



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2180

DIVISION: Academic Affairs

TITLE: Tuition/Fee Reimbursement for Employees Pursuing Doctoral Degrees at Universities other than Kentucky Public Institutions

DATE: October xx, 2014

REVISED:

AUTHORIZED: Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

Employees are eligible to receive a tuition waiver for courses taken at Western Kentucky University, any of the other public universities in Kentucky, or any institution in the Kentucky Community and Technical College System. The intent of this policy is to augment WKU Policy number 4.6501, Tuition Waiver Program for Employees, as it pertains to reimbursement of tuition/fees for employees in the Academic Affairs Division pursuing doctoral degrees outside of institutions covered by the Policy 4.6501.

II. Policy

A. Employees Enrolled in Doctoral Programs at a regionally accredited college or university that is not a public university in Kentucky

1. An individual employed in a regular full-time position within the Academic Affairs Division who is enrolled in a doctoral program that is clearly related to the employee's current position responsibilities and/or required as a condition of continued employment, at a university other than a public Kentucky institution, is eligible to have tuition reimbursed for up to six (6) credit hours per semester and up to six (6) credit hours during the summer. The funding will be paid by the employee's home department/unit/college.
2. The dean of the college (or, if a staff member not employed in a college, the Provost) will make the determination whether or not the doctoral degree being pursued meets the criterion of being clearly related to the employee's current position responsibilities and/or required as a condition of continued employment.
3. The reimbursement shall not exceed an amount equal to the tuition for the same number of credit hours at the lowest applicable resident rate for a WKU doctoral program.

4. Fees will not be reimbursed.

B. Conditions and Limitations

1. A portion of any tuition/fee reimbursement may be considered taxable income based on current IRS code.
2. WKU reserves the right to request transcripts to verify academic progress.
 - a. Employees enrolled in doctoral programs are expected to make good academic progress and to maintain a GPA of 3.0 or better. Failure to maintain either of these provisions is cause for the benefit to be suspended; renewal of the benefit after such a suspension will require a de novo request.
 - b. Employees that do not earn a B or better in any course will be expected to reimburse WKU for the full amount of the benefit associated with that course.
3. One year of full-time continuous service, for as long as WKU is willing to employ the employee that received the benefit, is required for each year of tuition benefits.
 - a. This condition commences after the awarding of the doctoral degree.
 - b. Service for less than such a period will require reimbursement to WKU on a prorated basis, calculated as follows:

Reimbursement = ([number of months of required service - number of months of actual service] / number of months of required service) x total tuition/fee benefit received)

III. **Procedure**

A. Request for Eligibility

1. A request for eligibility for this benefit is initiated by the employee through the employee's Department/Unit Head.
2. It must be clearly documented as part of this request which department, college, or other unit will provide the financial support for this benefit.
 - a. Approval by the Department/Unit Head is required.
 - b. For faculty or staff employed within a college, approval of the Dean is also required.
 - c. For staff employees not employed in a college, approval of the Provost is required.

B. Payment and Reimbursement

1. Tuition is to be paid to the university of study by the employee.
2. Receipts for such tuition/fees are to be turned in to the employee's Department/Unit Head supervisor within one month of payment for processing of the reimbursement.

3. The reimbursement will be processed in Accounts Payable through submission of a completed Payment Authorization form accompanied by paid receipts. Pertinent deductions will be applied.

IV. Related Policies

4.6501 Tuition Waiver Program for Employees

V. Reasons for Revision

Draft for discussion and deliberation