

**DEFINITIONS:**

- A. Exemption:** dispensation of financial liability
- B. Department Head:** the head of the department
- D. GPA:** grade point average, a numerical assessment on letters assigned with numerical equivalents
- E. Traditional:** courses not offered through LSU A degree programs offered at LSU System campus
- F. Online:** for this policy, courses specifically offered

**PROVISIONS:**

**B. Program Provisions:**

1. Full tuition exemption for traditional undergraduate and graduate coursework except for the LSU MBA and LSU Law program

3. Up to three (3) hours per week per semester may be taken during work time for traditional classes without charging an employee leave time, if approved by the supervisor. If more than three (3) hours are requested during work hours, annual leave must be used, and supervisor approval must be obtained.
4. Exemption can be declined if:
  - i. Employee receives two consecutive semesters with below C grades. The next semester must be C's or higher to regain exemption.
  - ii. Employee withdraws from class two consecutive semesters without a grade.
  - iii. Employee becomes ineligible for the tuition exemption by a reduction in percent effort or resignation/termination before the last day to add a class.
  - iv. Employees may file an appeal for decline of exemption with the Benefits Office of Human Resource Management.
5. Employees must complete a new tuition exemption request before tuition is due for each semester. If an employee changes, adds, or drops a class after the initial request is submitted, a revised tuition exemption request must be submitted.

## **II. Online Tuition Exemption General Provisions:**

### **A. Eligibility Requirements for Tuition Exemption**

1. Full-time (100% FTE) LSU A&M faculty and staff in a permanent, full-time position with a minimum of one (1) year employment (prior to enrollment) with approval from immediate supervisor and department head.

### **B. Program Provisions:**

1. Full tuition exemption for online undergraduate and graduate coursework. For eligible A&M staff and faculty, employees may register for job-related courses being used in pursuit of a degree for up to six (6) credit hours with any combination of A&M modules within the Fall, Spring and Summer semesters. For example, an employee could take three (3) hours in first fall module and three (3) in the second fall module or they could take six (6) in the first module but would be capped at a total of six (6) credit hours over that entire fall semester. The maximum credit hours an employee could take for the full academic year, (Fall, Spring, and

