



UNIVERSITY OF  
**GEORGIA**  
Graduate School

# GradStatus


Waiver Request System  
Instructions for Departmental Users

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## Requesting Access to GradStatus

Go to [GradStatus Access Request Form](#) to request access to the G104 Form in GradStatus.

 UNIVERSITY OF GEORGIA

### GradStatus Access Request Form

Please submit this form to request access to the tuition waiver sections of the GradStatus portal. Your request will be routed to the Graduate School Finance team ([gradfinance@uga.edu](mailto:gradfinance@uga.edu)) for approval and provisioning. When access has been provisioned, you will receive a notification at the email address provided here.

**Note:** This is only to request access for tuition waivers. If you are a Graduate Coordinator or Graduate Coordinator Assistant who needs access to travel forms, please send an email to [gradawards@uga.edu](mailto:gradawards@uga.edu).

**Requestor Email \***  
*Please enter your email address here.*

**The individual you're requesting access for is: \***

Faculty    Staff    Student

**I would like to: \***

Request Access    Remove Access

**REQUEST TO GRANT ACCESS TO GRADSTATUS**  
*Please enter the information for the individual for whom access should be granted below.*

**Name \***

**Job Title \***

Figure 1 - View of the GradStatus Access Request Form

### Important Keys

The purpose of this document is to provide GradStatus users with instructions for submitting tuition waivers and navigating the environment. Please follow the instructions to become familiar with the process.

The pictograms below are used throughout this workbook to underline key points or essential notions.

	Important information
	Good to know
	Risk
	Action to be avoided

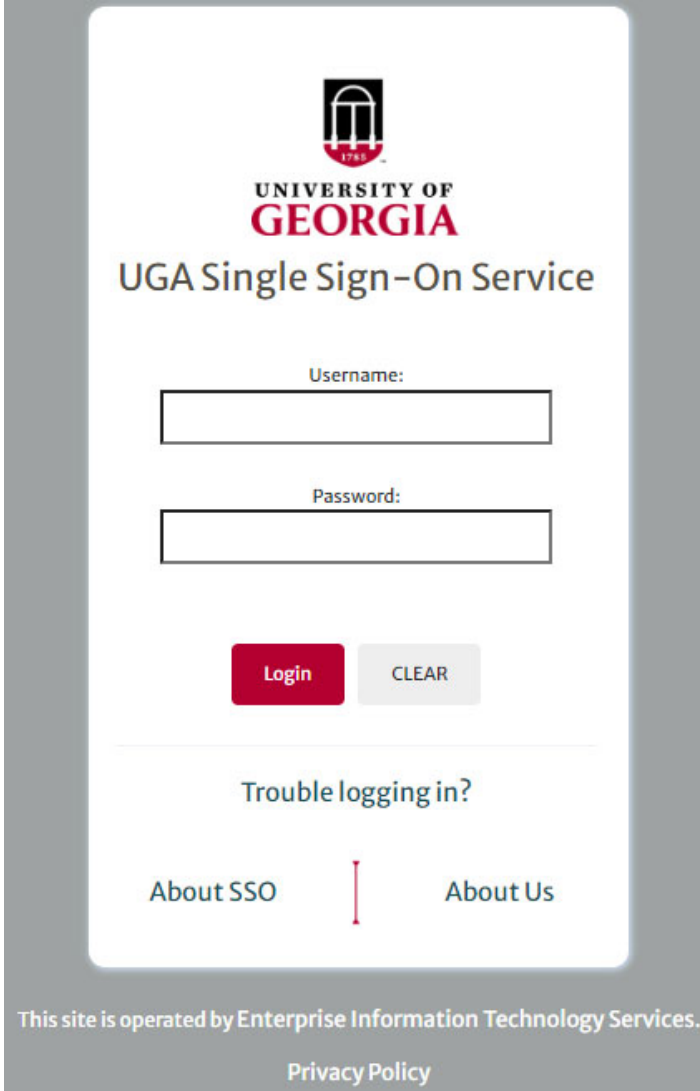
If you need more help or have questions, please contact the Graduate School Business Office at [gradfinance@uga.edu](mailto:gradfinance@uga.edu).

## Accessing the Waiver Request System

To access GradStatus, the waiver request system, go to <https://gradstatus.uga.edu>.

1. Click on the **Log In** button to enter the site. You will be redirected to UGA's Central Authentication Service (CAS) website to enter your MyID credentials.

### Central Authentication Service (CAS) Login



The image shows a screenshot of the University of Georgia's Central Authentication Service (CAS) login page. At the top, there is the University of Georgia logo, which includes a red and white emblem with the year 1784. Below the logo, the text "UNIVERSITY OF GEORGIA" is displayed in red, followed by "UGA Single Sign-On Service" in black. The login form consists of two input fields: "Username:" and "Password:". Below these fields are two buttons: a red "Login" button and a grey "CLEAR" button. Underneath the buttons, there is a link "Trouble logging in?". At the bottom of the form, there are two links: "About SSO" and "About Us", separated by a vertical red line. At the very bottom of the page, there is a footer that reads "This site is operated by Enterprise Information Technology Services." and a link for "Privacy Policy".

Figure 2 - Sample CAS Login Screen

2. At this point, enter your UGA MyID and password.



You must be logged into the Cisco AnyConnect Secure Mobility Client to access GradStatus.

## Accessing the Waiver Request Form

1. After CAS authentication, the application will redirect to the GradStatus portal.

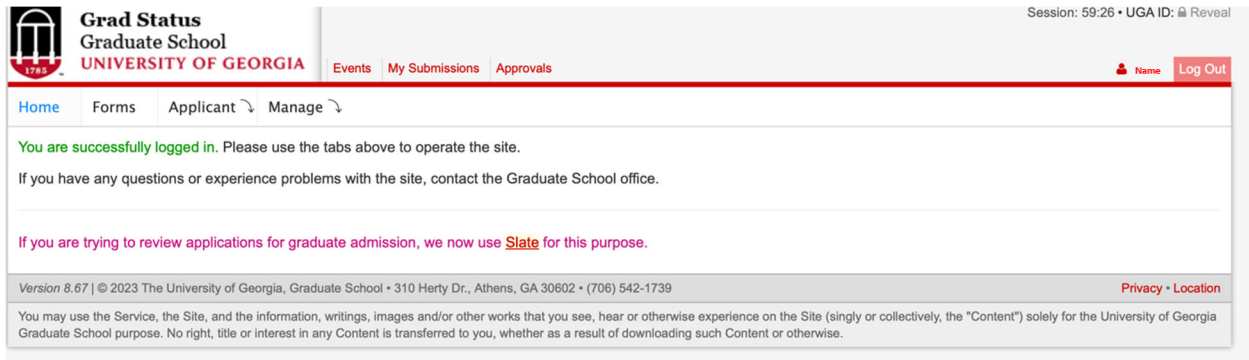


Figure 3 - GradStatus Login Screen

2. Click on the **Forms** tab and then click on the **Waiver Request (G104)** or **G104** link. The arrows below in Figure 4 show the two locations where you can find the links on the Forms page.

# GradStatus: Waiver Request System

## Forms

Filter form links below.

