



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Tuition Reimbursement	AUTHORIZED BY:
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ISSUED: August 1997	REVISED:

I. GENERAL STATEMENT

The State of Missouri recognizes the need for, and supports, tuition reimbursement for its employees for improving the quality of service to the state, improving employee performance and for contributing to an atmosphere of continuing growth and development. To assist employees in this endeavor, the State of Missouri has established this tuition reimbursement policy for department use. This policy allows employees to obtain reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.

II. GUIDELINES AND PROCEDURES

A. Eligibility

To be eligible for participation in the tuition reimbursement program, employees must be employed by the State of Missouri in a position that is deemed to be of continuing nature.

B. Course/Degree Applicability

Graduate and undergraduate courses must be either job related or be a part of a degree program that is consistent with the department's stated mission.

C. Tuition Reimbursement Guidelines

Undergraduate Courses completed with a grade of "A" are reimbursed 100%, a grade of "B" are reimbursed 75% and a grade of "C" or "Pass" are reimbursed 50% of the tuition fees paid of the maximum allowed tuition reimbursement rate, whichever is less.

Graduate Courses completed with a grade of "A" are reimbursed 100%, a grade of "B" or "Pass" are reimbursed at 75% of the tuition fees paid, or the maximum allowed reimbursement rate, whichever is less.

Employees will notify their departments of scholarships, grants, or other financial aid which reduces the amount of tuition and such amounts will be subtracted before reimbursement is calculated.



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D. Maximum Reimbursement Rate

The maximum reimbursement rate is limited to the highest prevailing per credit hour tuition rate charged by a Missouri state college or university. As this rate is subject to fluctuation, a current tuition/fee schedule by school is developed each year. A copy of this tuition listing can be obtained by contacting the Coordinating Board for Higher Education.

E. Tuition Reimbursement Cap

The State of Missouri will reimburse tuition as outlined in the policy for no more than 15 semester credit hours or equivalent per employee each fiscal year. A department may allow exceptions to this maximum for recognized accelerated programs of study.

F. Course Scheduling

Employees may not use administrative leave with pay to participate in any part of their course work. It is recommended, however, that departments give fair consideration to other options (e.g., annual leave, compensatory leave, flexible work schedule, leave without pay) in an effort to equitably facilitate an approved continuing education course.

G. Approval Process

Each department will establish an approval process for tuition reimbursement. This procedure will be published and posted for all department employees.

H. Management's Responsibility

Each department is responsible for approving and disapproving course/degree requests by determining if the objectives of the requested course/degree are consistent with the department's stated mission.