

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6C1-1.012 University of Florida; Tuition-Free Courses.

(1) When authorized by the Florida Legislature, t~~Tuition-f~~e ~~C~~ourses are available to eligible full-time state employees on a space-available basis as described in 6C-5.930, F.A.C., and section (1) of this rule.

(a) Completion of the "University of Florida State Employee Registration Fee Waiver Application", Form Reginfo3:feewaivr.p65 (Rev 3/99), incorporated herein by reference, is required for the free course enrollment benefit. This form, which contains the instructions for completing same, is available in the Office of the Registrar, 222 Criser Hall and University Personnel Services, 326 Stadium.

(b) Registration by any means other than the above-mentioned form, filed in accordance with the provisions contained therein, will preclude entitlement to free course enrollment for the term (Fall, Spring and Summer Terms). For example, once a person has enrolled in a class on a payment basis, that person may not receive a refund and re-register for the same class on a non-payment basis.

(c) Enrollment is limited to six credit hours per term (Fall, Spring and Summer Terms) without payment of a registration fee. Enrollment will be limited to courses that do not increase the direct cost to the University. Courses which increase direct cost and therefore are not space-available courses include, but are not limited to, TBA (to be arranged), individualized courses,

distance learning courses, internships, and dissertation and master's thesis courses. The appropriate college and/or department offering a particular course shall determine whether or not it is designated in this category. Courses taken by IFAS employees at Agricultural Research and Education Centers and County Extension offices shall be considered on campus for the purpose of free tuition waiver.

(d) Eligible employees of the University may enroll in a non-job related course.

However, they shall not be paid by the state for time necessary to participate in the non-related course. To the extent possible, class attendance should be scheduled during non-working hours. If any employee enrolls for a course during working hours, all time taken during that period, including time taken traveling to and from classes, will be charged to annual leave, or compensatory leave or leave without pay unless the work schedule has been adjusted to accommodate the class, subject to approval by the appropriate supervisor or administrator. If the course work is required by the University as an extension of training for the employee's current position, the employee will not be required to use leave while attending class and the time will be regarded as time worked. Unless the coursework is required by the University, the employee is responsible for arranging any necessary time off from work. The University cannot predict what demands may be placed upon the work force; therefore, the approval of an employee's request for participation in a course or program of instruction in no way commits or obligates the University to grant time off or leave for the taking, or completion, or such course or program of instruction.

(2) The University of Florida deeply values the education of its employees and strongly encourages its staff to pursue educational opportunities for professional growth and

development. To this end, the university has adopted the Employee Education Program (“EEP”), which is described in section (2) of this rule.

(a) Full-time University of Florida faculty, Administrative & Professional (“A&P”) and University Support Personnel System (“USPS”) employees in good standing who have been employed for at least six (6) months are eligible to apply for enrollment in up to 6 credit hours of instruction per semester at the University of Florida. USPS employees must have attained permanent status to participate in this program. It shall be the sole discretion of the employee’s department chair as to the number of credit hours, up to six, that may be registered for under this program each semester. Participation in the EEP is neither a benefit of employment nor a guaranteed right.

1. Participating employees must meet academic requirements and be in an established position on the date that fees are due. The University will establish the periods of enrollment each semester for employees registering for courses to be paid for by this program. EEP paperwork may be turned in early to the Registrar’s Office, but course registration may only occur during these time frames. For the summer A and C terms 2002 the period of enrollment is May 14-15, 2002. This program is not available for the summer B term.

2. This program does not permit enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, and sponsored credit programs, off-book programs, and some distance education course offerings. A participating employee must be admitted to the University as a degree or non-degree seeking student. Courses taken in a non-degree seeking status may not apply to a degree program.

(b) This program is not available to OPS or part-time personnel or employees assigned to temporary, visiting or probationary appointments. As a result, graduate assistants, residents, and some faculty members (OPS appointments) are not eligible to participate.

1. The costs associated with non-credit courses and program offerings otherwise required as an extension of regular employee training are not covered under this program. The University's fee petition and fee refund policies and procedures are not applicable to courses taken through this program. Therefore, there is no petition process for a refund of any fees paid.

2. No employee may participate in both the Department of Management Services' State Employee Education Voucher Program and the EEP in the same semester.

