



**RESOLUTION TO RESCIND
FEE REMISSION, EXCLUDED PROFESSIONAL ADMINISTRATIVE
EMPLOYEES POLICY, 3356-7-31**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis;
and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-82**

TO BE RESCINDED

3356-7-31 Fee remission, excluded professional administrative employees.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Human Resources
Revision History:	December 1998; September 2001; December 2010; February 2012; December 2016; December 2018; December 2021; June 2025
Board Committee:	University Affairs
Effective Date:	June 24, 2025
Next Review:	N/A

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Scope. This policy applies to full-time and part-time excluded professional administrative employees, where applicable. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy. This policy does not apply to intermittent employees.
- (C) Parameters.
 - (1) University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the benefits section of the office of human resources website.

- (2) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.
- (3) Except for online instruction provided by academic partnership or any successor, full-time excluded professional administrative employees receive the following fee remission:
 - (a) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
 - (b) Instructional fee remission for spouses.
 - (c) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
 - (d) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
 - (e) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
 - (f) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.

- (g) Starting in the fall semester of 2022, full-time employees, their spouses and their dependent children shall pay for twenty per cent of the cost of online instruction provided by academic partnership or any successor.
 - (4) Except for online instruction provided by academic partnership or any successor, a part-time excluded professional administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and noncredit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in paragraph (C)(3) of this policy for the spouses and dependents of full-time employees.
 - (5) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (D) Procedures.
- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
 - (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written

understanding as to how the employee will attend class and work his/her required number of hours.

- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For noncredit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.