Policy 133 Version 1 09/08/2015

**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: NDUS Board Policy Change in what classes are covered and how much discount will be given.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted Human Resources and Payroll, Colette Erickson, 09/08/2015
* Email address of the person who should be contacted with revisions 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:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

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 820.2e4

### 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. 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.
		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.

1.1 *Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver absent exceptional circumstances.*

1.
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 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.*

5.1*Waivers cannot be used for third party sponsored, grant funded, consortium, study abroad, study tour, or remedial courses.*

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 waiver is applicable to all University system institutions of higher education and the Tri-College University Course Exchange.
3. 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.
4. **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"](http://www.ndsu.edu/forms/%22%20%5Cl%20%22human9) 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

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Housekeeping January 2011

Housekeeping November 8, 2011