[G104](#) [G107](#) [G120](#) [G129](#) [G130](#) [G131](#) [G133](#) [G134](#) [G136](#) [G137](#) [G138](#) [G139](#) [G140](#) [G143](#) [G162](#) [G164](#)

**Late Filing for Graduation (G139)**

Ends: 10/31/2023 11:59 PM

**Poster Printing Service Request (G143)**

Ends: 12/31/2099 11:59 PM

**Request for Change of Degree Objective (G136)**

Ends: 12/22/2023 11:59 PM

**Request for Leave of Absence from Graduate Enrollment (G133)**

Ends: 12/31/2023 11:59 PM

**Advisory Committee (G130)**

Ends: 01/19/2024 11:59 PM

**Application for Admission to Candidacy for Doctoral Degrees (G162)**

Ends: 01/19/2024 11:59 PM

**Approval Form for Doctoral Dissertation and Final Oral Examination (G164)**

Ends: 12/08/2023 11:59 PM

**Approval Form for Master's Thesis and Final Oral Examination (for MAL, MUPD, MHP, MLA) (G137)**

Ends: 12/15/2023 11:59 PM

**Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)**

Ends: 12/08/2023 11:59 PM

**Doctoral Commencement Information (G120)**

Ends: 10/13/2023 11:59 PM

**ETD Submission Approval (G129)**

Ends: 12/14/2023 11:59 PM

**Excellence in Research Award (G107)**

Ends: 11/16/2023 05:00 PM

**Graduate Academic Probation Advisement (G131)**

Ends: 12/31/2023 11:59 PM

**Program of Study (G138)**

Ends: 01/19/2024 11:59 PM

**Request for Transfer Credit (G134)**

Ends: 12/31/2023 11:59 PM

**Waiver Request (G104)**

Ends: 12/31/2031 11:59 PM

For technical support, please contact gradit@uga.edu.

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Figure 4 - GradStatus Forms Page

- 2.1. Two tabs are available on the G104 Waiver Request page (Form and Submitted Requests) (see the highlighted sections in Figure 5).

# GradStatus: Waiver Request System

Home Forms Applicant Manage

**Waiver Requests**

Form Submitted Requests

**Do not include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.**

This waiver form is for requesting the addition or removal of a waiver attribute for a student benefiting from assistantship and other waivers.

Instructions on [how to include chartstrings](#).

Instructions on [how to process a waiver policy exception](#).

Instructions on [how to process a tuition waiver request](#).

Attributes: Departmental Assistantship (DPAS), Graduate Fellowship/Health Insurance (GRFL), Graduate School Assistantship (GSAS), Graduate Training Grant (non-GTRIP Participant) (GRTG).

The **Graduate Tuition Return Incentive Program (GTRIP)** uses attributes Research Incentive Assistantship (RIAS), Research Training Grant (RIAT). Instructions for GTRIP are available [here](#).

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

**Delete** \* At least one chartstring is required.

I would like to...  Add  Remove  Replace

Name Formal: Last, First Middle \*  UGA ID No dashes allowed \*  Department Only your department(s) are listed \*

Residency \*  (Start) Term \*

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

[Help me select the correct attribute](#)

Attribute \*  Assistantship Type \*

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	*	*	*	*	*							Employee name <input type="text"/>	+ Add
												Employee email address <input type="text"/>	
												Employee phone number <input type="text"/>	

[+ New form](#) **Submit all requests**

For technical support, please contact [gradit@uga.edu](mailto:gradit@uga.edu).

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Figure 5 – G104 Waiver Requests Page

2.1.1. By default, you will start on the **Form** tab. Use this tab to enter tuition waiver requests.



This page includes access to instructions for adding chartstrings, requesting policy waiver exception requests, and a copy of this document.



## Form Tab

### Entering Waiver Request Information

- 1.1. Select the  option for adding a tuition waiver,  to remove a tuition waiver, and  to change attribute types.
- 1.2. Fill in each text box with the student's name and UGA ID.
- 1.3. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
- 1.4. If the student is working on a sponsored project and teaching, enter the percentage of time that will be spent on research.
- 1.5. During the Fall and Spring semesters, enter chartstring information.

The screenshot shows the 'Waiver Requests' form in the GradStatus system. At the top, there are navigation links for 'Home', 'Forms', 'Applicant', and 'Manage'. Below this is a header for 'Waiver Requests' with sub-tabs for 'Form' and 'Submitted Requests'. A yellow warning box states: 'DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.'

The main form area contains instructions: 'This waiver form is for requesting the addition or removal of a waiver attribute for a student benefiting from assistantship and other waivers.' It includes links for 'Instructions on how to include chartstrings', 'Instructions on how to process a waiver policy exception', and 'Instructions on how to process a tuition waiver request'. A list of attributes is provided: 'Departmental Assistantship (DPAS), Graduate Fellowship/Health Insurance (GRFL), Graduate School Assistantship (GSAS), Graduate Training Grant (non-GTRIP Participant) (GRTG)'. A note mentions the 'Graduate Tuition Return Incentive Program (GTRIP) uses attributes Research Incentive Assistantship (RIAS), Research Training Grant (RIAT)'. A pink instruction box asks for payroll account chartstring(s) for health insurance.

The form fields include:
 

- 1**: A large black circle highlighting the instruction links.
- 2**: A black circle highlighting the 'Add', 'Remove', and 'Replace' buttons.
- 3**: A black circle highlighting the 'Name' field.
- 4**: A black circle highlighting the 'UGA ID' field.
- 5**: A black circle highlighting the 'Department' dropdown menu.
- 6**: A black circle highlighting the 'Residency' dropdown menu.
- 7**: A black circle highlighting the '(Start) Term' dropdown menu.
- 8**: A black circle highlighting the 'Attribute' dropdown menu.
- 9**: A black circle highlighting the 'Will a percentage of this graduate assistant's salary be charged a sponsored project?' question.
- 10**: A black circle highlighting the 'Yes' and 'No' radio buttons.
- 11**: A black circle highlighting the 'Submit all requests' button.


At the bottom, there is a table for 'Percentage of chartstring to be charged per subsidy coverage'. The table has columns for Account, FY, Fund, Program, Department, Class, OprUnit, Project, BusUnit, Act ID, Chartfield, and %. A 'Contact Person' section is also present with fields for Employee name, email address, and phone number. A '+ New form' button and a 'Submit all requests' button are at the bottom right. Footer text includes 'Version 8.77 | © 2023 The University of Georgia, Graduate School' and 'Privacy • Location'.

Figure 6 - Elements of the G104 Form Page



If submitting a new waiver request, select “**Add**.” If you are trying to remove a previously submitted and processed waiver, choose “**Remove**.” Users can now select “**Replace**” to change a waiver code in one step rather than processing a removal transaction, then waiting, then processing a new transaction. This will also eliminate the issue of students showing a balance while waiver changes are being processed. See below for significant sections of the G104 tuition waiver form.

1. Useful instructions are shown on the form. Please note that this section is updated as we get more user feedback and questions.

2. **REQUIRED.** Every attribute is either added, removed, or replaced. Please specify what action must be performed on the requested waiver attribute record. It is essential to set this parameter correctly per each record on the form.
3. **REQUIRED.** A student's name must follow the specified format (Last, First Middle; note that a comma must separate the last and first name. The middle name is optional). The student's name is validated against the Student Information System (SIS). Therefore, the name must be official.
4. **REQUIRED.** UGA ID of a student must match the student's UGA ID in SIS.
5. **REQUIRED.** Select the department to which you want to submit your request. For most users, the department field will be pre-selected.
6. **REQUIRED.** For each waiver request, you must specify the student's residency. Options include Georgia Residency, Non-Georgia Resident, International, and Undeclared.
7. **REQUIRED.** For each waiver request, a term must be specified.
8. **REQUIRED.** Please refer to the "*how to include chartstrings*" link for detailed information about each available attribute or use the Help Me icon, , for a series of questions to guide you in selecting the appropriate attribute type (see Figures 14 and 15).
9. **REQUIRED.** Enter the type of assistantship the student will have: Graduate Assistant (GA), Graduate Laboratory Assistant (GLA), Graduate Research Assistant (GRA), or Graduate Teaching Assistant (GTA). It is important to use the right type.
10. **REQUIRED.** For students whose assistantships are split between administration, teaching, and research. This option allows the department to enter a percentage of time that will be spent on research. See Figures 16 and 17 for an example.
11. **REQUIRED.** During the Fall and Spring semesters, chartstring information must be specified.



Do not use the Undeclared Residency option.



