

The Graduate School



Graduate Student

Waiver

Management

Manual

Contact Information

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Registrar's Office	www.fsu.edu/prospective/admissions
Aimee Leturmy Phone: 645-9861 Fax: 644-1597 Email: aleturmy@admin.fsu.edu	Residency Status and Procedures Academic Common Market Latin American Caribbean Scholars
Office of Financial Aid	www.finaid.fsu.edu/
Billy Auguste Phone: 644-1914 Fax: 644-6404 Email: bauguste@admin.fsu.edu	Financial Aid Status
Controller's Office	http://control.vpfa.fsu.edu
Mike Ballow Phone: 644-9464 Fax: 644-1822 Email: mballow@admin.fsu.edu	Income Tax Information for Graduate Students
The Center for Global Engagement	http://cge.fsu.edu
Kristen Hagen Phone: 644-9563 Fax: 645-2112 Email: khagen@fsu.edu	International Student Issues and Status
Office of Research	www.research.fsu.edu/
Sponsored Research Administration Phone: 644-5260 Fax: 644-1464	Contract and Grant Information

Section 1

Graduate Waiver Policies and Procedures

University-wide Guidelines

GENERAL

1. The established priorities for the use of waiver funds, within each unit, are as follows:
 - Matriculation waivers for all qualifying graduate assistants. **This is mandatory.**
 - Out-of-state waivers for teaching assistants
 - Out-of-state waivers for research assistants on contracts and grants
 - Out-of-state waivers for assistants not appointed as teaching assistants or on contracts and grants

Note: Only students with regular graduate student status are eligible for graduate assistantships. Special, provisional and part-time students do not qualify for graduate assistantships.

2. Issues that arise between departments and colleges shall be addressed at the deans' level. Issues between academic and non-academic units shall be addressed at the deans' and vice-presidents' levels. When a non-academic unit is appointing a student of an academic unit to a qualifying assistantship, that would be eligible for waivers, the non-academic unit must notify the academic unit in writing prior to the deadline to submit waivers that is stated on the Academic Calendar of the University so that the academic unit has sufficient time to meet the deadline to enter waivers.

Note: the non-academic unit will be responsible for the tuition waivers of the student they are giving the assistantship to unless the academic unit has approved using their waiver authority in advance.

3. The awarding of waivers is subject to school or college approval. **Note that schools/colleges will be responsible for any dollars spent above their waiver allocations issued from the Office of the Provost.**
4. In no case should a student receive more than twelve hours of waivers in a term from the University's waiver authority. The Deans may supplement the additional hours outside of twelve hours from other funds (C&G, Auxiliary, or Local).
5. Waivers cannot be input by the department after the third day of classes. If modifications/additions are needed after the deadline, requests should be submitted to the Graduate School through the Graduate School Waiver Request Form.
 - To visit the request form, please go to the following website: https://netprod.oti.fsu.edu/Waiver_Request and log in using your Blackboard username and password. For further instructions on how to complete this request, please refer to the Graduate School Waiver Request Form user manual on page 52 of this manual.

6. Waivers are cancelled if the student withdraws from the University, drops below the required academic load, or terminates the assistantship. Waivers will not cover any dropped classes. The student will be responsible for any fees assessed.

MATRICULATION (In-State)

7. It is Florida State University's policy that matriculation waivers (in-state waivers) must be funded from the same source as the assistantship for all graduate assistants who qualify for waivers. If the University allocation or a direct-charged project are not available for funding waivers, then the unit creating the assistantship will be responsible for the cost of the waiver from an allowable alternate source.
8. In-state matriculation fees for qualifying graduate assistants will be funded by the same source as the graduate assistant's salary. In the exceptional case that the funding source cannot cover the in-state matriculation fees, the principal investigator, the college and/or department will be responsible for covering the fees from other sources. This policy will apply to all funding sources: E&G, C&G, Auxiliary and Local, etc. **Exceptions to this policy must be requested in advance to the Graduate School .**

OUT-OF-STATE

9. **If possible**, out-of-state waivers should be given for the approved full-time load. Programs should attempt to provide nine hours (or the appropriate variation for select departments) for graduate assistants, C&G fellows, and non-university funded fellows. Deans have the authority to fund waivers for more hours as long as the allocation is not exceeded and the graduate assistant is funded for no more than twelve hours of waivers. Deans have the discretion to fund out-of-state waivers for fewer hours in accordance with the established priorities.
10. Out-of-state waivers are the responsibility of the college and/or department in which the student resides (i.e. whichever department receives the majority of the student credit hours).

FORMS

11. Students receiving a waiver must be given a *Waiver Receipt Form*. Additionally, the students should be informed of subsequent changes in their schedules which may result in a change in the waiver amount, and consequently the amounts of their financial obligation. Completed Waiver Receipt Forms are to be retained in the academic department.

HEALTH INSURANCE SUBSIDY BENEFIT

12. All qualifying Graduate Assistants (GA's) : M9182, M9184, W9185, N9185, Z9185 and fellows (McKnight, Wilson-Auzenne, College Teaching and Interdepartmental) are eligible for the health insurance subsidy benefit. The subsidy is disbursed by semester through the Payroll Office. All Adelaide Wilson Fellows will be provided full coverage of the university sponsored health insurance comprehensive plan. For more detailed information about the subsidy benefit, please use the following link: <http://gradschool.fsu.edu/Funding-Awards/Subsidy-Benefit>

FEES

13. The waiver covers only the matriculation or the out-of-state portion of the assessed tuition. The student must pay the additional charges (health fee, financial aid fee, building fee, etc.).

Note: Fees are subject to change. For a complete list of fees, please visit:

<http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Tuition-Rates>

University-wide Requirements

APPOINTMENT

14. Matriculation and out-of-state waivers are for graduate assistants with the following appointment codes M9182, M9184, N9185, W9185, Z9185, and fellowship holders only. **NO** other appointments are eligible.
15. Funds have been allocated to provide tuition waivers for graduate assistants paid from E&G budgets. Procedures have been established to charge C&G, auxiliary, local accounts and other budget entities that fund graduate assistants. If funds are available, appointments external to the University (related to the student's degree program) should be covered.

STIPENDS AND FTE

16. Minimum Stipends

The minimum academic year stipend for a qualifying graduate assistantship is \$14,000 (\$17.94 per hour) for a .50 FTE on a 9 month appointment (or prorated according to FTE). No graduate appointment for less than the minimum of **\$17.94** per hour is allowed.

Note: Some colleges and/or departments may have a higher minimum per hour stipend rate. The rates are subject to change, and you should contact HR Specialist Rebecca Peterson at rpeterson@admin.fsu.edu for additional assistance.

17. **Minimum FTE**

Summer

In order to be eligible for waivers, the assistantship needs to be:

<u>Appointment</u>	<u>Term Length</u>
.25 FTE	13 weeks
.40 FTE	8 weeks
.50 FTE	6 weeks

Note: Summer only exceptions may apply for Teaching Assistants (M9184 only) teaching more than one class per session.

Minimum enrollment: 6 student credit hours. **Must be approved by the Dean of the Graduate School.**

Appointments should start no later than the first day of classes and continue through the last day of finals. Shorter appointments, even if for a larger FTE, are not eligible. **Appointments cannot be added retroactively.** During the summer term, graduate students who are registered for dissertation or thesis hours, and are on qualified appointments, must be registered for classes in the session in which they are employed. If you have a student who needs to take a class (other than dissertation or thesis hours) in a different session from their assistantship, please contact the Graduate School and we will review the situation and make a final determination regarding allowability.

Fall and Spring

In order to be eligible for waivers, the assistantship needs to be:

<u>Appointment</u>	<u>Term Length</u>
.25 FTE	15 weeks

The fifteen week appointment should start no later than the first day of classes and continue through the last day of finals. Shorter appointments, even if a larger FTE, are not eligible.

Note: Graduate students with less than .25 FTE appointments (or with no assistantship) may be granted waivers. See “Allowable Exceptions” for additional information.

ENROLLMENT

18. **Minimum Enrollment**

Summer

<u>Session</u>	<u>Minimum Enrollment</u>
13 week (A)	9 hours

8 week (D, F)	7 hours
6 week (B, C)	5 hours
Combination	9 hours

Summer only exceptions may apply for Teaching Assistants (M9184 only) teaching more than one class per session.

Minimum enrollment: 6 student credit hours. Must be approved by the Dean of The Graduate School.

During the summer term, graduate assistants who are registered for dissertation/thesis hours and are on qualified appointments must be enrolled full time for classes in the session in which they are employed.

