

PRESIDENTIAL OUT-OF-STATE TUITION WAIVER PROCEDURES AWARDING PRESIDENTIAL OUT-OF STATE TUTION WAIVERS (TWO-STEP PROCESS)

Presidential Waivers

This category of Out-of-State Tuition Waiver is designated for high-achieving or highly accomplished domestic and international out-of-state students. Priority is given to students seeking degrees from Georgia State University. Students eligible for Presidential Waivers fall into the following categories:

Academic Presidential Waivers: Awarded to students who have demonstrated the potential to excel within a particular program of study offered by the institution as evidenced by scoring within the top half of students matriculating at the institution or the top half of students matriculating within the particular program of study to which the student has applied. Typically, the student's Freshman Index or transfer GPA will be used to establish standing within the matriculated class. In cases of students admitted because of their special talents (e.g. musicians, artists) determination of standing within the top half of the matriculated program of study will include an assessment of the quality of the students' special talents and their likely contributions to the Georgia State University community. Continuing students who are performing at high-levels of academic achievement and accomplishment may also be considered for Academic Presidential Waivers.

Athletic Presidential Waivers: Awarded to students selected to participate in Georgia State's intercollegiate athletics program and who have demonstrated the potential to succeed within a particular program of study. (Athletics Departmental Use Only)

International Presidential Waivers: Awarded to support the internationalization of the university pursuant to the university's strategic plan (e.g., signed international cooperative agreements, international recruitment efforts) as defined in consultation with the Office of the Associate Provost for International Initiatives. The International Presidential Waiver is for non-citizen students who are not otherwise ineligible for a tuition differential waiver under this policy and who have demonstrated the potential to succeed within a particular program of study. Potential Recipients of International Presidential Waivers include degree-seeking international students; students who are part of 2+2 and 3+2 articulation agreements; sponsored students (e.g., Fulbright, Muskie, LASPAU, Rotary at both the graduate and undergraduate levels); and high-achieving international students facing severe economic hardship. (Note: this last group must apply through the Office of International Student and Scholar Services.)

STEP ONE: PRESIDENTIAL OUT-OF-STATE TUITION WAIVER REQUEST FORM

Department or University Representatives should use the Presidential Out-of-State Tuition Waiver Request Form (http://enrollment.gsu.edu/files/2013/03/ES_Out-of-State_Tuition_Waiver_Request_Form.pdf) to request Presidential Waivers on behalf of students, and Colleges may use the form to request additional Presidential Waivers if the Research and Comprehensive University Graduate Student Waivers assigned to the college have already been awarded. **Please note:** Colleges *must* use their allocated Research and Comprehensive University Graduate Student Waivers before submitting an out-of-state waiver request for additional waivers.

The Department or University Representative requesting a waiver on behalf of the student will:

- ✓ Complete sections I, II and III of the Presidential Out-of-State Waiver Request Form.
- ✓ Include a detailed account related to the qualifications of the student for the waiver and, if the student fails to meet the required eligibility requirements, will explicitly address why the student is nonetheless deserving of a waiver.
- ✓ Sign and date the request form. Note: The student does *not* complete, sign or submit the waiver request form.

Academic Departments will submit the Presidential Out-of-State Waiver Request Form to their College Dean's Office for approval at least one week before the deadline specified for the semester in question (see below).

The **College Dean's Office** will ensure that the college has used its allocated Research and Comprehensive University Graduate Waivers before submitting a waiver request form for additional waivers. The College Dean's Office will sign and submit all approved waiver request forms from academic departments to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost no later than the deadline (below). Copies may be e-mailed to viceprovost@gsu.edu. Hard copies may be sent or delivered to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost, Citizens Trust Bank, 75 Piedmont Avenue, Suite 1100, attention: Kevin Young, (404) 413-2579. To ensure the integrity of the process, students should *not* hand deliver the waiver request form.

University-level Administrative Offices (e.g., Undergraduate Admissions, International Student & Scholar Services, Office of the Vice Provost for International Initiatives,) will submit the waiver request form to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost no later than the deadline specified for the semester in question (see below). Copies may be e-mailed to viceprovost@gsu.edu. Hard copies may be sent or delivered to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost, Citizens Trust Bank, 75 Piedmont Avenue, Suite 1100, attention: Kevin Young, (404) 413-2579. To ensure the integrity of the process, students should *not* hand deliver the waiver request form.

