




Office of the Provost
11000 University Parkway
Pensacola, FL 32514-5750

MEMORANDUM

November 20, 2015

TO: Jay Clune, Interim Assistant Vice Provost for Academic Programs
Joffery Gaymon, Assistant Vice President, Enrollment Affairs
Colleen Asmus, Associate Vice President, Financial Services
Shana Gore, Director, Financial Aid
Jeff Comeau, Associate Director, Human Resources
Jamie Sprague, Associate Director, Human Resources

FROM: George Ellenberg, Vice Provost 

SUBJECT: Use of State Employee/UWF Employee Tuition Waivers and Graduate Assistant (GA) Matriculation Waivers for Programs Involving Academic Partnerships

The State Employee Tuition Waiver, UWF Employee Tuition Waiver, and the GA Matriculation Waiver are not normally authorized for courses in self-funded programs offered through Continuing Education. Effective Fall 2015, the University has committed to making an exception for the following self-funded degree programs, subject to the continued availability of funds:

Ed. D. in Curriculum & Instruction: Curriculum Studies
M.Ed. in Educational Leadership
MSN (Nursing Education and the Leadership & Management programs)
MBA (General, Accounting, Entrepreneurship, & Supply Chain Logistics Management) (online programs)
RN-to-BSN (online program)

State Employee Tuition Waiver: The *State Employee Tuition Waiver* may be used for courses in all of the programs listed above on a space available basis, subject to the following conditions:

- Waiver eligibility, semester hour limits, application requirements, and processing will be per the procedures managed by the Office of the Registrar and Financial Services. All other waiver requirements apply.
- The waivers will be for 100% of the Continuing Education tuition fee for the courses.
- Students must be admitted and enroll as a degree seeking student at UWF in one of the approved degree programs.

UWF Employee Tuition Waiver: The *UWF Employee Tuition Waiver* may be used for courses in all of the programs listed above on a space available basis, subject to the following conditions:

- Waiver eligibility, semester hour limits, application requirements, and processing will be per the procedures managed by the Office of Human Resources and Financial Services. All other waiver requirements apply.
- The waivers will be for 100% of the Continuing Education tuition fee for the courses.
- Students must be admitted and enroll as a degree seeking student at UWF in one of the approved degree programs.

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To implement these waivers for these programs, Continuing Education will:

- Coordinate with Financial Services to get the necessary additional waiver codes created in Banner and brief the Cashier's Office personnel on their use.
- Coordinate and communicate with the Registrar's Office in the approval process for program identifiers.
- Ensure through report monitoring that waiver codes in designated courses are applied only to degree seeking students.
- Monitor and report results of overall program waiver use.
- Coordinate with ITS to modify the Employee Waiver Report to include the course sections in these programs, all of which will have a section attribute of CEAP.
- Factor into the Academic Partnerships payment process both the waivers applied to the student accounts and UWF's contractual obligations to Academic Partnerships, coordinating with the Provost's Office to make any additional payments required to Academic Partnerships from an Academic Affairs account.

Graduate Assistant (GA) Matriculation Waiver: A limited number of *GA matriculation waivers* will be authorized each semester for students who are in the graduate degree programs listed above, subject to the following conditions:

- These special GA matriculation waiver quotas do not count against the general GA matriculation waiver quotas assigned to the Colleges, but only graduate students in the programs are eligible for these waivers.
- General eligibility, administrative requirements, and processing of these waivers will be per the existing GA matriculation waiver procedures specified by the Graduate School and the Colleges.
- Waiver requests must be resubmitted for each semester.
- The quotas are based on program enrollment. Prior to each semester, Continuing Education will inform the Colleges of how many quotas will be available that semester.
- Each GA waiver is associated with 6 semester hours of courses.
- Each College has final authority in determining which students will receive the waivers associated with its program(s).
- When a waiver is approved for a GA in one of these programs, the actual matriculation waiver percentage assigned to the student in the Graduate Assistantship App should be set at 0%. The College will provide Continuing Education the student name, UWFID, and degree program. Continuing Education will then initiate a scholarship payment toward the student's account equal to 50% of the regular resident tuition for 6 semester hours of graduate courses (the same dollar amount as the value of a GA matriculation waiver for a non-Continuing Education course). The scholarship will be funded from program revenue.
- Continuing Education will factor the scholarships into the Academic Partnerships payment process so that the scholarship costs are shared by UWF and Academic Partnerships per the contract between those two organizations.

If you have any questions or need additional information, please contact Rodger Krull.

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