Fall and Spring

<u>Session</u>	<u>Minimum Enrollment</u>
15 week	9 hours

- Twelve-hour matriculation and out-of-state waivers for Graduate School administered fellows, will be input by the student’s department.

Note: Non-duty fellows who are given appointments may register for 9 hours as opposed to 12 hours.

- In certain circumstances, graduate assistants in their last semester may enroll for less than 9 credit hours. Other exceptions may apply, but the academic unit must have approval from the Academic Dean, or Department Chair, and the Dean of The Graduate School. **A Tuition Waiver Underload Request Form must be filled out in these cases.** Refer to form on page 29 or visit the following link:

https://campus.fsu.edu/webapps/portal/frameset.jsp?tab=community&url=%2Fbin%2Fcommon%2Fcourse.pl%3Fcourse_id%3D_173731_1

An Underload Form must be submitted each semester to the Graduate School if a student with an eligible job code is enrolled for less than the required number of hours.

COURSES

- Waivers may be used to cover courses related to the student’s academic degree program.
- Academic departments cannot refuse to cover interdisciplinary and degree program-related courses.

23. No recreational, S (distance auxiliary course), X (Auxiliary responsible), or Z (study abroad) type courses will be covered by waiver authority. These types of courses are not covered because the costs of the classes do not go to the University.
24. It is the University's goal to hold to a minimum the use of graduate waivers for undergraduate courses, however, academic deans have the authority in exceptional circumstances to approve the use of graduate waivers for students taking undergraduate courses. When an academic unit is using graduate waivers for undergraduate courses, they must notify the Graduate School in advance to the inputting of the waiver.

STUDENT STATUS

25. Only students with regular graduate student status are eligible for graduate assistantships. Special, provisional and part-time students are ineligible.

Allowable Exceptions

26. **Students who are enrolled for the minimum hours during each semester (as stated in section 18), and do not have a qualifying appointment, may be issued waivers for up to one hour below the minimum hour requirement provided:**
 - The student has the applicable dean's approval
 - The waiver is paid with the school/college waiver allocation or other university funds (i.e., local or auxiliary funds)

Note: These exception waivers **cannot** be direct-charged to C&G, Auxiliary, and local accounts.

Students, who are granted waivers for the hours equal to the minimum number of enrollment hours are not considered exceptions and therefore, need to meet all other waiver eligibility criteria. (i.e., 9 hours for each the Fall and Spring semesters).

College of Engineering

27. The College of Engineering will provide out-of-state waivers (using E&G, C&G, Auxiliary, and Local funds) for fall and spring semesters only (this excludes the summer semester) to students enrolled in the College of Engineering.

REQUIREMENTS

These students must meet the same requirements as stated in the University-wide Graduate Waiver Policies in addition to those listed below:

- Appointment must be for a minimum of .50 FTE
- Minimum enrollment requirement of 9 hours per semester

Note_i: College of Engineering students receiving appointments outside the College of Engineering

will require the approval of the affected school/college Deans' and the Principal Investigators'.

Note₂: Any appointment outside of the College of Engineering **will NOT** be liable to cover out-of-state waivers.

Congress of Graduate Students

29. The Graduate School will provide tuition assistance in the form of graduate student waivers for the elected Speaker of the Congress of Graduate Students.
30. The Division of Student Affairs will provide a stipend of at least \$1,500 per semester for the duration of the Speaker's term for a maximum of two years.

Teaching and research are an integral part of the requirement of obtaining a graduate degree at Florida State University. Because of this, the primary relationship with graduate assistants receiving a stipend is still one of being a student. To monitor compliance with university policies and Fair Labor Standards Act (FLSA) requirements, it is imperative that the proper appointment classifications be used. The Graduate School and the Human Resources Office will verify the requirements for each classification and are the offices to contact if there are any questions. **Only students with regular graduate student status are eligible for assistantships.** Special, Provisional and part-time students are ineligible. The following is a list of eligible appointment codes.

M9182 (R) Graduate Research Assistant-Stipend

This Graduate Research Assistant shall be classified as a degree seeking graduate student who performs research activities or assignments that are related to the student's academic program. The appointee must be admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member.

SELECTED EXAMPLES: A student doing research in a lab or a library.

M9184 (T) Graduate Teaching Assistant-Stipend

This Graduate Teaching Assistant shall be classified as a degree seeking graduate student who has earned a minimum of 18 graduate credit hours and performs primary teaching assignments that are related to that student's academic program. The appointee must be admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member. *SELECTED EXAMPLES:* A graduate student having full instructional responsibilities for a credit class.

N9185 (P) Graduate Assistant (Time Sheet Required)

A non-degree related employment by a graduate assistant would constitute an employer-employee status with Florida State University and would require compensation based on actual time worked as assigned. Waivers are granted under this code. A time sheet is required. The student is compensated on actual hours worked. Minimum stipends, FTE, and Term Length are still required under university waiver policy guidelines. **NOTE:** This job should not be used to appoint a student on a Federal Sponsored Project, because work charged to a project must be degree-related.

W9185 (W) Graduate Assistant in Teaching-Stipend

This Graduate Assistant shall be classified as a degree seeking graduate student who assists in the instructional process and who has direct contact with a student or a group of students. The graduate assistant may be directly involved in a tutorial or group instructional environment and may grade papers and analyze work products as part of their overall assignment. The appointee must be fully admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of a graduate faculty member.

SELECTED EXAMPLES: Tutors, recitation leaders, lab supervisors assistant to faculty instructor.

Z9185 (Z) Graduate Assistant in Professional-Stipend

This Graduate Assistant shall be classified as a degree seeking graduate student who does one of the following:

- A. assists in a degree related professional or academic function under the supervision of a graduate faculty member, or
- B. performs degree related professional or administrative services that supports research or instructional activities. The appointee must meet the requirements of the Graduate School and be fully admitted to a graduate or professional degree program.

SELECTED EXAMPLES: A theatre design major assisting in set design, costume, or a counseling major assisting in a psychology clinic or in a residence hall. This category does not include clerical assistance nor non-degree related employment.

SPECIAL NOTE ON APPOINTMENTS:

With the advent of My FSU Student Central, students now have the capability to continue registering for classes once a registration window opens (the window does not close). When completing the mass appointment file or doing an individual appointment, departments should check that a student is actually enrolled (or has registered for classes) prior to submitting the appointment. This check should also be used to make sure that the student has not graduated in the previous term, and therefore has not become ineligible for an assistantship in the current or future term. Additionally, departments shall check My FSU Student Central immediately after drop/add ends each term to make sure that the students are still registered for the term and are still eligible for an assistantship. Departments should not appoint graduate students to a calendar or academic year appointment if there is a chance the student is going to graduate or leave the University, and instead appointment students term by term after completing the checks above.

Rule 1: Charge a C&G, Auxiliary or Local Fund Account

Matriculation will be DIRECT CHARGED to C&G, Auxiliary, or Local Fund Accounts paying a student's salary if:

1. The student has a **qualifying appointment** as a Graduate Assistant on one of the project types listed above with one of the following five Class Codes only:

M9182 – Graduate Research Assistant—Stipend

M9184 – Graduate Teaching Assistant—Stipend

N9185 – Graduate Assistant—Time Sheet Required (Not allowed on Federal C&G project)

W9185 – Graduate Assistant in Teaching—Stipend

Z9185 – Graduate Assistant in Professional—Stipend

Note: No other Class Codes are eligible for waivers.

2. The student has a **matriculation waiver** entered by the Departmental Waiver Coordinator in the Cashiering System.
3. The C&G account has been coded by the Principal Investigator (PI) to charge the account, **or** the Auxiliary or Local Fund account has been coded by the department to charge the account.

Rule 2: Charge the College Allocation

Matriculation AND, when designated by the department, out-of-state waivers will be DIRECT CHARGED to the College Allocation as indicated by the Budget Number entered on the waiver screen if:

1. The student is appointed on an E&G budget, or
2. The student is appointed on a C&G, Auxiliary, or Local Account **AND** the **account** is coded **NOT** to be charged, or
3. The student is appointed on a C&G, Auxiliary, or Local Account **AND** the **waiver** is coded **NOT** to be charged.

Note 1: Out-of-state waivers are charged to the school/college allocation designated by the Budget Number entered by the Waiver Coordinator in the Cashiering System.

Note 2: Auxiliary or Local accounts are typically not exempt from being charged tuition.

