

**University of North Dakota
College of Education and Human Development
Graduate Tuition Waiver Policy**

Purpose of CEHD graduate tuition waivers:

- To recruit high-quality graduate students to CEHD programs, particularly the on-campus PhD.
- To train and retain high-quality graduate students by supporting immersive student research experiences on campus.
- To incentivize high-quality graduate students to be on campus to serve as graduate assistants (GRA, GTA, GSA), such as for CEHD faculty research grants.

Eligibility:

- CEHD PhD students in good standing with their program and with the School of Graduate Studies. Direct admit students to CEHD PhD programs (i.e., earning a Master's as part of a PhD) are eligible.
- CEHD EdD and Master's students in good standing may be considered if they are serving as graduate assistants.

Award criteria:

Guaranteed

- Full tuition waivers will be granted for the semesters in which PhD students are in residence for their studies and request waivers by the priority deadline (see definitions in FAQ).

Contingent

- For CEHD graduate students who do not meet guaranteed award criteria, tuition waivers may be awarded as the CEHD budget allows. Students eligible for contingent awards will be considered based on the following priorities:
 1. Serving as a graduate assistant for the college (i.e., GRA, GTA, or GSA).
 2. Enrolled in a PhD program, although attending remotely, and are high performing in academics and research as determined by program faculty.

Conditions of award:

Students receiving waivers must:

- Meet the criteria for the tuition waivers for the full semester they were awarded (e.g., be in residence for the full semester).
- Submit to and present a first-authored research project at the UND GRAD conference in person during the academic year of the tuition waiver award.
- Submit to and present a first-authored research project at the CEHD Research Conference in person during the academic year of the tuition waiver award.

Tuition waivers must be used on credit hours required for the CEHD graduate program for which they were awarded (e.g., for a CEHD PhD, but not courses for an additional certificate or degree that fall outside of that PhD's curriculum).

Failure to meet the conditions of CEHD tuition waivers will result in loss of tuition waivers in future semesters.

Frequently asked questions:

Are CEHD PhD students guaranteed tuition waivers throughout their program?

- No. Students may receive tuition waivers for the semesters they (a) meet the criteria and apply by the deadline for guaranteed tuition waivers, or (b) are selected for contingent waivers if CEHD budget allows based on priority. The number of tuition waivers students received in the past does not determine waivers in the future.

Are students with graduate assistantships guaranteed tuition waivers?

- No. Tuition waivers and graduate assistantships are not directly tied to each other, although students with graduate assistantships are a priority to receive contingent waivers. For example, PhD students not in residence serving as graduate assistants are at the top of the priority list to receive tuition waivers, but they are not guaranteed. CEHD EdD and Master's students may be considered if they are serving as graduate assistants, but they are not guaranteed.

What does "in residence" mean and how is it established?

- Students who live in the local area (Grand Forks or surrounding area) who are regularly physically present on campus and engaged in research activities with CEHD faculty are considered "in residence." There is no required amount of time students must be physically present on campus, but the expectation is for a significant amount of time each week beyond only attending classes. When requesting waivers, students are asked to provide their current address and asked if they will meet the definition of "in residence" for the semesters in which they are applying for waivers. An exception can be made to award waivers to PhD students who are required to live outside of Grand Forks because they are active in the military.

What does "in good standing" mean?

- The School of Graduate Studies follows the [UND Academic Standards Policy](#), which states satisfactory academic standing requires a cumulative 3.0 GPA. Satisfactory performance also includes, but is not limited to, satisfactory research performance, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements. These criteria apply to all students in CEHD graduate programs as a minimum for good standing. Individual CEHD graduate programs may define more stringent standards and program directors should be consulted for details.

What does "high performing" mean?

- High performing students go beyond meeting the criteria for good standing (see definition above) by additionally engaging in immersive research and professional development efforts beyond program requirements. For example, high performing graduate students actively engaging in research individually or with faculty leading to submitting and presenting at external conferences (not including UND GRAD and CEHD Research Conference) and submitting and publishing research in peer review journals. High performing criteria can be uniquely defined by programs; thus, feedback will be sought from directors and faculty if/when needed for contingent tuition waiver allocation.

How and when do students apply for waivers? When are waivers awarded and how many waivers will they get?

