

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**FACULTY AND STAFF PERMIT FOR FREE COURSES**

Date \_\_\_\_\_

Semester \_\_\_\_\_

Academic Year \_\_\_\_\_

**CERTIFICATION**

As either a regular full-time or regular part-time employee of The University of Southern Mississippi, I hereby request approval to take up to either six (6) semester hours or (3) semester hours, depending on my employment classification, without fee payment. If I am a regular full-time employee, I understand that only three (3) semester hours can be taken during day classes. If I am a regular part-time employee, I understand that no classes may be taken during my regular work schedule. All admission requirements have been met. I understand that I must maintain a semester 2.0 GPA to continue the free course benefit. **I certify that my previous semester GPA is 2.0 or above.**

\_\_\_\_\_  
**Name of Employee (Print)**

**Employment Status:**  Regular Full-Time  Regular Part-Time

**Student Status:**  Undergraduate  Graduate

\_\_\_\_\_  
**Signature of Employee (See Certification)**

\_\_\_\_\_  
**Employee ID Number**

**APPROVAL (Director)**

I have read and understand the procedures related to the Faculty/Staff Academic Policy. I also certify that I am the approving authority for the department budget and have verified the eligibility of the above employee.

\_\_\_\_\_  
**Name and Title (Print)**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Signature**

1. Instructions
  - a. Complete this form. ***You will need to be registered for classes in order for it to be processed.***
  - b. Return this form to Human Resources (Box 5111). The form must be returned no later than 5 working days prior to the start of the semester.
2. Employees maintaining a permanent residence outside the State of Mississippi will be responsible for payment of out-of-state tuition.
3. Tuition for graduate coursework exceeding \$5,250.00 is taxable.
4. Employees are responsible for any withdrawal fees.
5. Employee must be employed on the first day of classes (as reflected in the USM Academic Calendar).
6. If employee terminates on or prior to mid-point of semester, employee is responsible for payment of courses.

FOR HR USE ONLY:

Staff member eligible for:  **6 semester hours**  **3 semester hours**

Date received: \_\_\_\_\_ Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

DHR 11/14