

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.

	tatus Access Request Form
the GradStaf Finance tear access has a address prov Note : This is Coordinator	s only to request access for tuition waivers. If you are a Graduate or Graduate Coordinator Assistant who needs access to travel
forms, pleas	e send an email to g <u>radawards@uga.edu</u> .
Requestor Em	sail *
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test@uga.edu	
- to individua	
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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.

1	Important information
-Č	Good to know
	Risk
	Action to be avoided

If you need more help or have questions, please contact the Graduate School Business Office at <u>gradfinance@uga.edu</u>.

Accessing the Waiver Request System

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

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

	UNIVERSITY OF GEORGIA UGA Single Sign-On Service	
	Username:	
	Login CLEAR	
	Trouble logging in? About SSO About Us	
This sit	e is operated by Enterprise Information Technology Se Privacy Policy	rvices.



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.

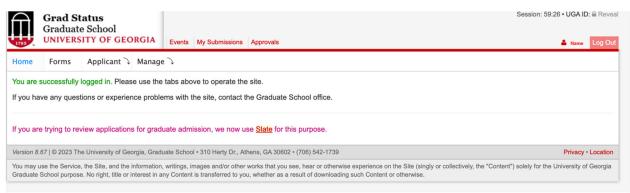


Figure 3 - GradStatus Login Screen

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.

		Filter form	links below.												
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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).

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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 Add O option for adding a tuition waiver, Remove O to remove a tuition waiver, and Replace O 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.

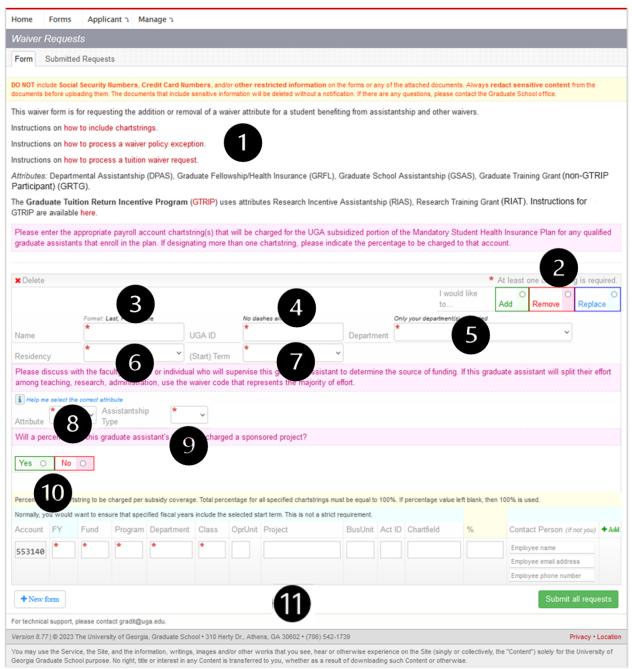


Figure 6 - Elements of the G104 Form Page

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, *ii*, 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.

A,**A**

Do not use the Undeclared Residency option.

 \angle 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.

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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.

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+ New form						Su	bmit all requests
For technical support	, please contact gradit@uga.edu.						

Figure 8 - Remove Request Filled-In Form

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New form													E	imployee email addres	5
													E	imployee phone numbe	e
the shall and an analysis and shall be a shall be	+ New 1	form												Submit all	requests
For technical support, please contact gradit@uga.edu.	Fortechnica	I support	please con	tact gradit@w	ca.edu.										

Figure 9 - Sample Replace Request Filled-In Form

1.6. Use 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).

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	ou would	want to ens	ure that spec	ified fiscal yea	ars include th	e selected	start term. This is	not a strict requirement.								
ntage	EV	Fund	Program	Departmen	nt Class	OprUr	it Project	BusUnit	Act ID	Chartfield	%	C	ontact	t Person (if not you	1)
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ntage ally, yo	*														633	
ntage ally, yo ount	*													e phone nur		

Figure 10 - G104 Form with Multiple Submissions

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

•Q-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.

X Delete							* At	least one char	tstring is required
Delete						l wou			O Replace C
Name	Format: Last,	First Middle	UGAID	No dashes allowed	Department	Only your department(s			~
Residency	*	~	(Start) Term	*202305 - Summer 2023	<u> </u>				
				vise this graduate assistant to t represents the majority of e		ource of funding. If	this graduate as	sistant will split	their effort
Help me select the *DPAS		tantship Type	~						
		e for a summer term hip Start Date and A		requires selection of a <i>Sumn</i> I Date values.	ner Eligibility Cor	ndition from the list t	below. Selection of	of Summer Sem	ester also
Summer Eligibility	Condition	*Summer Semeste	er 🗸 Assista	ntship Start Date	Assist	antship End Date	*		
Will a percentage	of this gradu	ate assistant's tuitio	on be charged a	sponsored project?					
Yes O No	0								
 No chartstrings 	needed whe	n one of the followir	ng options is true	: a start term is Summer, an a	ttribute is CVAS,	or this is a remova	l request.		
+ New form								Sul	bmit all requests
or technical support,	, please contact	gradit@uga.edu.							

