



Missouri University of Science and Technology

Graduate Student Waiver Process Updates

March 2025

Waiver Definition

Waiver as defined from the student's perspective

This process includes both waivers and tuition remission (paid by a mocode).



Current Process (est. 2020)

Faculty & Student

Agree on Appointment (within policy)



Dept. Staff & Faculty

Staff collect student stipend & appointment info from faculty.

Excel Sheet #1



Cashier's

- Apply waiver to student account
- Charge faculty mocode

Excel Sheet #4





Excel Sheet #3

Fiscal Staff

Review & submit to Cashier's



Dept. Staff

- Review & submit to Fiscal
- **Enter HR Stipend**

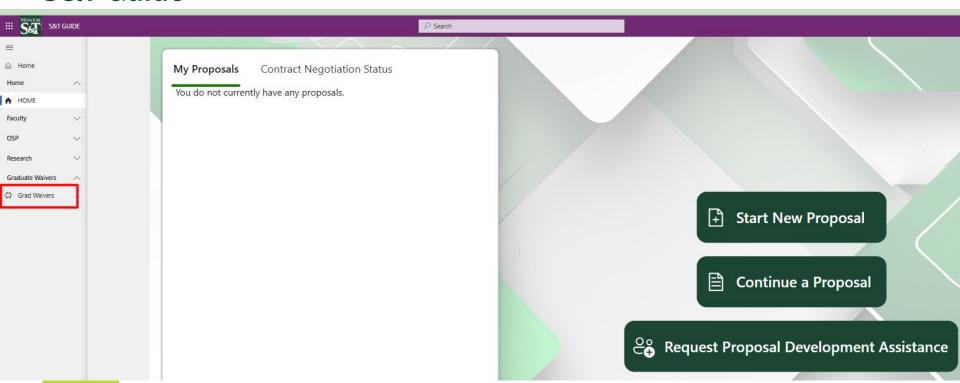


Excel Sheet #2



New Grad Waiver System

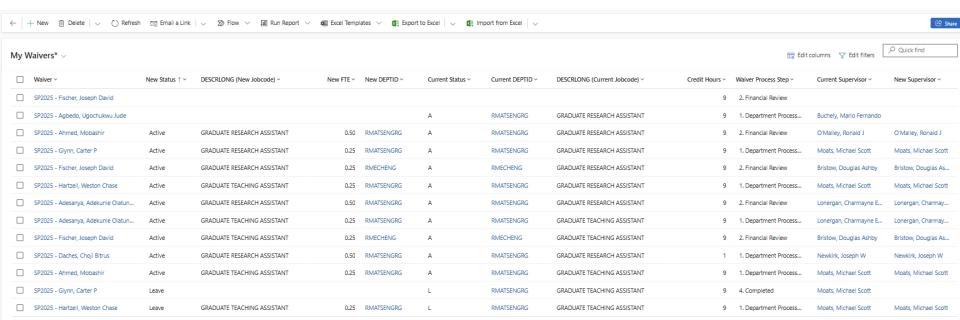
S&T Guide



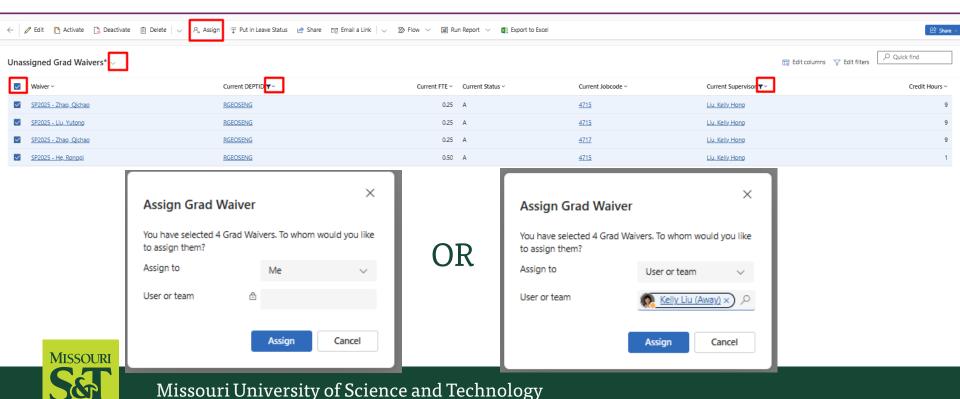


Grad Waivers - View Student Waivers

- ► Every student (Currently Active or LOA Status) will automatically have one or more waivers.
- ▶ See where each student's waiver is in the process, at a glance



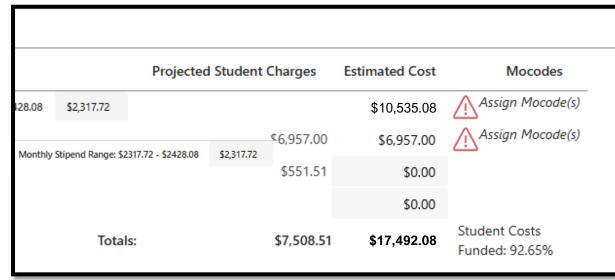
Assign Students to yourself or faculty



Live Cost Estimates

Automatically populates:

- Stipend (can be adjusted up to max StipendX)
- Resident Tuition
 - Additional Coverage (if student is only 25% FTE)
 - Over Enrollment
- Dedicated Fees
- Insurance
- International Student Fee
- Other Coverage

