



Policy Name:	Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree		
Associated Form(s):	<ol style="list-style-type: none"> 1. Program Application for Tuition Reimbursement for Faculty Pursuing a Terminal Degree, available on Mercy Connect 2. Tuition Reimbursement Form for Faculty Pursuing a Terminal Degree, available on Mercy Connect 	Policy Number:	2020-6
Reviewed:	Non-Academic Policy Committee	Approved:	June 30, 2020
Approval Authority:	President 	Adopted:	July 2020
Responsible Executive:	Provost	Revised:	November 2017, June 2016
Responsible Office:	Office of the Provost	Contact:	Associate Provost

I. Policy Statement

This Policy represents the University's support for existing and newly appointed Core Faculty members who were appointed under the *Faculty Handbook* based on their research and professional accomplishment and without terminal degrees to pursue graduate study at institutions other than Mercy University for completion of terminal degrees in their discipline.

II. Application Process

Core Faculty members who do not currently possess a terminal degree and wish to obtain reimbursement in seeking to obtain a terminal degree can apply by filling out the application form and submitting it to their Dean or Director of Libraries, followed by the Provost. The field of study listed in the application must be related to the discipline in which Faculty member teaches, and the institution of study where the terminal degree is being sought must be regionally accredited. In addition, the quality of the program and the needs of the University are factors that shall be considered by the Provost in making his/her final determination, after consultation with the applying faculty member, the disciplinary faculty, the Dean/Director of Libraries, and the President. Applications are accepted once a year with a deadline of April 1st.

III. Approval Process

After applications are submitted, the applicant's School Dean or Director of Libraries shall review the application and render a recommendation to the Provost, who will make a decision by May 15th. Approval is effective for allowable expenses incurred starting the following fall. In making these recommendations of eligible Core Faculty members who shall receive tuition reimbursement, the Dean or Director of Libraries (and Provost) shall consider the following factors:

1. The rigor of the degree/program being sought;
2. The relevance to the discipline of the applicant;
3. Whether the institution of study meets the criteria in Section II above;
4. The availability of funding; and
5. That not more than five percent (5%) of the Core Faculty receives tuition reimbursement in any University fiscal year (July 1 to June 30). The census of core faculty members is that of September 1st of the academic year when applications are made.

IV. Reimbursement Process

A faculty member who has received official approval in writing from the Provost must submit the Tuition Reimbursement Form to the Provost's Office to receive reimbursement for each term in which they are seeking reimbursement. A copy of the Tuition Reimbursement Form must also be provided to his/her Dean or Director of Libraries, to be appended to the faculty member's Annual Summary Activity Form required of all faculty members. Reimbursement

will be given under the following circumstances:

1. 35% of tuition is reimbursable upon presentation of a) proof of payment made to the institution of study and b) final grades at the end of each semester as documented on an official academic transcript.
2. A minimum course grade of B (3.0) is required for reimbursement.
3. The University will not reimburse for fees or for maintenance of matriculation.
4. From the start date of the initial term of study, tuition reimbursement is available up to:
 - a) a maximum of five (5) years for terminal master's-level study.
 - b) a maximum of seven (7) years for terminal doctoral-level study.
5. Note that tuition reimbursement for any graduate program is taxable under federal and state income tax laws.
6. In May, the faculty member must submit an annual progress report on their course of study to the Provost (with their Tuition Reimbursement Form) and their Dean or Director of Libraries, which shall be appended to the Annual Summary Activity Form. Failure to provide this report could impact whether the faculty member receives reimbursement.

V. Suspension of Study or Deferral of Start Date

Should a faculty member suspend their study or defer the start date of their study after approval of their tuition reimbursement, then they shall inform the Office of the Provost and they still count toward the number of approved faculty for tuition reimbursement unless the faculty member withdraws from the program.

VI. Repayment Requirements

Should a faculty member leave the ranks of core faculty due to termination or resignation within two (2) years of receiving tuition reimbursement under this Policy, they shall be responsible for reimbursing Mercy University the full amount of tuition paid by the University on the faculty member's behalf.