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### The Current Dean/Vice President Approval Process for Employees taking more than Eight Credits per Semester

The current Approval Process for Dean/Vice Presidents is completed on paper forms. When one of your employees plans to take more than eight credits in a given semester, they are instructed to obtain your approval and signature on an approval form which is returned to Human Resources for processing.

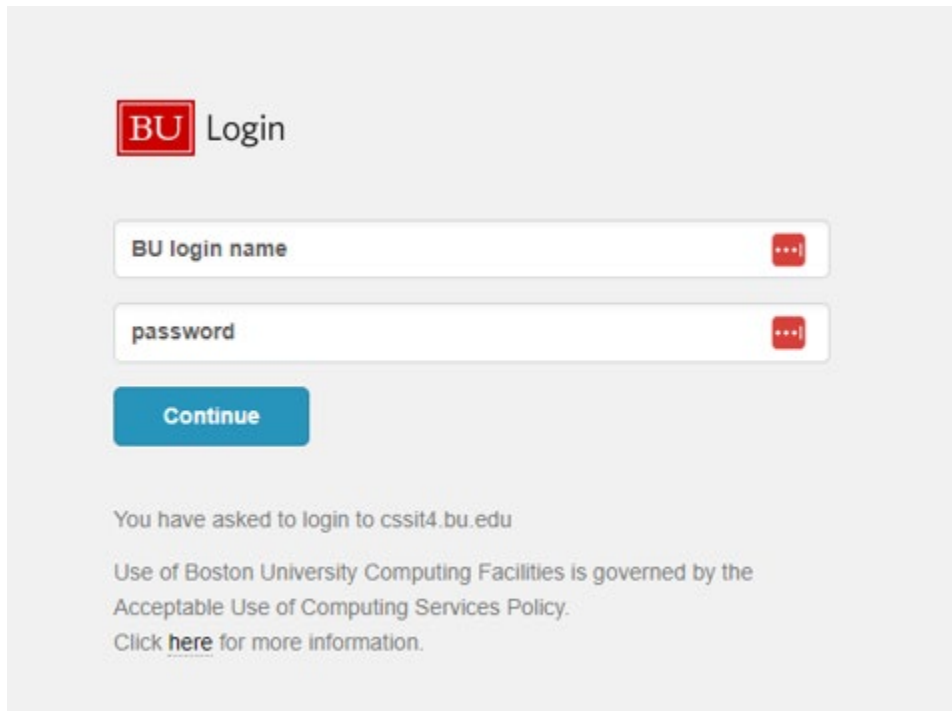
### The New Dean/Vice President Approval Process for Employees taking more than Eight Credits per Semester

The new approval process will be online.

As a Dean/Vice President, you will now provide approval for your employees who are taking more than eight credits in a given semester, online through MyBUWorks by selecting "Manger Central", which was previously called "MyApprovals".

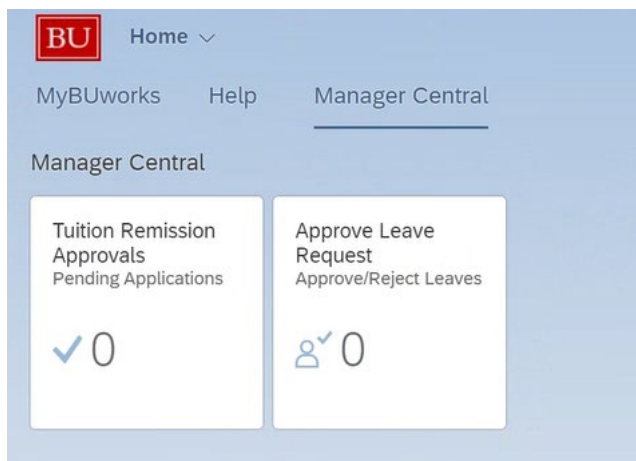
## How to Approve More than 8 Credits as a Dean/VP

Step 1: Login to [MyBUWorks](#) using your BU login name and Kerberos password.