(c) To the extent possible, class attendance should be scheduled during non-working hours. If any University employee enrolls for a course during working hours, all time taken during that period, including time taken in traveling to and from classes, shall be charged to annual or compensatory leave or leave without pay, unless the work schedule has been adjusted to accommodate the class, subject to approval by the appropriate supervisor or administrator.

(d) The employee must complete the application form, available from the Division of Human Resources at 317 Stadium West and from the Division's website, and must secure written approval from his or her department chair. The employee's department chair must certify that each course involved is job related, that the employee meets the employment requirements for participation, and that the time used is covered by appropriate leave or schedule adjustment. In this regard, the department chair may view each course individually or as part of an overall degree program meant to improve job skills. The completed form must be submitted to University Financial Services, S113 Criser Hall by the published fee payment deadline each semester.

(e) Unless otherwise required by applicable law or regulation, the value of courses in which the employee has enrolled under the provisions of this program shall not be used to compute the employee's base rate of pay or regular rate of pay; however, certain courses may be subject to taxes as defined by the United States Internal Revenue Service. Employees are responsible for any individual tax liability that may result from participation in this tuition program and should refer any tax questions to their tax advisor. The employee shall pay any additional fees including, but not limited to:

1. Application fees.
2. Out-of-State Tuition and Fees (in-state tuition rates apply for A&P and faculty regardless of residency requirements).
3. Photo I.D. Fees.
4. Late Registration Fees.
5. Late Payment Fees.
6. Material and Supply Fees.

(f) The University shall be responsible for the payment of:

1. Matriculation Fees
2. Building Fees.
3. Capital Improvement Fees
4. Student Financial Aid Fees (the University shall be responsible only for the in-state portion of these fees).

The University shall waive the following local fees and the employee will not be eligible for services provided by these fees. Employees may not choose to pay any of these fees:

1. Activity and Service Fees.

2. Athletic Fees.

3. Student Health Fees.

4. Transportation Fees.

(g) Continuation of this program of instruction is contingent upon the University's continuing ability to meet workload requirements and meeting the financial obligations of the program. At any time and with 10 days notice, the University may terminate this program. This program shall be automatically suspended without notice if the program described in section (1) of this rule is authorized by the Florida Legislature. Participation in a course by an employee is contingent upon the department's continuing ability to meet workload requirements. At any time, with 5 days notice, the University may terminate an individual's participation in this program.

(h) Division of Human Resources shall be the administrator of this program and shall make available application forms both in their offices and on their website.

~~(32)~~ Persons who supervise interns from the University will be given one non-transferable Certificate of Participation for completion of an approved internship experience (or its equivalent) in a program area, upon the recommendation of the President or the President's designee and provided that all requirements of Rule 6C-7.008(4), F.A.C., ~~and the policies of the Board of Regents concerning Certificates of Participation~~ are met. A certificate will also be awarded to persons who attend a required training session for the preparation of intern supervisors provided that the training session is approved for this purpose by the President or the President's designee.

(a) For purposes of this rule an internship experience shall be defined as a supervised field experience in an identified program area of the University which has been approved by the University's Director of Internship Programs in the Office of Academic Affairs.

(b) Verification of the supervised internship experience for all areas shall be made by the program area college or unit. All requests for Certificates of Participation shall be forwarded to the Director of Internship Programs for review and processing.

(c) Each Certification of Participation is valid for one term only except that for the Summer terms, the Certificate may be used for registration during both Summer terms. The Certificate entitles the holder to register at any State university after paying only the building fee and the capital improvement trust fund fee for each credit hour attempted each term of instruction, including courses offered through Continuing Education programs of the State University System. Refer to Rule 6C-7.001, F.A.C. for the cost of said fees. No Certificate will be valid after than three (3) years from the date of issue.

Specific Authority 229.0081(2)~~240.227(4)~~ FS.

Law Implemented 229.0081(2)(m)~~240.227(5)~~, 240.209(7) FS.

History--New 3-26-80, Formerly 6Cl-7.35, Amended 3-6-85. Formerly 6Cl-1.12, Amended 3-2-87, 5-19-93, 10-7-99, 5-22-01, _____.