If you need to update the Assistantship Type, you must remove the waiver and re-submit with the correct type selected.

See Figure 7-9 for examples of a filled-in form.

# GradStatus: Waiver Request System

\* At least one chartstring is required.

I would like to...

Name Format: Last, First Middle  UGA ID No dashes allowed  Department Only your department(s) are listed

Residency  (Start) Term

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Attribute  Assistantship Type

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you) <input type="button" value="+ Add"/>
553140	<input type="text" value="9999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999999"/>	<input type="text" value="99999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="Employee Name"/> <input type="text" value="employee@uga.edu"/> <input type="text" value="(123) 456-7891"/>

Figure 7 - Sample Add Request Filled-In Form

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

\* At least one chartstring is required.

I would like to...

Name Format: Last, First Middle  UGA ID No dashes allowed  Department Only your department(s) are listed

Residency  (Start) Term

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Attribute  Assistantship Type

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

• No chartstrings needed when either of the following options is true: a start term is Summer or this is a removal request.

Submit all requests

For technical support, please contact gradit@uga.edu.

Figure 8 - Remove Request Filled-In Form

# GradStatus: Waiver Request System

**Delete** \* At least one chartstring is required.

I would like to... Add Remove Replace +

Name Format: Last, First Middle \* Xiang, Ying UGA ID No dashes allowed \* 81125-4548 Department Only your department(s) are listed \* Bioinformatics, Institute of (BNF) 1

Residency \* Non Georgia Resident (N) (Start) Term \* 202308 - Fall 2023 Current Attribute 2 \* DPAS

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

**Select from the following:**

- Student's tuition will be paid from a research grant or sponsored project.
- Student's tuition will be paid from a training grant.
- Student is working on a graduate fellowship.
- None of the above.

[Click here](#) for more information on how to select the correct waiver attribute.

Ultimately, departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time. Based on your responses to the question above, it looks like the best option is:

New Attribute 3 \* RIAS Project ID \* RMNOXD000123456A Assistantship Type \* GRA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes No Research % \* 75 (IF YES) What percentage of the graduate assistant's tuition will be charged to sponsored projects? Note: Enter the percent time out of 100%. For example, if 5 hours out of 20 total hours scheduled are research, select 25%.

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)
553140	* 2024	* 20000	* 12100	* 99999999	* 61023		RMNOXD000123456A	18400	A00		90	Employee name Employee email address Employee phone number

+ New form Submit all requests

For technical support, please contact gradst@uga.edu.

Figure 9 - Sample Replace Request Filled-In Form

- 1.6. Use + New form to add new rows to the form to allow entering multiple waiver requests at one time. Another set of blocks should appear (see Figure 10).

# GradStatus: Waiver Request System

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

✖ Delete
\* At least one chartstring is required.

I would like to...  Add  Remove  Replace

Name Format: Last, First Middle

UGA ID

Department No dashes allowed

Only your department(s) are listed

Residency  (Start) Term

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Help me select the correct attribute

Attribute  Assistantship Type

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add	
553140	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> Employee name <input style="width: 100%; height: 15px;" type="text"/> Employee email address <input style="width: 100%; height: 15px;" type="text"/> Employee phone number	<input type="button" value="+ Add"/>

✖ Delete \* At least one chartstring is required.

I would like to...  Add  Remove  Replace

Name Format: Last, First Middle

UGA ID

Department No dashes allowed

Only your department(s) are listed

Residency  (Start) Term

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Help me select the correct attribute

Attribute  Assistantship Type

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add	
553140	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> Employee name <input style="width: 100%; height: 15px;" type="text"/> Employee email address <input style="width: 100%; height: 15px;" type="text"/> Employee phone number	<input type="button" value="+ Add"/>

For technical support, please contact gradit@uga.edu.

Figure 10 - G104 Form with Multiple Submissions

1.6.1. If you need to remove any created rows, use the button.



If you have a blank or incomplete row, you won't be able to submit the form. All fields and all rows of the form must be filled in.



During the Fall and Spring semesters, departments must enter chartstring information that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. During the Summer, this option will not be available. See Figure 13 for an example of what the G104 Form looks like for a Summer tuition waiver request. Notice that the chartstring section is not available.

Starting Summer 2024, users will see a new section when they enter a summer DPAS or RIAS waiver request. This section will prompt you to enter summer eligibility information on the tuition waiver request.

1. Select the Summer Eligibility condition that applies to the student’s situation. See the Instructions on how to select a summer eligibility condition for a waiver request link at the top of the G104 form for a description of each of the summer eligibility conditions.



When choosing “Summer Semester” as the Summer Eligibility Condition, you will need to select the Assistantship Start and End Dates for the assistantship from the calendar menu that will appear in those fields.

2. Answer the, “Will a percentage of this graduate assistant’s tuition be charged a sponsored project?” question.
3. Review your responses and submit.

The screenshot shows a web form titled "Delete" with a close button. At the top right, it says "\* At least one chartstring is required." Below this is a section for "I would like to..." with buttons for "Add", "Remove", and "Replace". The form has several input fields: "Name" (with a format hint "Format: Last, First Middle"), "UGA ID" (with a hint "No dashes allowed"), "Department" (with a dropdown menu and a hint "Only your department(s) are listed"), "Residency" (with a dropdown menu), and "(Start) Term" (with a dropdown menu showing "202305 - Summer 2023"). There are two informational messages in pink boxes: one about discussing funding sources with a supervisor, and another about the requirements for selecting "Summer Semester" as the eligibility condition. Below these are fields for "Attribute" (set to "DPAS"), "Assistantship Type", "Summer Eligibility Condition" (set to "Summer Semester"), "Assistantship Start Date", and "Assistantship End Date". A question "Will a percentage of this graduate assistant's tuition be charged a sponsored project?" is followed by "Yes" and "No" radio buttons. At the bottom, there is a "New form" button and a "Submit all requests" button. A footer note says "For technical support, please contact gradit@uga.edu."

Figure 11 - Sample Summer DPAS Submission Request

Figure 12 shows the Waiver Request (G104) view for a student with a summer DPAS waiver. Notice the summer eligibility condition, assistantship start, and end date information is visible.

# GradStatus: Waiver Request System

✖
**Waiver Request (G104)**

Confirmation Code <b>g10420240325ab830da2a6001c78ddfb</b>	Date/Time <b>3/25/2024 2:42:01 PM</b>	Versions <b>1</b>	Submitter [Redacted]
Submission Period <b>1/1/2015 - 12/31/2031 • #33</b>	Department (if used) <b>4-H &amp; Youth CES</b>	Has Parent Submission? <b>No</b>	Academic Year <b>2022-23</b>
Person (on this submission) [Redacted]	Graduate Coordinator(s) (based on department) [Redacted]	Graduate Coordinator Assistant(s) (based on department) [Redacted]	

Name [Redacted]	UGA ID [Redacted]	Life Span <b>202305-202305</b>	Attachments (0) No attachments found.
Department <b>4-H &amp; Youth CES</b>		Attribute <b>DPAS</b>	
Residency <b>Georgia Resident (R)</b>	AY <b>2022-23</b>	Exemptions <b>7007</b>	
Status <b>Pending</b>	In/Out State? <b>In-State</b>	Asst Type <b>GA</b>	

<b>Task</b> <input type="text" value="Add"/>			
--	--	--	--

**Summer Eligibility**

Condition <b>Summer Semester</b>	Start Date <b>5/8/2024</b>	End Date <b>7/25/2024</b>
-------------------------------------	-------------------------------	------------------------------

**Chartstrings**

**No chartstrings found.**

**Progress**

Submit	> Batch	> Attribute	> Exemption	> Complete
3/25/2024 2:42 PM by Frank Rolinson	Awaiting...	Awaiting...	Awaiting...	Awaiting...

Figure 12 - Summer G104 Waiver Request View

✖ Delete
\* At least one chartstring is required.

