Policy *133* Version 2 02/22/18

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 133 Educational Policy |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes X [ ]  No
* Describe change: The changes clarify and further align with SBHE Policy 820 which was amended on May 1, 2016 and with NDUS Procedure 820.1 which was amended on May 1, 2016.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted:
* Karin Hegstad – Customer Account Services
* Colette Erickson – Human Resources and Payroll
* Email address of the person who should be contacted with revisions:
* Karin.Hegstad@ndsu.edu, Colette.Erickson@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** | 4/10/17 |
| **Faculty Senate:** | 4/11/17 |
| **Staff Senate:** | 4/11/17 |
| **Student Government:** | 4/11/17 |
| **President’s Cabinet:** | 4/11/17 |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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 820.3

### 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. 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. 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.

1. 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 tuitionwaiver*.*
2. 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.
3. *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.*

1. 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.
2. The tuition assistance benefit is applicable to all North Dakota University System institutions of higher education.
3. 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.
4. 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.
5. **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 benefitted 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"](http://www.ndsu.edu/forms/#human9) 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.

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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