than 10 years of full-time continuous service within the Tennessee Board of Regents system immediately preceding retirement or death are eligible for the fee discount for 12 months from the date of death or retirement of the employee whichever shall occur first.
 - d. Spouses and dependent children of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for 12 months from the date of death or retirement of the employee. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.
2. An employee must complete the required discount form prior to a spouse or dependent(s) registering for courses. This form is available in the Personnel Office and should be completed each quarter or semester that the spouse or dependent enrolls in courses.
3. This form must be approved by the Personnel Office at least two weeks prior to normal registration.

4. Spouses and dependent children must be admitted to the Tennessee Board of Regents or UT institutions or area schools through standard admission procedures.
5. For purposes of this policy, dependent children shall be defined as:
 - a. The employee's natural children 26 years of age or under;
 - b. The employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship;
 - c. The employee's legally adopted children who are 26 years of age or under; or
 - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a TBR System employee.

Discount

1. The amount of student fee discount for spouses and dependent children of full-time employees shall be no more than one-half (1/2) of the undergraduate maintenance fee. Spouses and dependent children of eligible part-time employees shall receive a pro rata portion of the one-half discount based upon the employee's percentage of work effort.
2. The discount shall not be applicable to other fees, i.e., application for admission, lab fees, special course fees, etc.
3. The amount of the discount shall be rounded upward to the nearest dollar.

Courses

1. The student fee discount for eligible spouses and dependent children shall be applicable only to undergraduate courses at Regents or UT institutions and area schools.
2. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.
3. The student fee discount does not apply to correspondence or non-credit courses, except those at the area vocational schools.
4. Auditing a course is allowed if the course is a credit course.

5. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.

Accounting

The institution where the person is an employee shall account for the chargeback as an employee benefit to indicate the institution is paying the cost for the benefit of the employee. The charged institution shall remit the tuition fees to the institution providing instruction as maintenance income.

Considerations

1. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for his or her spouse and/or dependent children; a change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
2. For employees who meet eligibility requirements after the first day of classes, the discount will be available at the beginning of the subsequent term.
3. Each institution shall be responsible for certifying employee eligibility for fee discounts under this policy.
4. Employees who are on leave of absence with pay and those on leave of absence due to an on-the-job injury will retain eligibility under this policy; the employee's percent of effort immediately prior to the effective date of the leave of absence shall determine the amount of the student fee discount.
5. Employees on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution to permit the employees to engage in teaching or other job-related activities intended to increase their efficiency as employees.
6. If a regular employee also qualifies under this policy as an employee's spouse or dependent child, other fee waiver and staff development provisions for employees shall take precedence.