I would like to... Add  Remove  Replace

Name <small>Format: Last, First Middle</small> * <input type="text"/>	UGA ID <small>No dashes allowed</small> * <input type="text"/>	Department <small>Only your department(s) are listed</small> * <input type="text"/>
Residency <small>*</small> * <input type="text"/>	(Start) Term * <b>202305 - Summer 2023</b>	

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Help me select the correct attribute

Attribute <small>*</small> <b>DPAS</b>	Assistantship Type <small>*</small> <input type="text"/>
--	--

Selection of the above Attribute for a summer term Add or Replace requires selection of a Summer Eligibility Condition from the list below. Selection of Summer Semester also requires addition of Assistantship Start Date and Assistantship End Date values.

Summer Eligibility Condition <small>*</small> <b>Summer Semester</b>	Assistantship Start Date <small>*</small> <input type="text"/>	Assistantship End Date <small>*</small> <input type="text"/>
--	--	--

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

**Yes**  **No**

\* No chartstrings needed when one of the following options is true: a start term is Summer, an attribute is CVAS, or this is a removal request.

[+ New form](#)
Submit all requests

For technical support, please contact gradit@uga.edu.

Figure 13 - Sample Summer Waiver Request Form

16



## GradStatus: Waiver Request System

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

[Hide waiver select help](#)

Select from the following:

- Student's tuition will be paid from a research grant or sponsored project.
- Student's tuition will be paid from a training grant.
- Student is working on a graduate fellowship.
- None of the above.

[Click here](#) for more information on how to select the correct waiver attribute.

Ultimately, departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time. Based on your responses to the question above, it looks like the best option is:

Attribute  Assistantship Type

Figure 14 - Help Me Section for Selecting the Correct Attribute Type



The attribute and assistantship types are automatically populated when selecting an option from the Help Me section. **\*\*Departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time.\*\***

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

[Hide waiver select help](#)

Select from the following:

- Student's tuition will be paid from a research grant or sponsored project.
- Student's tuition will be paid from a training grant.
- Student is working on a graduate fellowship.
- None of the above.

[Click here](#) for more information on how to select the correct waiver attribute.

Ultimately, departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time. Based on your responses to the question above, it looks like the best option is:

New Attribute  Project ID  Assistantship Type

Figure 15 - Sample of the Help Me Select Options

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No  Sponsored %  (IF YES): What percentage of the graduate assistant's tuition will be charged to sponsored projects?  
Note: Enter the percent time out of 100%. For example, if 5 hours out of 20 total hours scheduled are research, select 25%.

Figure 16 - Sponsored Project Percentage Section

## GradStatus: Waiver Request System

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

Delete \* At least one chartstring is required.

I would like to...

Name Format: Last, First Middle \*Doe, Jane UGA ID No dashes allowed \*123456789 Department Only your department(s) are listed \*4-H & Youth CES

Residency \*Georgia Resident (R) (Start) Term \*202308 - Fall 2023 Current Attribute \*DPAS

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

**Select from the following:**

- Student's tuition will be paid from a research grant or sponsored project.
- Student's tuition will be paid from a training grant.
- Student is working on a graduate fellowship.
- None of the above.

[Click here](#) for more information on how to select the correct waiver attribute.

Ultimately, departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time. Based on your responses to the question above, it looks like the best option is:

New Attribute \*RIAS Project ID \*RMNOX000123456A Assistantship Type \*GRA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No Sponsored % \*80 (IF YES): What percentage of the graduate assistant's tuition will be charged to sponsored projects?  
Note: Enter the percent time out of 100%. For example, if 5 hours out of 20 total hours scheduled are research, select 25%.

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	*2024	*11111	*22222	*99999999	*33333						100	Employee employee@uga.edu (123) 456-7890	

For technical support, please contact gradit@uga.edu.

Figure 17 - Sample Percentage Time Waiver Request

## Submitting an Initial G104 Request

1. Once you complete all your changes and are ready to submit, click .
  - 1.1. Once the request is successfully processed, the system will display a notification in a green popup.

Last, First A new waiver request has been successfully submitted.

Figure 18 - Successful Submission Confirmation Message



It is possible to get a red popup indicating an error message. The system does a lot of validation and business rule checks before a waiver request is saved. There are several different error messages that you might receive (see Figures 19 – 23). Most error messages should be easy to understand and to fix by correcting the data on the form. Please contact the Graduate School Business Office regarding any error you get during your submission process that you cannot resolve.

# GradStatus: Waiver Request System

At least one chartstring must be specified.

Figure 19 - Chartstring Error

Student name does not match the name found in the Student Information System.

Figure 20 - Student Name Error

RIAS requires valid and enabled ProjectID but PROJXY00011111 invalid or disabled.

Figure 21 - Invalid ProjectID Error

The **Current Attribute** field must be provided for **Replace** submissions. Submission not processed. **4**

Delete \* At least one chartstring is required.

I would like to...

Name Format: Last, First Middle \* Xiang, Ying UGA ID No dashes allowed \* 8100000000 Department Only your department(s) are listed \* Bioinformatics, Institute of (BINF) **5**

Residency \* Non Georgia Resident (N) (Start Term) \* 202308 - Fall 2023 Current Attribute \*

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

**Help me select the correct attribute**

New Attribute \* RIAS Project ID \* RMNOX0000123456A Assistantship Type \* GRA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	* 2024	* 20000	* 12100	* 22005023	* 61023		RMNOX0000123456A	18400	A00		100	Employee name Employee email address Employee phone number	

Figure 22 - Replace Waiver Request Error for Blank Current Attribute

## GradStatus: Waiver Request System

Your waiver **Replace** request (Remove followed by Add) has returned the following result(s) below:  
**Because the Add waiver submission returned error, the associated Remove submission has NOT been completed. Please address the Add error and try submitting your Replace submission again.**  
**Add waiver submission returned error:**  
**Chartstring percentage values must total to 100%.**

**Delete** \* At least one chartstring is required.

I would like to... **Add** **Remove** **Replace**

Name Format: Last, First Middle \* Xiang, Ying UGA ID No dashes allowed \* 8 Department Only your department(s) are listed \* Bioinformatics, Institute of (BINF)

Residency \* Non Georgia Resident (N) (Start) Term \* 202308 - Fall 2023 Current Attribute \* DPAS

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

**Hide waiver select help**

**Select from the following:**

- Student's tuition will be paid from a research grant or sponsored project.
- Student's tuition will be paid from a training grant .
- Student is working on a graduate fellowship .
- None of the above.

[Click here](#) for more information on how to select the correct waiver attribute.

Ultimately, departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time. Based on your responses to the question above, it looks like the best option is:

New Attribute \* RIAS Project ID \* RMNOX0000123456A Assistantship Type \* GRA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

**Yes** **No** Research % \* 90 (IF YES): What percentage of the graduate assistant's tuition will be charged to sponsored projects?  
 Note: Enter the percent time out of 100%. For example, if 5 hours out of 20 total hours scheduled are research, select 25%.

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you) <b>+Add</b>
553140	* 2024	* 20000	* 12100	* 99999999	* 61023		RMNOX0000123456A	18400	A00		90 <b>7</b>	Employee name Employee email address Employee phone number

Figure 23 - Example of an Add Portion Error of a Replace Request

## Graduate Tuition Return Incentive Program (GTRIP) Waivers

The G104 form changes slightly when entering a GTRIP Waiver (see Figure 24).

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

\* At least one chartstring is required.

I would like to...

Name Format: Last, First Middle \*Doe, Jane UGA ID No dashes allowed \*123456789 Department Only your department(s) are listed \*Graduate School, Office of (GRAD)

Residency \*Georgia Resident (R) (Start) Term \*202308 - Fall 2023

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Attribute \*RIAS Project ID \*RMNOX000123456A Assistantship Type \*GRA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No Sponsored % \*100 (IF YES): What percentage of the graduate assistant's tuition will be charged to sponsored projects? Note: Enter the percent time out of 100%. For example, if 5 hours out of 20 total hours scheduled are research, select 25%.