- PhD students will be sent an application for tuition waivers in early spring. Students meeting the criteria for guaranteed waivers will be awarded them in late spring for the following academic year, for all terms (fall, spring, and summer) in which they meet the criteria. Students will be awarded waivers up to full-time student status for their program, not more than full-time. Part-time students should request only the number of waivers they intend to use. Students who do not meet the criteria and deadline to apply for guaranteed waivers will be notified as soon as possible if they receive contingent waivers, however the timeline is based on college budget.

Do tuition waivers cover all PhD student costs?

- No. Tuition waivers only cover tuition. They do not cover student fees, books, and living expenses.

Who is responsible for administering CEHD tuition waivers? Who is responsible for requesting them and notifying of changes?

- CEHD tuition waivers are administered by the Associate Dean of Research and Faculty Development (ADRFD). PhD students are responsible for submitting their request for waivers on time and for notifying their program director and ADRFD of any change in status that affects their current and future waiver status. The CEHD Dean has the authority to review and allow exceptions to the tuition waiver policy.

What if students live in Grand Forks and are on campus, but their residency for tuition purposes is non-ND resident (e.g., international)?

- "In-residence" for CEHD tuition waivers is not the same as "resident" for tuition purposes. The criteria for awarding tuition waivers applies regardless of the student's UND tuition residency status.

Are students required to attend “full time” to be awarded tuition waivers?

- No.

What if students are eligible for UND Employee or Family Member waivers?

- Students must use UND Employee or Family Member waivers before using CEHD tuition waivers.

Can students use waivers for online courses? Summer courses? Dissertation credits?

- Yes. Yes. Yes.

Can students use waivers for continuing enrollment credits?

- No.

Can students use tuition waivers to re-take a course, for example, that they received a poor grade on that led them to lose their “good standing”?

- No. If a student performed poorly in a course and is required to take it again, they cannot receive tuition waivers for that course a second time. If a student had to withdraw from a course before it was completed for non-academic or personal reasons (family, medical, etc.) they would be eligible for tuition waivers to take that course again when they are ready.

Does the number of tuition waivers awarded depend on which PhD program a student is in?

- No. CEHD tuition waivers are awarded based on the same criteria and process for all PhD programs.

What if a student is in residence for only part of a semester?

- To be guaranteed tuition waivers, students must meet the criteria for the tuition waivers for the full semester they were awarded. Not being in residence for the full semester will lead to the waivers being retracted and/or affect future allocations of waivers. Exceptions can be made if unexpected and unavoidable personal or professional reasons cause students to leave their residence, which must be communicated to the advisor and ADRFD in writing at the student’s earliest possible convenience.

Can waivers be carried over to future semesters? What if a student is awarded tuition waivers and then finds out they need more? Or, if a student decides not to or can no longer use their tuition waivers for a particular semester?

- Generally, waivers cannot be carried over or transferred to different semesters. Students should contact the ADRFD at their earliest possible convenience if they expect to use less waivers or would like to request more waivers. The ADRFD will consider these situations on a case-by-case basis, but nothing is guaranteed past the priority waiver deadline in spring. Decisions will be made based on the student’s status and CEHD budget.

Why are students required to present at the UND GRAD and CEHD Research Conference in person?

- These events allow graduate students to share the outstanding research being conducted in CEHD. Attending and presenting at research conferences is important for professional development and socialization for students in research programs. All students in CEHD graduate research programs can prepare an acceptable submission, as presentations will range from preliminary research activities (literature review, concept paper) to advanced projects (final dissertation findings), and faculty can provide mentorship. Generally, local conferences such as these accept all student submissions. Costs are minimal to students as CEHD covers the cost of printing research posters (see guidelines on CEHD Research website), and students can present the same poster at GRAD and the CEHD Research Conference. The dates of these conferences are known months in advance. If a student is unavailable to present in person, they must arrange for a co-author or peer to present on their behalf. Students not attending in person should notify the ADRFD and provide an acceptable rationale (e.g., conflict with another professional conference, health/family emergency, etc.).

Are students who are awarded tuition waivers guaranteed an office on campus?

- No. Space is limited in CEHD buildings. Students can request office space, but it is not guaranteed.