

Faculty Policy - Tuition Waiver for Adjunct Faculty

Policy:

1. Bismarck State College (BSC) adjunct faculty in good standing will be eligible for waiver of tuition for one BSC academic course per calendar year.
2. To be eligible, the adjunct faculty member must have been employed with BSC for one year.
3. The adjunct faculty member must be currently teaching in the academic year requested for a tuition waiver.

Limits and Regulations:

BSC Courses:

1. The waiver is limited to no more than one academic class per calendar year. Materials, textbooks, etc. and all mandatory, course/class and program fees must be paid for by the participating employee.
2. An adjunct will not be able to take a class if it means taking a seat away from a paying student. For example, if the class is a requirement for a student's program and/or for graduation.
3. Non-credit classes, seminars, and workshops are not eligible for tuition waiver.

Procedure:

1. The employee is responsible for registering for classes through the regular admissions/registration process.
2. The employee must complete an Adjunct Faculty Tuition Waiver Application form (see below), have it approved by their immediate supervisor and submit the form to Human Resources 10 days in advance of the start of the term. Human Resources submits the approved form to the Student Finance office.
4. The Student Finance office returns a copy of the approved waiver to the employee.

History of This Policy:

Reviewed by the Operations Council (OC) on July 14, 2010 and approved by the Executive Council (EC) on July 21, 2010; December 21, 2010; May 31, 2012; December 22, 2014; October 11, 2016.



Adjunct Faculty Tuition Waiver Application

- Employees are responsible for registering for BSC classes through regular admissions/registration procedures.
- All Mandatory, course/class, and program fees are the employee responsibility by the required due date.
- Schedule changes require a new waiver/assistance application form be submitted.

Name Empl ID#
 Phone # Department

Class # Course Name
 Credit Hours Meeting Time/Online

I understand that my waiver will be approved only if I am in good financial and academic standing. I authorize the release of any information pertinent to decide eligibility for this request to Human Resources, Payroll, and Student Finance.

Employee Signature _____ Date

The above employee is authorized to receive a waiver of tuition for the BSC undergraduate course described above, not to exceed one academic class per calendar year. Materials, textbooks, etc. and all mandatory, course/class and program fees are not waived and must be paid for by the participating employee.

An adjunct will not be able to take a class if it means taking a seat away from a paying student (if class is required for student's program or graduation).

Classes withdrawn after 8.999% of the class length will still be counted as a class used toward the waiver for the calendar year.

Tuition Waiver Application: Approved Denied

Department Chair Signature _____ Date

Human Resources (verification of eligibility) _____ Date

For Student Finance Office Only:

Code: _____
 _____ Student Finance _____ Date

Cc: Employee
 Departmental Head