3. Review your responses and submit.

Figure 11 - Sample Summer DPAS Submission Request

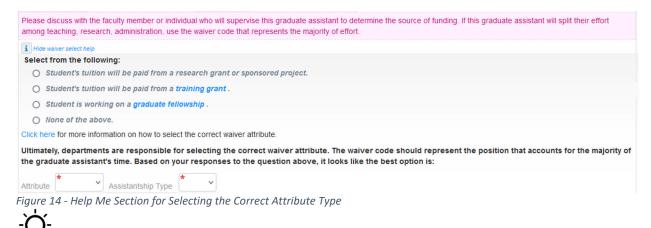
Figure 12 shows the Waiver Request (G104) view for a student with a summer DPAS waiver. Notice the summer eligibility condition, assistantship start, and end date information is visible.

Waiver Reque	est (G	104)										⊖:
Confirmation Code g10420240325ab	830da2	2a60	01c78ddfb	Date/7 3/25/	^{:ime} 2024 2:42:01 P	М			Versions			Submitter	The second second
Submission Period 1/1/2015 - 12/31/	2031 •	#33		-	ment (if used) Youth CES				Has Parel	nt S	ubmission?	Academic Ye	ear
Person (on this subm	iission)			Graduate Coordinator(s) (based on department							ordinator Assistant(s) (ba		ent)
Name	-				UGA ID	-			Life Span	-	02305-202305		chments (0)
Department	4-H &	Yo	uth CES						Attribute	[PAS	No a	ttachments found.
Residency	Geor	gia	Resident (R)		AY	2022-2	23	L	Exemptions		7007		
Status	Pend	ing			In/Out State?	In-Stat	e		Asst Type	(GA		
Task	Add												
Summer Eligib	ility												
Condition	Sumn	ner	Semester		Start Date	5/8/20	24		End Date	-	//25/2024		
Chartstrings													
No chartstring	gs four	nd.											
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

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Residency	*	~	(Start) Term	*202305 - Summer 2023	•						
				rvise this graduate assistant to		ource of funding. If th	is graduate as	sistan	t will split	heir effort	
among teaching	g, research, adı	ministration, use the	waiver code that	at represents the majority of eff	ort.						
i Help me select	the correct attribute	÷									
*DP/	AS Y	*	~								
Attribute	Assis	stantship Type									
Selection of the	above Attribute	e for a summer term	Add or Replace	e requires selection of a Summe	er Eligibility Con	dition from the list bel	ow. Selection	of Sun	nmer Sem	ester also	
requires additio	on of Assistants	hip Start Date and A	ssistantship En	d Date values.							
		*		*		1	•				
Summer Eligibil	ity Condition	"Summer Semeste	Assista	antship Start Date	Assista	ntship End Date					
0		ate assistant's tuitio	n be charged a	sponsored project?							
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Will a percenta	ge of this gradu										
	ge of this gradu										
Yes O N			g options is true	e: a start term is Summer, an at	tribute is CVAS,	or this is a removal re	equest.				
Yes O N			g options is true	e: a start term is Summer, an at	tribute is CVAS,	or this is a removal re	equest.				
Yes O N			g options is true	e: a start term is Summer, an at	tribute is CVAS,	or this is a removal re	equest.		Sub	mit all req	ue

Figure 13 - Sample Summer Waiver Request Form



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.****

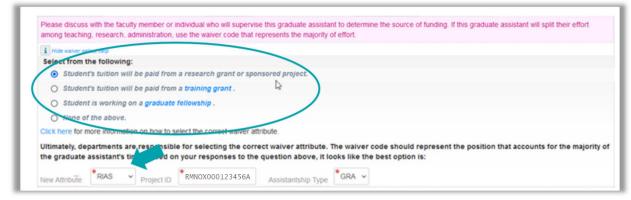


Figure 15 - Sample of the Help Me Select Options

Will a percentage of this graduate assistant's t	uition be charged a sponsored project?
Yes No O Sponsored %	(IF YES): What percentage of the graduate assistant's tuition will be charged to sponsored projects?
ite o sponsored %	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

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Figure 17 - Sample Percentage Time Waiver Request

Submitting an Initial G104 Request

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.

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 PROJXY000111111 invalid or disabled.