Rule 3: Exceeding Waiver Allocations

1. If a School/College exceeds their E&G waiver allocation and the amount has been verified with The Graduate School, it will be the responsibility of the School/College to contact the Budget Office.
2. Arrangements must be made to cover the deficit from an allowable source as determined by the Office of Budget and Analysis.
3. The Budget Office will need to process a budget amendment.

Each semester, the Graduate School will coordinate the direct charge system to charge C&G, Local, and Auxiliary projects for the tuition associated with students who are appointed to those projects. The direct-charge of the tuition will be divided into several parts during a semester so the project is not charged all at one time. To do this, the Graduate School sets a calendar which gives departments the run dates of the direct-charge system and the corresponding percentages of charges to each run.

Collective Bargaining Agreement

The FSU Board of Trustees and the United Faculty of Florida have signed a new collective bargaining agreement. This agreement outlines policies pertaining to waivers and the health insurance subsidy. To view a complete copy of this agreement, please visit:

<http://www.fsugau.org/images/stories/pdf/2015-2018%20cba.pdf>

Section 2

Changes to the Business Process due to
my FSU Student Central

Allocation Management

The Waiver Allocation is issued by the Provost's Office in late Spring of each year. Once issued, the Graduate School will enter the Waiver Allocation into the new My FSU Student Central (OMNI). The waiver allocation year is Summer, Fall, Spring of each year. The amount listed in My FSU Student Central is an annual amount and **should not** be considered to be a term amount.

Effective Fall 2013 the waiver system will be in My FSU Student Central.

Each College will have an allocation amount each year, and each College must designate their Department's waiver allocation prior to the beginning of the Waiver Allocation Year via a form provided by the Graduate School.

The Graduate School will enter in the Waiver Allocation for each College and Department. Colleges and Departments may spend their allocation on either matriculation or out of state waivers. As in the legacy system Colleges and Departments will be allowed to issue waivers in excess of their allocation. Any excess waivers issued that are not offset from tuition charged to grant, local, or auxiliary project will be due to the Budget Office at the end of the Waiver Allocation year.

Each College and Department is responsible for the management and reconciliation of their waiver allocation.

Changes to the Direct Charge Process

The legacy direct charge system had five direct charge “runs” in each the Fall and Spring semesters, and four in the Summer.

The new direct charge system will be run bi-weekly in conjunction with payroll, and once in the Summer. This change in the business process will allow for sponsored projects to be charged in a more expeditious manner, and to allow for twice the number of reporting opportunities in OBI.

Section 3

Financial Aid and Financial Services
Information and Supporting Materials

Financial Aid

It is extremely important that waivers are entered on time (by the third day of class). Graduate waivers entered after the close of the waiver screen will now need to be approved by the dean's office (or a designee knowledgeable about the status of waivers for the entire college/school) and sent to The Graduate School to enter via the Graduate School Waiver Request online form.

Financial Aid Disbursed – Student in “Over Award” Status. When a student's financial aid has been disbursed and a waiver is entered late, the student may be placed in an over award status requiring the student to repay the amount of the over award. “Holds” may result such that a student may not register for classes, obtain a release of his/her academic records, or use the Leach Center.

Financial Aid Disbursed – Student Credit. In other cases, entering a waiver after financial aid has been disbursed does not always generate an over award, BUT it can generate a credit due to the student in the amount of the waiver entered. It often takes 2-3 weeks for the student to be reimbursed.

Late Payment Fees. Waivers entered late also cause students who are not receiving financial aid to incur late payment fees.

Waiver Removal After Financial Aid Disbursed — If for some reason a waiver is removed after financial aid has been disbursed it is the department's responsibility to notify the student PRIOR to the removal.

Questions or problems?

Call the Office of Financial Aid at (850) 644-0539 or visit their website at <http://financialaid.fsu.edu/>

Residency

In the 2009 Legislative session, Senate Bill 1696 was passed and signed into law by Governor Crist. This bill requires adherence to a stricter standard on the level of proof required to support claims of Florida residency for tuition purposes.

Students should contact the Registrar's Office prior to the semester for which they are applying for reclassification of residency for tuition purposes. For reclassification information visit the admission website at <https://admissions.fsu.edu>.

Reporting Your Scholarship/Fellowship

US citizens & US tax residents:

1. Fellowship amounts in excess of what you pay out-of-pocket for tuition, books, and required fees/supplies is considered taxable income by the IRS.
2. You are responsible for making the computation and including it as income on your tax return.
3. The fellowship will not be reported on a 1099 or W-2 form; however it may be reported on the 1098-T form.
4. No taxes are withheld, so you may wish to make an estimated tax payment to the IRS using FORM 1040-EZ.

If you file Form 1040EZ:

1. Include the taxable amount of your scholarship or fellowship on line 1.
2. Print "SCH" and any taxable amount not reported on a W-2 form in the space to the right of the words "W-2 form(s)" on line 1.

If you file Form 1040A or Form 1040:

1. Include the taxable amount on line 7.
2. Print "SCH" and any taxable amount not reported on a W-2 form in the space to the left of line 7 on Form 1040A or on the dotted line next to line 7 on Form 1040.

Foreign persons who are considered to be nonresidents for tax purposes:

1. You should be referred to the Payroll Office prior to receiving your fellowship payment.
2. The Payroll Office will check to determine whether you are a nonresident for tax purposes and whether there are any tax treaty benefits available to you.
3. Your cash fellowship payment will be reported to the IRS and to you on a 1042-S form, which is distributed in February of the next calendar year.
4. If you do not have a tax treaty benefit or if your fellowship payment exceeds the limits of your tax treaty benefit, then 14% tax will be withheld from your payment.
5. You are responsible for filing a nonresident tax return (1040-NR or 1040-NR-EZ) the next year. You may claim a refund of excess taxes withheld on that return.
6. The International Students & Scholars Center hosts an annual tax workshop every March to provide you information about US tax laws and your responsibilities.

Questions or problems? Call Mike Ballow at (850) 644-9464 or visit

<http://control.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Tax-Credit-Information>

Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

*This Resolution was renewed September 2009 and applies to offers of financial support only, not offers of admission.

Acceptance of an offer of financial support *(such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes and agreement that both student and graduate school expect to honor. In that context the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of **financial support prior to April 15**; earlier deadlines for acceptance of such offers violate the intent of this resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, **an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.** Similarly an offer by an Institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is Further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

URL: http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf

Doctoral Students: Prior to completion of prelims and 24 hours of dissertation, a full-time doctoral student must enroll for at least 9 to 12 hours per semester. Students on assistantships (research, teaching, etc) must enroll for a minimum of 9 hours and students on fellowships (internal and external) must enroll for at least 9 to 12 hours as stipulated by the fellowship requirements. Domestic doctoral students without an assistantship or fellowship may opt for part-time status with the approval of their program in which case they must enroll for a minimum of 2 dissertation hours. Federal guidelines require that international students be enrolled full-time.

After completion of prelims and 24 hours of dissertation, full-time status requires that a doctoral student must enroll for a minimum of 3 hours per semester (of which 2 must be dissertation hours) until completion of the degree. Students receiving assistantships (research, teaching, etc receiving a stipend and a waiver) must enroll for a minimum of 9 hours (of which at least 2 must be dissertation hours) and students on fellowships (internal or external) must enroll for at least 9 to 12 hours (of which at least 2 must be dissertation hours) as stipulated by the fellowship requirements. Domestic doctoral students without and assistantship or fellowship may opt for part-time status with the approval of their program in which case they must enroll for a minimum of 2 dissertation hours. Federal guidelines require that international students be enrolled full-time.

Masters Students: Prior to completion of required coursework and 6 hours of thesis (if enrolled in a thesis master's program) a full-time master's student must enroll for at least 9 to 12 hours per semester. Students receiving assistant-ships (research, teaching, etc.) must enroll for a minimum of 9 hours and

students on fellowships (internal or external) must enroll for at least 9 to 12 hours as stipulated by the fellowship requirements. Domestic master's students without an assistantship or fellowship may opt for part-time status with the approval of their program. Federal guidelines require that international students be enrolled full-time. After completion of the required coursework and 6 hours of thesis (if enrolled in a thesis master's program) full-time status requires that a master's student must enroll for a minimum of 3 hours per semester (of which at least 2 must be thesis hours) until completion of the degree. Students receiving assistantships (research, teaching, etc receiving a stipend and waiver) must enroll for a minimum of 9 hours (of which at least 2 must be thesis hours) and students on fellowships (internal or external) must enroll for at least 9 to 12 hours (of which at least 2 must be thesis hours) as stipulated by the fellowship requirements. Domestic master's students without an assistantship or fellowship may opt for part-time status with the approval of their program in which case they must enroll for a minimum of 2 dissertation hours. Federal guidelines require that international students be enrolled full-time.

