

PART-TIME FACULTY TUITION WAIVER CREDIT

It is the Administrative procedure of Southwestern Oregon Community College that approved part-time faculty can qualify for tuition waiver credit awarded for the upcoming academic year based on how many contact hours of instruction they have had in the previous academic year.

When using tuition waiver, approved part-time faculty or their dependent (as allowed below) shall register for the course on the last day of registration for the term. Enrollment in the course will only be granted if space is available.

Tuition Waiver credit accrual will be based on the following formula:

Contact hours in the previous academic year	Tuition waived for the upcoming academic year
1 to 66 hours	3 credits
67 to 99 hours	6 credits
100 or more hours	9 credits

GUIDELINES AND PROCEDURE FOR PART-TIME FACULTY TUITION CREDIT WAIVERS:

- An academic year is summer quarter through spring quarter.
- Contact hours for each course is as stated in the course description.
- Contact hours for other instructional duties are assigned by the VP of Instruction and Student Services.
- Credits for the tuition credit waiver are accrued during the academic year and will be awarded each June 1 for the upcoming academic year.
- Waiver is for the cost of tuition only. The part-time faculty will pay all other fees, materials, books, and incidental charges associated with the course.
- Tuition waiver credits earned during an academic year will be recorded in the college wide student information system and must then be used in the following academic year regardless of instructional assignment for the following academic year.
- The earned tuition waiver credits may be used by the part-time faculty or their spouse or IRS dependents living in the home.
 - Part-time faculty who wish to transfer the tuition credit waiver to their spouse or IRS dependent living in the home will need to formally notify Human Resources in writing indicating how many credits and to whom those credits shall be transferred.
 - Part-time faculty will complete a dependent eligibility form to complete the processing of the request to transfer the tuition credit waiver.
- If part-time faculty register for a class with course credits greater than the earned tuition waiver credits for that academic year, part-time faculty are responsible for payment of the difference.
- Part-time faculty will be sent an electronic notification during June of each year indicating the tuition waiver credits earned for the upcoming academic year.
 - Human Resources will record the number of tuition waiver credits earned in the college-wide student information system.
 - Human Resources will record the tuition waiver credit code for part-time faculty on their student information tab.

- The Registrar will review and apply the available tuition waiver credits based on the entry completed by Human Resources.
- Ineligible courses for a tuition waiver credits include:
 - Courses offered through grants that require eligibility.
 - Courses offered through Contracted Training and Development.
 - Courses offered through the SBDC.
 - Online courses offered through other colleges.

As long as the part-time faculty tuition waiver credit benefit exists, part-time faculty are eligible to use the waiver as stipulated above. Request to utilize this benefit may be subject to review and approval by the Vice President of Instruction and Student Services.

EXCLUSION TO PART-TIME FACULTY TUITION CREDIT WAIVERS:

Recreation Center Use

Tuition waiver credits are not required for part-time faculty or their dependents to access the Recreation Center. Southwestern offers this benefit to employees and their families when they register for PE 185SC (Super Circuit). The course should be audited during the registration process, allowing access to the Recreation Center free of charge for part-time faculty teaching in the current term and their eligible dependents. This is a benefit separate from the accrual of tuition credit waivers.

In order to establish a list of eligible dependents, part-time faculty must provide Human Resources with a list of those dependents who will be using the Recreation Center at least two weeks before registering for PE 185SC.

Alternative considerations can be requested on a case-by-case basis for Curry County part-time faculty and dependents by contacting the Dean of Curry County.

Adopted by the Board of Education:

Procedure #6.5.016 November 26, 2001

Revised May 7, 2014 (Formerly Admin. Procedure 6.5.016)

Revised August 5, 2015