The image shows the Boston University login page. At the top left is the BU logo followed by the word "Login". Below this are two input fields: "BU login name" and "password", each with a red eye icon to its right. A blue "Continue" button is positioned below the password field. At the bottom of the form, there is a message: "You have asked to login to cssit4.bu.edu", followed by "Use of Boston University Computing Facilities is governed by the Acceptable Use of Computing Services Policy." and a link "Click [here](#) for more information."

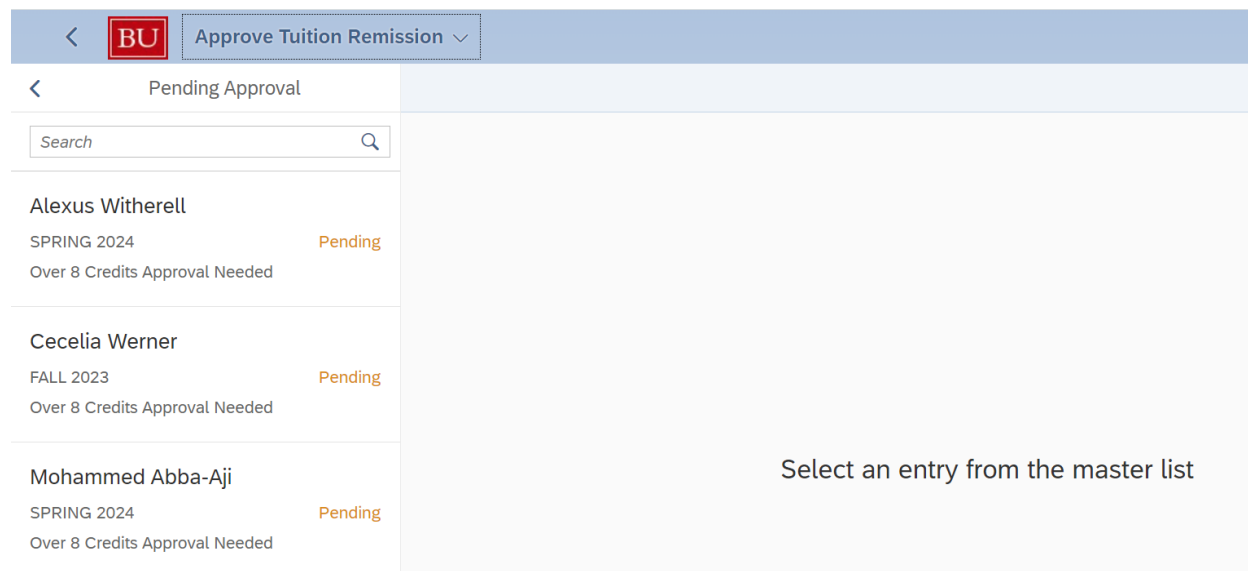
Step 2: Go to Manager Central, then select the Tuition Remission Approval tile



The image shows the Manager Central dashboard. At the top is the BU logo and a "Home" link with a dropdown arrow. Below this are three navigation links: "MyBUworks", "Help", and "Manager Central", with "Manager Central" being the active link. The main content area is titled "Manager Central" and contains two white tiles. The left tile is titled "Tuition Remission Approvals" and "Pending Applications", showing a blue checkmark icon and the number "0". The right tile is titled "Approve Leave Request" and "Approve/Reject Leaves", showing a person icon and the number "0".