NOTE: The re-definition of full-time and part-time enrollment status for graduate students embodies in the new policy statement is strictly for purposes INTERNAL to Florida State University. The gold standard definition of full-time enrollment for purposes EXTERNAL to the University is 12 credit hours per semester with few exceptions. Those exceptions include the 9 credit hour per semester rule for international students, and the 9 credit hour rule for students on assistantships/waivers.

Any student requiring a letter from the Registrar certifying his/her enrollment status, specifically the fact that they are enrolled full-time MUST adhere to the EXTERNAL definitions. These certification letters may be required in a variety of instances (when obtaining a loan, signing a lease, purchasing a home or an automobile). Currently the University does not have the technological capability of distinguishing the numerous categories of full-time and part-time status embodied in our new policy. Hence they must rely on the EXTERNAL and widely accepted definitions as indicated.

PARTICIPATING STATES

Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia.

PURPOSE

The Academic Common Market helps eliminate unnecessary duplication among states. The high cost of developing and maintaining degree programs makes it impractical for any institution — or even any single state — to attempt to provide degree programs in every field. The Academic Common Market helps states to make the best use of available degree programs because more students can enroll in those that have available spaces. The Academic Common Market helps states to assist their residents in a very tangible way to enroll in programs that their home states cannot provide.

ACADEMIC COMMON MARKET

Each participating SREB state has a coordinator for the Academic Common Market. The state coordinator's name and address can be obtained by visiting the SREB Web site at www.sreb.org or by calling the Southern Regional Education Board in Atlanta at (404) 875-9211. Any student interested in

participating in the Academic Common Market should contact the state coordinator in his or her home state. In general, a student must meet only two requirements to participate. The student must be accepted for admission into a program that is part of his or her home state's Academic Common Market arrangement, and he or she must have proof of legal residence in the home state. Institutions may have additional requirements; please check with the individual college or university.

PROGRAM AVAILABILITY

The Academic Common Market includes hundreds of programs, from accounting systems at the University of Tennessee in Knoxville to zoology at Auburn University in Alabama. Both undergraduate and graduate programs are available for residents of most participating states; a few states participate only at the graduate level. The scope of the Academic Common Market is evident from a small sample of the available programs: aerospace engineering, agricultural law, anthropology, apparel and textiles, aviation, biomedical sciences, coastal zone studies, crafts, creative writing, dance, East Asian studies, education of the deaf, environmental health, film and video studies, forensic science, health care management, journalism, kinesiology, landscape architecture, music education, nutrition and dietetics, occupational therapy, photojournalism, taxation, theater, urban and regional planning, visual sciences, wildlife management and wood industries.

Classification

The classification of Grad I and Grad II student credit hours depends on three main criteria:

1. the classification of the student at the beginning of the term,
2. the classification of the courses taken by the student, and
3. number of graduate hours completed.

It is critical that departments review the progress of each graduate student. The optimal strategy is to plan course loads such that the cumulative acquisition of 36 hours coincides with the completion of a semester. For example, 36 hours would be attained after completion of three semesters with a load of 12 hours/semester. Alternatively, 36 hours would be attained after completion of 4 semesters with a load of 9 hours/semester.

Grad II

Grad II credit is generated by Advanced Graduate Students who are formally admitted to an authorized doctoral or post master's degree program and have accumulated 36 or more credit hours toward their degree program OR have a master's degree. Hours earned at other institutions that have been accepted toward the FSU doctoral or post master's degree program can be included as part of the 36 hours (these credits must be posted on the student's permanent record file).

Additionally, the course levels taken by advanced graduates must be between 5000 and 8999 for them to be classified as Grad II credits.

Grad I

Graduate students not meeting the above criteria.

Key Criteria

1. Degree Working Toward (DWT)
2. Graduate credit hours earned at the beginning of the semester towards the degree (this number may include graduate transfer credit hours toward the degree).
3. Course levels must be between 5000-8999.

Section 4

Sample Forms and Instructions

Graduate School Waiver Request Form Instructions

When a late waiver needs to be requested, please go to the FSU Service Center to submit a CRM ticket to The Graduate School. You will need to completely fill out the form and be sure to select “The Graduate School” as the provider group and assign the ticket to either “David Beck or Brian Barton”. Please see the screen shot below:

The screenshot shows a CRM interface for a 'Case'. At the top, there are navigation tabs: 'Case Details', 'Solution (0)', 'Notes (0)', 'Case History', 'Related Cases (0)', and 'Interested Parties (0)'. The main form is divided into two columns. The left column contains 'Customer Information' with fields for Employee ID, First Name, and Last Name, and a 'Search' button. Below this is 'Problem Information' with a '*Problem Summary' field and a larger 'Description' text area. The right column contains 'Case Information' with a 'Main' tab and a 'More' tab. It includes checkboxes for 'Secured Case' and 'Anonymous Caller', a 'Quick Code' dropdown, 'Case Type' (Support Request), '*Case Visibility' (External), and '*Case Status' (New). There are also checkboxes for 'Resolved by First Contact'. Two red arrows point to the 'Provider Group' field (set to 'Graduate School') and the 'Assigned To' field (set to 'David Beck'). At the bottom, there are dropdown menus for 'Category' (IT Services), 'Specialty Type', and 'Detail'.

NOTES:

- 1.) Late waivers entered in this request system are not automatically approved to be entered. If the late waiver causes a Financial Aid Overaward, the College/Department must work with Financial Aid to solve the overaward prior to the waiver being entered.

Waiver Receipt Form

FLORIDA STATE UNIVERSITY GRADUATE WAIVER RECEIPT FORM (Return to your academic department representative)

If you have applied to the FSU Office of Financial Aid for financial assistance, you must contact that office so they may discuss how accepting this award impacts other sources of financial aid. Our department has notified the Office of Financial Aid of this award.

Student Name:	XXXXXXXXXX		
Employee ID:	XXXXXXXXXX		
In-State:	Hours Covered –	12	Amount – 4842.12
Out-Of-State:	Hours Covered –	0	Amount – 0
Semester:	2015 Fall		Waiver Year: 2015

TUITION WAIVER FINANCIAL LIABILITY AND POLICY ACKNOWLEDGEMENT

1. I acknowledge tuition waivers cover only the tuition portion of the cost associated with taking classes.
2. I acknowledge that if my waivers are canceled or if I withdraw from the University, drop below the required academic load, or my assistantship or fellowship is terminated my waivers will be revoked and I will be financially liable for the dollar amount(s) listed above. If any University authority terminates the assistantship upon which the waiver is based or cancels my enrollment I will be financially liable for the dollar amount(s) listed above. Waivers will not cover any dropped classes.
3. I acknowledge that if I officially withdraw from the University and my petition is approved, a refund can only be provided if the refund or withdrawal request is submitted within six months after the end of the semester in which the withdrawal occurred. If financial aid is received during the term in which the refund is granted, state and federal regulations may require that the refund be returned to the aid source.
4. By allowing this waiver to pay for my tuition in the Student Financial (OMNI) system I am accepting the policies stated in Graduate Student Waiver Manual.
5. Waivers can cover only courses related to the student's academic degree. Waivers cannot be used for Sponsored Institute courses.

Student Fees

Tuition waivers cover only the cost of tuition. Students are responsible for all other fees associated with attending the university. For detailed information on fees, visit: <http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Tuition-Rates/Main-Campus>

I have read the above information and understand the waiver policies.

Student Signature _____ Date _____

Departmental Billing Form



Office of the University Controller
Florida State University

Student Financial Services
1500 University Center A
Tallahassee, FL 32306-2394
Ph: (850) 644-9452 Fax: (850)644-5142

Departmental Billing Form for Student Fee Pay Authorization

Form must be submitted to the Office of Student Financial Services no later than the third day of the semester or as early as possible.
You must advise students that your payment of their tuition may have an effect on their financial aid award.

Department: Term: Year:

OMNI Dept ID & Fund to be billed: Project ID:

*Note: Tuition cannot be billed to an E&G fund

Department Head/Principal Investigator Printed Name: _____ Department Head/Principal Investigator Signature: _____

Contact Person: Phone: Email:

	STUDENT NAME	FSUSN	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Total:	

Sponsored Research Stamp, if applicable:

Departmental Billing Form, Revised 2/09

Received by SFS: ____/____/____ Entered by SFS Employee: _____

Agency Billing Procedures

AGENCY RESPONSIBILITY

The **Agency**, on their letterhead, sends a letter to the Controller's Office stating that they (the Agency) would like to pay for a student's tuition (and fees if desired).