Figure 21 - Invalid ProjectID Error

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Figure 22 - Replace Waiver Request Error for Blank Current Attribute

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						is graduate assistant to sents the majority of eff		he source	e of funding. If t	his graduat	le assi	stant will split their effor	1
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		following:											
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Ultimate the grad New Altri Will a per Yes (ty, depart luate ass bute F rcentage o No	tments are respons listant's time. Based RIAS Project I of this graduate assist Research %	d on your res	be charge (# YES) Note: En	the que 6A / ed a sp what per for the per	estion above, it looks Assistantship Type G consored project? Centage of the graduate assists	Ilike the be	i be charg	on is: ad to sponsored proj total hours schedule	icts? 5 are research	, select	20%.	ority of
Ultimate the grad Vew Attri Will a per Yes @ Percentag	ty, depart luate ass bute * F rcentage () No te for chart	tments are respons listant's time. Based RIAS Project I of this graduate assist Research % string to be charged per	d on your res	aponses to 100012345 be charge (nº YES) Note: En	the que 6A / / ed a sp ter the per recentage	estion above, it looks Assistantship Type G consored project? contage of the graduate assist cont time out of 100%. For easi	Iike the be RA v mile tutton with mple, if 5 hours	t be charg	on is: ad to sponsored proj total hours schedule	icts? 5 are research	, select	20%.	ority of
Ultimate the grad New Attri Will a per Yes @ Percentag Normally,	ty, depart luate ass bute * F rcentage () No te for chart	tments are respons listant's time. Based RAS Project I of this graduate assis Research % string to be charged per want to ensure that spi	d on your res	aponses to 100012345 be charge (# YES) Note: En rage. Total pr nars include t	the que 6A / / ed a sp what per ter the per ercentage the select	estion above, it looks Assistantship Type G consored project? contage of the graduate assist cont time out of 100%. For evan for all specified chartstring	Ilike the be RA v mile tutton with mple, if 5 hours gs must be e a strict requir	I be charg out of 20 qual to 1 ement.	on is: ad to sponsored proj total hours schedule	icts? 5 are research), select blank, t	20%.	
Ultimate the grad New Attri Will a per Yes @ Percentag Normally, Account	ty, depart luate ass bute * F rcentage o No rcentage o No P for chart you would	tments are respons listant's time. Based RIAS Project I of this graduate assist Research % string to be charged per want to ensure that spi Fund Program	son your res "RMNOXCO tant's tuition *90 r subsidy cover ecified fiscal ye	Apponses to 00012345 be charge (# YES) Note: En rage. Total pr nars include to Class	the que 6A / / ed a sp what per ter the per ercentage the select	estion above, it looks Assistantship Type G ponsored project? centage of the graduate assist cent time out of 100%. For exa for all specified chartstring ted start term. This is not a Project	Ilke the be RA v M [*] F tutton M mple, if 5 hours gs must be e a strict requir BusUnit	de charg out of 20 qual to 1 ement. Act ID	on is: ad to sponsored proj. Intel hours schedule 00%. If percentag	icts? 5 are research	blank, t	29%. hen 100% is used.	
Ultimate the grad New Altri Will a per Yes @ Percentag	ty, depart luate ass bute * F rcentage () No te for chart	tments are respons listant's time. Based RAS Project I of this graduate assis Research % string to be charged per want to ensure that spi	s on your res RMNOXO tant's tuition \$90 r subsidy cover ecified fiscal yo Department \$	aponses to 100012345 be charge (# YES) Note: En rage. Total pr nars include t	the que 6A / / ed a sp what per ter the per ercentage the select	estion above, it looks Assistantship Type G contage of the graduate assist cent time out of 100%. For exa for all specified chartstring ted start term. This is not a	Ilike the be RA v mile tutton with mple, if 5 hours gs must be e a strict requir	I be charg out of 20 qual to 1 ement.	on is: ad to sponsored proj. Intel hours schedule 00%. If percentag	cts? 5 are research te value left t	blank, t	25%. then 100% is used. ontact Person <i>(if not you</i>	

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).

Delete												* At le	east one chart	string is re	auire
										I would like	ke to	Add	Remove		
		Format: L	ast, First Midd	lle		No da	shes allowed		Or	nly your department(s) are	listed				
ame		*Doe,	Jane		UGA ID	*12	3456789	Departm	ient 🗶	Graduate School, O	ffice of	(GRAE))	~	
esidenc	y	*Georg	gia Resider	nt (R) v	(Start) Term	*20	2308 - Fall 2023	·							
							is graduate assistant to essents the majority of effe		he sour	rce of funding. If this	gradua	te ass	stant will split	their effort	
						latropre									
Help m	e select the	correct attrit	oute												
ttribute	RIAS	Y Pr	oject ID	RMNOX0001	23456A	Assista	antship Type	·							
/ill a per	centage	of this gra	duate assis	stant's tuition	be charged	a sponse	ored project?								
Yes 💿	No	O Sr	onsored %	*100			centage of the graduate assista cent time out of 100%. For exa					h select	25%		
				·		tor the per						.,			
ercentag	e for chart	string to be	e charged pe	er subsidy cove	erage. Total pe	ercentage	for all specified chartstring	gs must be e	equal to	100%. If percentage v	alue left	blank,	then 100% is u	sed.	
			• •				for all specified chartstring ted start term. This is not a			100%. If percentage v	alue left	blank,	then 100% is u	sed.	
ormally,			sure that sp		rears include t	he selec		a strict requir	rement.		alue left %		then 100% is u ontact Person		+ A
ormally,	you would	want to en	sure that sp	ecified fiscal y	rears include t	he selec	ted start term. This is not a	a strict requir	rement.	Chartfield		С			+/
	you would FY	want to en	sure that sp Program	Department	class	he selec	ted start term. This is not a Project	a strict requir BusUnit	ement. Act ID	Chartfield	%	C	ontact Person	(if not you)	+/

