

Section: BENEFITS  
Subject: Tuition Waiver  
Procedure: HR 3615

I. Institutional Regulations

- A. Tuition waiver shall be available to the following:
1. Regular employees. In the case of Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees, they must have completed their 180-day probationary period.
  2. Credit Adjunct Instructors paid by DMACC who have completed a minimum of one semester of teaching. Once one semester of teaching has been completed, a credit Adjunct instructor will be eligible for tuition remission during a semester in which they are scheduled to teach or during a subsequent semester during the same academic year.
- B. Tuition waiver shall apply to DMACC courses, seminars and workshops. Tuition waiver shall not apply to the following courses:
1. Independent study;
  2. Directed Study;
  3. Audited courses;
  4. Courses taken through the cross enrollment program with Drake University, Iowa State University, and Grand View College;
  5. Court or State ordered courses such as, but not limited to: Driver Improvement, OWI, or Children in the Middle, as examples;
  6. Non-credit courses (including online) sponsored by another organization for which DMACC only coordinates enrollment;
  7. Non-credit courses which are required for professional licensure or certification.
- C. Tuition waiver shall cover only tuition, including service and other specified fees where appropriate. For courses where tuition costs include fees paid to outside agencies or companies, e.g. on-line internet course fees, the amount of the fees paid to outside agencies or companies shall be the responsibility of the participant. Extraneous expenses such as books, software, etc. shall also not be covered.
- D. Tuition may only be waived under the following conditions:
1. There are an adequate number of tuition-paying students to justify the course, seminar or workshop offering;
  2. The class has space available after all tuition-paying students have enrolled.
- F. In order to receive the tuition waiver applied for:
1. A Regular employee must remain employed at the College for the entire length of the course;
  2. All participants in the tuition waiver program must successfully complete the course, seminar, or workshop.
    - a. A "C" grade or better for a credit course shall be successful completion;
    - b. An "S" grade for a noncredit course, seminar or workshop shall be successful completion;
    - c. An "I" grade shall not be considered successful completion.

- G. If a Regular employee wishes to apply for tuition waiver for a course occurring during his/her regularly scheduled work hours, the employee must request leave according to College leave procedures or request permission from the supervisor to reschedule (nonexempt employees) or flex (exempt) his/her work schedule. When reviewing reschedule/flex requests, the supervisor shall consider the operational needs of the work unit.
- H. Tuition waiver provisions do not apply when an employee is directed by a supervisor to enroll in a job-related DMACC course, seminar, or workshop. In this instance, the employee is considered to be working and the course shall be paid for by the College.

## II. Procedure

### A. Enrollment Limitations

1. Enrollment may not exceed two credit courses or 90 hours of noncredit courses, seminars or workshops in any semester.
2. A course may be repeated under tuition waiver up to three times if the course was successfully completed prior to each repeat.
3. A person who has enrolled in a course may not change from personally-paid status to tuition waiver.

### B. Registration Process

1. An applicant for tuition waiver shall complete the appropriate course, seminar or workshop registration form and a DMACC Request for Staff Enrollment (P-48).
2. The DMACC Staff Enrollment Form shall be given to the immediate supervisor for completion of the supervisory section of the form.
3. The completed registration form and the DMACC Staff Enrollment Form are to be sent to either the Student Records Office on campus or to the Ankeny Campus Student Records Office. Forms received at Boone, Carroll, Newton, Urban, or West Campuses shall be sent to the Ankeny Campus Student Records Office for processing.

### C. Registration Timelines

1. Credit Registration - Registration may be completed only during the designated late registration period.
2. Noncredit/Seminar/Workshop Registration - Registration may be completed only on or after the first day of the class; or, if it is a one or two-day seminar or workshop, enrollment may be completed no sooner than two business days prior to the starting date of the class.
3. Priority for registration will be given to Regular Employees when there are more employee requests than available spaces in a class.
4. If the requested course does not have space available, the employee will be notified and given the option to enroll in another course.

### D. Payment Responsibilities

1. Participants shall be responsible for payment of nonwaived charges at the time of registration.
2. If a course, seminar or workshop is dropped before completion the participant shall reimburse the College for all costs. Arrangements for payment must be made with the Student Accounts Office at the time of withdrawal.

3. Reimbursement shall be made to the College for all course, seminar or workshop costs if he or she fails to satisfactorily complete the course or remain employed at the College for the entire length of the course (see I-F above). Arrangements for payment must be made with the Student Accounts Office immediately after the end of the course, seminar or workshop.
- E. Courses, seminars and workshops taken under this procedure may not be applied to SDU lane movement.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: August 2, 2004  
November 1, 2007  
October 1, 2008  
November 1, 2011  
February 21, 2017  
March 20, 2018