

SDSU Engineering JDP
Guidelines for Awarding Tuition Waivers

1. Overview

- 1.1 The current allocations of tuition waivers for the Engineering JDP are 60 for basic tuition waivers and 30 for nonresident tuition waivers (NRTW). Nonresident students are required to pay both basic and nonresident tuition fees.
- 1.2 Tuition waivers shall be awarded annually in the spring semester for the upcoming academic year.
- 1.3 Basic tuition waiver awards are for one academic year, and at the end of each academic year, all waivers will be placed back into a pool for the next academic year allocation.
- 1.4 Nonresident Tuition Waiver (NRTW) awards are used to recruit nonresident students. The waivers remain for ten semesters for international students and for out-of-state students, NRTW is intended to serve as a stopgap until the students can establish California residency for tuition purposes.
- 1.5 When a student on tuition waivers graduates or withdraws from the program, the waivers will be put back into the pool.
- 1.6 Faculty advisors are responsible for paying tuition fees for students without waivers.

2. Basic Tuition Waivers

- 2.1 Faculty members with JDP students in the program or those who want to recruit students for the upcoming academic year will be allocated one (1) basic tuition waiver. The remaining waivers, if any, shall be distributed as follows:
 - a) Faculty members with four or more continuing students in the program will be given two (2) additional waivers. Priority shall be given to those with the greatest number of continuing students in the program.
 - b) Faculty members with three continuing students in the program will be given one (1) additional waiver if waivers remain after the allocation in Section 2.1a. If the available waivers are less than the number of faculty members eligible for the distribution, a lottery system will be used to distribute the remaining waivers.
 - c) Faculty members with two continuing students in the program will be given one (1) additional waiver if waivers remain after the allocation in Section 2.1b. If the available waivers are less than the number of faculty members eligible for the distribution, a lottery system will be used to distribute the remaining waivers.
- 2.2 In Section 2.1, if the number of faculty members with JDP students and those who want to recruit students for the upcoming academic year exceeds the available waivers (60 per Section 1.1), a lottery system will be used for awarding the waivers. The names of faculty members will be placed in a draw. Winners will be chosen from the draw until all waivers are awarded.

- 2.3 Faculty members should immediately identify the names of the students that will be awarded the waivers allocated in Sections 2.1, 2.1a, 2.1b, and 2.1c or Section 2.2.
- 2.4 Unused waivers allocated in Sections 2.1, 2.1a, 2.1b, and 2.1c or Section 2.2 cannot be transferred from one to another student. The unused waivers will be placed back into the pool and shall be distributed according to the guidelines in Sections 2.1a, 2.1b, and 2.1c or Section 2.2.

3. Nonresident Tuition Waivers

- 3.1 A lottery system will be used for awarding the waivers. The names of nonresident prospective students that meet the minimum admission requirements (GPA and GRE scores) and are recommended for admission to the program by SDSU Steering Committee will be placed in a draw. College of Engineering faculty members can only nominate one student per academic year for the draw. Faculty members with current JDP students on NRTW are not eligible to nominate another student. Winners will be chosen from the draw until all waivers are awarded.
- 3.2 Unused waivers allocated in Section 3.1 cannot be transferred from one to another student. The unused waivers will be placed back into the pool and shall be distributed according to the guidelines in Section 3.1.

4. Eligibility

4.1 Student Eligibility

- a) A student whose primary advisor is a Tenured /Tenure track engineering faculty member is eligible for the waivers. A student whose primary advisor is outside the SDSU College of Engineering is not eligible for the waivers. In addition, a student whose primary advisor is at UCSD is not eligible for the awards even if the secondary advisor (co-advisor) is a Tenured /Tenure track faculty member in the SDSU College of Engineering.
- b) Returning and incoming students are eligible for basic tuition waiver awards.
- c) Only new incoming students are eligible for NRTW awards.

4.2 Faculty Eligibility

- a) When a student is co-advised by two engineering faculty members, only one faculty member can claim the student for the purpose of tuition fee waiver awarding.
- b) Faculty members with two or more students in the program and students on a UGF are eligible for basic tuition fee waiver distribution as described in Section 2. UGF awards come with a one-year basic tuition fee waiver in the award year. *In the matching year, however, a faculty member cannot use a basic tuition-waiver awarded under Section 2 for a UGF awardee. Per SDSU CGS, in the matching year, the basic tuition fee for the awardee must be paid from a grant.*
- c) Faculty members with two or more nonresident students in the program and students with a PRGF are eligible for the lottery systems in Section 3.1. PRGF awards come with a five-year nonresident tuition fee waiver.

5. Application

- 5.1 The deadline for the application for the waivers is December 15 or the following Monday, should this day fall on a weekend.
- 5.2 Faculty members interested in securing waivers for their students should submit to the SDSU Engineering JDP coordinator and director the following information by the due date:
 - a) The names of continuing and/or new students they plan to recruit for the upcoming academic year (for basic tuition fee waivers).
 - b) The name of prospective nonresident students (for NRTW application).

6. Administration

- 6.1 The implementation of the guidelines shall be administered by the SDSU Engineering JDP Steering Committee.
- 6.2 The membership of the committee consists of one elected Tenured/Tenure track faculty member from each academic department and the Associate Dean for Graduate Studies & Research. The Associate Dean for Graduate Studies & Research functions as the Chair of the committee.
- 6.3 The lottery events are open to the College of Engineering faculty members. The time and location of the event shall be communicated to the faculty at least one week prior to the day of the event.