Figure 24 - Sample GTRIP Waiver Request

1. 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.

-Q-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 Submitted Requests , 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).

1785	Grad St Graduate UNIVERS		EORGIA	Events I	dy Submis:	sions Approvals	8						Session: 59:56 • U		: A Reve
Home	Forms	Applicant	ר Manage	J											
Waiver	Request	5													
All requ		latest active	waiver reque chartstrings.	ests of you	ır departn	nent (Graduate	School, Off	ice of) <i>(if any</i>).						
UGA IE		ame		All Terms	s • /	All Attributes	All Task	s 🔻						50 、	~ Q
Name UGA ID			Attribute <i>and</i> Life Span	Asst Type	Task	Submitted		Status	Policy Waiver	CSV					
Lastna 81234	ame, Firstna 5679		DPAS 201902-2019	02	Remove	e 2/14/2019 4:	35:19 PM	Completed			🛢 Related	\$ Chartstrings	Add Policy Waiver		

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.

			Dat	te/Time			ν	/ersio	ns		Sub	bmitter
104202307143	d3b8e2456	240cfa42cd	7/1	14/2023 1:38:4	6 PM		1				Re	quester F Name (email@uga.edu
ubmission Period			Dep	partment (if used)			H	las Pa	arent S	ubmission?	Aca	idemic Year
/1/2015 - 12/31	/2031 • #33	1	Gra	aduate Schoo	I, Office of	f (GRAD)	Λ	Vo			20	123-24
erson (on this subr	nission)		Gra	aduate Coordinato	r(s) (based	on department)	G	Gradu	ate Co	ordinator Assistant	(s) (ba	sed on department)
ist Name, Stu	dent											
Name	Last name	e, First name		UGA ID	812345	67	Life Spar	2	0230	8-202402		Attachments (0) No attachments found.
Department	Graduate	School, Office of					Attribute	G	SAS			No allaciments found.
Residency	Georgia F	Resident (R)		AY	2023-24	t E	cemptions	5	7006	7012		
Status	Complete	d	In	n/Out State?	In-State	1	Asst Type	G	RA			
Task	Add											
Chartstrings												
Account FY	Fund	Program Departr	ment	Class Opr	Unit Pro	oject ID BusUn	nit Activi	ty (Chart	field %		
Account 11			2	36912						100.000)	
553140 2024	12345	24681 1111222										
553140 2024		24681 1111222	estor Na	ame 🔤 🖂 il@u	ıga.edu	6 706-122	Chartst	ring	Valida	10		
553140 2024		ding • Content: 🏝 Reque	estor Na		ıga.edu	¢ 706-122	Chartst	ring	Valida			
553140 2024 Exported 1	Status: Pen		estor Na		uga.edu	5	Chartst	ring	Valida	6		
553140 2024 Exported * 7/14/ Progr	Status: Pen PM	ding • Content: 🏝 Reque				< 706-1225Exemption	Chartst		Valida	6		
553140 2024 Exported: 4 •	Status: Pen PM	ding • Content & Reque	>	4		5	Chartst	>		blete		

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 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 Request Chartstring window opens and displays detailed chartstring information. Users can modify chartstring details on this screen.

Name		Lastnam	e, Firstna	me	UGAI	D	81234567	C	Departme	ent (Graduate School,	Office of (GRAD)		
Residency	/	Georgia	Resident (F	र)	Start -	Term	202308-202402	Α	Attribute	(SSAS			
Task		Add			Status	3	Completed	Þ	Asst Type	в (GRA			
At least one	e chartstri	ng is require	d. ★											
ercentage	o for charts	string to be	charged per	subsidy coverag	ge. Total per	centage fo	r all specified chartstring	gs must be equa	al to 1009	%. If percentage	value left blank, th	en 100% is used.		
Normally, y	ou would	want to ens	ure that spec	cified fiscal years	s include the	e selected :	start term. This is not a	strict requireme	nt.					
Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)		+ A
553140	2024	12345	24681		99999						100.000	Requestor Name		-
000110	2021	12010	21001		55555						1001000	email@uga.edu		
												706-123-3456	۰۷	

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.

