




OFFICE OF THE  
*Senior Vice President & Provost*

MEMORANDUM

TO: Deans, Directors, Chairs and other Budget Unit Heads - Norman Campus

FROM: Kyle Harper  
Senior Vice President and Provost 

DATE: August 13, 2015

SUBJECT: Approval of Faculty/Staff Tuition Waiver Applications

I want to take a moment to remind all budget unit heads of the University's policies regarding approval of faculty/staff tuition waiver applications.

Full time and permanent faculty or staff enrolling in regular course work will be charged one half of the resident tuition for such work up to six hours per fall or spring semester or three hours per summer session. Resident tuition for hours taken over these maximums will be charged at the full rate.

Please note, however, that full time regular faculty and staff may only enroll in a maximum of one course, not to exceed five contact hours per week per semester or summer session, during their regular working hours. Exceptions to this one course limitation must be approved by the appropriate Vice President through proper administrative channels. Because personnel in the Bursar's office who process the faculty/staff tuition waiver applications have no way of determining, independently, what a person's regular working hours are, it is the responsibility of each employee's supervisor and department head to determine when the signature of the Vice President is necessary.

Therefore, should you approve an employee's enrolling in more than one course during his/her regular working hours, please ensure that the form is forwarded to your Vice President for the required approval.

If you have any question about this policy or its application, please feel free to contact me.

KH/mb

cc: Nicholas Hathaway, Executive Vice President and Vice President of Administration & Finance  
Clarke Stroud, Vice President for Student Affairs and Dean of Students  
Tripp Hall, Vice President, University Development  
T.H. Lee Williams, Dean of the Graduate College  
Kathleen Schmidt, Bursar