

North Dakota State University

Policy Manual

SECTION 133

EDUCATIONAL POLICY

SOURCE: SBHE Staff Human Resources Policy Manual
SBHE Policy Manual, Section 820.3

The North Dakota State Board of Higher Education encourages the employees within the North Dakota University System 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 employment 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. This educational benefit is available to benefited employees as defined in SBHE Policy 703.2. Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver.
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 and remedial courses, regardless of delivery or instruction mode.*
 - 4.1 *Waivers cannot be used for third party provided curriculum where NDSU directly pays full or partial tuition collected to the third party, consortium programs such as the Great Plains IDEA consortium, or professional development courses which do not result in the award of college credit.*
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 tuition assistance benefit is applicable to all North Dakota University System institutions of higher education.
7. The waiver benefit is available to NDSU employees taking classes through the Tri-College University Course Exchange. Classes taken through the Tri-College University Course Exchange by employees of other ND University System institutions are available for the 50% tuition assistance benefit paid

by the employee's institution to NDSU, subject to approval by the employee's institution.

8. All benefited employees are eligible for the North Dakota Resident tuition rate, regardless of receiving the waiver or tuition assistance benefit. It is the employee's responsibility to ensure ND resident tuition rates are assessed.

9. **Procedure:**

9.1 The employee must obtain initial approval for this educational benefit from his/her immediate supervisor and/or department head. After the initial approval is obtained, the Human Resources and Payroll office will review to ensure the employee is eligible as a benefited employee. The Customer Account Services office will review the educational benefit for course and waiver exclusions, and will process the tuition waiver or tuition assistance benefit.

9.1.1 To obtain a tuition waiver or tuition assistance benefit, employees must complete the standard ["NDUS Employee Tuition Waiver or Assistance"](#) form which is available in the Human Resources and Payroll Office.

9.1.2 The request for a tuition waiver or tuition assistance must be submitted and approved prior to the beginning of the class for which the benefit is requested.

9.1.3 No employee who has an overdue accounts receivable balance with the University may receive a tuition waiver or tuition assistance.

9.1.4 The benefit will count towards the three-class limit documented in Section 1, if the employee drops the course after the 100% drop date. If the employee drops the course prior to the 100% drop date resulting in the course being fully refunded, it is the employee's responsibility to notify the Human Resources and Payroll office of the dropped class in order to utilize the benefit for future class enrollment.

9.2 Employees are responsible for registering for classes through regular admission/registration procedures.

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

Amended

October 29, 2018