

# UIC POLICIES AND PROCEDURES

NUMBER  
506-02

MANUAL Human Resources	SECTION Benefits	PAGE 1 of 2
SUBJECT Tuition Waiver for Academic Employees	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To communicate the availability of tuition waiver benefits for academic employees, to define the criteria for determining eligibility of academic employees for participation in the tuition waiver benefit plan, and to clarify UIC policy relating to credit hours, courses, and waiver requirements and limitations.

## SOURCES AND BACKGROUND

The General Rules Concerning University Organization and Procedure  
Graduate College Handbook

## APPLICABILITY

All eligible UIC Academic employees, retirees and employees of approved University-related agencies

## POLICY

Academic employees of the University of Illinois and staff of approved University-related agencies may register in University of Illinois courses and on-line courses for which they are eligible for admission and in which space is available. All academic employees, except graduate assistants, who register for University courses are eligible for a tuition waiver if they hold appointments of 25% or more of full-time service, provided their appointments require services for not less than three-fourths of the term. Three-fourths of the terms is defined as 91 calendar days per semester and 41 calendar days in the summer session. The days are based on a period from one week prior to the beginning of instruction through the last day of final exams. Academic employees, except graduate assistants, who qualify for tuition waivers are exempt from the service fee and do not have access to the benefits provided by such fees unless they pay for them. Tuition is waived and the service fee exempted for retired academic staff members.

Depending upon Federal Law applicable at the time of the waiver, the value of tuition waived may be considered taxable income. If this is the case, the University will withhold taxes for the value of the tuition that is waived.

The number of credit hours that may be taken by academic employees registered in undergraduate colleges is determined by the colleges concerned. The Graduate College, for example, limits the number of credits that may be taken by academic employees registered in the Graduate College.

Professors, associate professors, and assistant professors in a department or division of the University may not be admitted to candidacy for an advanced degree in that department or division. Persons engaged in graduate study may not be appointed assistant professor or higher in the department or

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division where they are engaged in graduate study. Upon special approval of the executive officer of the department or unit involved and the executive committee of the Graduate College, assistant professors and higher ranks may continue or be admitted to advanced degree candidacy in a department or unit other than the one in which they hold an appointment. Inter-institutional tuition waivers do not exist for academic employees. Tuition waivers are granted for courses taken at one of the three University of Illinois campuses only.

## PROCEDURES

### RESPONSIBILITY

1. Employee or Retiree
2. Office of Financial Aid Officer
3. UIC HR Service Center OR Director for Faculty Affairs

### ACTION

Enrolls in the course or courses of choice.

Credits employee for value of the waiver based on appointment criteria in the payroll system. Forwards any requests for exception to UIC HR Service Center for approval.

Reviews requests for exceptions and either approves or denies it. Forwards written approvals to the Office of Financial Aid. (Note Faculty Affairs approves faculty requests & UIC HR Service Center approves for Academic Professionals.)