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used. Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	*2024	*10000	*20000	*99999999	*33333		RMNOX000123456A	44444	A00		100	Employee employee@uga.edu (123) 456-7890	<input type="button" value="+ Add"/>

For technical support, please contact gradit@uga.edu.

Figure 24 - Sample GTRIP Waiver Request


- Besides the usual entries (e.g., Name, UGA ID, etc.), you must enter the Project ID of the sponsored project. If the student has teaching and research duties, fill in the percentage of research effort on sponsored projects section of the form. See Figures 15 and 16 for tips for filling in this section and Figure 17 for an example of a filled-in form.



If you receive an error message that states, “RIAS or RIAT requires valid and enabled Project ID but Project ID invalid or disable,” contact the Graduate School Business Office (see Figure 21).

## Reviewing & Tracking Requests

### Submitted Requests Tab

On , you can monitor all previously submitted requests for your department. The system allows searching for specific students by UGA ID, Name, Term, Attribute, or All Tasks (Add or Remove).

The screenshot shows the 'Submitted Requests' tab in the GradStatus system. At the top, there is a navigation bar with 'Home', 'Forms', 'Applicant', and 'Manage'. Below this is a 'Waiver Requests' section with a 'Submitted Requests' tab selected. A message states: 'Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any). All requests below have required chartstrings.' A search bar is present with filters for 'All Terms', 'All Attributes', and 'All Tasks'. A table lists the requests with columns for Name, UGA ID, Attribute and Life Span, Asst Type, Task, Submitted, Status, and Policy Waiver. One request is shown with a status of 'Completed'.

Name	UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Lastname, Firstname	812345679	DPAS 201902-201902		Remove	2/14/2019 4:35:19 PM	Completed	

Figure 25 - Submitted Requests Tab


The following sections will detail important areas of the Submitted Requests section.



The detail section of the Submitted Requests tab may look different if the student has a research percentage amount on a DPAS (see Figure 30).

### Request Details



To view details on a specific request, click on the  button. See below for significant sections of the detailed view.

# GradStatus: Waiver Request System

**Waiver Request (G104)**
🖨️ 🗑️

Confirmation Code <b>g104202307143d3b8e2456240cfa42cd</b>	Date/Time <b>7/14/2023 1:38:46 PM</b>	Versions <b>1</b>	Submitter <b>Requester F Name (email@uga.edu)</b>
Submission Period <b>1/1/2015 - 12/31/2031 • #33</b>	Department (if used) <b>Graduate School, Office of (GRAD)</b>	Has Parent Submission? <b>No</b>	Academic Year <b>2023-24</b>
Person (on this submission)	Graduate Coordinator(s) (based on department)	Graduate Coordinator Assistant(s) (based on department)	

**Last Name, Student**

Name	Last name, First name	UGA ID	81234567	Life Span	202308-202402	
Department	Graduate School, Office of			Attribute	GSAS	
Residency	Georgia Resident (R)	AY	2023-24	Exemptions	7006 7012	
Status	<b>Completed</b>		In/Out State?	In-State	Asst Type	GRA
Task	Add					

Attachments (0)  
 No attachments found.

**Chartstrings**

Account	FY	Fund	Program	Department	Class	OprUnit	Project ID	BusUnit	Activity	Chartfield	%
553140	2024	12345	24681	11112222	36912						100.000

Exported on: 7/14/2023 1:38 PM • Status: **Pending** • Requestor Name: [Name]@uga.edu • 706-123-4567 • Chartstring Validated: 7/14/2023 1:38 PM

Submit	Batch	Attribute	Exemption	Complete
7/14/2023 1:38 PM	7/14/2023 4:05 PM	7/14/2023 4:05 PM	7/17/2023 10:00 PM	7/17/2023 10:00 PM
by Requester F Name	by Batcher F Name	by Registrar	by SYSTEM GRADSTATUS USER	



Figure 26 - Elements of the Detailed View of Waiver Request

1. This section displays the current status of the record. Table 1 lists the possible statuses and their meaning.
2. This field displays the submission date/time and the requester’s name.
3. The “Batch” field is populated when the record is sent to the Registrar’s Office for processing.
4. The “Attribute” field is populated when the Registrar’s Office processes the record by adding/removing a requested waiver attribute and the Graduate School validates the result.
5. The “Exemption” field is populated when a corresponding exemption code is updated for the requested waiver attribute. The Graduate School Business Office performs this action.
6. The “Complete” field is populated when the waiver has been successfully processed.

Status	Meaning
Completed	The request has been processed successfully and is complete.
Pending	This status is assigned when a waiver request is initially submitted.
Attribute Processed	This status is assigned when the Registrar’s Office has entered the requested attribute.
Exemption Processed	This status is assigned when the Graduate School office has entered a waiver exemption.

Table 1 - Waiver Request Statuses and Their Descriptions

### Related Waiver Requests

To view related information about a specific request, click on the  button. The Related Waiver Requests window opens and displays other waivers the student has had with the option to see more detailed information through the  button.

Related Waiver Requests (only for your department(s))
🖨️

81234567 • Lastname, Firstname


Attribute	Life Span	Asst Type	Task	Submitted	Status	Found: 1
GSAS	202308-202402	GA	Add	8/10/2023 10:17:14 AM	Completed	 Latest

Figure 27 - Related Waiver Requests View

To view chartstring information about a specific request, click on . The Waiver Request Chartstring window opens and displays detailed chartstring information. Users can modify chartstring details on this screen.

Waiver Request Chartstrings
🖨️

Name	Lastname, Firstname	UGA ID	81234567	Department	Graduate School, Office of (GRAD)
Residency	Georgia Resident (R)	Start Term	202308-202402	Attribute	GSAS
Task	Add	Status	Completed	Asst Type	GRA

At least one chartstring is required. \*

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.


Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)
553140	2024	12345	24681	00000000	99999						100.000	Requestor Name email@uga.edu 706-123-3456

Make sure your chartstrings are valid. It is critical that this information is correct and up to date.

Save

Figure 28 - Chartstring View

### Policy Waiver Request

Click on the  button to view and request an exception to the tuition policy. The Policy Waivers window opens and displays the tuition waiver policy exemption form.



## GradStatus: Waiver Request System

Name	Lastname, First name	UGA ID	81234567	Department	Graduate School, Office of (GRAD)
Residency	Georgia Resident (R)	Start Term	202308-202402	Attribute	GSAS
Task	Add	Status	Completed	Asst Type	GA

To be eligible for a tuition waiver, graduate students on assistantship must be appointed for 13.3 - 20 hours per week, be registered for 12 graduate credit hours and be on assistantship from the first day until the last day of each semester. However, exemptions to this policy can be requested from the Dean of the Graduate School. One such exemption is for graduate assistants who meet the requirements for graduation prior to the end of the semester.

By checking the box below, the department confirms through justification and/or supporting documents that the student will meet all requirements for graduation prior to the end of the current semester or wish to separate from the University of Georgia early. As a result, the tuition waiver code will remain in effect for the current semester and the student will be charged only the reduced tuition of \$25.

I Agree

Completion Date

Justification

Policy Waiver Supporting Documents(s)  Choose files...

Figure 29 - Policy Waiver Request View

1. Read the Policy Waivers terms. If you agree to the term, select the  I Agree checkbox.
2. Enter the student's degree completion date in the  Completion Date field.
3. Enter the detailed justification for why the student needs an exception to the tuition waiver policy in the  Justification text box.
4. Attach any supporting documentation in the  Policy Waiver Supporting Documents(s) box.
5. When you're done, click .



The policy waiver form can only be submitted by the person who requested the tuition waiver for the student.

