

**Article XXVIII**  
**Tuition Assistance Program**

**A. Definition**

A tuition assistance program for members of the academic staff shall provide tuition vouchers for students for up to two courses or six hours whichever is greater for each of two terms each fall, winter, spring/summer year and one course or four hours whichever is greater for one term each fall, winter, spring/summer year. This program applies to tuition only; incidental fees that may be charged are borne by the Academic-Staff member. Reimbursement for graduate tuition is subject to applicable federal tax. Participation under this program must be consistent with the University graduate and undergraduate academic policies.

**B. Admission**

Admission to a degree program in the University, academic advising, registration, payment of fees, etc., shall be administered by the schools/colleges and service offices responsible for these functions.

**C. Enrollment**

Academic-Staff members may enroll for credit courses in any school or college at Wayne State University for which they are eligible.

**D. Eligibility**

To be eligible for tuition assistance:

1. The Academic-Staff member must have been appointed prior to the last day of final registration for the term for which s/he plans to register.
2. College admission requirements must be met.
3. Total credit hours taken in a given term shall not exceed eight hours. Exceptions to this regulation shall be made only upon prior written approval of the chair and dean/vice-president of the unit where the Academic-Staff member is employed.
4. Academic-Staff members shall submit to Benefits Administration a signed Tuition Assistance Application (Form 10-780) at least five working days prior to registering. Failure to submit an application before the end of the term will forfeit eligibility under the program for that term.

**E. Forfeit of Benefit**

The Academic-Staff member will forfeit the tuition assistance benefit and must make prompt reimbursement of the full amount of tuition assistance to the University if:

1. A passing grade or mark is not achieved.
  - a. For the purpose of establishing eligibility for this program undergraduate grades of A, B, C, D and graduate grades of A, B, C shall be considered passing grades. Marks of P or S shall be considered passing.
  - b. Marks of "Deferred" (Y) must be resolved into passing grades within twelve months following termination of the term in which the course was elected. An extension for an additional twelve months may be granted upon the written approval of the President or his/her designee. One-year extensions for the completion of "Deferral" (Y) marks for thesis or dissertation credit shall be granted by the President or his/her designee upon receipt of a

written request from the Academic-Staff member countersigned by the appropriate graduate officer to verify continuance in an academic program.

- c. Marks of "Incomplete" (I) must be resolved into passing grades within twelve months following termination of the term in which the course was elected.
  - d. Marks of I or Y must be resolved into passing grades or marks prior to employment termination date.
  - e. Marks of I or Y must be resolved into passing grades or marks prior to certification of degree.
2. The Academic-Staff member does not remain on the active payroll for the entire term in which s/he makes application for the tuition assistance.

#### **F. Course Work in Relation to Academic-Staff Working Hours**

1. One course per semester may be taken during the Academic-Staff member's normal working hours, provided his/her chair/dean/vice-president is able to arrange adequate coverage of the position.
2. Time taken off is charged to vacation or additional hours are worked to make up the time taken off.
3. Prior written approval is sent by the dean/vice-president to the President or his/her designee with a statement of how the time is to be made up and is approved by the President or his/her designee.

#### **G. Collection of Forfeited Tuition Assistance Amounts**

If an Academic-Staff member forfeits eligibility for tuition assistance under the Tuition Assistance Program and does not make prompt reimbursement of the full amount owed to the University, the University may use payroll deductions (of not more than 25% of the gross amount of each biweekly paycheck) or other appropriate means to assure prompt collection of all forfeited tuition assistance amounts.

#### **H. Tuition Reduction for Spouses, Domestic Partners, and Children**

1. The spouse or domestic partner of any bargaining-unit member and/or children less than twenty-six years of age who are admitted to the University through its normal procedures shall be permitted to enroll in Wayne State University graduate and undergraduate courses at a cost of fifty percent of the regular graduate or undergraduate tuition rate per credit hour according to their student rank. The spouse, domestic partner, and/or children shall be encouraged to apply for appropriate scholarships and/or fellowships, the funding of which will reduce the amount of University assistance. Incidental fees shall be charged to the spouse, domestic partner, and/or children for such enrollment.
2. Children less than twenty-six years of age, of bargaining-unit members holding tenure or employment security status who died or became disabled while employed at the University, who are admitted to the University through its normal procedures shall be permitted to enroll in Wayne State University graduate and undergraduate courses at a cost of fifty percent of the regular graduate or undergraduate tuition rate per credit hour according to their student rank. The children shall be encouraged to apply for appropriate scholarships and/or fellowships, the funding of which will reduce the amount of University assistance. Incidental fees shall be charged to the children for such enrollment.
3. The tuition reductions described in H.1 and H.2 do not apply to registrations of students in the School of Medicine who are seeking the M.D. degree, students in the College of Pharmacy and

Health Sciences who are seeking the Pharm.D. degree, and students in the Law School who are seeking the J.D. degree.

4. The bargaining-unit member, or the eligible survivor of a deceased bargaining-unit member, must apply for tuition reduction by the end of the term for which the reduction is requested by submitting a completed application to Benefits Administration.