

# Graduate Assistantship and Fellowship Policies

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A graduate assistantship provides financial support for pursuing graduate studies in the form of employment. In return for contribution to the academic mission of North Dakota State University through teaching, research, or administrative service, students receive a stipend, and if requirements are met, a waiver of graduate base tuition may be granted at the discretion of the graduate program's academic college. A graduate assistantship may involve research or teaching experiences conducted off-campus. In these instances, the experience should be clearly linked to the student's Plan of Study and involve a collaborative relationship between NDSU and the outside entity.

Students with Graduate Fellowships who are contracted to work in NDSU laboratories and/or classrooms must adhere to Graduate Assistant Policies.

To be eligible for an assistantship students must

- Be a degree seeking students
- Be in good academic standing
  - Students on academic warning may maintain an assistantship
- Be enrolled in a minimum of 6 graduate credits during the fall and spring semester
  - This policy does not apply if the student is enrolled in their final graduating semester and needs fewer than 6 credits to complete their plan of study or program curriculum.
  - Departments may require students to register for more than 6 credits to hold an assistantship
  - Students seeking a summer assistantship must be enrolled for a minimum of 6 credits either during the spring prior or fall term immediately after the summer fellowship; summer enrollment is not required for a summer term assistantship.

Assistantship appointments may vary in length and are contingent upon the availability of funding, which is determined by individual graduate programs. Graduate assistants must be paid at least minimum wage and wage is determined by individual graduate programs. For information, refer to the graduate student handbook or website of the program/department.

A full-time assistantship consists of 320 hours per term (i.e. 20 hours/week). Exceptions may include:

- Allowing up to 40 hours of work weekly during spring break, winter break, and summer semester.
- Allowing up to 26 total hours/week.
  - To make this request, a Special Request form must be filed each spring and fall semester to add additional hours to a full-time domestic or permanent resident student's assistantship.
  - If approved by the Graduate College, a copy of the request must be attached to the payroll form.

In some instances, degree seeking students in good academic standing and meeting the enrollment requirement of six credits during the fall or spring semester may be eligible for a half- or part-time graduate assistantship. A minimum of 160 hours per semester (i.e. 10 hours/week) are required to qualify for a half- or part-time assistantship.

## Tuition Waivers

Tuition waivers may be offered to students receiving a qualifying graduate assistantship or fellowship and are governed by the specific tuition waiver policies of the granting academic college.

Qualifying graduate assistantships must be a minimum of 10 hours a week and may not exceed 20 hours a week (see previous page) and must total a minimum of 160 hours during spring and fall semesters.

- Students who, for any reason, do not complete a minimum of 160 hours in a given semester will not be eligible for that semester's waiver and will be billed for the tuition.
- Partial tuition waivers are not given if the student works fewer than the minimum hours (160) required per semester.

Tuition waivers cover base tuition for NDSU graduate credits only. Students are responsible for differential tuition and student fees. Waivers do not cover audited courses, undergraduate or professional level courses, or Cooperative Education credits.

- The tuition waiver may be reduced by other financial awards directed specifically to pay tuition.
- Students receiving a graduate tuition waiver may not receive other NDSU tuition waivers. Student eligible for multiple tuition waivers will receive the waiver resulting in the most tuition being waived.

Tuition waivers are applied to student accounts following completion of required trainings.

Eligibility for a summer tuition waiver is dependent upon the specific tuition waiver policies of the granting college which may include holding a summer assistantship or having received a tuition waiver for the preceding or following academic term (spring or fall semester).

## **Academic College Tuition Waiver Policies**

College of Agriculture, Food Systems and Natural Resources

College of Arts and Sciences ([https://www.ndsu.edu/artsandsciences/resources/faculty\\_resources/#:~:text=CAS%20Graduate%20Tuition%20Waiver%20Policy](https://www.ndsu.edu/artsandsciences/resources/faculty_resources/#:~:text=CAS%20Graduate%20Tuition%20Waiver%20Policy))

College of Business ([https://www.ndsu.edu/business/students/current\\_students/financial\\_assistance/](https://www.ndsu.edu/business/students/current_students/financial_assistance/))

College of Graduate and Interdisciplinary Studies

College of Engineering ([https://www.ndsu.edu/coe/faculty\\_staff/documents\\_and\\_policies/#:~:text=CoE\\_Graduate\\_Tuition\\_Waiver\\_Policiespdf](https://www.ndsu.edu/coe/faculty_staff/documents_and_policies/#:~:text=CoE_Graduate_Tuition_Waiver_Policiespdf))

College of Health and Human Sciences