Policy Waivers						a ×
Policy Walvers						
Name	Lastname, Firstname	UGA ID	81234567	Department	Graduate School, Office of (G	RAD)
Residency	Georgia Resident (R)	Start Term	202308-202402	Attribute	GSAS	
Task	Add	Status	Completed	Asst Type	GA	
the first day unt	or a tuition waiver, graduate students til the last day of each semester. How equirements for graduation prior to th	ever, exemptions to this po			0	
	e box below, the department confirms th to separate from the University of 0 of \$25.					
						I Agree
					Completion Date	*mm/dd/yyyy
	Justification					h
	Policy Waiver Sup	porting Documents(s) 🖪	Multiple Allowed			Choose files
Eiguro 20	Policy Waiver Pequest V	liouv				Submit
Figure 29 -	Policy Waiver Request V	IEVV				
1. H	Read the Policy Wa	ivers terms. I	If you agr	ee to the term, s	select the	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 Walver Supporting Documents(s) A Multiple Allowed box.
- 5. When you're done, click

6

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.

	GradStatus Graduate School UNIVERSITY OF	CEORCH	LOCAL						Sess	ion: 59:48 • UG	SA ID: 🖴 Reveal 🔹 😋	
1785	-			-		tions Nomination Reviews	Approvals				🛔 User	r Log C
lome		ant Counse	elor , Manage	De	partment	ר ב HR ב א						
Vaiver	Requests	2										
Form	Submitted Requests											
elow is the	he list of all latest ad	tive waiver req	uests of your depa	artment	(s) (if any)).						
	nical, Materials and	All requests I	pelow have require	ed char	tstrings.							
Biome	edical Engineering, School of	UGA ID	Name			All Terms 🔻 All Attribut	es 🔻 🕅 Al	Tasks 🔻			50	~ Q
	rical and Computer ineering, School of	Name UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver				
Engir	eering, College of 3 English	Andrew, Michael	DPAS 202308-202402	GTA	Add	7/19/2023 9:22:36 PM	Completed	≡ Re	Related search Perc	\$ Chartstrings centage	Add Policy Waiver]
	nvironmental, Civil, Agricultural and anical Engineering, School of	Andrew, Michael 81 5	DPAS 202308-202402	GRA	Remove	1/18/2024 10:20:51 AM	Pending	=	Related	\$ Chartstrings	Add Policy Waiver	×
	Food Science and Technology	Andrew, Michael	RIAS 202308-202308	GRA	Add	1/18/2024 10:20:54 AM	Pending	=	Related	\$ Chartstrings	Add Policy Waiver	×
	e School, Office of ant Breeding, Gen, Geno, Institute of	Archer, Bailey	DPAS 202308-202402	GTA	Add	2/23/2024 10:27:55 AM	Pending	Re	Related search Perce	\$ Chartstrings	Add Policy Waiver	×
		Archer,	DPAS		Remove	7/1/2019 7:47:41 PM	Completed		Related	\$ Chartstrings	Add Policy Waiver	a

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,

Research Percentage, 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, Research Percentage, 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.

Confirmation Code		Date/Time			Versions	Submitter
g1042024022387a	b 1	2/23/2024	10:27:55 AM		1	Three Third (fr16163@uga.edu)
Submission Period		Department	(if used)	1	Has Parent Submission?	Academic Year
1/1/2015 - 12/31/2	031 • #33	English (E	ENGL)		No	2823-24
Person (on this submis	sion)	Graduate Co	oordinator(s) (based on dej	partment)	Graduate Coordinator Assistant(s) (ba	sed on department)
		-	-		Contraction of the local data of the	
Name	Research Street Street		UGA ID	812	Department	English (ENGL)
Residency	International Student (I)		Start Term	202308-202402	Attribute	DPAS
Task	Add		Status	Pending	Asst Type	GTA
	below you would like to change the Re active) Project Id to allocate the rese		tage for, then enter th	e percentage and remembe	er to Save. Please note that if ad	ling the first non-zero percentage, you will also need
Term	202308 - Fall 2023		Resea 5		Project Id	*

Figure 31 - Edit Research Percentage Popup Dialogue Box

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).

