



Category:  
Academic Affairs  
Financial  
Student Affairs

Responsible Office:  
[Academic Affairs](#)

**Policy Title:**

Tuition Waiver Program for Critic/Supervising Teachers

Document Number:  
1902

Effective Date:  
March 14, 1995

This policy item applies to:  
State-Operated Campuses

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**Summary**

Pursuant to 8 NYCRR §302.7, State University of New York (University) this policy governs the State University of New York's (University) policy on tuition waiver program for critic or supervising teachers. This policy provides:

- the option of either a \$200 cash stipend or a \$250 tuition waiver for eligible critic teachers;
- a definition of the supervisory experience warranting a stipend/waiver;
- the elimination of tuition waivers of varying values (one, two or three credits);
- recognition of the role of the school community in teacher preparation;
- a methodology for allocating stipend/waiver funds to campuses; and
- an accounting methodology for campuses.

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**Policy**

I. Guidelines

Pursuant to 8 NYCRR §302.7, State University of New York (University) campuses may issue tuition waivers to recognize the service of supervising University students by a "critic or supervising teacher cooperating in an education or teacher preparation curriculum" and "an agency supervisor of field work for students enrolled in a social work curriculum."

Waivers for supervisors of student teaching in teacher preparation are funded through the Supervising/Critic Teacher Tuition Waiver program, which is a part of the University-wide Program for Tuition Reimbursement. At the campus, waivers are issued to critic teachers in the schools. If the critic teacher relinquishes the waiver, regulation permits the chief administrative officer of the school system to reallocate the waiver to a member of the professional staff of the school system.

For the service of supervising University students in a teacher preparation curriculum, campuses may offer to the cooperating teacher either a stipend or a tuition waiver. The stipend will be \$200 and paid directly to the teacher; the

tuition waiver is valued at \$250.

The campus will issue one critic teacher stipend/waiver certificate to a cooperating teacher for each half-semester or comparable period of service as a full-time sponsor teacher. Additionally, it is required that a stipend/waiver certificate be issued only for supervision of a University student in a practice teaching course, which is required for teacher certification by the State of New York and is a part of a registered program for academic credit. Given the limited funding for the program, award of a stipend/waiver must be restricted to the essential student teaching experience.

The \$250 tuition waiver is redeemable at state-operated campuses, valid for a period of up to 25 months and relinquishable by the cooperating teacher to the school system. Up to eight semester credit hours per term may be waived using valid accumulated tuition waivers.

### II. Recognizing the Role of the School Community in Teacher Preparation

It is important for both the academic and fiscal success of this program that the issuance of stipend/waivers is for equitable supervisory work across the University. University policy states that a stipend/waiver will be issued for each half-semester or comparable period of service as a full-time sponsor teacher of a student enrolled in a course required for New York State teacher certification.

Therefore, a stipend/waiver will not be issued for supervisory service for less than a half-semester or less than full-time supervision or for other than the required student teaching course in the formal program. Additionally, some campuses have incorporated pre-practicum experiences in the schools into teacher preparation curricula, and some have engaged in the practice of issuing tuition waivers to the teachers cooperating in these experiences. Under the stipend/waiver system, there will be no partial stipend or apportioned waiver.

However, this policy does not preclude a campus from paying an honorarium to a teacher who assists in the training of novice teachers but does not technically qualify for a stipend/waiver if such honorarium is paid from campus operating funds, not from the campus's critic teacher stipend/waiver allocation. If campuses are considering giving recognition to participating individuals and school districts by offering a contract course to in-service teachers at a student rate, campuses should consult the memorandum to presidents from the senior vice chancellor dated August 1, 1994 outlining "Special Policy Guidelines Governing the Use of the State University Tuition Reimbursable Account."

### III. Campus Allocation Methodology

Campus allocations should accurately recognize the work of campuses in preparing novice teachers, be consistent with the University's definition of the supervisory experience warranting a stipend/waiver, and ideally be based upon available empirical information. Campus allocations for critic teacher stipend/waivers will be made annually, based on a three-year rolling average of reported annual enrollment in required student teaching courses which have been identified by campuses' enrollment officers and deans of education.

### IV. Accounting Methodology

To accommodate the system of stipends and waivers, the system administration University controller's office establishes general income fund reimbursable (IFR) accounts each fiscal year. These accounts are used for the payment of stipend/waiver certificates issued during that particular fiscal year. To implement the payment of a stipend (rather than a waiver), the campus will need to utilize the office of the state comptroller's [Quick Pay vouchering process](#). The reimbursement of the University income fund for the value of tuition waived as a result of honoring a critic teacher waiver certificate will be accomplished through the use of a revenue/expense journal processed by the honoring campus against the allocation credited to the IFR account of the issuing campus.

Each campus is required to meet the cost of the stipend/waivers issued from its IFR account. Any costs above the IFR allocation will need to be met from other campus funds. At no point should there be any outstanding accounts receivable from waivers issued under the revised program.

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## Definitions

There are no definitions relevant to this policy.

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## Other Related Information

[Tuition, Fees, and Other Charges - Definitions](#)

[Tuition Waiver Program for Supervisor of Social Service Fieldwork](#)

[Tuition Schedule](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

[Tuition, Fees and Charges \(8 NYCRR 302\)](#)

State University Board of Trustees Resolution 63-111 adopted May 9, 1963.

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## History

Memorandum to Presidents from the offices of the provost and vice chancellor for academic affairs and the senior vice chancellor for finance and management dated March 14, 1995 regarding the modifications in the program and the resulting changes in interrelated administrative and financial procedures, effective spring 1995. These changes include the option of a stipend or a waiver, a redefinition of the supervisory service warranting a stipend/waiver, and a revised methodology for allocating critic teacher funds to campuses. While these policies and procedures affect primarily the campuses with teacher education programs, the tuition waivers will continue to be redeemable at any state-operated campus, thus affecting the University system.

The Academic Planning Committee of the State University Board of Trustees approved modifications in the administration of the Supervising/Critic Teacher Tuition Waiver program in October 1994. These modifications, consistent with the regulations of the Trustees, were supported in the interest of eliminating the financial problems in the program, while at the same time expanding the choice of benefits to the master teachers who contribute to the future of their profession and the University by supervising University student teachers.

State University Board of Trustees Resolution 70-124 adopted April 29, 1970 allowed a substitute for a critic or supervising teacher when the original recipient relinquishes a valid certificate of tuition waiver to the school system through which it was issued.

State University Board of Trustees Resolution 63-111 adopted May 9, 1963.

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## Appendices

There are no appendices relevant to this policy.