

### **Tuition Reimbursement Guidelines for Faculty**

Reimbursement of tuition for graduate courses taken outside of regularly scheduled hours of work is permitted under the following conditions:

1. There is a reasonable expectation that the University will benefit from participation in this program as determined by the department chair and the Dean of the faculty member's school.
2. All courses must be taken at fully accredited Connecticut colleges or universities. Exceptions to the requirement that the institution be in Connecticut will be considered only if the employee shows good cause (in writing) and the reasons are verified by the department chair.
3. Reimbursement will be considered only if the department chair approves the course prior to the start of the course. Proof of payment along with documentation that the course has been successfully completed must be submitted along with the request for reimbursement.
4. Reimbursement is limited to courses for which the faculty member has identified an appropriate funding source that is within their control (e.g. an Academic Enhancement Fund), and has confirmed with their department chair that these funds can be used at the faculty member's discretion.
5. If the course is taken at the University of Connecticut, 100% of the per-credit tuition costs will be paid or reimbursed.
6. If the course is taken at another fully accredited college or university, 100% of that institution's tuition costs or 100% of the University of Connecticut's tuitions costs, whichever is less, will be reimbursed. Exceptions may be made where the degree being pursued is not available through the University of Connecticut. However, exceptions are at the discretion of the chair and dean and are not an entitlement.
7. For programs that use a modular scheduling, every effort will be made to determine an equivalent level of reimbursement using the above guidelines.
8. Fees for expenditures other than tuition, e.g. registration, textbooks, insurance, health or bookstore services, breakage, etc., will not be considered for reimbursement.