

**POLICY MANUAL**

NORTH DAKOTA STATE UNIVERSITY FARGO, N.D.

For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.edu

SECTION 133: EDUCATIONAL POLICY**SOURCE:**

SBHE Staff Human Resources Policy Manual
SBHE Policy Manual, Section 820.4

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

1. An institution shall waive tuition, the student government activity fee and the university/college fee for "benefited employees" employed on at least a half-time basis of the North Dakota University System.
 - 1.1 Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver absent exceptional circumstances.
2. The waiver is limited to no more than three academic classes per calendar year.
3. Employees may be released from work for regular class sessions for one academic class per semester with approval of the employee's supervisor or department head. Approval shall be granted so long as it does not interfere with the essential work of the institution.
4. Under no circumstances will the waiver apply to self-supporting or Continuing Education programs.
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 supervisor or department head and final approval from the Human Resources/Payroll Office.
 - 8.1.1 To obtain a tuition waiver, employees must complete a "[Faculty/Staff Tuition Waiver Request](#)" form which is available in the Human Resources/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.

HISTORY: July 1990, Amended April 1991; November 1992, January 1994, January 1996, February 1996; August 1997; February 1998; August 1999; October 2000, April 2002, May 2003, February 2006.



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[Aubrey Ketterling](#)

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