

**SOUTHERN UTAH UNIVERSITY**  
**APPLICATION AND AUTHORIZATION FOR TUITION WAIVER**  
**ADJUNCT FACULTY**

**Note: This form must be completed and turned in to the Human Resources office prior to or at the time of registration for verification of eligibility (eligibility determined by status of applicant as of the first day of the semester). See below for waiver eligibility requirements and policies.**

1. Name of Employee \_\_\_\_\_ Phone # \_\_\_\_\_
2. T# \_\_\_\_\_
3. Semester work schedule \_\_\_\_\_
4. For \_\_\_\_\_ Semester \_\_\_\_\_  
Fall, Spring, Daymaster, Summer Year
5. Department \_\_\_\_\_

Number of credit hours: (Limited to one class of 3 credit hours or less; must be outside of normal working hours)

Days and time of course to be taken \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE NOTE: SUU employees are subject to the same academic and registration policies that govern all students. Employees taking classes must maintain a GPA of 2.0 to remain in good standing. If an employee wishes to drop or withdraw from a class or classes, they must meet with an advisor in the Student Success Center to complete an appropriate withdrawal procedure.**

Employee's Signature	Date
Immediate Supervisor's Signature	Date
Dean/VP/President's Signature	Date
Human Resources	Date

**B. Group 3-Adjunct Faculty**

- 1) Adjunct faculty employees teaching part-time are eligible to receive a tuition and institutional student fee waiver for three (3) or fewer credit hours per semester in which they teach.

\*Benefit Eligible employees refer to individuals that are eligible for University fringe benefits (retirement, vacation, medical insurance, long-term disability, etc.).