DEADLINES:

- Summer Semester – May 1
- Fall Semester – June 1
- Spring Semester – November 1

The Office of the Vice President for Enrollment Management and Student Success and Vice Provost will submit the Presidential Out-of-State Tuition Waiver Request Form to the Waiver Selection Committee for consideration.

The Waiver Selection Committee will render a decision on all waiver requests and will relay its decisions to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost. Members of the committee include the Dean of the Honors College, the Assistant Vice President for Undergraduate Admissions, the Assistant Vice President for Student Success, the Director of International Student and Scholar Services, the Associate Provost for International Initiatives, the Associate Provost for Graduate Programs, and the chair of the Senate Committee on Admissions & Standards, or their designees.

STEP TWO: PRESIDENTIAL OUT-OF-STATE TUITION WAIVER AGREEMENT FORM

The Office of the Vice President for Enrollment Management and Student Success and Vice Provost will:

- ✓ If the request is approved by the Waiver Selection Committee, complete the information sections on the Presidential Out-of-State Tuition Waiver Agreement and return the waiver agreement to the University office, academic department, or College Dean's Office that originally requested the waiver for the student's signature and date.
- ✓ If the request is not approved by the Waiver Selection Committee, notify the requesting University office, academic department, or College Dean's Office of the negative decision. Requesting units may appeal a decision of the Waiver Selection Committee first to the Vice President for Enrollment Management and Student Success and Vice Provost and then to the Provost but should recognize that there are typically more requests made than waivers available.

The University office, academic department, or College Dean's Office requesting the waiver will:

- ✓ Receive the Presidential Out-of-State Tuition Waiver Agreement from the Office of the Vice President for Enrollment Management and Student Success and Vice Provost.
- ✓ Obtain the student's signature and return the signed agreement to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost no later than the

first day of classes for the semester for which the waiver applies. Copies may be e-mailed to viceprovost@gsu.edu. Hard copies may be sent or delivered to the Office of the Vice President for Enrollment Management and Student Success and Vice Provost, Citizens Trust Bank, 75 Piedmont Avenue, Suite 1100, attention: Kevin Young, (404) 413-2579.

Once the unit returns the completed and signed waiver agreement, the Office of Vice President for Enrollment Management and Student Success and Vice Provost will enter the waiver into Banner.

Important note: the entering of the waiver into Banner will be done by the Office of the Vice President for Enrollment Management and Student Success and Vice Provost in *all cases except* for the Research and Comprehensive University Graduate Waivers allotted to each college; these may be entered by a designee of the college. Each college should inform the Office of the Vice President for Enrollment Management and Student Success and Vice Provost of its designee.

STUDENTS CONTINUING WITH PRESIDENTIAL OUT-OF-STATE TUITION WAIVERS FOR MULTIPLE SEMESTERS

University, College or Department representatives do not have to submit another Presidential Out-of-State Tuition Waiver Request Form or another Out-of-State Tuition Waiver Agreement for students who have a current signed agreement form on file and who meet all specified criteria for maintaining the waiver. If the original waiver was granted for a single semester or has expired, a new waiver request form must be submitted for the student and the above processes must be repeated.

The Office of the Vice President for Enrollment Management and Student Success and Vice Provost will carefully monitor all eligibility requirements (e.g., GPA, minimum credit hours per semester, dates for which waiver is granted) and let the student know at the earliest possible date when eligibility is at risk.

At the midpoint of the spring semester, the **Office of the Vice President for Enrollment Management and Student Success and Vice Provost** notify all Academic and International Presidential Waiver recipients of the academic criteria to retain the waiver.

Students who fail to maintain the specified level of academic performance at the conclusion of the spring semester shall result in the student losing the waiver or being placed on a two-semester probationary period for waiver purposes. Students on probation shall be eligible to maintain a waiver but shall be ineligible for the waiver if the student is not able to achieve the level of academic performance specified by the Vice President for Enrollment Management and Student Success and Vice Provost. The student is eligible to regain the waiver if he/she achieves the specified level of academic performance.

University, College and Department representatives may resubmit a Presidential Out-of-State Tuition Waiver Request on behalf of a student who has lost a waiver, but there is no guarantee that the request will be granted by the Waiver Selection Committee.