

<b>Applicability:</b> Employee Class - Adjunct	<b>Effective Date:</b> July 1, 1994	<b>Approved By</b> Signature on file Lynn E. Weaver, President	<b>Page:</b> 1 of 1
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**A. PURPOSE**

This policy details the method by which adjunct faculty and their eligible dependents may enroll, at a reduced rate, in regular credit courses at Florida Tech. Any exception to this policy will require the approval of the President.

**B. DEFINITIONS**

1. Eligible dependent must be enrolled, and making satisfactory progress, in a degree granting program (“transient” students matriculated at other institutions will be considered as satisfying this condition).
2. Only regular credit courses are eligible for tuition reduction under this policy. Short courses, workshops, seminars, continuing education courses, and flight training courses are examples of excluded courses. Additionally, Doctoral programs are excluded from this program.

**C. POLICY**

1. Nominally, an Adjunct Faculty member earns one tuition reduction unit for each credit taught. A “bank” savings account is established for each Adjunct Faculty member. The account has a record of units earned, units redeemed, and a cumulative balance. Units earned before Summer 1988 do not have an expiration date. Units earned after June 15, 1988 must be redeemed within five years or they expire. Earliest earned units are redeemed first.
2. The introduction of the semester calendar in Fall 1993 required that units earned and units taken as quarter hours be converted. The number of unused quarter hour credit units in the account at the end of the Summer 1993 term are converted to semester hour credit units by multiplying the number of quarter hours by .67. For example: an account with 100 quarter hours will have the equivalent of 67 semester hours (100 X .6700 = 67.00).
3. The value of the tuition reduction will be reported as earnings on the IRS Form 1099 that is provided to the adjunct faculty member at the end of each calendar year.
4. Tuition Reduction units are redeemable as follows:
  - a. Self  
 Semester hours that are “banked” may be redeemed for one semester hour credit at 100% tuition reduction.
  - b. Spouse  
 Semester hours that are “banked” may be redeemed for 50% of one semester hour credit of tuition reduction. A maximum of one unit may be redeemed for each credit taken. Specifically, a spouse may not redeem two (2) semester hour credits at 50% each in order to obtain a reduction of 100% of the tuition.
  - c. Dependent Child  
 Dependent children are those who are financially dependent upon the adjunct faculty member. The IRS definition of dependent status shall apply in all cases.  
 Semester hours that are “banked” may be redeemed for 85% of one semester hour credit of tuition reduction. A maximum of one credit may be redeemed for each credit taken.  
 Each dependent child is limited to 150 semester hour credits, or sufficient credits to earn one undergraduate degree, whichever is less. Dependent children earning an associate’s degree remain eligible to complete a baccalaureate degree. These limits include the equivalent semester credits for quarter hour credits taken before Fall 1993. For example, a student who utilized 100 quarter hour credits before Fall 1993 will have taken the equivalent of 67 semester hours towards the limit of 150 semester hours.