

**Northern New Mexico College  
HUMAN RESOURCES POLICY**

<b>Subject:</b>	Faculty/Staff Tuition Waiver
<b>File Reference:</b>	3.2
<b>Date Approved By Board of Regents:</b>	March 18, 1989
<b>Replaces Policy Approved On:</b>	

**Purpose:**

**Policy:**

**Staff Tuition Waiver**

Tuition will be waived for any full-time or half-time staff member, upon receipt of appropriate approvals.

Upon the approval by the staff member's supervisor, release time for one class per semester may be granted to full-time staff members during work hours if the class enhances the employee's job skills or contributes to the employee's general health and well-being.

All course related fees, other than tuition, must be paid by the employee's staff member.

**Faculty Tuition Waiver**

Tuition will be waived for any full-time and adjunct faculty member upon receipt of appropriate approvals.

Upon mutual agreement between the faculty and his/her supervisor, release time for one course per semester may be granted during working hours as long as the class doesn't interfere with teaching duties and if the class enhances the employee's job skills or contributes to the employee's general health and well-being.

All course fees, other than tuition, must be paid by the faculty member.

Credits earned will count toward upgrading the individual on the Professional Development Plan and, thus, on the salary schedule

**Procedures:**

**Cross Reference:**