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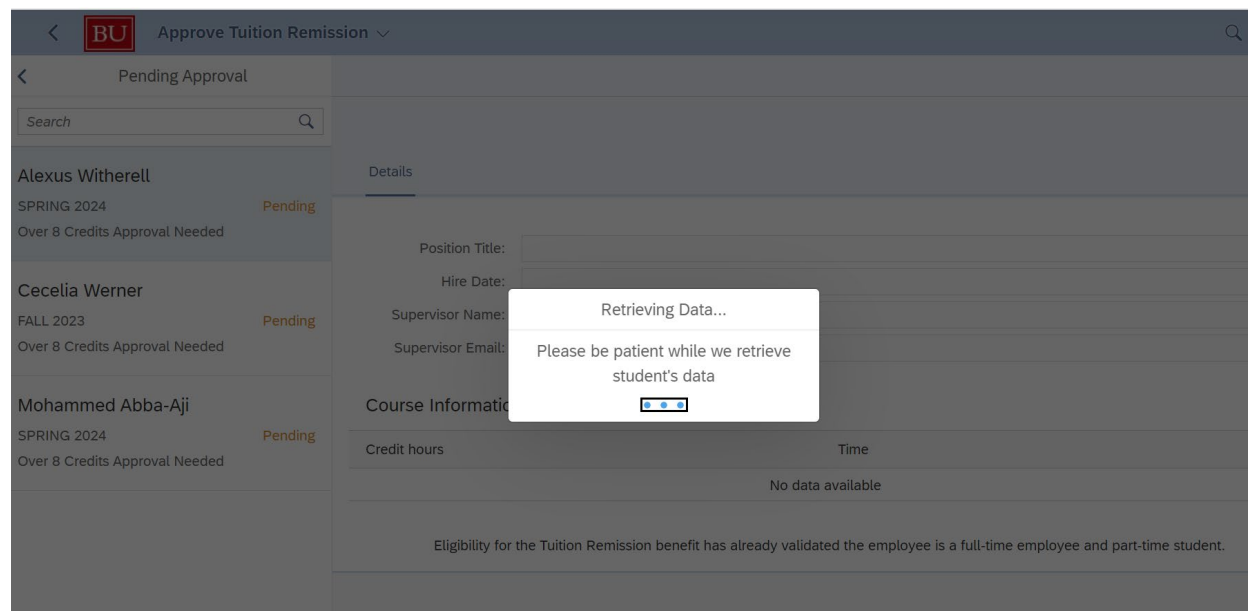
Step 3: Select the employee's name who requires your approval. Their status will show as "pending" until you have successfully approved or denied their request to take more than eight credits. After selecting the employee, please be patient while the student data is retrieved.



The screenshot shows the 'Approve Tuition Remission' interface. At the top, there is a blue header with the BU logo and a dropdown menu set to 'Approve Tuition Remission'. Below this is a 'Pending Approval' section with a search bar. A list of three employees is displayed, each with a 'Pending' status:

Employee Name	Term	Status
Alexus Witherell	SPRING 2024	Pending
Cecelia Werner	FALL 2023	Pending
Mohammed Abba-Aji	SPRING 2024	Pending