Confirmation C	iode		Date/Time		Versions	Submitter	
		d	2/9/2024 3:54:04 PM		1	Submitter	
Submission Pe		N	Department (if used)		Has Parent Subr		
/1/2015 - 1			Plant Breeding, Gen, Geno,		No	2023-24	
erson (on this		n)	Graduate Coordinator(s) (based on	department)	Graduate Coordi	inator Assistant(s) (based on department)	
			the set of the set		and the second se		
Name		And the second second	UGA ID	8	Department	Plant Breeding, Gen, Geno, Institute of (PBG	G)
Residenc	у	Non Georgia Resident (N)	Start Term	202308-202402	Attribute	DPAS	
Task		Add	Status	Pending	Asst Type	GA	
		low you would like to change th ctive) Project Id to allocate the		en enter the percentage and re	member to Save. Ple	ease note that if adding the first non-zero percentage, y	ou will also need t
Term		202308 - Fall 2023	Research %		Project Id	Margan Margan - Congregation	
							Save
Research	Percenta	ges history for G104 Waiver Re	equests from Current to Previo	ous values (if any) for each ter	m.		
Term	%	Created At	Created By				
202308	0%	2/21/2024 2:54:17 PM	Frank Rolinson	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			
202306	60%	2/19/2024 4:37:34 PM	Frank Rolinson	Previous			
202308	0%	2/19/2024 2:42:04 PM	Frank Rolinson	Previous			
	0 /0						
202308	75%	2/9/2024 3:54:04 PM	Frank Rolinson	Previous			
202308 202308		2/9/2024 3:54:04 PM 2/13/2024 9:05:57 AM	Frank Rolinson Frank Rolinson	Current			

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).

		Date/Time		Ve	ersions	Submitter	
g104202	NAME OF A DECK	7/19/2023 9	:22:36 PM	1		the second s	
Submission Period		Department (if			s Parent Submission?	Academic Year	
1/1/2015 - 12/31/	2031 • #33	English (EN	GL)	Ne	2	2023-24	
^p erson (on this subm	ission)	Graduate Coo	rdinator(s) (based on depai	tment) Gr	aduate Coordinator Assistant(s) (based o	n department)	
		1000					
Name			UGA ID	8	Department	English (ENGL)	
Residency	International Student (I)	-	Start Term	202308-202402	Attribute	DPAS	
Task	Add		Status	Completed	Asst Type	GTA	
	below you would like to change the d active) Project Id to allocate the re		ge for, then enter th	ne percentage and remem	per to Save. Please note that if an	ding the first non-zero percentage, you wi	l also need t
Term	202308 - Fall 2023		Research %		Project Id	R	
lenn	202308 - Fall 2023	1	Research 76		Flojectiu	3	
	202402 - Spring 2024	100000					Save
	ntages mistory for G TO4 vvalver req	uests nom curre	nt to previous values	(if any) for each term.			
Research Perce						Action Completed	
Research Perce	Created At	Created By		Action Taken		Action Completed	

Figure 33 - Research Percentage Edit View

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.

 $\xrightarrow{/!}$ An existing sponsoring Project Id cannot be edited.

Confirmation Code		Date/Time			Versions	Submitter
g10420240223	a line in a line	2/23/2024	10:27:55 AM		1	Three Third (fr16163@uga.edu)
Submission Period		Department (i	fused)		Has Parent Submission?	Academic Year
/1/2015 - 12/31/2	031 • #33	English (El	NGL)		No	2023-24
^o erson (on this submis	ision)	Graduate Co	ordinator(s) (based on dep	artment)	Graduate Coordinator Assistant(s) (be	ased on department)
and the second						
Name	Territory Street, Street		UGA ID	81	Department	English (ENGL)
Residency	International Student (I)		Start Term	202308-202402	Attribute	DPAS
Task	Add		Status	Pending	Asst Type	GTA
	below you would like to change the Re I active) Project Id to allocate the rese		age for, then enter the	percentage and remembe	er to Save. Please note that if ad	ding the first non-zero percentage, you will also need to
Term	202308 - Fall 2023	Ŧ	Research %		Project Id	*

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.

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

Waiver Requ	iest (G	104)					10 A							⊖×
Confirmation Code				Date/Time						1	/ersions		Submitter	
g10420	1	100	1000	2/23/2024 8	:54:32 AM	l.				- 1			Three Third	
													(fr16163@uga.edu)	
Submission Period				Department (if							las Parent Submissic	n?	Academic Year	
1/1/2015 - 12/3	1/2031 •	#33		Chemical, N (CMBE)	laterials a	nd Biome	edical Engine	eering, Scl	tool of	1	lo		2023-24	
Person (on this sub	mission)			Graduate Coor	dinator(s) (b	ased on de	epartment)						(based on department)	
Name		-				UGA ID	8		Life Span	20230	8-202402		nments (0)	
Departmen	Cher	nical,	Materials	and Biomed	ical Engir	neering,	School of		Attribute	DPAS		No atta	chments found.	
Residency	Geor	gia Re	esident (F	R)		AY	2023-24	Ex	emptions	7007	7012			
Status	Pend	ling			In/Out	t State?	In-State	1	Asst Type	GA				
Task	Add				GTRIP P	rojectID	R	-						
Research Per	centage	s histo	orv for G1	04 Waiver Red	uests froi	m currer	nt to previou	s values (i	f any) for	each ten	m.			
Term	%		ted At		Create									
202308	25%	2/23	/2024 10):02:24 AM	Three	Third			Cu	rent				
202308	45%	2/23	/2024 9:	40:59 AM	Three	Third	2		Pre	vious				
202402	55%	2/23	/2024 9:	51:06 AM	Three	Third			Cu	rent				
202402	0%	2/23	/2024 9::	29:46 AM	Frank	Rolinso	on		Pre	vious				
202402	35%	2/23	/2024 9:	11:01 AM	Frank	Rolinso	on		Pre	vious				
Chartstrings														
Account	FY	Fund	Program	Department	Class	OprUnit	Project ID	BusUnit	Activity	Chartfie	eld %			
553140 20	24 10	500	11100	19610910	11800						100.000			
Exported: Not	vet • Sta	tus: Pe	nding • Co	ntact 🖀 Three	Third 🔤 fr1	1 <mark>6163@</mark> u	ga.edu • Cha	rtstring Val	idated: ✔ 2	2/23/2024	4 8:54 AM			
Progress														
Submit		> Ba	atch	>	Attribute		> Exer	nption	>	Comple	ete			
2/23/2024 8:54 AM <i>by</i> Three Third		A	vaiting		Awaiting		Await	ting		Awaiting	g			

