

POLICY AND PROCEDURES FOR IMPLEMENTING TUITION WAIVERS FOR NON-RESIDENT U.S. GRADUATE STUDENTS

I. Authority

Under the authority of Executive Order 605, California State University, Fresno is authorized to offer a limited number of tuition waivers for non-resident U.S. graduate students.

II. Policy

Under the above authorization, the University shall provide tuition waivers for non-resident U.S. graduate students who demonstrate exceptional scholarly ability and promise. Waivers granted under this program must support the mission, goals and priorities of the University and the Division of Graduate Studies. Non-resident U.S. graduate tuition waivers are to be administered through the Division of Graduate Studies. All such waivers are dependent upon the availability of funding and shall not exceed 25% of the non-resident graduate student enrollment. Waivers may be granted to full-time graduate students enrolled in not less than 10 units per semester and who are in good standing. Waivers may also be awarded to students employed by the University at least 20 hours per week but less than full-time. Priority funding will be given to academic units that provide additional matching support for the student and/or for those units that demonstrate significant progress in meeting the goals of the University for strengthening graduate education. Individual awards are for a period of one academic year.

III. Procedures:

- A. Each Dean will be invited to apply for a number of tuition waivers for students expected to enter graduate programs during the ensuing academic year.

Applications should include appropriate documentation of the need for such waivers, the number of waivers sought, and identification of how such waivers will meet the goals articulated in the *Plan for the 90's*; an appropriate recruitment plan, including minority recruitment considerations; as well as information on any commitment to provide matching funding and to achieve measurable outcomes (e.g. increasing quality and quantity of non-resident graduate students.) All applications should undergo any required review processes within degree program and school-level graduate committees.

- B. The Graduate Dean will review the school applications and recommend to the Level "B" budget group through the Director of Budget and Internal Audit, by January 1 of each year, the total number of non-resident U.S. graduate student waivers proposed to be awarded for the following fiscal year.

- C. The Level "B" budget group will evaluate this request in accordance with available funding, and will make its recommendations to the President by February 1. The President shall determine the number of tuition waivers to be awarded during the subsequent year and will announce their availability no later than February 15.
- D. Each Dean will be responsible for awarding tuition waivers within the appropriate unit and ensuring the timely awarding of waivers consistent with University policies.
- E. Awards made and measurable outcomes, including an emphasis on minority recruitment, will be monitored by the Division of Graduate Studies. As additional awards become available, waivers will be made according to the criteria indicated above.

IV. Reference Documents

- Executive Order No. 605, July 21, 1993
- *Plan for the 90's*, June 1993
- The Graduate Student's Financial Assistance Handbook, Fall 1992
- Policy and Procedures for Appointments of Graduate and Teaching Assistants, Academic Policy Manual (pg. 315-316)