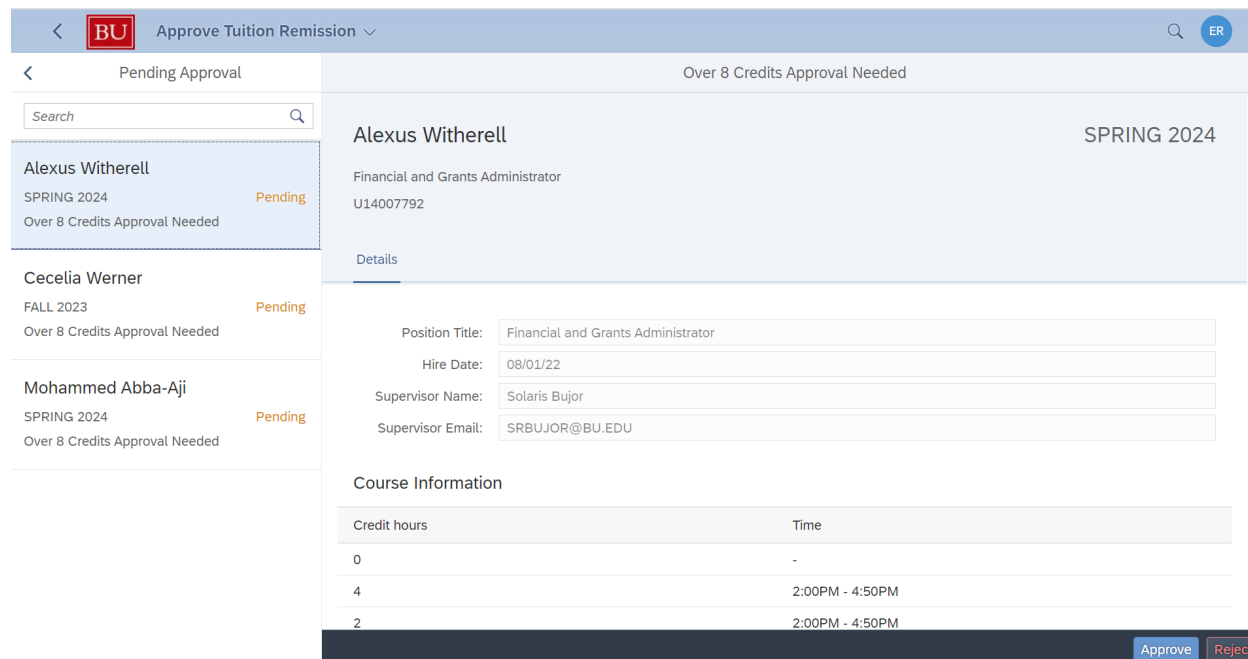
Each entry also includes the text 'Over 8 Credits Approval Needed'. To the right of the list, a message says 'Select an entry from the master list'.



This screenshot shows the same interface as the previous one, but with a loading dialog box overlaid. The dialog box contains the text: 'Retrieving Data... Please be patient while we retrieve student's data'. The background is dimmed, and the list of employees is still visible on the left. The right side of the interface shows a 'Details' section with fields for 'Position Title', 'Hire Date', 'Supervisor Name', and 'Supervisor Email', and a 'Course Information' section with 'Credit hours' and 'Time'.

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Step 4: As the Dean/Vice President Approver, review the request to take more than eight credits. Select “Approve” or “Reject” to approve or deny the request. In this scenario, we will proceed with approving the request to take more than eight credits.



The interface shows a sidebar with a list of pending requests and a main panel for the selected request.

**Pending Approval**

- Alexus Witherell**  
SPRING 2024  
Over 8 Credits Approval Needed Pending
- Cecelia Werner**  
FALL 2023  
Over 8 Credits Approval Needed Pending
- Mohammed Abba-Aji**  
SPRING 2024  
Over 8 Credits Approval Needed Pending

**Over 8 Credits Approval Needed**

**Alexus Witherell** SPRING 2024

Financial and Grants Administrator  
U14007792

**Details**

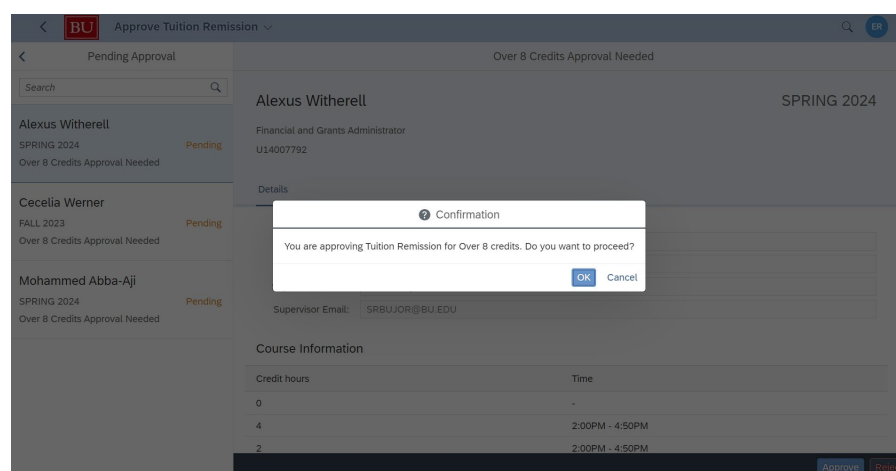
Position Title: Financial and Grants Administrator  
Hire Date: 08/01/22  
Supervisor Name: Solaris Bujor  
Supervisor Email: SRBUJOR@BU.EDU

