

## **EMPLOYEE ENROLLMENT IN CLASSES**

Full-time, permanent employees who have been employed at the university at least 12 months, desiring to enroll in courses for credit will be charged tuition at the rate of one-half (50 percent) the amount charged regular students.

The appropriate Business Office form must be completed and approved prior to the "Drop/Add" period.

Employees may take six credit hours of college level work in a regular semester, subject to the recommendation by the immediate supervisor, and recommendation and approval by the appropriate executive head.

A "Plan of Study" form must be processed by the person desiring to take a class.

Time lost in taking courses shall be made up at some mutually agreeable time between the employee and the supervisor.