



MONTCLAIR STATE
UNIVERSITY

University Senate

Recommendation for broader implementation of Employees' Tuition waiver

January 25, 2023- Approved by the Senate

The University Senate recommends that employees be allowed to take courses at Montclair State without regard for the relevance of the course, certificate program or other approved program of study to the employee's current job; the quality of the applicant's performance in their jobs; or the priority needs of the applicants' current job and work unit.

Further, the University Senate recommends employees be allowed to audit courses applying the same criteria.

Rationale

Montclair State University is one of four institutions in the State of NJ that does not allow employees to enroll in, or audit, courses for the love of learning. The current policy is a highly restrictive outlier among other New Jersey institutions, in that "the University will take into account the relevance of the course, certificate program or other approved program of study to the employee's current job; the quality of the applicant's performance in his/her jobs; the priority needs of the applicant's current job and work unit." [Tuition Waivers – Human Resources - Montclair State University](#)

Employees' ability to audit a course is also not allowed under the current policy. Montclair State should allow employees the opportunity for professional development and personal enrichment, both as students enrolled in undergraduate or graduate degree programs, as well as non-matriculated students, or to audit a class should they wish to.

Each are missed opportunities to support employee morale, to express the university's belief in the value of learning, and to enhance understanding of the student experience at our institution. Auditing can facilitate interdisciplinary knowledge, and expertise as employees can expand their knowledge of, and connections with, other fields, at lower cost in time and energy.

Tuition waivers for employees are intended to support an institution's mission by providing additional incentives and means of recruiting and retaining qualified employees. However, as opposed to being a leader in this category, Montclair State University trails behind most fellow state post-secondary institutions.

Other New Jersey institutions' policies that may be used as a model for Montclair State:

Rowan [Tuition Benefit and Waiver Information](#)

Rutgers [Tuition Remission](#)

Stockton [Tuition Assistance and Tuition Waiver for Employees](#)

College/University	Charges fees	Uni keeps FA, scholarships	Criteria for which courses	Reimbursement (pays for classes elsewhere)	Other criteria
Montclair	X	X	Program specific (see policy text)	sometimes	"Availability of funds"
Rutgers	X			X	Has rank & salary limits
TCNJ			UG: Up to 30 cr, non-matriculated; GR up to 10 cr non-matric	X	Unclear if they openly support 'love of learning'
Rowan					
Stockton				X	"employees should have the opportunity for professional development and personal enrichment..."
NJCU	X				Ineligible course list such as study abroad, internships
WP	X				"valid only for those courses listed on the Tuition Waiver Form" We don't have access to the form
Ramapo	X	X	"Professional development" or "mutually beneficial"		
Kean	X	Ineligible for waiver if student gets aid		X	Waiver only for 1st BA/S or MA/S (must be in matriculated program)
NJIT			Must be an approved program	X	