**Course Information**

Credit hours	Time
0	-
4	2:00PM - 4:50PM
2	2:00PM - 4:50PM

Approve Reject

Step 5: Once you have selected “Approve”, you will be asked to certify that you are providing approval for the employee to take more than eight credits. Please be patient while your decision is submitted.



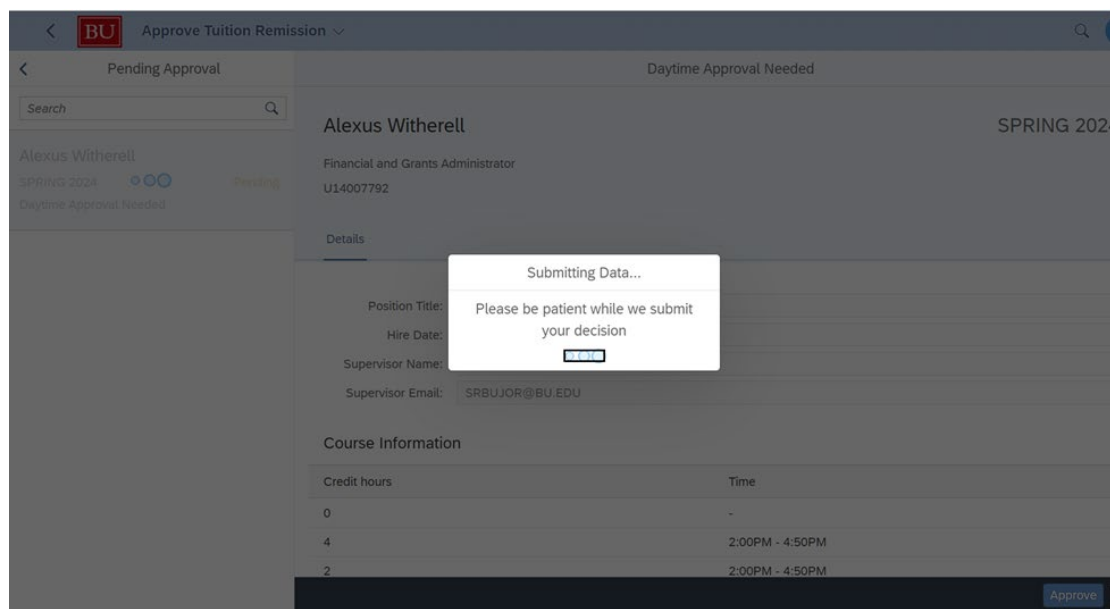
The interface is the same as the previous screenshot, but a confirmation dialog box is displayed in the center.

**Confirmation**

You are approving Tuition Remission for Over 8 credits. Do you want to proceed?

