

# Tuition Exemption Guidelines

**Effective Date: July 1, 2026**

## I. Enrollment Specifications

Pursuant to PM-12 and LSU policy on tuition exemption, employees are eligible to request consideration for tuition exemption of up to 6 credit hours (typically 2 courses) per semester. Consistent with these policies and to ensure stability and continuity of its campus operations, LSU Health New Orleans generally will permit its eligible employees to enroll in only one course per term during scheduled working hours, including courses offered at another LSU institution. In general, requests for tuition exemption for a second course in the same term will be approved only if that second course is taken online or after working hours.

In certain limited circumstances, a supervisor may approve a request for tuition exemption for an employee to enroll in two courses in the same term during working hours when that supervisor determines that scheduling limitations would prevent timely degree completion without the additional course. Such approval will be granted only if both courses are offered on the LSUHSC-New Orleans campus. Please note that the Masters in Public Health (MPH) program is the only academic program offered by LSUHSC-NO for which employee tuition exemptions may be requested.

## II. Guidelines

- Employees are limited to three (3) hours a week of educational leave per week during normal business hours. Any hours of absence more than three (3) hours per week must be charged to Annual Leave, if available, or Leave Without Pay (LWOP). Meal breaks may not be used to reduce the amount of leave required to be taken.
- Employees must apply and be approved for the tuition exemption prior to the start of each term.
- Supervisor's approval for a second course in the same term during regular working hours will not be granted when the course is offered on an LSU campus other than LSUHSC-New Orleans.
- The supervisor and employee are jointly responsible for ensuring the employee's work obligations and operational needs of the department continue to be satisfactorily met while the employee is enrolled in class(es) for which tuition exemption is provided. Regular work schedule may not be adjusted more than 30 minutes to accommodate class attendance.
- Annual Leave or Leave Without Pay (LWOP) must be submitted if a second class in the same term is taken during the workday.
- The Masters in Public Health (MPH) program is the only academic program offered by LSUHSC-NO for which course tuition exemptions may be requested. Other LSU System campuses also may have a list of courses and programs excluded from the tuition exemption program, and the employee should confirm before making an exemption request that the intended courses are allowable under the tuition exemption program.

## III. Approvals

- Approval for tuition exemption is required from the employee's supervisor, department head, and the Vice Chancellor of Administration and Finance (VCAF) or appointed designee.
- All required approvals must be finalized before the first day of class for which the tuition exemption is being requested.

## IV. Travel Time

Adequate travel time must be accounted for in the time away during scheduled working hours.

- For purposes of calculating leave and time away from work, employees attending a course at:
  - LSU A&M shall be assigned a travel time of ninety (90) minutes each way.
  - LSU – New Orleans (LSUNO) shall be assigned a travel time of thirty (30) minutes each way.

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### V. Pursuit of Doctoral Degrees

Professional or “other academic” employees may pursue a doctorate at an LSU System institution, as allowed by each institution/campus, provided there is no conflict of interest with the position held by the employee. The employee, the employee's immediate supervisor, and the chair of the department in which the employee will pursue the degree, will prepare statements outlining the job responsibilities of the employee and provide an analysis of the independence of the employee's official duties from the department in which doctoral work is to be taken. The Graduate Council on the applicable campus will review the statements and make a recommendation through administrative channels to the Senior Vice Chancellor. Once a recommendation has been made the employee should forward the recommendation along with their Request for Tuition Exemption/Educational Leave Form and follow procedures listed below.

### VI. Doctoral Degree Procedures

1. As the program may present a significant financial cost in terms of lost tuition revenue to LSU campuses, in order to standardize University policy and procedures the following procedure and attached form must be used to request participation in the program.
2. Eligible employees should coordinate their plans for any courses taken with their department chair and direct supervisor to ensure there is no conflict with teaching assignments or other assigned employee responsibilities. The employee completes the Request for Tuition Exemption/Educational Leave Form with a justification of how the courses requested are related to their current position. The signed form must be submitted through the immediate supervisor and Department Head or Dean/Vice Chancellor and forwarded to the Vice Chancellor for Administration and Finance, or designee for approval and signatures. Forms missing any required information will be returned to the employee
3. Approved forms will be returned to the employee, immediate supervisor and forwarded to the appropriate institution for processing.
4. If it is determined after registration that the employee has not met the eligibility requirements, the employee will be required to drop the course(s) or pay the required tuition and fees.
5. A SF-6 leave form must be completed for the approved educational, annual and/or LWOP, as appropriate.

### VII. Resources

- [PM-12](#)
- [Request for Tuition Exemption Form](#)