Regulations of the Board of Trustees

SECTION II. FACULTY AND ADMINISTRATIVE EMPLOYEES

Subsection D. Benefits

9. EDUCATIONAL BENEFITS

Special condition: Provisions accommodating employees and retirees to implement Public Act 89-4 shall continue until the applicability of such provisions expire.

a. Employees

Faculty and administrative employees and retirees of Northern Illinois University may enroll for credit in Northern Illinois University with exemption from tuition and other eligible registration fees (as defined in Section V.K. of these Regulations), except for (1) the interdisciplinary Ph.D. in Health Sciences, which shall operate under a Tuition Remittance Program wherein partial or full tuition waivers will be provided only with the employee’s commitment to work at Northern Illinois University for a specified period of time post-graduation, and (2) those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor, in accord with university rules, provided that the employee or retiree has the required prerequisites, meets any other admissions standards, and the initial date of employment is on or before the 30th calendar day following the scheduled beginning of the academic term involved, or the last day of registration, whichever is earlier. The Board delegates appropriate authority to the Office of the Provost to establish and publicly post the terms and conditions of the Tuition Remittance Program for the interdisciplinary Ph.D. in Health Sciences.

The waiver granted in any one semester shall be subject to the following maxima:

Retirees and full-time employees -- 8 hours
3/4-time employees -- 6 hours
1/2-time employees -- 4 hours

For summer session the waiver shall be subject to the following maxima:

Retirees and full-time employees -- 4 hours
3/4-time employees -- 3 hours
1/2-time employees -- 2 hours

For employees not working full-time during the summer, the waiver maximum may be determined by the employment rate of either the summer or of the semester immediately preceding the summer, whichever would yield the highest waiver.
For purposes of this Regulation, the summer session shall be considered to include all sessions, regardless of title (summer session, presession, postsession, intersession, etc.) between the close of the second (spring) semester of one academic year and the beginning of the first (fall) semester of the succeeding academic year.

A full-time employee may not register for credit in excess of the limits set forth above unless recommended by appropriate supervisory authority. For full-time employees the total number of registered credit hours may not normally exceed a credit-hour load associated with two courses. If a retiree or part-time employee registers for more than the maximum number of hours for which tuition and fees may be waived, the charge to the employee shall be the difference between the total tuition and fees which would normally be charged for the number of credit hours taken and the amount of tuition and registration fees which may be waived. The tuition and other registration fees to be waived shall be those usually charged undergraduate or graduate students. For employees registering in programs or courses with higher tuition and/or registration fees, the waiver shall be limited to the usual tuition and registration fee charge, with the employee paying any differential. Fees directly related to a particular course will not be waived.

Each faculty or administrative employee who wishes to enroll for credit must file with the department head, program coordinator, or other immediate supervisor a statement outlining the extent and goals of the proposed program of studies. That individual will forward the statement with recommendations to the appropriate dean or director for final approval. Approval by the employee's dean or director is a prerequisite for enrollment in any course.

Faculty who hold the rank of assistant professor or higher may take graduate courses but may not be admitted to or enrolled in a program leading to a graduate degree in the same program area or department in which they instruct.

b. Survivors of Deceased Employees

The surviving spouse, party to a civil union and the legally dependent child or children of any faculty or administrative employee, and child or children of a party to a civil union of any faculty or administrative employee, who has died while employed full-time (or on sabbatical leave, sick leave or disability leave) with Northern Illinois University shall be entitled to waiver of tuition and other registration fees (as defined in Section V.K. of these Regulations), except for (1) the interdisciplinary Ph.D. in Health Sciences, which shall operate under a Tuition Remittance Program wherein partial or full tuition waivers will be provided only with the employee’s commitment to work at Northern Illinois University for a specified period of time post-graduation, and (2) those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor, while enrolled for course work creditable to the baccalaureate degree at the university. Should both parents be full-time employees, the death of one parent makes the child or children eligible for the waiver. "Legally dependent child or children" for this purpose shall mean and include any child who qualified, at the time of the employee's death, as a dependent for income tax exemption purposes under the provisions of Section 152 of the United States Internal Revenue Code, or the legally dependent child or children of the employee’s party to a civil union. The Board delegates appropriate
authority to the Office of the Provost to establish and publicly post the terms and conditions of
the Tuition Remittance Program for the interdisciplinary Ph.D. in Health Sciences.

