

LOUISIANA STATE UNIVERSITY  
Health Sciences Center-Shreveport

## **TUITION EXEMPTION/EDUCATIONAL LEAVE – CRITERIA FOR ELIGIBILITY**

You must meet **ALL** of the following criteria in order to qualify for tuition exemption.

1. Have at least one year of full-time (100% effort) service prior to class registration.
2. Be a full-time, non-academic or other academic employee.  
[ Faculty with the rank of Instructor, Assistant Professor, Associate Professor, Professor and equivalent Librarian ranks are excluded. ]
3. The tuition exemption privilege is limited to six (6) hours per semester and three (3) hours during the Summer.
4. College credit course(s) must be job related.
5. Only three [ 3 ] hours per week of educational leave may be taken during work time. Any additional time off must be recorded as Annual Leave or Leave Without Pay.
6. Be aware that continuing use of this program is dependent upon remaining in good academic standing at the particular institution you are attending. Each request for tuition and the exemption **must be accompanied by a copy of the grades received in the previous semester.** The copy must have the Registrar's seal, a photocopy of a grade/report is not acceptable.

## **PROCEDURE**

### **TUITION EXEMPTION:**

1. The employee must submit a written request. Request forms are kept on file in the Human Resources Department.
2. The employee's Department Head/Supervisor must verify that the requested course(s) is/are job related, sign the request form, and forward it to the Human Resources Department.
3. Human Resources will check for compliance with PM-12. After compliance is verified, the Director (or designee) will sign the form and return it to the employee.
4. The employee must send the original request form to the applicable LSU Campus during the regular registration process.

### **EDUCATIONAL LEAVE:**

The same procedure is followed as outlined above with the exception of Number 4.