

Tuition Exemption and Educational Leave Guidelines

Effective Date: September 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 for courses taken at an LSU institution. 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 offered by an LSU institution 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 (in-person only) is the only academic program offered by LSU Health – New Orleans for which employee tuition exemptions may be requested. Other LSU System institutions may also 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.

II. Eligibility for Tuition Exemptions

1. Employees must be full-time with at least one continuous year of active employment with LSU Health – New Orleans to be eligible to apply for a tuition exemption for a course offered by an LSU institution.
2. Educational leave for those qualified employees will be granted only for courses approved for a tuition exemption for courses at an LSU institution.
3. Full-time employees with less than one year of service may register at their own expense for job-related coursework at an LSU institution and request approval from their supervisor to take the coursework during work time for no more than three clock hours per week of educational leave.

III. Guidelines for Leave Associated with Tuition Exemptions

1. Employees with an approved tuition exemption for course(s) at an LSU institution are eligible to take up to three (3) hours a week of educational leave per week during normal business hours. Any length of workday absence associated with the coursework which exceeds 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 in conjunction with the course.
2. Employees must apply and be approved for the tuition exemption at an LSU institution prior to the start of each term.
3. Supervisor's approval for a second course at an LSU institution in the same term during regular working hours will not be granted when the course is offered on an LSU institution other than LSU Health New Orleans.

4. 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.
5. Annual Leave or Leave Without Pay (LWOP) must be submitted if a second class at an LSU institution in the same term is taken during the workday.
6. Employees who pursue educational opportunities at institutions other than an LSU institution under an approved tuition exemption are not eligible for education leave. For any such outside academic endeavors which may require time away from the workplace during the workday, the employee must take annual leave or arrange an alternative work schedule with their supervisor.
7. A SF-6 leave form must be completed for the approved educational, annual and/or LWOP, as appropriate.

IV. Approvals

1. 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.
2. All required approvals must be finalized before the first day of class for which the tuition exemption is being requested.

V. 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.

VI. Pursuit of Doctoral Degrees

1. Professional or "other academic" employees may pursue a doctorate at an LSU institution, as allowed by each institution, provided there is no conflict of interest with the position held by the employee.
2. 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.
3. The Graduate Council on the applicable campus will review the statements and make a recommendation through administrative channels to the Senior Vice Chancellor.
4. Once a recommendation has been made the employee should forward the recommendation along with their Tuition Exemption and Educational Leave Request Form and follow procedures listed below.

VII. Doctoral Degree Procedures

1. As the program may present a significant financial cost in terms of lost tuition revenue to LSU institutions, 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.

VIII. Resources

- [PM-12](#)
- [Tuition Exemption and Educational Leave Request Form](#)