Human Resources

Employee Degree Program FAQs

**Quick Facts:**

- Eligibility: one year full time; must be eligible on or before the first day of classes of the semester you apply for
- Credit Limits: enroll for up to 8 credits per semester; two semesters of more than 8 credits are permitted
- Degree Major: job-related or Cornell career-related
- Taxes: undergraduate support is not taxable; graduate support is taxable (first $5,250 in calendar year is tax-free)
- Supervisory Involvement: supervisor’s approval is required
- Pay: class time is considered time worked

**Frequently Asked Questions:**

[accordion]

**Applying for the EDP Program**

**Is there a deadline to apply?** Submit your EDP application to Benefits Services at least three weeks before the start of classes to allow time for processing and registration as EDP status.

**Will previous credits from another school transfer toward my Cornell degree?** Transferable credits are the decision of the college to which you apply.

**How many credits am I allowed to transfer to Cornell?** Cornell accepts a maximum of 60 credits toward an undergraduate degree. Grad students need to check with the Graduate School regarding transferable credits.

**I have an undergraduate degree. Can I get another one?** If you already have an undergraduate degree, whether or not from Cornell, you are encouraged to pursue a
graduate degree. Contact Student Services if you have questions or special circumstances.

**Do I have to take classes every semester?** No, but you do have to stay in touch with your college to let them know your plans.

**How long do I have to complete my degree?** There is no timeframe for completion of a degree through the Employee Degree Program. You have an open-ended graduation date to complete the degree at your own pace. MBA programs with Johnson Graduate School of Management are exceptions.

**Do I have to take the SAT, GRE/GMAT?** This is a decision of the college or graduate school to which you apply.

**EDP and Your Employment at Cornell**

**Do I need to get my supervisor’s permission to register for classes each semester?** Yes. Because job responsibilities can change over time, you must receive your supervisor’s approval for classes each semester.

**Do I have to reduce my work status to part-time if I register for more than 8 credits?** Undergrads need to work at no less than 50% of full-time to maintain EDP eligibility. Contact the Graduate School regarding policy for grad students.

**As an employee, can I study for a degree at Cornell and not use the EDP?** No. In order to get release time for classes you have to be enrolled in the EDP.

**Is my department charged for my courses?** No. Each benefits-eligible position pays a benefit rate on that position. These funds pay for the educational benefits.

**Is there a requirement that I must stay at Cornell for a certain amount of time upon completing a degree in the EDP?** No.

**Taxes and the EDP**

**How much of the EDP taxed?** Only graduate (not undergraduate) degree support is taxed. The amount which exceeds $5,250 in a calendar year is considered your taxable income.

**How is the tax calculated?** The semester’s tuition is divided by 12, and multiplied by your number of credits. Once this sum has reached $5,250, the office of Benefits Services will send an email alerting you that you have taxable income, and that all future coursework in that calendar year will be taxable.

**Will the tax be withheld from my paycheck?** Yes. Payroll will withhold the taxes from your paychecks during the semester in which your support exceeds $5250; with the exception of the Cornell Executive MBA, Metro NY or the MBA Americas Program, which withhold the taxable amount from the award, rather than your paycheck.
What is a 1098T form? The 1098T is a statement of tuition billed and scholarships/grants issued. More information...