

**For students seeking employer tuition reimbursement - Student Requirements:**

Students are encouraged to wait for grades to be posted and submit proof of final grades to their employer. However, the SON recognizes that some employers may require grades before the final grades are posted to the student's transcript. When students cannot wait for grades to be posted, and as a courtesy to students, students may request the faculty member to assist in documenting final grades. If students are requesting faculty assistance, students must complete the School of Nursing Tuition Reimbursement Request/Course Grade form and email to course faculty during the last week of the semester. Students are responsible to complete this [form](#) and communicate with course faculty and employer. Students will inform their employer that final grades are submitted to the university the Tuesday after the end of the semester term and will not be available prior to that date.