

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 7213 Adjunct Faculty Tuition Waiver Credit

It is the Administrative Procedure of Southwestern Oregon Community College that effective July 1, 2020 approved adjunct faculty, their spouses and dependent children as defined in I.R.S. Code and Regulations can qualify for tuition waiver credit awarded for the current instruction term based on their step placement as follows:

6 credits per term while employed

Guidelines and Procedure for Adjunct Faculty Tuition Credit Waivers

- Waiver is for the cost of tuition only. The adjunct faculty will pay all other fees, materials, books, and incidental charges associated with the course.
- The earned tuition waiver credits may be used by the adjunct faculty or their spouse or IRS dependents living in the home.
 - Adjunct 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.
 - Adjunct faculty shall complete a dependent eligibility form to complete the processing of the request to transfer the tuition credit waiver.
- If adjunct faculty register for a class with course credits greater than the earned tuition waiver credits for that academic year, adjunct faculty are responsible for payment of the difference.
- Waivers may be used anytime within a term employed. Prior to registration, the employee is responsible for supplying to the College Human Resources Office a Tuition Waiver Eligibility form.
- A waiver will not be granted if the course will interfere with the employee's regular assignment. The College will not be required to reschedule assigned classes and duties to accommodate a tuition waiver.
- The employee, spouse, or dependent will be responsible for per credit billing fees, per course registration fees, self-support, and special program fees
- Ineligible courses for tuition waiver credits include:
 - Courses offered through grants that require eligibility
 - Courses offered through the SBDC
 - Courses offered through other colleges

As long as the adjunct faculty tuition waiver credit benefit exists, adjunct 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.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Recreation Center Use

Tuition waiver credits are not required for adjunct faculty or their dependents to access the Recreation Center. Southwestern offers this benefit to employees and their dependents when they register each academic term for PE*0519 The Benefit of Fitness. This is a benefit separate from the accrual of tuition credit waivers.

In order to establish a list of eligible dependents, adjunct 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*0519 The Benefit of Fitness.

Alternative considerations can be requested on a case-by-case basis for Curry County adjunct faculty and dependents by contacting the Dean of Instruction and Workforce Development for the Curry Campus.

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

Revised: May 6, 2020 Effective: July 1, 2020

Revised: August 9, 2023 (Formerly APP 7079)

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.