Include the following information:

- a. Term the payment will apply
- b. Student's name
- c. Student's FSU SN
- d. Amount of tuition (and fees if desired)
- e. Name, phone number, fax number, email of a contact person at the Agency

The **Agency** sends or faxes the letter to:

Ms. Iola Sawyer
Florida State University
Controller's Office
1500 University Center A
Tallahassee, Florida 32306-2394
Fax: 850-644-5142

A copy of the letter should be sent to the student's school or college's contact person.

IMPORTANT: The **Agency** must **send or fax** the letter to the Controller's Office **by the 3rd day of class**.

The Controller's Office will then send the Agency an invoice. **The invoice must be paid by the Agency within 60 days of receipt.**

STUDENT RESPONSIBILITY

The **student** fills out the "Agency Billing Form." The form can be found at the Controller's Website under Student Forms, "Agency/Third Party Billing" at <http://www.vpfa.fsu.edu/control/forms.html#department>

The **student** submits the form to the Controller's Office **by the 3rd day of class** (the same day the Agency has to submit their letter).

COLLEGE/SCHOOL RESPONSIBILITY

Make sure that the Agency sends the letter by the 3rd day of classes and that you have a copy.

Make sure the student turns in the "Agency Billing Form." Either give the student the form or the website.

Note: A waiver will not be entered in this case. The Agency's payment will be reflected on the Student Assessment Screen (Graduate Waiver Screen "KSCT").

Agency Billing Form



Office of the University Controller
Florida State University

Student Financial Services
1500 University Center A
Tallahassee, FL 32306-2394
Ph: (850) 644-9452 Fax: (850) 644-5142

Third Party / Agency Billing Agreement

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student's FSUSN	Billing Semester / Year	Billing Amount
<input type="text"/>	<input type="text"/>	
Student's Name	Name of Agency	
<input type="text"/>	<input type="text"/>	
Phone Number	Address of Agency	
<input type="text"/>	<input type="text"/>	
Email Address	Address cont.	

By signing this form I have read, understood and agree to FSU policies:

Student Signature

Date

Payments are to be made by the Agency within 60 days of billing notice to:

Florida State University
Student Financial Services
A1500 University Center
Tallahassee, Florida 32306-2394

FAX or email payment details, including names, SSNs and amounts of payments to the attention of the FSU Agency Billing Section:

FAX: (850) 644-5142 or
E-mail: sfs@admin.fsu.edu

Received by FSU representative: _____ Date: _____ Agency Code: _____

Research Foundation Agency Billing

The Research Foundation uses the same procedures as C&G in direct charging a Foundation Account. In some cases, an Agency Billing is utilized. The Research Foundation's Agency Billing procedures are as follows:

STUDENT RESPONSIBILITIES

The **student** fills out the Agency Billing Form with the **Name of Agency:** FSU Research Foundation, Inc. and **Address of Agency:** 874 Traditions Way., Suite 300, Tallahassee, FL 32306-4166 or campus mail address: Mail Code 4166

The form can be found at the Controller's Website under Student Forms, "Agency/Third Party Billing" at <http://www.vpfa.fsu.edu/control/forms.html#department>

The **student** submits the form to the Controller's Office **by the 3rd day of class** (the same day the Agency has to submit their letter).

DEPARTMENTAL RESPONSIBILITIES

The department must send a memo to the FSU Research Foundation **by the third day of classes.**

The memo (see sample on next page) should include:

Student's Name

FSUSN

Semester (e.g., Fall 2009, Spring 2010 etc.)

Research Foundation Account No. to be billed

Level of authorization, i.e., maximum \$ amount, maximum No. of hours, in state, out of state, etc

Signature of Principal Investigator of Research Foundation Account

RESEARCH FOUNDATION RESPONSIBILITIES

After review of the request for acceptability/appropriateness, availability of funds within the grant Period, etc., Research Foundation will approve memo and fax to FSU Controller's Office, (850)644-5142 Attn: Iola Sawyer.

Note: If the charge cannot be approved, it will be the responsibility of the Principal Investigator (PI) to identify another source of funds for payment.

Approximately two weeks after the beginning of the semester, the Cashier's Office will send a list of all fees to be paid by the Research Foundation to the Foundation's office.

The Research Foundation will notify the department to prepare a Payment Request based on the Form 9 invoice from the Cashier's Office and the department memo. The request should be sent to the Research Foundation and if approved, a check will be issued to Florida State University.

MEMORANDUM

To: Cashier's Office
From: Department
Principal Investigator
Date: xx/xx/xx
RE: Agency Billing/Fee Payment for: Name of Student/FSU SN

Please bill fees for the above named student to:

FSU Research Foundation, Inc.
874 Traditions Way, Suite 300
Tallahassee, FL 32306-4166
FSU Mail Code 4166

Semester: xxxxxx

Research Foundation Acct. to be billed: x-xxxxx-xxxxx

Max. amount: \$ xx.xx

Max. no. of hours: xx

Indicate: In-state or Out-of-state

Tuition Refund Request Form



Office of the University Controller
Florida State University

Student Financial Services
1500 University Center A
Tallahassee, FL 32306-2394
Ph: (850) 644-9452 Fax: (850)644-5142

Tuition Refund Request

Student's FSUSN

Address 1

Student's Name

Address 2

Phone Number

City / State / Zip

Semester / Year

Important! Please read before signing:

By requesting this refund you are authorizing FSU to either deduct from the refund amount or apply the total refund amount to satisfy any outstanding charges you may owe to the University. If you receive financial aid during the semester in which you are requesting a refund, your refund may go to the financial aid source.

Method of Receipt:

Refunds will be disbursed according to your Account Refund Setup form which you have completed on Blackboard. If you choose to have your financial aid mailed to your local address your refund will also be mailed to the address above. If you choose to receive your financial aid to your FSUCard account, your refund will also be sent to your FSUCard account. Any amounts paid by credit card will be returned to the same credit card.

If you have not completed an Account Refund Setup, please proceed to Blackboard and make a selection or your refund will be automatically mailed as a check to the address that you enter above.

Refund is contingent on verification of hours and total payment of fees. Allow four weeks for the refund to be processed before inquiring. If payment was made during mass fee payment, allow 6 weeks for refund processing. If payment was made during Summer Sessions A, B, or F, the refund will not be processed until after the 10th day of Session C.

If your original payment was made by credit card more than 60 days before the request of the refund your refund will be mailed to the address listed above as a check.

Refunds are always issued in the name of the student regardless of whether the student or parent paid. Money paid by financial aid, Florida Prepaid or Third-Party Agencies will be reviewed before being processed. Funds will be sent back to the lender, donor or agency if required by federal regulation or by agency / donor contract.

Return completed and signed form to:

Florida State University
Student Financial Services
A1500 University Center
Tallahassee, FL 32306-2394

Signature _____

Date _____

TRR Revised 9/09

Student Financial Services Use Only:

Refund Number	
ID Verified	
"V" Screen Changed	
Date Completed	

Proposal Transmittal Form

MISCELLANEOUS INFORMATION					
21. Non-Faculty Support This data is collected for department use. Identify the total number of the following personnel supported by this grant (numbers should be based on Headcount, not FTE):					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total # Undergraduate Students:					
Total # Graduate Students:					
Total # Postdoctoral Associates:					
Total # Non-Students/ Non-Ranked Faculty :					
CERTIFICATIONS					
Check any of the following special circumstances that apply to this project and include attachments when applicable:					
22. Vertebrate Animals	Protocol # _____	Attach ASU Form <input type="checkbox"/>		<input type="checkbox"/> Yes	
23. Human Subjects					<input type="checkbox"/> Yes
24. DNA/RNA Use					<input type="checkbox"/> Yes
25. Radioactive Materials					<input type="checkbox"/> Yes
26. Hazardous Chemicals					<input type="checkbox"/> Yes
27. Select Agents					<input type="checkbox"/> Yes
28. Nanomaterials					<input type="checkbox"/> Yes
29. Marine Lab (SRS will send a copy of proposal to the Director of the FSUCML.)					<input type="checkbox"/> Yes
30. Compressed Air Diving (ADP) (SRS will send a copy of proposal to the Chair of the Dive Control Board and the ADP Coordinator.)					<input type="checkbox"/> Yes
31. Dual Compensation					<input type="checkbox"/> Yes
32. Workshops/Conferences					<input type="checkbox"/> Yes
33. If 32 is Yes, will fees be collected?					<input type="checkbox"/> Yes
34. If 33 is Yes, is the dept collecting the fees a Certified Cash Handling Site?					<input type="checkbox"/> Yes
35. If 32 is Yes, will Continuing Education Units (CEU's) be issued?					<input type="checkbox"/> Yes
36. Subcontract and/or consultant is needed to conduct this project. If yes and they are named, please provide budget, scope of work and letter of commitment, as applicable.					<input type="checkbox"/> Yes
37. Income, other than payments from the sponsor, will be generated as a result of this project. (aka, Program Income)					<input type="checkbox"/> Yes
38. This project is a continuation or renewal of previous Project ID: _____	Awd % _____		<input type="checkbox"/> Yes		
39. Additional resources such as animal or non-animal space, equipment, utility service, etc., are needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal. If yes, complete the following: Resource Requested: _____ Estimated Cost of Resource: _____ Authorized signature of source of additional resources: _____					<input type="checkbox"/> Yes
CONFLICT OF INTEREST					
40. Does any investigator (PI, Co-PI, or other key personnel) working on this project have a conflict of interest, whether financial or otherwise, direct or indirect, as defined in FSU's Faculty Handbook Section 4, Financial Disclosure Policy and Outside Activity/Conflict of Interest; and Florida Statutes Chapter 112, Code of Ethics for Public Officers and Employees?					<input type="checkbox"/> Yes <input type="checkbox"/> No
41. If the answer to 40 is yes, has the interest been disclosed to the appropriate Dean or Vice President according to the regulations identified above?					<input type="checkbox"/> Yes <input type="checkbox"/> No
42. MATRICULATION and/or TUITION FEE WAIVERS: (CHECK ONLY ONE)					
<input type="checkbox"/> WAIVER 1 (1) Charge the project all matriculation fees for qualifying graduate assistants and out-of-state tuition for Eng majors paid from project funds; (2) No qualifying grad students proposed; or (3) Grad student salaries not allowed.	<input type="checkbox"/> WAIVER 2 The College/School Waiver Allocation will cover all tuition of students paid or supported by this proposed project.	<input type="checkbox"/> WAIVER 3 An alternate source will cover all tuition of students paid or supported by this project. The dept is responsible for processing departmental billings to pay tuition for all students paid from this project. If the dept does not process a departmental billing, the tuition will be charged automatically to the waiver allocation of the College/School associated with the student's major.	<input type="checkbox"/> WAIVER 4 This Contract/Grant will pay <u>only</u> the matriculation fee for graduate assistants, even if engineering majors are paid from this project.		
43. KEYWORDS (Enter as many as desired but at least one is required.) View Proposal Keywords at http://www.research.fsu.edu/contractsgrants/documents/keywords.xls . If desired keyword is not on list, you may enter suggested additions.					

Section 5

Waiver Reconciliation Reports

OBI Report

CS - Graduate Waivers

Home Catalog Favorites Dashboards New Open Signed In As dmi

Data last loaded on
08/26/2014
07:56:25 AM

Dashboard Prompts
Leave any prompt blank to view all.
Term is required.


* Term
Select a Term(s)

* Direct Charge Run
--Select Value--

College
--Select Value--

Department
--Select Value--

Apply Reset


CS - Graduate Waivers Dashboard
[Help](#)

No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Term Description is equal to **Select a Term(s)**

[Refresh](#)

Student Central Waiver Query Options

The following are some query options you can use when trying to audit and reconcile your waivers with other resources:

FSU_SF_ALL_WAIVERS	By term, emplid, college, dept	Public	SF	HTML	Excel	XML	Schedule	Lookup References	
FSU_SF_ALL_WAIVERS_BY_COLL	By term, emplid, college, dept	Public	SF	HTML	Excel	XML	Schedule	Lookup References	
FSU_SF_ALL_WAIVERS_SUM	By term, college, dept	Public	SF	HTML	Excel	XML	Schedule	Lookup References	
FSU_SF_ALL_WAIVERS_SUM_COLL	By term, college, dept	Public	SF	HTML	Excel	XML	Schedule	Lookup References	

Graduate Waiver Liability Screen Shot

Total Graduate Waiver Liability for the College X January 12, 2010						
	2007/2008	% Change	2008/2009	% Change	2009/2010	% Change
Beginning Waiver Allocation	\$ 1,508,123.40	N/A	\$ 1,592,585.94	5.60%	\$ 1,592,585.94	0.00%
Less: Total Net Waiver Liability	\$ 1,396,082.88		\$ 1,422,948.16		\$ 903,251.95	
WAIVER ALLOCATION BALANCE	\$ 112,040.52		\$ 169,637.78		\$ 689,333.99	
BREAKDOWN AND COMPARISON 2007/2008, 2008/2009, and 2009/2010						
SUMMER	2007	Headcount	2008	Headcount	2009	Headcount
Total Waivers Issued	\$ 34,845.72	MAT OOS	\$ 45,574.84	MAT OOS	\$ 261,787.90	MAT OOS
Cash from C & G	\$ 3,198.48	21 15	\$ 8,371.82	21 7	\$ 66,158.53	134 82
Cash from Auxiliary	\$ -	% Change	\$ -	% Change	\$ -	% Change
Cash from Local	\$ -	N/A N/A	\$ -	0.00% -53.33%	\$ -	84.33% 1071.43%
Net Waiver Liability	\$ 31,649.24		\$ 37,202.82		\$ 195,609.37	
FALL	2007	Headcount	2008	Headcount	2009	Headcount
Total Waivers Issued	924,005.21	MAT OOS	867,952.10	MAT OOS	\$ 1,009,907.10	MAT OOS
Cash from C & G	219,220.88	159 117	159,338.32	147 105	\$ 302,184.52	177 110
Cash from Auxiliary	-	% Change	-	% Change	-	% Change
Cash from Local	-	N/A N/A	-	-7.55% -10.26%	-	20.41% 4.76%
Net Waiver Liability	\$ 704,784.33		\$ 708,615.78		\$ 707,642.58	
SPRING	2008	Headcount	2009	Headcount	2010	Headcount
Total Waivers Issued	\$ 820,780.13	MAT OOS	\$ 879,531.56	MAT OOS	\$ -	MAT OOS
Cash from C & G	\$ 181,110.82	155 121	\$ 202,402.00	156 103	\$ -	0 0
Cash from Auxiliary	\$ -	% Change	\$ -	% Change	\$ -	% Change
Cash from Local	\$ -	N/A N/A	\$ -	0.65% -14.88%	\$ -	-100.00% -100.00%
Net Waiver Liability	\$ 659,649.31		\$ 677,129.56		\$ -	
TOTALS	2007/2008	% Change	2008/2009	% Change	2009/2010	% Change
Total Waivers Issued	\$ 1,779,611.06		\$ 1,793,058.30	0.76%	\$ 1,271,575.00	-29.08%
Total Cash from C & G	\$ 383,528.18		\$ 370,110.14	-3.50%	\$ 368,323.05	-0.48%
Total Cash from Auxiliary	\$ -		\$ -		\$ -	
Total Cash from Local	\$ -		\$ -		\$ -	
Total Cash Collected	\$ 383,528.18		\$ 370,110.14	-3.50%	\$ 368,323.05	-0.48%
Total Offline Adjustments	\$ -		\$ -		\$ -	
Total Net Waiver Liability	\$ 1,396,082.88		\$ 1,422,948.16	1.92%	\$ 903,251.95	-36.52%

How To Verify An Appointment In OMNI

Looking up an Employee ID and Verifying Appointment Information

1. Log into **OMNI**. Click on **OMNI Human Resources**.
2. Select **Manager Self Service**.
3. Select **Job and Personal Information**, then **Enter ePAF**.
4. Type **Last Name** in the box.
Note: By clicking on the drop-down button, you can search by Employee ID or First Name.
5. Click **Search**.

Tracking Appointment Funding by Student (includes past, present and future information)

To run this report, you will need the following PeopleSoft (PS) information: **Employee ID**.

1. Log into **OMNI**. Click on **OMNI Human Resources**.
2. Select **Reporting Tools**.
3. Select **Query**, then **Query Viewer**.
4. At the blinking cursor enter **FSU_FUNDING_HISTORY** and select **Search**.
Note: Run to HTML - for view only;
Run to Excel – for view and manipulation of report.
5. A new screen will open. Enter Employee ID and click **View Results**.

