

SECTION 700.12
CONTINUING EDUCATION FOR FACULTY

All permanent faculty may be allowed release time from their regular duties for the purpose of enrolling in up to three (3) academic classes per calendar year at any state institution of higher learning subject to the following:

1. The faculty member must obtain an *Employee Tuition Waiver Request* form from the Administrative Affairs Office.
2. Approval must be obtained from the Vice President of Academic and Student Affairs.
3. The signed *Tuition Waiver* form is then submitted by a specified deadline at the state institution where the faculty member is requesting to enroll.

History