SECTION III. CIVIL SERVICE EMPLOYEES

Subsection C. Benefits

7. EDUCATIONAL BENEFITS

Special condition: Provisions accommodating employees and retirees to implement Public Act
89-4 shall continue until the applicability of such provisions expire.

a. Employees

Tuition and fee waiver shall be granted to any Northern Illinois University retiree or any
employee in a status position under the State University Civil Service System, if admissions
standards are met and if the initial date of employment is on or before the 30th calendar day
following the scheduled beginning of the academic term involved, or the last day of registration,
whichever is earlier, except for the interdisciplinary Ph.D. in Health Sciences, which shall
operate under a Tuition Remittance Program wherein partial or full tuition waivers will be
provided only with the employee’s commitment to work at Northern Illinois University for a
specified period of time post-graduation. The Board delegates appropriate authority to the Office
of the Provost to establish and publicly post the terms and conditions of the Tuition Remittance
Program for the interdisciplinary Ph.D. in Health Sciences.

The waiver granted in any one semester shall be to the following maxima:

Retirees and full-time employees -- 8 hours

3/4-time employees -- 6 hours

1/2-time employees -- 4 hours

A full-time employee may not register for credit in excess of the number of hours for which
tuition and fees may be waived as listed above unless recommended by appropriate supervisory
authority. For full-time employees the total number of registered credit hours may not normally
exceed a credit-hour load associated with two courses. These maxima are employee benefit
limitations and do not apply to enrollments in approved work-related training programs, the
purpose of which is to improve university services.

For summer session the waiver shall be subject to the following maxima:

Retirees and full-time employees -- 4 hours
3/4-time employees -- 3 hours

1/2-time employees -- 2 hours

For employees not working full-time during the summer (including those on seasonal layoff), the waiver maximum may be determined by the employment rate of either the summer or of the semester immediately preceding the summer, whichever would yield the highest waiver.

For the purposes of this Regulation, the summer session shall be considered to include all sessions, regardless of title (summer session, presession, postsession, intersession, etc.) between the close of the second (spring) semester of one academic year and the beginning of the first (fall) semester of the succeeding academic year.

b. Fees Waived

The fees which will be waived include tuition and application fees and, in the case of Northern Illinois University employees or retirees, other eligible registration fees (as defined in Section V.K. of these Regulations), except for (1) the interdisciplinary Ph.D. in Health Sciences, which shall operate under a Tuition Remittance Program wherein partial or full tuition waivers will be provided only with the employee’s commitment to work at Northern Illinois University for a specified period of time post-graduation, and (2) those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor. Registration fees other than tuition will not be waived for an employee of an institution other than Northern Illinois University. The Board delegates appropriate authority to the Office of the Provost to establish and publicly post the terms and conditions of the Tuition Remittance Program for the interdisciplinary Ph.D. in Health Sciences.

If an employee registers for more than the maximum number of hours for which tuition and fees may be waived, the charge to the employee shall be the difference between the total tuition and fees which would normally be charged for the number of credit hours taken and the amount of tuition and fees which may be waived. The tuition and other registration fees to be waived shall be those usually charged undergraduate or graduate students. For employees registering in programs or courses with higher tuition and/or registration fees, the waiver shall be limited to the usual tuition and registration fee charge, with the employee paying any differential. Fees directly related to a particular course will not be waived.

c. Survivors of Deceased Employees

The surviving spouse, party to a civil union, and the legally dependent child or children of any Civil Service employee, and child or children of a party to a civil union of any faculty or administrative employee, who has died while employed full time (or on educational leave with pay, sick leave, or disability leave) with Northern Illinois University shall be entitled to waiver of tuition and other registration fees (as defined in Section V.K. of these Regulations), except for (1) the interdisciplinary Ph.D. in Health Sciences, which shall operate under a Tuition Remittance Program wherein partial or full tuition waivers will be provided only with the employee’s commitment to work at Northern Illinois University for a specified period of time.
post-graduation, and (2) those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor, while enrolled for course work creditable to the baccalaureate degree at the university. The Board delegates appropriate authority to the Office of the Provost to establish and publicly post the terms and conditions of the Tuition Remittance Program for the interdisciplinary Ph.D. in Health Sciences. Should both parents be full-time employees, the death of one parent makes the child or children eligible for the waiver. "Legally dependent child or children" for this purpose shall mean and include any child who qualified, at the time of the employee's death, as a dependent for income tax exemption purposes under the provisions of Section 152 of the United States Internal Revenue Code, or the legally dependent child or children of the employee's party to a civil union.