



Policy 04:120 – Tuition and Fee Waiver

After six months of continuous full-time, regular employment, full-time faculty and staff are eligible for full tuition and fee waiver on a space available basis. During the first six months of employment, full-time faculty and staff are eligible for a prorated waiver of tuition and fees, based on the number of months of employment, as of the beginning of the academic term for which the waiver is requested.

An eligible employee may take one course per term during the employee's normal working hours if the supervisor certifies that enrollment will not disrupt the work of the unit involved. Additional courses must be taken on the employee's "own time" (e.g., before or after normal working hours or by using annual leave).

Retired faculty and staff with emeritus status or who were employed full-time for ten years or more are eligible for tuition and fee waiver for one course per term on a space available basis.

All academic policies governing grades, withdrawal, academic integrity, etc. apply to current and retired employees enrolled in courses.

The appropriate form for requesting a tuition and fee waiver is available from the Office of Human Resources and on the Human Resources page of the UM website.

Approved 6/78

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