

# North Dakota State University

## Policy Manual

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### SECTION 133

#### EDUCATIONAL POLICY

SOURCE: SBHE Staff Human Resources Policy Manual  
SBHE Policy Manual, Section 820.2e4

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. For courses taken at the request of the employee, institutions shall waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections 1 and 2 as follows:
  - 1.1 For courses taken at the campus of employee regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which shall be paid by the employee.
  - 1.2 For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees.
2. Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition *waiver absent exceptional circumstances*.
3. Employees may be released from work for one face-to-face regular class sessions for one academic class per semester with approval of the employee's immediate supervisor and/or department head. Approval may be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
4. *This policy is applicable to any degree eligible course, regardless of delivery system, for NDSU employees only. This includes, but is not limited to, self-support and online courses, that would be normally accepted toward a degree program. For these types of courses, the policy does not apply to employees of other institutions or of the university system.*
  - 4.1 *Waivers cannot be used for third party sponsored, grant funded, consortium, study abroad, study tour, or remedial courses.*
5. Release time may be granted only for the amount of time required to attend the regular class session. Field trips and outside class activities are not included.
6. The waiver is applicable to all University system institutions of higher education and the Tri-College University Course Exchange.
7. Regular employees, who are not North Dakota residents, may receive a waiver from the non-resident portion of tuition requirements for courses beyond the three classes per calendar year.

## 8. Procedure:

- 8.1 The employee must obtain initial approval from his/her immediate supervisor and/or department head and final approval from the Human Resources and Payroll Office.
    - 8.1.1 To obtain a tuition waiver, employees must complete the standard ["NDUS Employee Tuition Waiver or Assistance"](#) form which is available in the Human Resources and Payroll Office.
    - 8.1.2 The request for a tuition waiver must be submitted and approved prior to the beginning of the class for which the waiver is requested.
    - 8.1.3 No employee who has an overdue accounts receivable balance with the University may receive a tuition waiver.
  - 8.2 Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
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### HISTORY:

New	July 1990
Amended	April 1991
Amended	November 1992
Amended	January 1994
Amended	January 1996
Amended	February 1996
Amended	August 1997
Amended	February 1998
Amended	August 1999
Amended	October 2000
Amended	April 2002
Amended	May 2003
Amended	February 2006
Amended	February 2009
Amended	October 18, 2010
Housekeeping	January 2011
Housekeeping	November 8, 2011
Amended	October 19, 2015