

ADMINISTRATIVE MEMORANDUM

SUBJECT Regulations Governing Waiver of Tuition for
Certain Faculty and Staff of The University
of North Carolina

NUMBER 92

DATE October 20, 1977

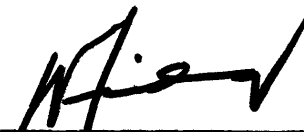
In the 1977 legislative session the North Carolina General Assembly amended G. S. 116-143 with respect to the tuition waiver privilege for certain faculty and staff of The University of North Carolina. A major amendment liberalized the permissible application of the privilege from the participant's own institution to any of the 16 constituent institutions.

With respect to G. S. 116-143, as amended by Chapter 605, 1977 Session Laws, and pursuant to the delegation of authority in a resolution of the Board of Governors of October 14, 1977, I am hereby issuing these regulations, effective on the date of this Administrative Memorandum. Questions concerning these regulations may be addressed to Mr. David Edwards of this office.

1. With respect to the provisions of G. S. 116-143 the following terms are defined thus:
 - a. "Tuition" shall mean the tuition charges for the regular-term academic year established for the constituent institutions by action of the Board of Governors on August 22, 1977, and as they may subsequently be revised, and shall not mean charges or fees for enrollment in correspondence courses, continuing education courses, extension courses, summer sessions, or other instruction principally supported by receipts from enrollees.
 - b. "Full-time faculty member" and "full-time staff member" shall mean a person whose aggregate of employment obligations within The University of North Carolina renders him or her eligible for membership in the Retirement System for Teachers and State Employees of North Carolina (TSERS) or would render him or her eligible for such membership but for having elected to participate in (1) an optional retirement program provided for in G. S. 135-5.1 or (2) the Law-Enforcement Officers' Benefit and Retirement Fund established under G. S. 143-166; provided, that the terms "full-time faculty member" and "full-time staff member" shall be deemed to include personnel of the Armed Forces of the United States during the time they are assigned under military orders to an ROTC program of a constituent institution of The University of North Carolina as a permanent change of station.

- c. "Employing institution" shall mean that constituent institution of The University of North Carolina which is the employer and compensator of record of the pertinent faculty or staff member; provided, that the General Administration shall be deemed the employing institution of those persons of whom the General Administration is the employer and compensator of record.
 - d. "Period of normal employment" shall mean that period of time commencing with the undertaking of full-time employment obligations under written or oral contract within The University of North Carolina and ending with the satisfaction or discontinuation of the contract(s) for full-time employment.
 - e. "Normal employment obligations" shall mean those services that the pertinent faculty or staff member is obligated by written or oral contract to perform during his or her period of normal employment at or for the employing institution.
- 2. Conferral of the privilege of waiver of tuition for faculty and staff as provided by G. S. 116-143 shall be preceded by the administrative determination by the Chancellor of the employing institution, or his delegate, that enrollment in the pertinent course will not interfere with or conflict with the satisfactory performance of normal employment obligations by the relevant faculty or staff member.
 - 3. Conferral of the privilege of tuition waiver as provided for faculty and staff by G. S. 116-143 shall be preceded by the administrative determination by the Chancellor of the enrolling institution, or his delegate, (1) that the faculty or staff member seeking to enroll tuition-free is academically eligible for admission to the course in question and (2) that there is space available for that enrollment tuition-free in the course in question.
 - 4. Waiver of tuition for faculty and staff as provided under G. S. 116-143 shall be limited for a given faculty or staff member to not more than one course per semester.
 - 5. Tuition-free enrollments by faculty and staff under G. S. 116-143 shall not be counted for the purpose of receiving General Fund appropriations.
 - 6. Prior to the commencement of a course for which tuition waiver is to be requested, the enrollee, to receive the waiver, shall:

- a. Complete and have properly endorsed the form (which is attached to and made a part of these regulations) entitled "Application for Faculty/Staff Tuition Waiver."
 - b. Deliver one copy of the completed and endorsed application to: (1) the Chancellor, or his delegate, of the employing institution; and (2) the Chancellor, or his delegate, of the enrolling institution if other than the employing institution.
7. Any faculty or staff member who, before the promulgation of these regulations, had enrolled in a course at a constituent institution of The University of North Carolina in good faith reliance on assurance of the enrolling institution that tuition would be waived for that course, shall be permitted to complete that course free of tuition.
 8. The Chancellor of each constituent institution shall establish such procedures and make such delegations of authority, consistent with these regulations, as he may deem necessary or desirable to implement the faculty/staff tuition waiver privilege of G. S. 116-143 at his constituent institution.
 9. With respect to tuition waiver for staff of the General Administration, the Vice President for Finance shall have the authority and the duty to function in all respects as a Chancellor under these regulations.
 10. The Chancellors of the constituent institutions and the Vice President for Finance shall provide to the Office of the President copies of any policies or procedures they may establish pursuant to these regulations.
 11. These regulations supersede those contained in the body of Administrative Memorandum #61 (dated May 21, 1976) and Administrative Memorandum #73 (dated November 29, 1976).



