



<b>Policy Name:</b>	Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree		
<b>Associated Form(s):</b>	1) Program Application for Tuition Reimbursement for Faculty Pursuing a Terminal Degree 2) Tuition Reimbursement Form for Faculty Pursuing a Terminal Degree	<b>Policy Number:</b>	2017-12
<b>Approval Authority:</b>	President 	<b>Adopted:</b>	11/22/17
<b>Reviewed:</b>	Non-Academic Policy Advisory Review Council	<b>Approved:</b>	November 16, 2017
<b>Responsible Executive:</b>	Provost	<b>Revised:</b>	Tuition Reimbursement for Faculty Pursuing a Terminal Degree (June 2016)
<b>Responsible Office:</b>	Office of the Provost	<b>Contact:</b>	Associate Provost

## I. Policy Statement

This Policy represents the College'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 College 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 her/his 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 College 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.

## 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 determination within fifteen (15) business days of receipt. 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 College fiscal year (July 1 to June 30).

## 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 she/he is 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 College 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 remission for any graduate program is taxable under federal and state income tax laws.
6. The faculty member must submit an annual progress report on their course of study to her/his Dean or Director of Libraries and the Provost, which shall be appended to the Annual Summary Activity Form. Failure to provide this report could impact whether the faculty member receives reimbursement.

V. 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, he/she shall be responsible for reimbursing Mercy College the full amount of tuition paid by the College on the faculty member's behalf.



**PROGRAM APPLICATION FORM FOR TUITION REIMBURSEMENT  
FOR FACULTY PURSUING A TERMINAL DEGREE**

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**FACULTY INFORMATION**

**Faculty Name:** \_\_\_\_\_  
Last First Middle Initial

**College-Wide ID #:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_ **Length of Service:** \_\_\_\_\_

**Position Title/Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Office Telephone#:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

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**PROGRAM INFORMATION**

**Doctorate (Arts and Sciences)**     **Doctorate (Professional or Clinical)**     **Master's**

**Program of Study:** \_\_\_\_\_

**Name of Institution:** \_\_\_\_\_

**Term: Quarter / Semester/ Trimester**     **Fall**     **Winter**     **Spring**     **Summer**    **Year** \_\_\_\_\_  
**(Circle)**

**For Doctorate Programs in the Arts and Sciences:**

The candidate should enroll in a regionally accredited institution.

**For Doctorate Programs that are Professional or Clinical and Master's Programs:**

The candidate should enroll in a regionally accredited institution.

**What is the highest level of applicant's education?**

Field in which the applicant's highest level of education is held? \_\_\_\_\_

**Describe why the degree is being sought, and the relation between applicant's area of discipline and program in which she/he seeks reimbursement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read and understand the provisions of the Mercy College Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree, and that all information on this application form is accurate and complete. I understand that I am obligated to repay the College for any tuition paid by the College if I am terminated from or voluntarily leave the rank of Core Faculty at Mercy College within two (2) years of receiving benefits under this Policy. I further understand that my graduate tuition is taxable under federal and state income tax laws.

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**SCHOOL DEAN/DIRECTOR OF LIBRARIES AND PROVOST APPROVAL**

The Faculty Applicant fits the criteria noted in the Mercy College Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree and is **approved** to seek tuition reimbursement in the pursuit of a terminal degree. \_\_\_\_\_

The Faculty Applicant does not fit the criteria noted in the Mercy College Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree and is **NOT approved** to seek tuition reimbursement in the pursuit of a terminal degree. \_\_\_\_\_

**School Dean/Director of the Libraries Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Provost or Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



**TUITION REIMBURSEMENT FORM  
FOR FACULTY PURSUING A TERMINAL DEGREE**

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**FACULTY INFORMATION**

**Faculty Name:** \_\_\_\_\_  
Last First Middle Initial

**College-Wide ID #:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_ **Length of Service:** \_\_\_\_\_

**Position Title/Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Office Telephone#:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

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**PROGRAM INFORMATION**

**Doctorate (Arts and Sciences)**     **Doctorate (Professional or Clinical)**     **Master's**

**Program of Study:** \_\_\_\_\_

**Name of Institution:** \_\_\_\_\_

**Term: Quarter / Semester/ Trimester**     **Fall**     **Winter**     **Spring**     **Summer**  
(Circle)

**Year in program** \_\_\_\_\_

**Approval received on:** \_\_\_\_\_ **by:** \_\_\_\_\_  
Date Dean/Director of Libraries

**Thirty-five percent of tuition is reimbursable only upon receipt of the following documentation:**

**DOCUMENTATION PROVIDED (AND ATTACHED HERETO)**

- Proof of payment made to the institution of study
- Final grades for the semester in which reimbursement is sought
- Minimum course grade of B (3.0)
- Annual progress report on course of study to Dean/Director of Libraries (which shall also be appended to the Annual Summary Activity Report).

I certify that I have read and understand the provisions of the Mercy College Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree, and that all information on this application form, including documentation provided, is accurate and complete. I understand that I am obligated to repay the College for any tuition paid by the College if I am terminated from or voluntarily leave the rank of Core Faculty at Mercy College within two (2) years of receiving benefits under this Policy. I further understand that my graduate tuition is taxable under federal and state income tax laws.

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**PROVOST'S APPROVAL**

The Faculty Applicant has submitted the necessary documentation required for reimbursement in accordance with the Mercy College Policy and Procedures for Tuition Reimbursement for Faculty Pursuing a Terminal Degree.

**Provost or Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_