Section 6

Immigration Handbook



IMMIGRATION HANDBOOK FOR FSU DEPARTMENTS

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THE FLORIDA STATE UNIVERSITY INTERNATIONAL CENTER

Tips for Advising F-1 International Students

The International Center (IC) has immigration advisors available to assist F-1 international students with immigration issues and questions or concerns with academic and/or cultural issues.

F-1 students can see an IC Advisor daily during walk-in advising hours, or by appointment. F-1 advisors are also available by phone and email for students and FSU faculty and staff.

If you encounter an F-1 international student who needs immigration-related advising, please refer them to the International Center. For answers to frequently asked questions from FSU faculty and staff, please see the FAQs below. For more detailed F-1 status information, please refer to the International Center website at www.ic.fsu.edu.

F-1/F-2 General Information FAQs (SEVIS & Immigration Documents)

What is F-1/F-2 status & SEVIS?

Most international students at FSU are in F-1 immigration status. The F-1 is the most basic and widely used U.S. student visa category. F-1 status is monitored by the US government through an electronic database called **SEVIS**. Since students in F-1 status are strictly monitored, both the students and the university have reporting obligations to the government due to federal law. For instance, IC advisors must report changes in a student's academic program, such as a change of major or level in SEVIS.

An F-1 status holder is a non-immigrant allowed to remain in the United States for as long as he or she is:

- A full-time student making satisfactory progress toward a degree at the school he or she is approved to attend, or
- A student in a period of post graduation practical training that is directly related to his or her field of study and has been authorized by US Citizenship and Immigration Services (USCIS).

An F-2 status holder is a child or spouse of an F-1. Please note these rules specific to F-2 status:

- F-2 dependents are NOT authorized for ANY type of employment
- F-2 dependent children may attend school (K-12)
- F-2 dependent spouses may only engage in study which is "avocational or recreational"



THE FLORIDA STATE UNIVERSITY INTERNATIONAL CENTER

What types of F-1 immigration documents might FSU departments encounter?

The following are the basic documents needed for F-1 travel and/or to maintain F-1 status:

- **Passport:** An F-1 student's passport should always be valid for up to 6 months in the future. F-1 students should check with the embassy of their home country for information on renewing his/her passport.
- **F-1 Visa:** This is the sticker in the student's passport, used only for entry purposes. An expired F-1 visa stamp does NOT affect a student's F-1 status while inside the US. *Special note: Canadian students do not require a visa to enter the US, but must get the I-94 card stamped F-1 & D/S.*
- **I-94:** Arrival/Departure record. This is the small white card, usually stapled to the passport. It is proof of the student's legal entry and/or exit from the US. The I-94 should always be stamped and marked Status: "F-1" Until: "D/S" (Duration of Status)
- **I-20:** This is the 3-page document issued by the International Center. It contains personal/biographical information, as well as information about the student's academic program and funding. Please note the ending date of a student's I-20 can be found on page 1, section 5.

F-1 Travel FAQs

How should departments best direct F-1 students with travel questions?

F-1 students should always be directed to the International Center if they have questions about travelling abroad. An IC advisor will need to inform the student of all necessary travel documents and visa renewal procedures.

If an OPT student is working at FSU or if an F-1 student must renew his/her visa, what information should the employer letter/department award letter include?

A departmental letter should include the student's name, job title, salary, employment dates & hours per week worked. If the student has an assistantship, the letter should include the student's stipend as well as matriculation & out-of-state tuition waiver amounts.

F-1 Enrollment & Academic FAQs

F-1 students are always required to maintain a full course of study AND to make academic progress in his/her degree program to maintain legal F-1 immigration status.

Making academic progress means that the student:

- Is enrolled full-time in a degree program, at the appropriate level
- Does not have repeated semesters of low grades or incompletes
- Has not been academically dismissed, suspended, or expelled



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What is considered full-time enrollment for an F-1 student?

The following chart helps clarify minimum enrollment requirements that enable an F-1 student to meet federal immigration regulations. **Note: If a student's academic department requires additional enrollment, the student must also comply with the departmental policy.**

<p>Undergraduates</p>	<p>12 hours - minimum enrollment is required in both Fall and Spring semesters.</p> <p>Final Term - Minimum enrollment in the final semester is the number of hours required to complete the degree. Students must submit a <u>Final Term Form</u> to the International Center no later than 2 weeks into the final term.</p> <p>Online Classes - Only 1 on-line course or distance education class that counts toward a full course load is allowed per semester. (At least 9 credit hours must be face-to-face classes.) During the summer, students may enroll in as many online classes as desired, except when summer is the student's first or last semester. In the student's final term, enrollment cannot be 100% online.</p> <p>Summer Enrollment - Summer term enrollment is NOT required by immigration regulations unless Summer is the <i>first</i> semester at FSU or if it is the <i>final</i> semester. (Students must fulfill the FSU summer term requirements, unless exempt.)</p>
<p>Graduates</p>	<p>9 hours - minimum enrollment is required in both Fall and Spring semesters except in cases described below.</p> <p>3 hours - minimum enrollment is considered full-time after completing 6 thesis hours (Masters) or 24 dissertation hours (PhD). Students with assistantships or special fellowships that may stipulate higher enrollment must enroll in hours determined by department or fellowship.</p> <p>Final Term for graduate students completing a Thesis or Dissertation - To satisfy immigration requirements, F-1 students are only required to take the number of credits required to complete the degree, and are not required to enroll full time. FSU requires a minimum of 2 hours enrollment for thesis or dissertation in the final term of study (even if the final term is during the summer). Note that students with assistantships must enroll in 9-12 hours, and students with special fellowship should enroll as specified in the terms of their fellowship. All F-1 students should submit a Final Term Form to the International Center no later than 2 weeks into the final term.</p> <p>Final Term for Masters students completing coursework (non-thesis option) - To satisfy immigration requirements, F-1 students are only required to take the number of credits required to complete the degree, and are not required to enroll full time.</p>



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However, students with assistantships must enroll in 9-12 hours, and students with special fellowship should enroll as specified in the terms of their fellowship. All F-1 students should submit a Final Term Form to the International Center no later than 2 weeks into the final term. Note: F-1 students MUST be enrolled in the semester in which they complete their degree requirements, even if completing an exam for which they enrolled in a previous semester.

Online Classes - Only 1 on-line course or distance education class that counts toward a full course load is allowed per semester. (At least 6 credit hours must be face-to-face classes.) During the summer, students may enroll in as many online classes as desired, except when summer is the student's first or last semester. In the student's final term, enrollment cannot be 100% online.

Summer Enrollment - Summer term enrollment is NOT required by immigration regulations unless Summer is an F-1 student's *first* semester at FSU or if it is their *final* semester. Note: Departmental policies may dictate summer registration and students working on their degrees and using university resources should be enrolled. Doctoral students should also be aware of enrollment required to meet the FSU residence requirement.



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How should academic advisors advise F-1 students who want to drop below a full course of study?

Immigration regulations only allow reductions in course load (below the minimum full-time enrollment) for a few specific academic reasons, medical reasons, and a student's final term. Authorization for a reduced course load (except in the final term when a student should submit the Final Term Form to the International Center) must be requested from the IC advisor in advance, so please refer these students to the International Center.

What are some other options to protect a student's F-1 status and/or GPA if he/she is not eligible for a Reduced Course Load (RCL)?

An F-1 student may not be allowed to go below the required immigration minimums without jeopardizing his or her immigration status. But, there still might be some "creative" solutions available to avoid damage to the GPA without causing F-1 status problems. An F-1 student could consider the following options:

- **Equal add/drop** - If a student can add an equal number of hours to the schedule, we could allow the drop with the equal hours added to keep the registration at the immigration minimum.
- **Incomplete** - Receiving an Incomplete grade in a course does not jeopardize the student's F-1 immigration status, as it doesn't change the enrollment hours. A student should meet with the instructor to discuss whether an "I" would be an appropriate grade in their situation. Incompletes given for classes must be removed by the end of the next semester that the student is enrolled. Failure to do so will result in an "IE" that counts as an "F". The "F" will remain until a Grade Change changing the "F" to a letter grade has been submitted. An Extension of an Incomplete Form is needed if the "I" cannot be removed by the deadline.
- **Retro-Active Withdrawal** - In this case a student must continue to attend classes, complete the course, and receive a grade. With recommendation from the professor and approval of the Academic Dean the course can be retro-actively dropped. This will not affect the immigration record, as the student was fully enrolled during the semester and only dropped the credit afterward.
- **S/U Grade** - In a few cases, a professor agrees to make the course into an S/U grade, rather than a letter grade, which saves the drop in GPA. This also requires approval from the course professor and the Academic Dean. This could cause future problems if the course is a degree requirement.

