

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Adjunct Faculty and Dependent Tuition and Mandatory Student Fee Discount

DATE: April 3, 2015

PURPOSE: The purpose of the adjunct faculty and dependent tuition and mandatory student fee discount procedure is to provide a methodology for the application and approval of discounted credit tuition classes for adjunct faculty and their eligible dependents.

SCOPE: This procedure applies to all adjunct faculty teaching credit classes who have met the qualifying criteria for discounted credit tuition at the College.

SECTION I

TUITION AND MANDATORY STUDENT FEE DISCOUNT FOR MCC

ADJUNCT FACULTY

1. Eligibility

The College may provide discounted tuition rates for all qualifying adjunct faculty for coursework taken at Metropolitan Community College according to the following conditions and limitations:

A. Qualifying Criteria:

- 1) Adjunct faculty are eligible for the benefit, if they have taught in the “qualifying year”. The qualifying year is the year prior to the current academic year.
- 2) As described more fully in Section III, the number of credit hours taught during the prior year (Fall through Summer) will provide the eligible number of credit hours that may be applied for at the discount tuition rate during the following year (Fall through Summer)

2. Accumulation and usage of eligible credit hours for discounted tuition

- A. Credit hour accumulation only applies to credit class sections with corresponding Equivalent Credit Hours (ECH). There is no accumulation for credit hours attached to distance learning sections, secondary, or stacked classes.

3. Formula for discounted credit tuition rate

- A. Eligible credit hours and the mandatory student service fee are discounted at 50% for adjunct faculty who have met the qualifying criteria in Section I, Paragraph 1.A. Tuition will be discounted according to the residency status of the adjunct faculty.
- B. The benefit applies only to credit courses.
- C. Books, lab fees and other fees are the responsibility of the enrolling student.

4. Approval and Registration Process

- A. Adjunct faculty wishing to take discounted tuition coursework shall initiate the Adjunct Faculty Tuition Discount Form. (A copy of the current form is available at MyWay) Tuition discount for eligible adjunct faculty is provided on a space available basis.
- B. The adjunct faculty's signature and the signature of the appropriate Academic Dean are required for adjunct faculty discounted tuition coursework.
- C. The adjunct faculty must enroll through Central Registration, complete the Adjunct Faculty Tuition Discount form, and obtain the Dean's signature. Once the required signatures are secured, Academic Affairs forwards the form to the Business Office for processing and reimbursement, if applicable.

## SECTION II

### TUITION AND MANDATORY STUDENT FEE DISCOUNT FOR DEPENDENTS OF MCC ADJUNCT FACULTY

1. Eligibility

The College may provide discounted tuition rates for all qualifying dependents of adjunct faculty for coursework taken at Metropolitan Community College subject to the following conditions and limitations:

- A. The adjunct faculty sponsor must be a current adjunct faculty who has met the eligibility criteria as specified in Section I.
- B. Eligible dependents under this tuition discount provision are defined as:
  - 1) the spouse of the adjunct faculty; and

- 2) child of the adjunct faculty, providing the child either is claimed as a dependent on the adjunct faculty's federal income tax return or otherwise is the adjunct faculty's dependent child as defined in Section 132(f) of the Internal Revenue Code and thus eligible to receive a "qualified tuition reduction" under the Internal Revenue Code; and
- 3) a child of the adjunct faculty's spouse, providing the child lives in the same household as the adjunct faculty and is claimed as a dependent on the adjunct faculty's federal income tax return as defined in Section 132(h) of the Internal Revenue Code and thus eligible to receive a "qualified tuition reduction" under the Internal Revenue Code.

C. The benefit applies only to credit courses; and

D. Books, lab fees, and other fees are the responsibility of the enrolling student; and

### 3. Approval and Registration Process

- A. Sponsoring adjunct faculty of dependents wishing to take discounted tuition coursework shall initiate the Adjunct Faculty Dependent Tuition Discount Form (A copy of the current form is available in the forms bank on MyWay). Tuition discount for eligible dependent is provided on a space available basis.
- B. The sponsoring adjunct faculty's signature and the signature of the appropriate Academic Dean are required for discounted tuition coursework.
- C. The dependent must enroll through Central Registration, complete the Adjunct Faculty Dependent Tuition Discount form, and obtain the adjunct faculty's signature. The adjunct faculty must obtain the appropriate Dean's signature. Once the required signatures are secured, Academic Affairs forwards the form to the Business office for processing and reimbursement, if applicable.

## SECTION III

### DETERMINATION OF BENEFITS

#### 1. General

Once the qualifying criteria have been met, the number of discounted tuition credit hours available to an adjunct faculty or his/her eligible dependent will be determined by the number of credit hours taught by the adjunct faculty during the previous academic year. For example, if an adjunct faculty teaches 9 ECH during the previous academic year, that adjunct faculty member and his/her qualifying dependents would be eligible for a combined total of 9 discounted ECH during the current academic year.

#### 2. Withdrawal from class

Tuition discount credits will be reissued by the Business Office according to the College's refund schedule. For example, if the adjunct faculty or eligible dependent drops or is withdrawn from a 4 credit hours class during the 50% refund period, 2 hours of tuition discount credit hours will be available for future use. A current Academic Progress Report must be attached to the next request for discounted tuition if the credits are to be reused.

### 3. Maintaining Eligibility For Benefits

Consistent with Board of Governors' policies, an eligible employee who fails to complete six months of continuous employment will be required to remit to the College any tuition benefits his/her dependents received.

Adopted 12/19/06; Revised 10/24/07; Reviewed but no changes 2/12/08; Revised 4/3/15