William Friday

Attachments

1. Application
2. Resolution
3. Statute

APPLICATION FOR FACULTY/STAFF TUITION WAIVER
THE UNIVERSITY OF NORTH CAROLINA

1. Full name of applicant: _____
2. Employing institution: _____
3. Faculty rank and/or title: _____
4. Months (by name) of calendar year in which University employment services are rendered: _____
5. Institution offering the course you wish to take tuition-free: _____
6. Semester(s) in which course will be offered: _____
7. Title of course: _____
8. Course number: _____
9. Credit hours of course to be earned _____
10. Contact hours of course _____
11. Level of course (grad., undergrad., special, etc.): _____
12. Is there any course at a public or private educational institution that you intend to take, whether for credit or not, during the same semester as that during which you wish to take the course identified in item #7? Yes ____ No ____ . If "yes," set forth on the back of this application the name of the institution offering the course and the particulars therefor identified in items #7, 8, 9, 10, and 11.

APPLICANT: I hereby certify that I have completed this application fully and accurately to the best of my knowledge.

(signature) _____ (date) _____

FOR THE EMPLOYING INSTITUTION: Enrollment tuition-free in the course identified in items 6, 7, and 8 will not interfere with or conflict with the satisfactory performance of normal employment obligations by the above-named applicant.

(signature) _____ (date) _____
(title) _____

FOR THE ENROLLING INSTITUTION: The above-named applicant has been found academically eligible to enroll in the course identified at items #6, 7, and 8. There is space available for the above-named applicant to enroll tuition-free in the course identified in items #6, 7, and 8.

(signature) _____ (date) _____
(title) _____

RESOLUTION

WHEREAS G. S. 116-143, as amended by Chapter 605, 1977 Session Laws, authorizes the Board of Governors, in its discretion, to provide regulations whereby statutorily described faculty and staff within The University of North Carolina may each take not more than one course per semester tuition-free under statutorily specified conditions,

NOW, THEREFORE, the Board of Governors hereby:

1. Authorizes application of the tuition-waiver provision of G. S. 116-143 at any constituent institution of The University of North Carolina by faculty and staff of The University as conditioned by G. S. 116-143.
2. Authorizes the President to issue such additional rules and regulations as he may deem required or useful for uniform application throughout The University of the tuition waiver privilege.
3. Authorizes any faculty or staff member who, before the promulgation of these regulations, had enrolled in a course at a constituent institution of The University of North Carolina in good faith reliance on assurance of the enrolling institution that tuition would be waived for that course, to complete that course free of tuition.
4. Supersedes all policies and regulations concerning the waiver of tuition for faculty and staff pursuant to G. S. 116-143 that heretofore had been promulgated by the Board of Governors of The University of North Carolina, by any Board of Trustees of a constituent institution of The University of North Carolina, or by any predecessor to any such Board of Trustees or to the Board of Governors of The University of North Carolina.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 1977

RATIFIED BILL

CHAPTER 605

HOUSE BILL 1071

AN ACT TO AMEND G.S. 116-143 TO PROVIDE FREE TUITION FOR FULL-TIME UNC FACULTY MEMBERS.

The General Assembly of North Carolina enacts:

Section 1. G.S. 116-143, as the same appears in the 1975 Replacement Volume 3A, is amended in the last paragraph thereof to read as follows:

"Notwithstanding the above provision relating to the abolition of free tuition, the Board of Governors of The University of North Carolina may, in its discretion, provide regulations under which a full-time faculty member of the rank of full-time instructor or above, and any full-time staff member of The University of North Carolina may during the period of normal employment enroll for not more than one course per semester in The University of North Carolina free of charge for tuition, provided such enrollment does not interfere with normal employment obligations and further provided that such enrollments are not counted for the purpose of receiving General Fund Appropriations."

Sec. 2. This act shall become effective upon ratification.

In the General Assembly read three times and ratified, this the 17th day of June, 1977.

JAMES C. GREEN, SR.

James C. Green

President of the Senate

CARL J. STEWART, JR.

Carl J. Stewart, Jr.

Speaker of the House of Representatives