Figure 35 - Research Percentage G104 View

Waiver R	equest R	esearch Percentages					
Confirmation C			Date/Time		Versions	Submitt	
1042	- Bearing	0	7/19/2023 9:22:	36 PM	1		
Submission Pe			Department (if used		Has Parent Submissio		
	12/31/2031	11.54V	English (ENGL)		No	2823-2	4
	s submission)		Graduate Coordina	tor(s) (based on department)	Graduate Coordinator	Assistant(s) (based on department)	
Name		Annual Disease		UGA ID	81 5	Department	English (ENGL)
				Start Term	202308-202402	Attribute	DPAS
Residenc Task	y	International Student (I)			202308-202402		
Select the				Status e for, then enter the perc	Completed centage and remember to Save. Plea	Asst Type ase note that if adding the first	GTA non-zero percentage, you will also
Select the	lid (and acti	and the second s	esearch to.			ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term	lid (and acti	w you would like to change the ive) Project Id to allocate the re 08 - Fall 2023	Rese	e for, then enter the pero	55 Project	ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term	lid (and acti	w you would like to change the ive) Project Id to allocate the re	Rese	e for, then enter the pero	55 Project	ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term	lid (and acti	w you would like to change the ive) Project Id to allocate the re 08 - Fall 2023	Rese	e for, then enter the pero	55 Project	ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term Research Term	lid (and acti 2023(Percentage	w you would like to change the ive) Project Id to allocate the re 08 - Fall 2023 as history for G104 Waiver Req	Reservence to the second secon	e for, then enter the pero	2entage and remember to Save. Plea 55 Projec y) for each term appear below.	ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term Research Term 202308	lid (and acti 2023) Percentage %	w you would like to change the ive) Project Id to allocate the re 08 - Fall 2023 es history for G104 Waiver Req Created At	Reservent to.	e for, then enter the pero	255 Project y) for each term appear below.	ase note that if adding the first	non-zero percentage, you will also
Select the enter a val Term Research	Percentage % 25%	w you would like to change the ive) Project Id to allocate the re 08 - Fall 2023 es history for G104 Waiver Req Created At 3/4/2024 2:06:08 PM	esearch to. Reservences Reserv	e for, then enter the pero	255 Project y) for each term appear below. Current	ase note that if adding the first	non-zero percentage, you will also

Figure 36 - Research Percentage Maximum Allowed Error Message

2 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 ¹⁴ is shown.

	Status ate School									Sessio	n: 59:29 • UGA ID: 🖴 Re
785 UNIVE	RSITY OF GEO	ORGIA	E	vents My Submissions	Approvals						🛔 User 🛛 Log
lome Forms	Applicant ว	Mana	ג ige								
Vai <mark>ren De yee</mark>	-1-										
	ed Requests										
elou is the list of	all latest active	aiver re	auest	s of your department (G	raduate S	chool. Office of	(if any)				
JO IS THE ISLOT			quest	s or your department (O	raduate of	chool, onice of	(ii diliy).				
All requests below	w have required cf	nartstrin	ngs.								
All requests below	w have required ch Lastname, Firstn		innip	All Terms 🔹 🕅 All Attrib	outes 🔻	All Tasks 🔻)				50 🗸 🖸
UGA ID		ame Asst	x]	All Terms 🔹 All Attrib	outes 🔹	All Tasks •					50 🗸 🤇
UGA ID Name UGA ID Lastname, First	Lastname, Firstn Attribute and	Asst Type	x]		Status			Chartstrings	Add Policy Waiv	er 🗙	50 v Q
UGA ID Name UGA ID	Lastname, Firstn Attribute and Life Span GSAS	Asst Type	X A	Submitted	Status			Chartstrings	☐ Madd Policy Waiv	er 🗶	50 v Q
UGA ID Name UGA ID Lastname, First 897654321 otal found: 1	Lastname, Firstn Attribute and Life Span GSAS	Asst Type GA	X (Task Add	Submitted	Status] S Chartstrings	Add Policy Waiv	er 🗴	50 v C

