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To: Deans, Associate Deans, Chairs, Directors of Graduate Studies, Unit Financial Officers

From: Beth A. Boehm, Ph.D., Dean of the School of Interdisciplinary and Graduate Studies and Vice Provost for Graduate Affairs

Date: July 14, 2015

Re: Use of Graduate Tuition Remission Funds for Online Course Tuition/Fees

The School of Interdisciplinary and Graduate Studies (SIGS) has since 2012 followed this policy for tuition remission for our fellows, diversity scholars, and tuition match programs:

**Beginning Fall 2012, tuition awards provided by the School of Interdisciplinary and Graduate Studies (SIGS) will cover a maximum of 9 hours of Regular Graduate Tuition per term. Students or graduate programs will be responsible for additional tuition charges for online courses or courses in Urban Planning and Public Administration.**

**As you know, SIGS now administers the tuition remission budgets for all of the units, and we have learned that several units have used those budgets to pay online course tuition/fees. Tuition remission budgets may not be used for that purpose, and while we do not want to discourage the development or offering of online courses—particularly as they help you attract new students who will pay their own tuition—we must extend our policy to all graduate students who receive tuition remission scholarships from the University. Unless a program is an entirely online program (in which case students are not eligible for university funding), programs should offer face-to-face sections for all courses that they offer online in order to ensure that students have the option of taking the course as part of their full-time tuition remission benefits.**

**This is the new policy regarding tuition remission for graduate students:**

#### **Policy on Paying Online Course Tuition/Fees for Graduate Students Receiving University Scholarship Support**

Graduate students who are receiving any form of scholarship that includes tuition remission from the university, such as an assistantship (e.g. Graduate Teaching Assistantship, Graduate Research Assistantship, Graduate Service Assistantship) or fellowship (e.g. University Fellowship, Diversity Scholarship), and who elect to enroll in an online version of a graduate course, will not be eligible for tuition remission for the online course. Either the student or the student's graduate program will be responsible paying the online tuition/fees. If the academic program requires the online course (that is, if the course may only be taken online), the program should use its online course revenue to pay for the student's online tuition/fees.