OK Cancel

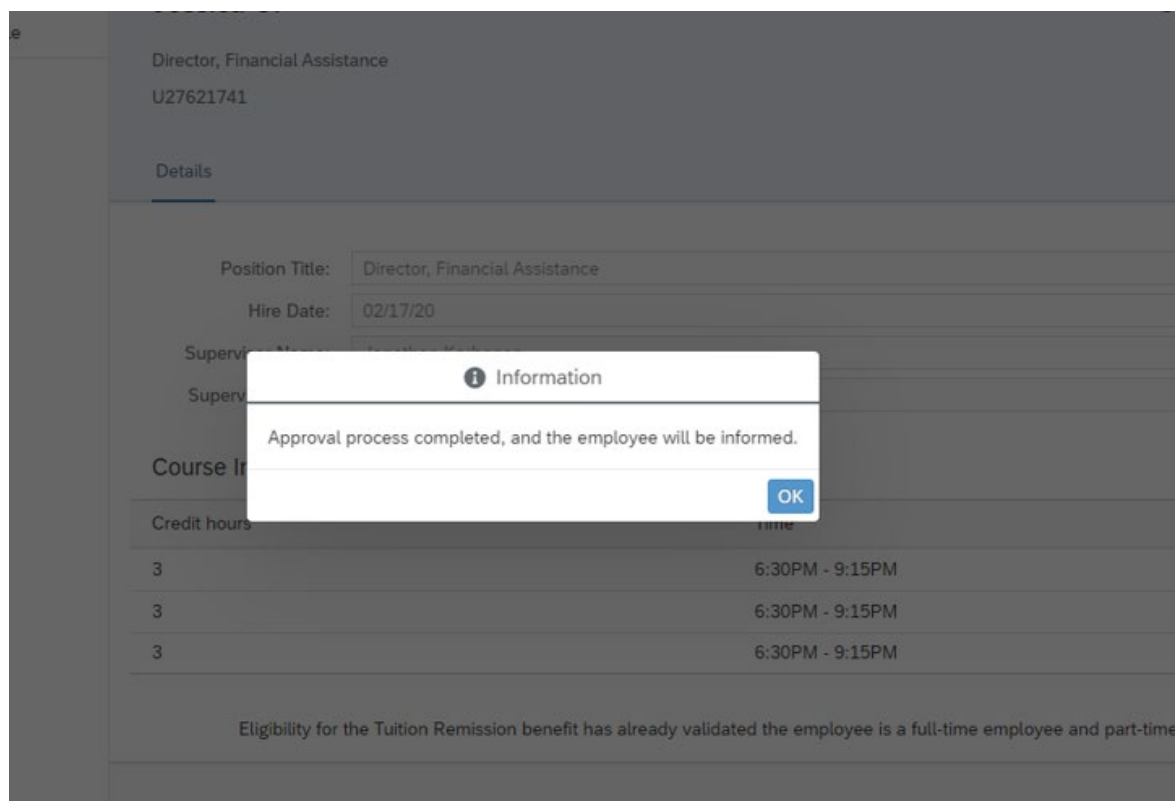
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The screenshot shows the 'Approve Tuition Remission' interface. At the top, there's a search bar and a 'Pending Approval' status. The main section displays details for 'Alexus Witherell', a Financial and Grants Administrator with ID U14007792. A modal window titled 'Submitting Data...' is overlaid, with the text 'Please be patient while we submit your decision' and an 'OK' button. Below the modal, the 'Course Information' table is visible.

Credit hours	Time
0	-
4	2:00PM - 4:50PM
2	2:00PM - 4:50PM

Step 6: Select “Ok” after you have approved the benefit for more than eight credits.



The screenshot shows the 'Approve Tuition Remission' interface. At the top, there's a search bar and a 'Pending Approval' status. The main section displays details for 'Director, Financial Assistance' with ID U27621741. A modal window titled 'Information' is overlaid, with the text 'Approval process completed, and the employee will be informed.' and an 'OK' button. Below the modal, the 'Course Information' table is visible.

