



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)

1

Faculty & Student

- Agree on Appointment (within policy)



2

Dept. Staff & Faculty

- Staff collect student stipend & appointment info from faculty.

Excel Sheet #1



3

Dept. Staff

- Review & submit to Fiscal
- Enter HR Stipend

Excel Sheet #2



4

Fiscal Staff

- Review & submit to Cashier's

Excel Sheet #3



5

Cashier's

- Apply waiver to student account
- Charge faculty mocode

Excel Sheet #4

New Grad Waiver System

S&T Guide

The screenshot displays the S&T Guide web application interface. At the top, there is a purple navigation bar with the S&T logo and the text 'S&T GUIDE' on the left, and a search bar on the right. A left-hand sidebar contains a menu with items: Home, HOME, Faculty, OSP, Research, Graduate Waivers, and Grad Waivers. The 'Grad Waivers' item is highlighted with a red rectangular box. The main content area is titled 'My Proposals' and 'Contract Negotiation Status'. Below the title, it states 'You do not currently have any proposals.' On the right side of the interface, there are three dark green buttons with white text and icons: 'Start New Proposal' (with a plus icon), 'Continue a Proposal' (with a document icon), and 'Request Proposal Development Assistance' (with a person and plus icon).



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

← + New Delete Refresh Email a Link Flow Run Report Excel Templates Export to Excel Import from Excel Share

My Waivers* Edit columns Edit filters Quick find

<input type="checkbox"/>	Waiver	New Status	DESCRLONG (New Jobcode)	New FTE	New DEPTID	Current Status	Current DEPTID	DESCRLONG (Current Jobcode)	Credit Hours	Waiver Process Step	Current Supervisor	New Supervisor
<input type="checkbox"/>	SP2025 - Fischer, Joseph David								9	2. Financial Review		
<input type="checkbox"/>	SP2025 - Agbedo, Ugochukwu Jude					A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	9	1. Department Process...	Buchely, Mario Fernando	
<input type="checkbox"/>	SP2025 - Ahmed, Mobashir	Active	GRADUATE RESEARCH ASSISTANT	0.50	RMATSENGRG	A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	9	2. Financial Review	O'Malley, Ronald J	O'Malley, Ronald J
<input type="checkbox"/>	SP2025 - Glynn, Carter P	Active	GRADUATE RESEARCH ASSISTANT	0.25	RMATSENGRG	A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	9	1. Department Process...	Moats, Michael Scott	Moats, Michael Scott
<input type="checkbox"/>	SP2025 - Fischer, Joseph David	Active	GRADUATE RESEARCH ASSISTANT	0.25	RMECHENG	A	RMECHENG	GRADUATE RESEARCH ASSISTANT	9	2. Financial Review	Bristow, Douglas Ashby	Bristow, Douglas As...
<input type="checkbox"/>	SP2025 - Hartzell, Weston Chase	Active	GRADUATE TEACHING ASSISTANT	0.25	RMATSENGRG	A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	9	1. Department Process...	Moats, Michael Scott	Moats, Michael Scott
<input type="checkbox"/>	SP2025 - Adesanya, Adekunle Olatun...	Active	GRADUATE RESEARCH ASSISTANT	0.50	RMATSENGRG	A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	9	2. Financial Review	Loneragan, Charmayne E...	Loneragan, Charmay...
<input type="checkbox"/>	SP2025 - Adesanya, Adekunle Olatun...	Active	GRADUATE TEACHING ASSISTANT	0.25	RMATSENGRG	A	RMATSENGRG	GRADUATE TEACHING ASSISTANT	9	1. Department Process...	Loneragan, Charmayne E...	Loneragan, Charmay...
<input type="checkbox"/>	SP2025 - Fischer, Joseph David	Active	GRADUATE TEACHING ASSISTANT	0.25	RMECHENG	A	RMECHENG	GRADUATE TEACHING ASSISTANT	9	2. Financial Review	Bristow, Douglas Ashby	Bristow, Douglas As...
<input type="checkbox"/>	SP2025 - Daches, Choji Bitrus	Active	GRADUATE RESEARCH ASSISTANT	0.50	RMATSENGRG	A	RMATSENGRG	GRADUATE RESEARCH ASSISTANT	1	1. Department Process...	Newkirk, Joseph W	Newkirk, Joseph W
<input type="checkbox"/>	SP2025 - Ahmed, Mobashir	Active	GRADUATE TEACHING ASSISTANT	0.25	RMATSENGRG	A	RMATSENGRG	GRADUATE TEACHING ASSISTANT	9	1. Department Process...	Moats, Michael Scott	Moats, Michael Scott
<input type="checkbox"/>	SP2025 - Glynn, Carter P	Leave				L	RMATSENGRG	GRADUATE TEACHING ASSISTANT	9	4. Completed	Moats, Michael Scott	
<input type="checkbox"/>	SP2025 - Hartzell, Weston Chase	Leave	GRADUATE TEACHING ASSISTANT	0.25	RMATSENGRG	L	RMATSENGRG	GRADUATE TEACHING ASSISTANT	9	1. Department Process...	Moats, Michael Scott	Moats, Michael Scott

Assign Students to yourself or faculty

← Edit Activate Deactivate Delete Assign Put in Leave Status Share Email a Link Flow Run Report Export to Excel Share

Unassigned Grad Waivers* Edit columns Edit filters Quick find

<input checked="" type="checkbox"/> Waiver	Current DEPTID	Current FTE	Current Status	Current Jobcode	Current Supervisor	Credit Hours
<input checked="" type="checkbox"/> SP2025 - Zhao, Qichao	RGEOSENG	0.25	A	4715	Liu, Kelly Hong	9
<input checked="" type="checkbox"/> SP2025 - Liu, Yutong	RGEOSENG	0.25	A	4715	Liu, Kelly Hong	9
<input checked="" type="checkbox"/> SP2025 - Zhao, Qichao	RGEOSENG	0.25	A	4717	Liu, Kelly Hong	9
<input checked="" type="checkbox"/> SP2025 - He, Rongqi	RGEOSENG	0.50	A	4715	Liu, Kelly Hong	1

Assign Grad Waiver ×

You have selected 4 Grad Waivers. To whom would you like to assign them?