It is past the add/drop period of the semester, and an F-1 student wants to drop or add a course. As an academic advisor, I cannot just drop or add the course for an international student. What extra procedure must the F-1 student follow to make changes to his/her schedule?

The F-1 student must acquire the necessary departmental signatures on the Drop/Add Permit and then get a signature from an IC advisor before taking the Drop/Add Permit to the Registrar's. The IC will check the F-1 student's schedule to make sure that he/she does not drop below a full-course load. This is to ensure that the F-1 student does not violate his/her legal F-1 immigration status.



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What if an F-1 student wishes to withdraw from FSU or take a leave of absence?

In such cases, please refer the student to an IC advisor as soon as possible to discuss the immigration issues. If an F-1 student's academic or personal difficulties are due to a more serious situation, such as a mental or physical health problem, the student may be eligible for an authorized reduction in course load. Departments should also notify the IC of the student's plans.

What does an F-1 student need to do if he/she cannot complete the program before his/her I-20 expiration date?

In this case, a student must request an I-20 extension BEFORE the I-20 expires by completing the [I-20 Extension Request Form](#). The student's academic advisor must complete part of the form. If the student will receive departmental funding, the department will also need to include the student's funding information on pg. 2 of the extension form.

How does a student report a change of major or change of degree level to the IC?

Changes of major and changes of level are automatically reported to the International Center. IC advisors no longer need to sign Major Change Request Forms. The department will need to complete and submit a major change form to the FSU Registrar's Office. Such academic changes usually require a student to receive an updated I-20.

Employment/Social Security/Funding FAQs

Can F-1 students work ON-CAMPUS at FSU without special authorization?

Yes, F-1 students are only authorized to work **on-campus** at FSU for up to **20 hours per week** during Fall and Spring semesters without any special authorization. F-1 students may work more than 20 hours on-campus only during university breaks, or the summer semester if the summer semester is not the student's *very first or very last* term. All employment authorization ends once the student completes his/her degree program.

Can F-1 students work OFF-CAMPUS without special authorization?

No, F-1 students must have special authorization. If an F-1 student does not have a notation on page 3 of his/her I-20 or an employment authorization card from USCIS, he/she is **NOT** authorized to work off-campus. Unauthorized off-campus employment is a very serious violation of F-1 status.

What are the two most common types of off-campus work authorizations for F-1 students?

The two most common types of authorization are Curricular Practical Training (CPT) and Optional Practical Training (OPT).



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What is Curricular Practical Training (CPT)?

CPT is **ONLY** used for internships, practicums, or field studies that are an integral part of the established FSU curriculum. CPT almost always requires enrollment in internship course hours or enrollment with the FSU Career Center's CEO program. CPT may also be used for employment that is necessary to gather data for the completion of thesis or dissertation. *Please note that the student's academic advisor must complete part of the CPT forms, explaining the goals and objectives of the internship and how it is an integral part of the student's academic program. If the employment is for completion of a thesis or dissertation, the academic advisor must also include a letter.*

What is Optional Practical Training (OPT)?

OPT is 12 months of employment authorization during or after the course of study. OPT employment **MUST** be in the field of study and can begin only after an Employment Authorization Document (EAD card) has been received from the U.S. Citizenship and Immigration Services (USCIS). Applications usually take 2-3 months to be processed. Most F-1's use OPT after graduation. Please note that the student's academic advisor must confirm the student's expected semester of program completion in one section of the OPT form.

How should departments advise F-1 students who are having funding problems?

If an F-1 student is worried that he/she will be unable to register full-time due to lack of funds, please refer them to an IC advisor for possible funding opportunities. Some general information is available on the IC website at: <http://ic.fsu.edu/currentstudents/financialassistance.cfm>.

Can all F-1 students apply for a social security number?

No, F-1 students who are not working or receiving income for services in the US are not eligible for a Social Security number.

If an F-1 student will be working on-campus, how should department staff assist the student in applying for a social security card?

If working on-campus, the F-1 student will need a letter from his/her employing department, printed on departmental letterhead with the details of the employment. This letter must also be signed by an IC Advisor at the International Center and then taken to the Social Security Office along with the student's original immigration documents. The required letter & additional information can be found on the IC website in the Employment section at: (<http://ic.fsu.edu/currentstudents/employment.cfm>).

How does an F-1 student who is authorized to work off campus apply for a social security number?

If an F-1 student has off-campus authorization for employment, a letter from the employer is not necessary. The F-1 student would only need to provide either his/her new I-20 with employment authorization noted on page 3 and/or his/her EAD card.



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Completion of Studies & Graduation FAQs

When exactly does a student's F-1 status end following program completion?

A student's F-1 status is valid for the duration of his/her current degree program. The student's F-1 status & work authorization ends on the Program Completion Date (the diploma date of the term the F-1 student completes his/her degree). The diploma date for each semester can be found on the FSU Registrar's website: registrar.fsu.edu.

Can an F-1 student delay the end of his/her F-1 status by simply failing to apply for graduation?

No. If an F-1 student completes all degree requirements and no longer requires enrollment the next semester, his/her F-1 status ends on the program completion date of the last semester of enrollment.

What is an F-1 student's 60-day grace period?

F-1 students have a 60 day grace period to remain in the U.S. following the program completion date. This does NOT include work authorization (on or off campus).

What options exist for F-1 students following their program completion date?

Students may use their 60-day grace period to choose any of the options listed below:

1. Apply for or begin Optional Practical Training (OPT) employment
2. Be readmitted to FSU for a new degree program
3. Transfer to another U.S. school
4. Apply for a Change of Immigration Status
5. Exit the United States

Please note that the choices require the students to inform the IC of their plans by completing the necessary processes and forms.

Section 7

Auditing

It is important that each College and Department follow the guidelines listed in this document. To help you check for waiver compliance we recommend that you run each of the following queries each month to check for the eligibility of each student receiving a waiver.

The following criteria should be checked for each to be sure they are eligible for the tuition waiver:

- Degree seeking student
- Enrolled in at least 9hrs
- Eligible appointment
 - o Appointed using one of the 5 qualifying job codes
 - o Appointed from the first day to the last day of the term
 - o Combined FTE (of eligible job codes) of a minimum of .25FTE

Here are the resources and steps to take when checking for eligibility:

- When checking for degree seeking status:
 - o Use **gst.fsu.edu** and search by either the student emplid or the students last name, first name
 - o Once the student is pulled up, click on the “student data” tab at the top of the page

Career	Nbr	Academic Plan	Program	Status	Last Action	Admit	Checkout	Completion
GRAD		[NEURSCIBPD] Neuroscience/Biology - PHD	DOCT	[AC] Active in Program	[DATA] Data Change		[EG] Eligible for Graduation	

- Enrollment of the minimum requirement
 - o This can also be checked using **gst.fsu.edu** and clicking the “student data” or “student transcript” tab

Term	Course	Hours	Grade	Course Title
Fall 2015		3		
		3		
		3		
		2		
		1		

- o Another resource is a public query in Student Central called: **FSU_SF_ALL_WAIVERS**
 - This query will provide a list of waivers for the entire college your department belongs to and the list will be sorted by college and department
 - It will have the student information, waiver amounts the student is receiving, and hours enrolled in the last column

Term:

[View Results](#)

ID	Last	First Name	College	DeptID	Amount	Amount	Take Prgrs
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- “Term History” in the Records and Enrollment section of Student Central can be used

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Student Term Information](#) > [Term History](#)

Term History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Appointment Eligibility (Jobcode, FTE, appointment length)
 - A HR query called **FSU_COMBINED_FUNDING_HISTORY** is the best resource for this
 - This query will provide information regarding all of the check points for this eligibility criteria

FSU_COMBINED_FUNDING_HISTORY - Funding combined with job

ID:

[View Results](#)

ID	Empl Record	Name	Eff Date	End Date	Pay Periods	Combo Code	Distrb %	Period Earnings	Dept ID	Job Code	Position	Stnd Hrs/Wk	FTE	Annual Rt
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The resources and steps that are listed above should be used to check and reconcile eligibility against both the waiver download spreadsheet from your departmental/college waiver entry screen as well as the Waiver Dashboard located in OBI.