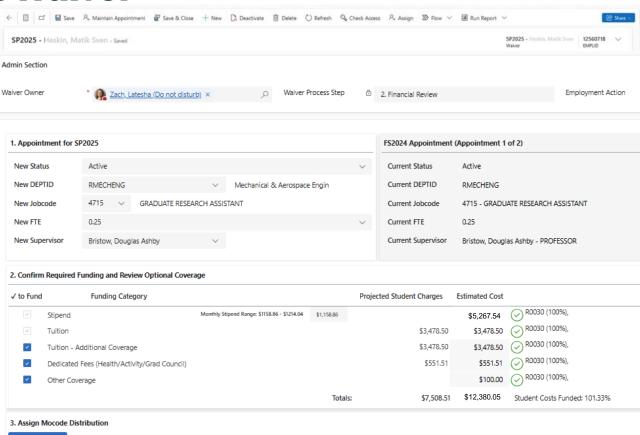




Update Student Waiver

Enter Appt Info/ Maintain Appt

Note # of previous semester appts

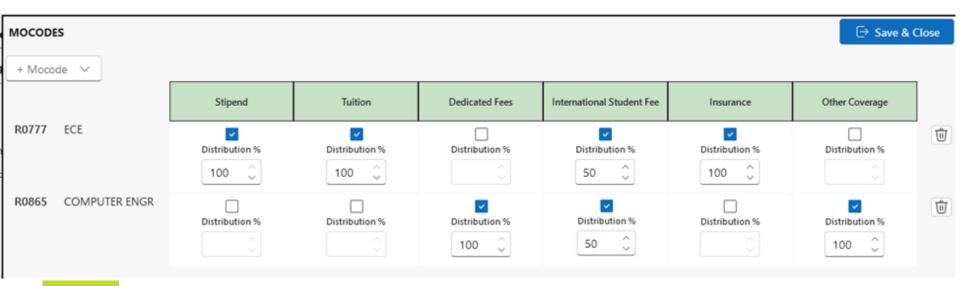




Split Costs

Easily split the cost between multiple mocodes

Coming soon: split cost by amount





Split Costs

Once applied, mocodes link to Webapps report

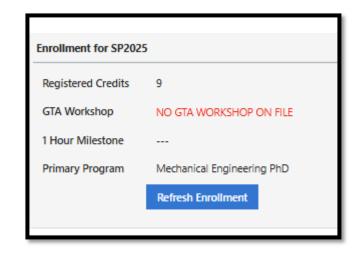
Provides a clear breakdown of costs per mocode





Time Savers

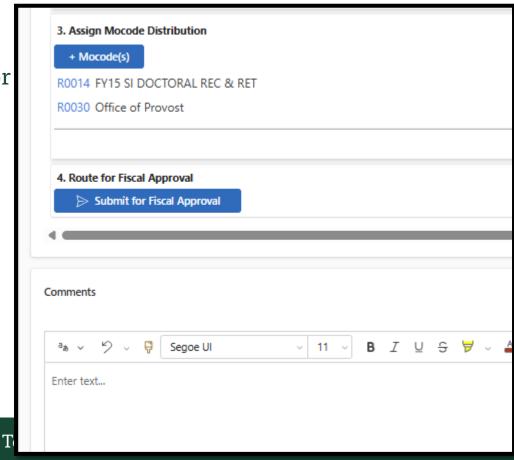
- Prefilled Joess Data
 - Enrollment
 - GTA workshop (in progress)
 - 1 CH milestone
 - Degree (PhD, MS)
 - Residency
- Stipend X Information
- Previous semester's funding information





Submit for Approval and Comments

- Once waiver is complete Submit for Fiscal Approval
- Faculty or Staff can complete but not both
 - Submitted waivers are still viewable
- Comments are viewable by everyone
 - Note initials when commenting





Open Labs

Date	Time	Location
April 7 th	2:00pm - 3:30pm	114 Mcnutt
April 8 th	10:00am - 11:30am	234 Mcnutt
April 14 th	10:00am - 11:30am	234 Mcnutt
April 16 th	2:00pm - 3:30pm	114 Mcnutt
April 22 nd	8:30am – 10:00am	234 Mcnutt



Graduate Student Appointment and Tuition Coverage SUMMER 2025 Timeline

- March 21 Staff: Remind students to enroll by April 4.
- April 4 Students: Deadline to enroll to avoid delays in processing
- April 7 Staff: Request grad appt and tuition plan from faculty OR deadline to assign students to faculty in Grad Waiver App
- ► April 7 Staff: Email student enrollment reminders
- April 18 Faculty: Deadline to return/complete grad appt. and tuition plan
- April 25 Staff/Faculty: Submit Waiver/Tuition Coverage in Grad Waiver App
- April 25 Staff: Start entering student ePAFs, LOAs, terminations in HR System (at latest)
- May 10 First tuition bill due (late fees begin to assess)

- May 15 Staff: Deadline to have all appointment changes entered
- May 15 Staff: Email students & advisors "no work beginning May 18" notice (for students not enrolled or no appt info confirmed)
- May 16 ePAF Deadline for May Monthly Payroll (any students entered after this date will not receive May paycheck for SS25 until June)
- May 16 Business Service Center: Enter LOAs for remaining students
- May 18 First Day of Summer25 Appt (StipendX)
- April 25 May 15 Staff: Email students & faculty: "students cleared to work" notice

Reviewing with BI team to see if we can automate these notifications