Assign to

User or team

OR

Assign Grad Waiver ×

You have selected 4 Grad Waivers. To whom would you like to assign them?

Assign to

User or team



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

	Projected Student Charges	Estimated Cost	Mocodes
\$28.08	\$2,317.72	\$10,535.08	⚠ Assign Mocode(s)
	\$6,957.00	\$6,957.00	⚠ Assign Mocode(s)
Monthly Stipend Range: \$2317.72 - \$2428.08	\$2,317.72	\$0.00	
	\$551.51	\$0.00	
		\$0.00	
Totals:	\$7,508.51	\$17,492.08	Student Costs Funded: 92.65%

Update Student Waiver

Enter Appt Info/ Maintain Appt

- ▶ Note # of previous semester appts

SP2025 - Heskin, Matik Sven - Saved SP2025 - Heskin, Matik Sven Waiver 12560718 EMPLD

Admin Section

Waiver Owner: Zach Latesha (Do not disturb) x Waiver Process Step: 2. Financial Review Employment Action

1. Appointment for SP2025

New Status	Active
New DEPTID	RMECHENG Mechanical & Aerospace Engin
New Jobcode	4715 GRADUATE RESEARCH ASSISTANT
New FTE	0.25
New Supervisor	Bristow, Douglas Ashby

FS2024 Appointment (Appointment 1 of 2)

Current Status	Active
Current DEPTID	RMECHENG
Current Jobcode	4715 - GRADUATE RESEARCH ASSISTANT
Current FTE	0.25
Current Supervisor	Bristow, Douglas Ashby - PROFESSOR

2. Confirm Required Funding and Review Optional Coverage

✓ to Fund	Funding Category	Projected Student Charges	Estimated Cost	
<input checked="" type="checkbox"/>	Stipend	Monthly Stipend Range: \$1158.86 - \$1214.04 \$1,158.86	\$5,267.54	✓ R0030 (100%)
<input checked="" type="checkbox"/>	Tuition	\$3,478.50	\$3,478.50	✓ R0030 (100%)
<input checked="" type="checkbox"/>	Tuition - Additional Coverage	\$3,478.50	\$3,478.50	✓ R0030 (100%)
<input checked="" type="checkbox"/>	Dedicated Fees (Health/Activity/Grad Council)	\$551.51	\$551.51	✓ R0030 (100%)
<input checked="" type="checkbox"/>	Other Coverage		\$100.00	✓ R0030 (100%)
		Totals:	\$7,508.51	\$12,380.05 Student Costs Funded: 101.33%

3. Assign Mocode Distribution

+ Mocode(s)

R0030 Office of Provost \$12,380.05



Split Costs

Easily split the cost between multiple mocodes

Coming soon: split cost by amount

MOCODES Save & Close

+ Mocode ▾

	Stipend	Tuition	Dedicated Fees	International Student Fee	Insurance	Other Coverage
R0777 ECE	<input checked="" type="checkbox"/> Distribution % 100 ▾	<input checked="" type="checkbox"/> Distribution % 100 ▾	<input type="checkbox"/> Distribution % ▾	<input checked="" type="checkbox"/> Distribution % 50 ▾	<input checked="" type="checkbox"/> Distribution % 100 ▾	<input type="checkbox"/> Distribution % ▾
R0865 COMPUTER ENGR	<input type="checkbox"/> Distribution % ▾	<input type="checkbox"/> Distribution % ▾	<input checked="" type="checkbox"/> Distribution % 100 ▾	<input checked="" type="checkbox"/> Distribution % 50 ▾	<input type="checkbox"/> Distribution % ▾	<input checked="" type="checkbox"/> Distribution % 100 ▾

Split Costs

Once applied, mocodes link to Webapps report

Provides a clear breakdown of costs per mocode

<input checked="" type="checkbox"/>	Tuition - Additional Coverage		\$3,478.50	\$:
<input type="checkbox"/>	Dedicated Fees (Health/Activity/Grad Council)		\$551.51	
<input type="checkbox"/>	Other Coverage			
Totals:			\$7,508.51	\$
3. Assign Mocode Distribution				
+ Mocode(s)				
	R0014 FY15 SI DOCTORAL REC & RET		\$1,739.25	
	R0030 Office of Provost		\$1,739.25	
Total:			\$3,478.50	

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

Enrollment for SP2025	
Registered Credits	9
GTA Workshop	NO GTA WORKSHOP ON FILE
1 Hour Milestone	---
Primary Program	Mechanical Engineering PhD
Refresh Enrollment	

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

The screenshot shows a web interface with two main sections. The top section is titled "3. Assign Mocode Distribution" and contains a blue button labeled "+ Mocode(s)". Below this button, two mocode entries are listed: "R0014 FY15 SI DOCTORAL REC & RET" and "R0030 Office of Provost". The bottom section is titled "4. Route for Fiscal Approval" and contains a blue button labeled "Submit for Fiscal Approval". Below the buttons is a horizontal scrollbar. The bottom section of the interface is titled "Comments" and features a rich text editor with a toolbar containing icons for text color, undo, redo, font family (set to Segoe UI), font size (set to 11), bold, italic, underline, strikethrough, and link. Below the toolbar is a text input field with the placeholder text "Enter text..."

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