

Oklahoma State University Policy and Procedures

UNIVERSITY ENROLLMENT AND FEE WAIVERS FOR FACULTY	2-0108 ACADEMIC AFFAIRS December 2008
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POLICY

1.01 Faculty enrollment in University courses is a privilege provided by the University as an opportunity for professional growth and development. To promote this principle, fee waivers will be given for full-time (100%), permanent faculty members. (For fee waivers for staff, see Policy and Procedures.)

1.02 Full-time members of the faculty may enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours. Any exceptions to this may be permitted only with the approval of the department head, dean, and appropriate vice president.

1.03 For full-time 100% faculty enrolled in University courses, the following fees will be waived (100%):

- A. Student Activity Fees
- B. Student Activity Fee - Athletic Fee
- C. Health Services Fee
- D. Transportation Fee
- E. Consumable Material Fee
- F. Student Development Initiative Fee
- G. Daily O'Collegian Fee

1.04 For full-time 100% faculty enrolled in NOC-Gateway courses, the following fees normally retained by OSU under the NOC Memo of Understanding will be waived 100%:

- A. Student Activity Fees
- B. Student Activity Fees – Athletic Fee
- C. Health Services Fee
- D. Transportation Fee
- E. Consumable Material Fee
- F. Student Development Fee
- G. Daily O'Collegian Fee

1.05 Faculty members must pay one-half of the general enrollment fee (tuition). Any additional fees not listed above, as well as any special course charges, must be paid 100% by the faculty member.

1.06 Under the Memorandum of Understanding between Oklahoma State University (OSU) and Northern Oklahoma College (NOC), the tuition paid is transferred to NOC as are some of

the fees, therefore, faculty members must pay any enrollment or additional fees not specifically mentioned in section 1.04.

1.07 Some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the course to determine whether the tuition waiver applies.

1.08 Faculty members must pay 50% of the general enrollment fee for audited courses.

1.09 As adopted by the State Regents for Higher Education, September 28, 1983, if the employee is age 65 or older, all fees for auditing the course are waived, contingent upon space being available in the course.

1.10 The audit fee is also waived for faculty and staff who have retired from the University under the OSU Retirement Plan regardless of age at time of retirement.

PROCEDURES

2.01 To receive any waiver of fees, the 100% full-time faculty member must submit a completed "Request for Faculty/Staff Fee Waiver" form to the Registrar's office prior to the beginning of classes. If the form is not on file prior to the beginning of classes, the faculty-student will not be granted the waiver of fees. If the number of hours does not exceed one course, or five hours, only the department head's approval is needed on the form. For more than one course, the employee's dean and vice president must also sign the form.

2.02 For auditing a course, an audit card should be secured from the Registrar's Office.

Adopted: May 13, 1971

Revised: September 1982

June 1987

August 2002

October 2004

January 2006

December 2008