### Research Percentage Update

Effective Spring 2024, users can change the research percentage assigned to DPAS waivers without sending a waiver code to the Registrar's Office.

The change will permit departmental users to change the research percentage for existing DPAS waivers from a zero to a non-zero amount or vice versa, non-zero to zero.



The screenshot shows the GradStatus interface for the University of Georgia. The top navigation bar includes 'Home', 'Forms', 'Applicant', 'Counselor', 'Manage', 'Departments', and 'HR'. The main content area is titled 'Waiver Requests' and shows a list of requests. A table lists requests with columns for Name, Attribute and Life Span, Asst Type, Task, Submitted, Status, and Policy Waiver. The first row shows a request for Andrew, Michael (UGA ID 202308-202402) with a task of 'Add' and a status of 'Completed'. The 'Research Percentage' button is highlighted with a red circle (4). Other rows show requests with tasks 'Remove' and 'Add' and statuses 'Pending' and 'Completed'.

Name UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Andrew, Michael 202308-202402	DPAS	GTA	Add	7/19/2023 9:22:36 PM	Completed	CSV
Andrew, Michael 202308-202402	DPAS	GRA	Remove	1/18/2024 10:20:51 AM	Pending	
Andrew, Michael 202308-202308	RIAS	GRA	Add	1/18/2024 10:20:54 AM	Pending	
Archer, Bailey 202308-202402	DPAS	GTA	Add	2/23/2024 10:27:55 AM	Pending	
Archer, DPAS			Remove	7/1/2019 7:47:41 PM	Completed	

Figure 30 - Submitted Requests: Research Percentage View



Users can edit the research percentage amount for DPAS waivers where the Task is set to Add. These are the only waiver types that will display the Edit Research Percentage icon,

, beneath the Details icon, , as shown by circle (4) in Figure 30.

### Waiver Request Research Percentages View

When the user clicks the Research Percentage button, , the Waiver Request Research Percentages dialog box opens in a popup box (see Figure 31). There are three sections to the Waiver Request Research Percentages dialog box:

1. Displays the general submission information about the waiver.
2. Shows more detailed G104 submission information.
3. Presents the research percentage edit controls and will display any existing research percentage history.

## GradStatus: Waiver Request System

Waiver Request Research Percentages			
Confirmation Code	Date/Time	Versions	Submitter
g1042024022387ab	2/23/2024 10:27:55 AM	1	Three Third (tr16163@uga.edu)
Submission Period	Department (if used)	Has Parent Submission?	Academic Year
1/1/2015 - 12/31/2031 • #33	English (ENGL)	No	2023-24
Person (on this submission)	Graduate Coordinator(s) (based on department)	Graduate Coordinator Assistant(s) (based on department)	
Name	UGA ID	Department	English (ENGL)
Residency	Start Term	Attribute	DPAS
International Student (I)	202308-202402	Asst Type	GTA
Task	Status		
Add	Pending		
Select the Term below you would like to change the Research Percentage for, then enter the percentage and remember to Save. Please note that if adding the first non-zero percentage, you will also need to enter a valid (and active) Project Id to allocate the research to.			
Term	Research	Project Id	
202308 - Fall 2023			
<input type="button" value="Save"/>			

Figure 31 - Edit Research Percentage Popup Dialogue Box

**i** Figure 31 shows a record without an existing research percentage value for the submission. No historical records are displayed.

Figure 32 shows the research percentage view, *Waiver Request Research Percentages*, for a record with a history of changes in research percentage values. It shows an exaggerated history of research percentage value changes entered for the two relevant terms, Fall 2023 (202308) and Spring 2024 (202402).

## GradStatus: Waiver Request System

Waiver Request Research Percentages
🖨️

Confirmation Code g1042[redacted]	Date/Time 2/9/2024 3:54:04 PM	Versions 1	Submitter [redacted]
Submission Period 1/1/2015 - 12/31/2031 - #33	Department (if used) Plant Breeding, Gen, Geno, Institute of (PBGG)	Has Parent Submission? No	Academic Year 2023-24
Person (on this submission) [redacted]	Graduate Coordinator(s) (based on department) [redacted]	Graduate Coordinator Assistant(s) (based on department) [redacted]	

Name [redacted]	UGA ID 8 [redacted]	Department Plant Breeding, Gen, Geno, Institute of (PBGG)
Residency Non Georgia Resident (N)	Start Term 202308-202402	Attribute DPAS
Task Add	Status Pending	Asst Type GA

Select the Term below you would like to change the Research Percentage for, then enter the percentage and remember to Save. Please note that if adding the first non-zero percentage, you will also need to enter a valid (and active) Project Id to allocate the research to.

202308 - Fall 2023

Research %

Project Id

Save

Research Percentages history for G104 Waiver Requests from **Current** to Previous values (if any) for each term.

Term	%	Created At	Created By	
202308	0%	2/21/2024 2:54:17 PM	Frank Rolinson	<b>1</b> Current
202308	25%	2/21/2024 2:53:49 PM	Frank Rolinson	Previous
202308	0%	2/20/2024 3:46:20 PM	Frank Rolinson	Previous
202308	25%	2/20/2024 3:46:02 PM	Frank Rolinson	Previous
202308	0%	2/20/2024 3:35:23 PM	Frank Rolinson	Previous
202308	45%	2/20/2024 3:34:25 PM	Frank Rolinson	Previous
202308	0%	2/20/2024 3:27:59 PM	Frank Rolinson	Previous
202308	25%	2/20/2024 10:12:17 AM	Frank Rolinson	Previous
202308	0%	2/20/2024 10:08:43 AM	Frank Rolinson	Previous
202308	55%	2/20/2024 8:58:58 AM	Frank Rolinson	Previous
202308	0%	2/20/2024 8:57:53 AM	Frank Rolinson	Previous
202308	55%	2/20/2024 7:45:24 AM	Frank Rolinson	Previous
202308	65%	2/20/2024 7:45:15 AM	Frank Rolinson	Previous
202308	0%	2/19/2024 4:44:12 PM	Frank Rolinson	Previous
202308	65%	2/19/2024 4:43:57 PM	Frank Rolinson	Previous
202308	0%	2/19/2024 4:37:49 PM	Frank Rolinson	Previous
202308	60%	2/19/2024 4:37:34 PM	Frank Rolinson	Previous
202308	0%	2/19/2024 2:42:04 PM	Frank Rolinson	Previous
202308	75%	2/9/2024 3:54:04 PM	Frank Rolinson	Previous
202402	0%	2/13/2024 9:05:57 AM	Frank Rolinson	<b>2</b> Current
202402	75%	2/9/2024 3:54:04 PM	Frank Rolinson	Previous

Figure 32 - Research Percentage History View

The history is displayed in order of the most current value (1) to the oldest value for the first term, 202308, followed by the current value (2) to the oldest value for the second term, 202402, but only if there is a second term.

### Editing Research Percentages Amount

To add the new research percentage value, select the appropriate term from the dropdown box (1) shown in Figure 33. Then, enter a proper percentage value in the **Research %** box (2) before clicking the **Save** button (4).

## GradStatus: Waiver Request System

The screenshot shows the 'Waiver Request Research Percentages' edit view. At the top, there are fields for Confirmation Code (g104202...), Date/Time (7/19/2023 9:22:36 PM), Versions (1), and Submitter. Below these are Submission Period (1/1/2015 - 12/31/2031 • #33), Department (English (ENGL)), Has Parent Submission? (No), and Academic Year (2023-24). Further down, there are fields for Person on this submission, Graduate Coordinator(s), and Graduate Coordinator Assistant(s). The main form area includes fields for Name, UGA ID (8...), Department (English (ENGL)), Residency (International Student (I)), Start Term (202308-202402), Attribute (DPAS), Task (Add), Status (Completed), and Asst Type (GTA). A dropdown menu for 'Term' is open, showing options for 202308 - Fall 2023, 202308 - Fall 2023 (selected), and 202402 - Spring 2024. The 'Research %' field is empty, and the 'Project Id' field contains a value. A 'Save' button is visible. A table at the bottom shows a history of research percentages for the term 202308, with a row for 65% created on 2/26/2024 9:02:07 AM by Frank Rolinson, with the action 'Smartsheet row inserted.' and 'Current' status.

