



**INTRODUCTION/PURPOSE**

**37.0.0**

- A. In accordance with the Board of Trustees Policy DEB (Regulation), eligible full-time and limited full-time employees may register for, attend, and earn college credit in certain credit courses offered by the Dallas County Community College District, without payment of tuition and laboratory fees. Specific stipulations are described in these procedures.
- B. A college will utilize its best efforts to ensure that the employee is able to enroll in the desired course(s).
- C. The waiver of tuition and laboratory fees is considered an employee benefit. It is not taxable for an aggregate annual amount under the threshold established by the Internal Revenue Service. The credit waiver will be recorded in benefit account 11-XX-010072-21904 where XX is the location code for the campus.

**Employee Eligibility Criteria**

**37.1.0**

A. ELIGIBLE EMPLOYEE TYPES

To qualify for participation in the educational credit program, an employee must currently hold a full-time or limited full-time position within the Dallas County Community College District.

B. LENGTH OF EMPLOYMENT

An eligible employee must have completed at least 12 consecutive months of employment with the DCCCD.

C. COLLEGE CREDIT EARNED

An eligible employee may receive college credit under this program for any course that is required to obtain an associate or baccalaureate degree or is career-oriented.

D. DOCUMENTATION REQUIREMENTS

To participate in the educational credit program, an eligible employee must complete the following paperwork:

1. An educational credit program form (with supervisor's approval documented on the form) before each semester or summer session during which the employee desires to take a course
2. All DCCCD admission requirements

**Employee Eligibility Criteria** **37.1.0**

E. WORK SCHEDULE

The participating employee must continue to work a full work- week and is expected to schedule a class before or after normal work hours. If a course is only available during the employee's normal work hours, a supervisor may allow the employee to take the course if the employee and the employee's workgroup can effectively and efficiently perform their jobs under such conditions.

**Waiver Policy** **37.2.0**

Semester/Summer Session Registration Limits

Semester/summer session tuition and laboratory fee waivers are limited to two courses per semester.

**Eligible Course** **37.3.0**

Any credit course that is listed on an approved degree plan or that is career-oriented is eligible under the program:

**Employee Required Payments** **37.4.0**

The participating employee must pay for any other costs that might be associated with a class, if assessed, including (but not limited to):

- A. Text books
- B. Course materials
- C. Student services fee
- D. Registration fee
- E. Any special fees associated with the course (such as bowling, scuba diving, etc.)
- F. Technology fee
- G. Schedule change fee
- H. Tuition and laboratory fees that exceed the semester/summer session credit hour limits

**Approval Process** **37.5.0**

A. EMPLOYEE RESPONSIBILITIES

1. The employee must obtain an educational credit program form from the location Director of Human Resources/designee.

DCCCD BUSINESS PROCEDURES MANUAL  
37. 0 - EMPLOYEE EDUCATIONAL CREDIT PROGRAM

Reviewed 6/24/03  
Revised 6/24/03

PAGE 4

---

2. The employee must complete items 1 through 10 of an educational credit program form and obtain supervisor's approval BEFORE each semester or summer session that the employee desires to take a course.

**B. SUPERVISOR RESPONSIBILITIES**

1. If a course is only available during employee work hours, the supervisor must approve any employee-requested alterations of the normal work schedule. The supervisor must verify that the course is only available during work hours and ensure that the employee's workgroup effectiveness and efficiency will not be hindered due to the employee's revised work schedule.
2. The supervisor should retain a copy of the form for department records, and forward the original and any remaining copies to the location Director of Human Resources/designee for completion.

**C. RESPONSIBILITIES OF DIRECTOR OF HUMAN RESOURCES**

The location's Director of Human Resources/designee, is responsible for the following:

1. Distributing the educational credit program form(s).
2. Verifying that the employee is a full-time or limited full-time employee during the employee's participation in the program.
3. Confirming the minimum service requirement (12 consecutive months of DCCCD employment) for the employee's initial entry into the program.
4. Reporting any discrepancies to the employee's supervisor.

**Registration Process**

**37.6.0**

**A. EMPLOYEE RESPONSIBILITIES**

For tuition credit under this program, an employee may register for courses during any scheduled registration period.

1. The employee will take the completed, approved educational credit program form and all appropriate registration forms and present the forms to the Admissions/Registrar's Office. The employee will then proceed through the registration process.

**Registration Process (continued)**

**37.6.0**

3. The employee will present the original of the form in lieu of cash tuition/laboratory fee payment during the registration process. The employee/student is responsible for all course costs and normal student fees, except the allowed amount of tuition and laboratory fees per semester/summer session.

**B. REGISTRAR RESPONSIBILITIES**

1. The College Admissions/Registrar's Office staff will review the completed educational credit program form and any attached documentation, and ensure that the employee meets the criteria for participation.
2. The Registrar's Office will enter the appropriate information into the Student Accounting System to ensure that applicable courses are not reported to the State for reimbursement purposes. The information for identifying non-reportable courses will be obtained from the employee's educational credit program form.
2. The Registrar's Office will indicate a reason code "6" by each non-reportable course taken by the employee for credit purposes. All reason code "6" courses taken by an employee will not be included in the State reporting process.

**C. COLLEGE BUSINESS OFFICE RESPONSIBILITIES**

The College Business Office staff will enter the information from the educational credit program form into the fee collection program of the registration system with a waiver code of EMPR applied to the appropriate course limits. Tuition and laboratory fee waivers are limited to two classes per fall, spring or summer session.

**State Reimbursement Implications**

**37.8.0**

The District will not file contact hours generated through this program for State reimbursement.