Chancellor’s Memorandum
CM-28 – Educational Privileges of Health Sciences Center Employees

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

February 4, 2015

Permanent Memorandum (PM)-12 established a tuition exemption program
- For full-time (100%) employees (including faculty)
- employed full time for 1 year
- with the approval of their immediate supervisor and department head
- class is held on a campus of the LSU system; applicable campuses include LSU HSC- New Orleans and Shreveport and LSU in Baton Rouge

Provisions of this policy do not apply to specialized, self-supported educational programs such as the Executive MBA Program or on-line courses. Employees should consult with the Chief Academic Officer on the campus in which they wish to take the course to determine eligibility.

Continued participation in this program is predicated upon the employee maintaining satisfactory academic performance. If subsequent to enrollment, an employee has been determined ineligible for the tuition exemption program, he/she will then be required to pay the appropriate fees for the course(s). If the employee prefers not to continue in the course(s), i.e., not pay the fee, he/she will be administratively dropped from the course(s) by the relevant LSU Campus. If the employee prefers to continue the course(s), suitable payment arrangements must be made by the employee with the Bursar or equivalent campus officer.

Absence from work is permitted under these guidelines:
- courses not involving more than six hours of absence from work during the week (3 hours during the summer; no intersessions)
- educational leave may be granted for up to three hours a week
- any hours of absence in excess of three hours per week must be charged to annual leave, where available, or leave without pay
- leave will be predicated on the applicability of course work to employment

It is incumbent upon supervisors and department heads to take a very restrictive approach towards determining the job-relatedness of courses. All requests, without exception, must be made in writing, and approved in advance by the employee’s immediate supervisor, appropriate department head, and the Vice Chancellor for Finance (or his designee) for the New Orleans campus who conducts the final review of employee eligibility and conformity to policy intent.

"Applicability of course work" is to be narrowly interpreted. The course may be approved if it meets any of the following guidelines:
- the course is beneficial to the employee in performing the functions outlined in his or her position description
- the course is beneficial to the employee's advancement to a higher position to which he or she might logically aspire within the unit
- the course is required for a degree program in which the employee is enrolled
- the degree program is also job-related in the sense of point’s a. and b. above
Procedure

In order to standardize University policy and procedures, the following procedure and attached form must be used to request participation in the program. The program also may present a significant financial cost in terms of lost tuition revenue to our campuses.

1. The employee obtains copy of form (each Department should make additional copies), fills out their portion of the information, and signs the form. The request for the tuition and fee exemption must be submitted in advance of registration through the immediate supervisor and department head to the Vice Chancellor for Finance, or designee.

2. An approved or disapproved form will be returned to the employee. The employee must present the approved form at the time of registration for a tuition exemption. The employee is responsible for paying any fees not covered by the exemption.

3. At the time of registration the employee is attesting to the fact that he/she is in compliance with all eligibility criteria. If it is determined after registration that the employee has not met the eligibility requirements, the employee will be required to drop the course(s) or pay the required tuition and fees.

4. The form also serves as documentation for Health Sciences Center leave records.

This policy provides our employees with a substantially increased educational benefit.

Thank you for your assistance and cooperation.

Signed: Larry H. Hollier, M.D., Chancellor

Request For Tuition And Fee Exemption Form (PDF fillable attachment)