Figure 33 - Research Percentage Edit View

**i** If any research percentage values have previously been submitted through this edit dialog or with the original waiver submission, the sponsoring **Project Id** (3) will be displayed, as shown above.

**!** An existing sponsoring Project Id cannot be edited.

The screenshot shows the 'Waiver Request Research Percentages' blank view. At the top, there are fields for Confirmation Code (g10420240223...), Date/Time (2/23/2024 10:27:55 AM), Versions (1), and Submitter (Three Third (tr16163@uga.edu)). Below these are Submission Period (1/1/2015 - 12/31/2031 • #33), Department (English (ENGL)), Has Parent Submission? (No), and Academic Year (2023-24). Further down, there are fields for Person on this submission, Graduate Coordinator(s), and Graduate Coordinator Assistant(s). The main form area includes fields for Name, UGA ID (81...), Department (English (ENGL)), Residency (International Student (I)), Start Term (202308-202402), Attribute (DPAS), Task (Add), Status (Pending), and Asst Type (GTA). A dropdown menu for 'Term' is set to 202308 - Fall 2023. The 'Research %' field is empty, and the 'Project Id' field is a blank input box with a red asterisk. A 'Save' button is visible. A table at the bottom shows a history of research percentages for the term 202308, with a row for 65% created on 2/26/2024 9:02:07 AM by Frank Rolinson, with the action 'Smartsheet row inserted.' and 'Current' status.

Figure 34 - Blank Research Percentage View

If no previous research percentages have been added, the **Project Id** field will be a blank input box (1), as shown in Figure 34, that must be populated with a valid (and active) Project Id before saving.

**i** Research Percentage values will also be displayed in the *Waiver Request (G104)* view, as shown in Figure 35.

# GradStatus: Waiver Request System

Waiver Request (G104)
✖

Confirmation Code g10420	Date/Time 2/23/2024 8:54:32 AM	Versions 1	Submitter Three Third <small>(fr16163@uga.edu)</small>
Submission Period 1/1/2015 - 12/31/2031 • #33	Department (if used) Chemical, Materials and Biomedical Engineering, School of (CMBE)	Has Parent Submission? No	Academic Year 2023-24
Person (on this submission)	Graduate Coordinator(s) (based on department)	Graduate Coordinator Assistant(s) (based on department)	

Name	UGA ID	Life Span	
Department		Attribute	
Residency	AY	Exemptions	
Status	In/Out State?	Asst Type	
Task	GTRIP ProjectID		

Attachments (0)  
No attachments found.

Research Percentages history for G104 Waiver Requests from **current** to **previous** values (if any) for each term.

Term	%	Created At	Created By	
202308	25%	2/23/2024 10:02:24 AM	Three Third	Current
202308	45%	2/23/2024 9:40:59 AM	Three Third	Previous
202402	55%	2/23/2024 9:51:06 AM	Three Third	Current
202402	0%	2/23/2024 9:29:46 AM	Frank Rolinson	Previous
202402	35%	2/23/2024 9:11:01 AM	Frank Rolinson	Previous

Chartstrings

Account	FY	Fund	Program	Department	Class	OprUnit	Project ID	BusUnit	Activity	Chartfield	%
553140	2024	10500	11100	19610910	11800						100.000

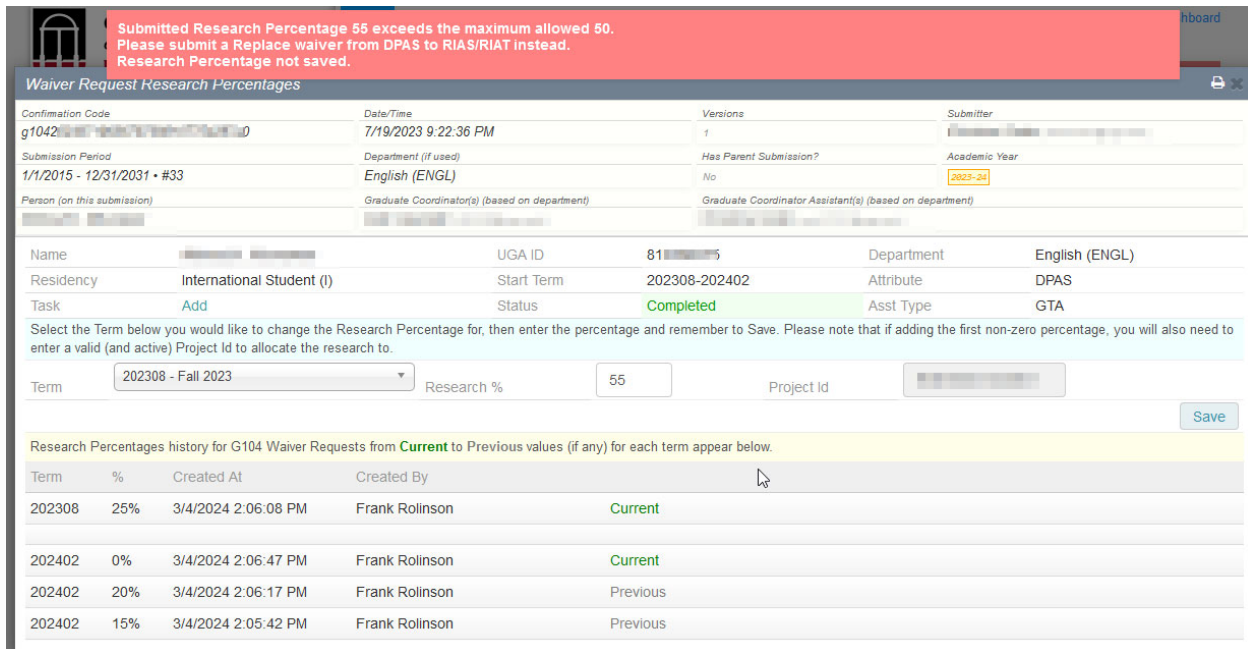
Exported: Not yet • Status: Pending • Contact: Three Third (fr16163@uga.edu) • Chartstring Validated: ✓ 2/23/2024 8:54 AM

Progress

Submit	> Batch	> Attribute	> Exemption	> Complete
2/23/2024 8:54 AM by Three Third	Awaiting...	Awaiting...	Awaiting...	Awaiting...

Figure 35 - Research Percentage G104 View

## GradStatus: Waiver Request System



**Submitted Research Percentage 55 exceeds the maximum allowed 50. Please submit a Replace waiver from DPAS to RIAS/RIAT instead. Research Percentage not saved.**

**Waiver Request Research Percentages**

Confirmation Code: g1042... Date/Time: 7/19/2023 9:22:36 PM Versions: 1 Submitter: [redacted]

Submission Period: 1/1/2015 - 12/31/2031 • #33 Department (if used): English (ENGL) Has Parent Submission?: No Academic Year: 2023-24

Person (on this submission): [redacted] Graduate Coordinator(s) (based on department): [redacted] Graduate Coordinator Assistant(s) (based on department): [redacted]

Name: [redacted] UGA ID: 81... Department: English (ENGL)  
 Residency: International Student (I) Start Term: 202308-202402 Attribute: DPAS  
 Task: Add Status: Completed Asst Type: GTA

Select the Term below you would like to change the Research Percentage for, then enter the percentage and remember to Save. Please note that if adding the first non-zero percentage, you will also need to enter a valid (and active) Project Id to allocate the research to.

Term: 202308 - Fall 2023 Research %: 55 Project Id: [redacted] Save

Research Percentages history for G104 Waiver Requests from Current to Previous values (if any) for each term appear below.


