

Employees

During normally-assigned work hours, employees may take no more than six credit hours in the fall and/or spring semesters and no more than three credit hours during each summer term.

The first three credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three credit hours during his/her lunch period. Time off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal workloads or exceptionally busy periods of the workday.

Children

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to 20% of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees and the spouses of employees will pay an amount equal to 20% of the regular in-state registration and applicable eligible fees for graduate courses.

Graduate degree fee discounts are not available for the children of employees.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

Exceptions

If an emplo