Figure 37 - Deleting a Waiver Request Button

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

1785 UNIVE	ate School RSITY OF GEO	DRGI/	A E	Events My Submissions	Approvals			🛔 User 🛛 Log C
lome Forms	Applicant ว	Man	age ר					
Vaiver Reque	sts							
Form Submitte	ed Requests							
elow is the list of	all latest active w	aiver r	eques	ts of your department (G	raduate Se	chool, Office of)	(if any).	
All requests belo	w have required cl	hartstri	ngs.					
UGA ID	Lastname, Firstn	ame	×	All Terms 🔻 All Attrib	utes 🔻	All Tasks 🔻		50 v Q
Name UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver	<u>53</u>	
Lastname, First 897654321	GSAS 202308-202402	GA	Add	10/9/2023 2:24:24 PM	Pending		E Related \$ Chartstrings Add Policy Waiver \$	Delete? No Yes
Total found: 1								
or technical suppor	t, please contact grad	dit@uga	.edu.					
	The University of O	a a serie d	Cradua	te School • 310 Herty Dr., Ath	DR CA 206	02 . (706) 542-17	20	Privacy • Locatio

Figure 38 - Deleting a Waiver Request Confirmation Pop-Up

 \angle 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.

	Grad Status Graduate School UNIVERSITY OF	CEORCIA	Events M	y Submi	issions Approva	als					Session: 59:56 • U	IGA ID: A Reveal
Home	Forms Applicar	ר Manage										
Waiver	Requests											
Form	Submitted Requests											
Below is	the list of all latest acti	ve waiver reques	ts of your	depar	tment (Graduat	te School, Off	ice of) (if any).				
	ests below have require	ed chartstrings.										
			All Terms	•	All Attributes	 All Tasks 	3 •					50 🗸 🔍
Name UGA ID		Attribute and Life Span	Asst Type	Task	Submitted		Status	Policy Waiver	CSV			
Last n 81234	ame, First name 567	DPAS 201902-20190	12	Add	2/14/2019	4:35:19 PM	Completed		= 🖉 Rel	ated \$ Chartstrings	Add Policy Waiver	

Figure 39 - Completed Requests View

To delete the completed request:

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

× Delete					* At	le ist one chartstring	required
					I would like to Add	O Remove 💿	Replace C
	Format: Last, First Middle		No dashes allowed		Only your department(s) are listed		
Name	*Doe, Jane	UGA ID	*123456789	Department	*Graduate School, Office of (GRA	D) ~	
Residency	*Georgia Resident (R)	(Start) Term	*202308 - Fall 2023	~			
among teachin	with the faculty member or individu g, research, administration, use the the correct attribute				ource of funding. If this graduate as	sistant will split their (effort
among teachin Help me select Attribute	g, research, administration, use the	e waiver code tha	at represents the majority of		ource of funding. If this graduate ass	sistant will split their e	effort
among teachin <i>i Help me select</i> Attribute DP Will a percenta	g, research, administration, use the the correct attribute AS Assistantship Type	e waiver code tha	at represents the majority of		ource of funding. If this graduate ass	sistant will split their e	effort
among teachin <i>i</i> Help me select Attribute [*] DP Will a percenta Yes O N	g, research, administration, use the the correct attribute AS v Assistantship Type (*C ge of this graduate assistant's tuiti	e waiver code tha	at represents the majority of sponsored project?	effort.		sistant will split their o	effort

Figure 40 - Removing a Waiver Request

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.

\bigcirc	Grad Status Graduate Scho												Session: 59:43 • UGA ID:			
1785	UNIVERSITY O	E CEODOLL	Events	My Submis	ssions Approvals								User	Log Out		
Home	Forms Appli	cant 🧎 Manage	¢													
Waiver	Requests															
Form	Submitted Reques	ts														
Below is	the list of all latest a	active waiver reques	sts of you	r departm	nent (Graduate Sc	hool, Off	ice of) (if any)).								
All requests below have required chartstrings.																
UGA ID Name			All Term		• All Attributes •		All Tasks 🔻						50	¢ Q		
Name UGA ID		Attribute and Life Span	Asst Type	Task	Submitted		Status	Policy Waiver	csv							
Last name, First name 81234567		DPAS 201902-20190	2	Remove	2/14/2019 4:35	:19 PM	Completed			Related	\$ Chartstrings	Add Policy Waive	r			

Figure 41 - View of Removed Waiver Request

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