Term	%	Created At	Created By	
202308	25%	3/4/2024 2:06:08 PM	Frank Rolinson	Current
202402	0%	3/4/2024 2:06:47 PM	Frank Rolinson	Current
202402	20%	3/4/2024 2:06:17 PM	Frank Rolinson	Previous
202402	15%	3/4/2024 2:05:42 PM	Frank Rolinson	Previous

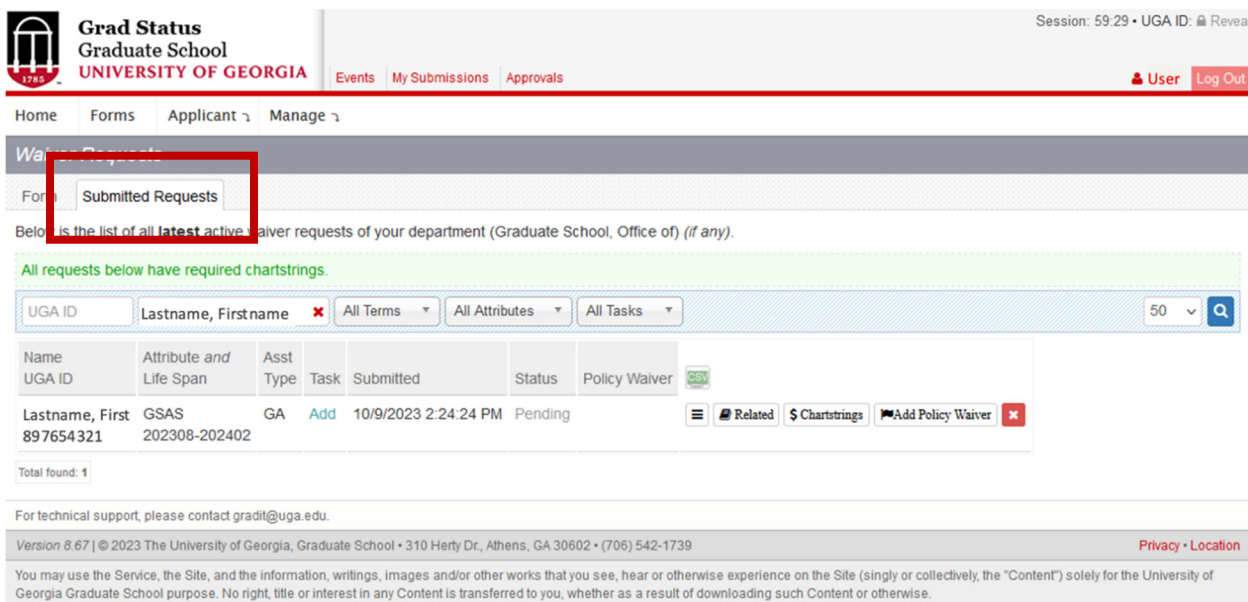
Figure 36 - Research Percentage Maximum Allowed Error Message



Please note that users will receive an error message when they exceed the maximum permitted research percentage (see Figure 36).

## Deleting Waiver Request That Has Not Been Completed

A pending waiver request can be deleted if the request has not been sent to the Registrar's Office for processing. If a waiver request can be deleted, the delete button  is shown.



**Grad Status Graduate School UNIVERSITY OF GEORGIA** Session: 59:29 • UGA ID: [redacted] [User](#) [Log Out](#)


Home Forms Applicant Manage

**Submitted Requests**

Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any).

All requests below have required chartstrings.

UGA ID Lastname, Firstname All Terms All Attributes All Tasks 50

Name	UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Lastname, First	897654321	GSAS 202308-202402	GA	Add	10/9/2023 2:24:24 PM	Pending	

Total found: 1

For technical support, please contact gradit@uga.edu.

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Figure 37 - Deleting a Waiver Request Button

To delete the record, click the deletion button and confirm your deletion (see below).

The screenshot shows the 'Submitted Requests' tab in the GradStatus system. A table lists waiver requests with columns for Name, UGA ID, Attribute and Life Span, Asst Type, Task, Submitted, Status, and Policy Waiver. A specific request is highlighted with a yellow background, and a 'Delete?' button is visible next to it. The interface includes navigation menus, a search bar, and a footer with contact information and a privacy notice.

Figure 38 - Deleting a Waiver Request Confirmation Pop-Up



To delete records sent to the Registrar’s Office, you must wait for the current waiver to finish processing and submit a Removal request for the waiver.

### Deleting a Waiver Request That Has Been Completed

To delete completed tuition waivers, you must submit a Removal request for the waiver.

The following sections detail how to submit a removal request for a completed tuition waiver request.

See Figure 39 for an example of a completed request on the Submitted Requests tab.

The screenshot shows the 'Submitted Requests' tab in the GradStatus system. A table lists waiver requests with columns for Name, UGA ID, Attribute and Life Span, Asst Type, Task, Submitted, Status, and Policy Waiver. A specific request is highlighted with a green background, indicating it is 'Completed'. The interface includes navigation menus, a search bar, and a footer with contact information and a privacy notice.

Figure 39 - Completed Requests View



## GradStatus: Waiver Request System

To delete the completed request:

- 1.1. Fill in each text box with the student's name and UGA ID.
- 1.2. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
- 1.3. Select the **Remove**  option to remove the tuition waiver.

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

**Delete** \* At least one chartstring required.

I would like to...   **Remove**

Name Format: Last, First Middle \* Doe, Jane UGA ID No dashes allowed \* 123456789 Department Only your department(s) are listed \* Graduate School, Office of (GRAD)

Residency \* Georgia Resident (R) (Start) Term \* 202308 - Fall 2023

Please discuss with the faculty member or individual who will supervise this graduate assistant to determine the source of funding. If this graduate assistant will split their effort among teaching, research, administration, use the waiver code that represents the majority of effort.

Help me select the correct attribute

Attribute \* DPAS Assistantship Type \* GA

Will a percentage of this graduate assistant's tuition be charged a sponsored project?

Yes  No

\* No chartstrings needed when either of the following options is true: a start term is Summer or this is a removal request.

For technical support, please contact graditf@uga.edu.

Figure 40 - Removing a Waiver Request

# GradStatus: Waiver Request System

Once the removal request has been completed, you should see a Remove entry for the student on your Submitted Requests tab with a Completed status.

The screenshot shows the GradStatus Waiver Request System interface. At the top left is the University of Georgia logo and the text "Grad Status Graduate School UNIVERSITY OF GEORGIA". To the right, it says "Session: 59:43 • UGA ID: [icon] Reveal". Below this are navigation links: "Events", "My Submissions", and "Approvals". On the far right, there is a "User" icon and a "Log Out" button. A secondary navigation bar contains "Home", "Forms", "Applicant" (with a dropdown arrow), and "Manage" (with a dropdown arrow). The main heading is "Waiver Requests". Below this, there are tabs for "Form" and "Submitted Requests". A message states: "Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any)." A green dashed box highlights the text: "All requests below have required chartstrings." Below this is a search and filter bar with fields for "UGA ID" and "Name", and dropdown menus for "All Terms", "All Attributes", and "All Tasks". A "50" dropdown and a search icon are also present. The main content is a table with the following columns: "Name UGA ID", "Attribute and Life Span", "Asst Type", "Task", "Submitted", "Status", and "Policy Waiver". A "CSV" button is located to the right of the "Policy Waiver" column. The table contains one row with the following data: "Last name, First name 81234567", "DPAS 201902-201902", "Remove", "2/14/2019 4:35:19 PM", "Completed", and "Policy Waiver". Below the table, there are three buttons: "Related", "Chartstrings", and "Add Policy Waiver".

Name UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Last name, First name 81234567	DPAS 201902-201902	Remove		2/14/2019 4:35:19 PM	Completed	

Figure 41 - View of Removed Waiver Request

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