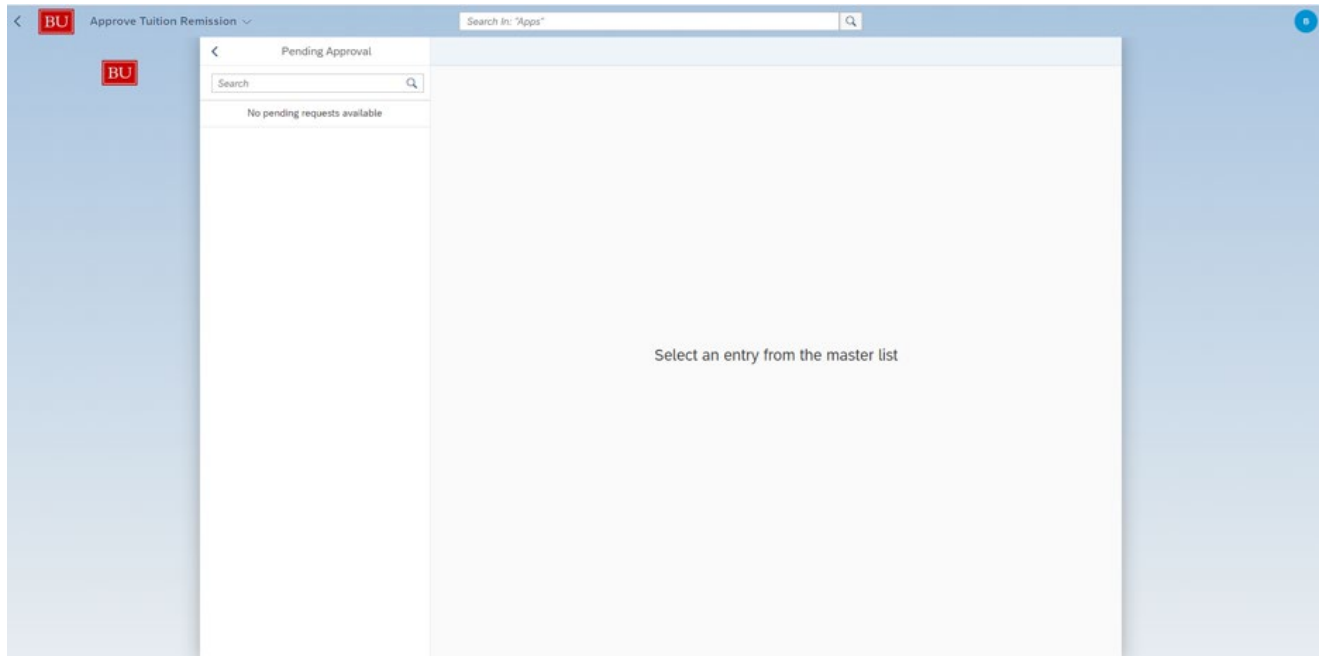
Credit hours	Time
3	6:30PM - 9:15PM
3	6:30PM - 9:15PM
3	6:30PM - 9:15PM

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Step 7: Once you have completed the approval process your employee will be removed from the approval application and will be notified of the approval.

Your approval application will always only display employee's that have a status as pending or rejected.



## FAQs

<p><b>Why am I being asked to approve Tuition Remission for my employee taking more than eight credits?</b></p>	<p>Under the Tuition Remission policy employees must have their Dean or Vice President provide approval if they are taking more than eight credits in a given semester.</p> <p>If an employee is enrolled in daytime classes and is taking more than eight credits in one semester, they will be required to obtain both their Supervisor and Dean or Vice President's approval.</p>
<p><b>How long do I have to approve my employee to take more than eight credits?</b></p>	<p>You will have 30 days to approve an employee taking more than eight credits in the approval application. If you do not approve the request, the application will be removed from the application after 30 days.</p>
<p><b>Can I deny my employee to take more than eight credits for Tuition Remission?</b></p>	<p>Yes, as a Dean/Vice President you have the ability to reject a request for an employee who is taking more than eight credits if it conflicts with the needs of your department.</p> <p>If you reject a request to take more than eight credits, the request will remain in the approval application for 30 days from the date of rejection. If no further action is taken, the request</p>



	will be removed from the application at that time.
Where do I go to approve or deny my employee to take daytime classes?	To approve or deny an employee's request to take more than eight credits, you must login to <a href="#">MyBuWorks</a> .
Who do I contact if I have questions regarding the approval process?	If you have any questions regarding the new online approval process, please contact the Human Resources Service Center at <a href="mailto:hr@bu.edu">hr@bu.edu</a> or by calling 617-353-2380.