

Section IV.D.1.(d). Limited Employee Educational Assistance

These procedures supplement and clarify Section IV.D.1.(d). of the Lone Star College System Policy Manual (“Policy Manual”) last revised by the Board of Trustees on **February 1, 2018**—setting out the College’s policy regarding educational assistance for employees.

The Policy Manual controls when a conflict arises between it and the procedures below. The procedures were last updated on **February 1, 2018**. The notice and comment period was open online to the public from **October 24, 2017** to **November 23, 2017**.

1. Scope of Procedures. These procedures cover Lone Star College (“the College”) employee access to certain educational assistance. Specifically, these procedures regard employee tuition exemption for certain courses offered at Lone Star College under specific circumstances. These procedures provide eligibility criteria, application process, and other educational assistance information for Lone Star College courses. These procedures do not address Chancellor Scholarships or other tuition reimbursement programs used for non-Lone Star College courses.

2. Definitions.

(a) College Courses means courses offered at a Lone Star College campus that are applicable to a degree plan or certification and funded by the State.

(b) Continuing Education Courses means courses offered at a Lone Star College campus that are determined to be beneficial to the employee’s professional development and funded by the state. Continuing Education Courses are measured in Continuing Education Units (CEUs).

(c) Eligible Employee means full-time College employees; part-time employees who have completed the prior twelve months of continuous employment; adjunct faculty members who have taught the prior six consecutive fall and spring semesters at the College; or Fire Science Skills Instructors who have taught two prior consecutive Fire Science courses.

(d) Educational Assistance means the exemption of tuition and fees for Eligible Employees.

(e) Non-credit Course means any course—other than a College Course or Continuing Education Course—offered at Lone Star College that does not receive state funding.

3. Applying for Educational Assistance.

(a) Application Process. The following steps must be completed for an eligible employee to receive Educational Assistance:

Step 1: Register for no more than six credit hours of College Courses or six CEUs per semester (and no more than eighteen credit hours per academic year). Employees may register for a combination of College Courses and Continuing Education Courses if such combination does not exceed six total credit hours and CEUs combined. The Business Office may exercise its discretion in allowing an additional credit hour if the credit hour is attributed to a course’s lab requirement.

Step 2: Employee completes the Employee Educational Assistance Form (“EAF”) and submits the Form to their immediate supervisor. This Form is found at: <https://intranet.lonestar.edu/HR%20Forms/Forms/AllItems.aspx>.

Step 3: The employee’s immediate supervisor verifies that the courses are scheduled outside the employee’s work schedule and routes the Form to the campus Business Office or Student Accounting (for System Office Employees).

Step 4: The Business Office works with the Office of Human Resources (OHR) to verify that the employee (1) is expected to continue employment with the College in the requested academic term and (2) the employee is an Eligible Employee.

Step 5: The Business Office verifies that (1) the employee is receiving educational assistance for the first time, or the employee is meeting the required minimum 2.0 grade point average (GPA) for Satisfactory Academic Progress (SAP), and (2) the employee has not exceeded the Excess Credit Hour Limitation described below.

Step 6: The Business Office verifies the employee has no outstanding debts with the College or holds on their account.

Step 7: The Business Office awards the employee Educational Assistance and scans the EAF before routing the original form to OHR for records retention.

(b) Non-Eligible Courses. Educational Assistance is not available for non-eligible courses (i.e. Non-Credit Courses). If an employee registers for and attends a non-eligible course, the employee will assume all costs associated with the course.

4. Continued Receipt of Educational Assistance.

(a) Satisfactory Academic Progress. An employee enrolled in six or less credit hours of College Courses or CEUs must earn a 2.0 GPA at the end of the semester to meet satisfactory academic progress (SAP).

If the employee completes the semester with SAP, the employee may register for courses the following semester and reapply for Educational Assistance in accordance with Section 3 above.

(b) Excess Credit Hour Limitation. Educational Assistance is not available for College Courses if the employee has attempted a number of semester credit hours that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled. The employee is financially responsible for all costs beyond this excess hour limitation.

(c) Certain Hours Not Calculated When Determining the Excess Credit Hour Limitation. The following credit hours are not included in the 30-hour threshold:

(i) Hours earned exclusively by examination (i.e. Advanced Placement courses).

(ii) Hours earned for a course for which the person received credit toward the person's high school academic requirements (i.e. dual credit courses).

(iii) Hours earned for developmental coursework that an institution of higher education required the person to take.

5. Revocation/Waiver/Reinstatement of Limited Employee Educational Assistance.

(a) **Unsatisfactory Academic Progress.** An employee who receives Educational Assistance but (1) fails to earn a GPA of at least 2.0 at the end of the semester in which the student uses Educational Assistance or (2) exceeds the Excess Credit Hour Limitation becomes ineligible for Educational Assistance in all subsequent semesters, unless an appeal or waiver is granted.

(b) **SAP Appeals.** Please refer to the SAP appeal process in the College's Financial Aid Chancellor Procedures.

(c) **Excess Hours Waiver.** If an employee exceeds the Excess Credit Hour Limitation, the College may award a waiver for additional Educational Assistance on an as-needed basis, but only if the employee provides a showing of good cause.

(d) **Reinstatement of Educational Assistance.** An employee may have Educational Assistance reinstated by (1) completing a semester or term during which the employee is not eligible for an exemption and meets the requirements in Subsection 4; or (2) having an appeal approved.

Effective Date: February 14, 2018



Stephen C. Head, Chancellor