

To: All Employees
From: Human Resources
Date: September 10, 2009

Subject: Eligibility for Tuition Remission

The University Rule on Tuition Remission (30-17-07) was revised effective September 1, 2008. The revisions require employees and their spouses, domestic partners and eligible dependents to maintain satisfactory academic progress to remain eligible for tuition remission.

Satisfactory academic progress standards are based on criteria established by the student financial aid office, and comply with the Title IV guidelines for financial aid. The standards require students to:

- maintain a minimum 2.0 university GPA after the first year of enrollment (three quarters of full- or part-time attendance), and to
- have no more than 18 undergraduate or 6 graduate hours of non-satisfactory grades. Non-satisfactory grades include I's, Y's, UW's, W's, X's WX's, N's, NG's, U's, NP's, IP's, UP's, IF's, IP/F's, and F's. For a full explanation of each of these grades see www.uc.edu/registrar/grading_scale.html.

Monitoring of non-satisfactory grades began with the September 1, 2008 effective date of the revised University Rule. It is important that employees keep track of these grades for themselves and their families so they can avoid losing tuition remission. It is also important that full-time employees of the University seek assurance from their supervisors that they will be able to manage their workload and course load to avoid having to drop a class for work-related reasons.

The University is pleased to be able to offer a generous tuition remission program to its valued employees, and in return it is important that our employees recognize that they are taking a seat that could be filled by a tuition-paying student. When a tuition remission student fails to satisfactorily complete a class, the University has forfeited the opportunity to help employees advance in addition to the lost tuition dollars.

Spouses, domestic partners, and dependents are limited to 216 total hours of undergraduate credit hours attempted. Students in associate degree programs are encouraged to complete their degree within 120 hours in order to have eligibility consideration to complete their bachelor's degree within the remaining maximum hours.

A full explanation of tuition remission requirements can be accessed at:
http://www.uc.edu/hr/benefits/tuition_remission.html

For the reinstatement and appeal procedures please go to the following link:
http://www.financialaid.uc.edu/academic_progressTR2.html#Reinistatement

If you have questions, please contact Human Resources at hrben@ucmail.uc.edu or 556-6381.