

A photograph of a large, classical-style university building with a prominent portico supported by columns. The building is set against a clear blue sky. A flagpole with a flag is visible behind the building. The image is overlaid with a semi-transparent blue gradient, particularly on the right side where the text is located.

Missouri State
UNIVERSITY

University Council

November 4, 2025

Welcome

University Advancement Updates

Homecoming Announcements



Missouri State
UNIVERSITY

Student Death Policy



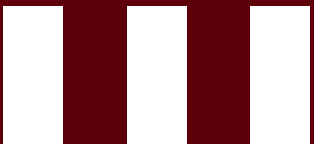
Fall 2025

PURPOSE

To recognize the profound impact on the University Community

To provide a professional & caring response, including appropriate resources

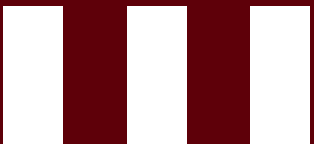
To present a centralized, comprehensive process for handling student deaths



DEFINITIONS

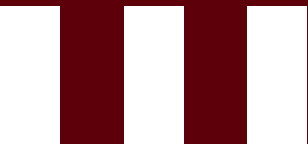
STUDENT: an individual who is currently enrolled or is admitted and/or registered for a future semester

FORMER STUDENT: an individual who is not enrolled in the current semester and/or has previously attended the institution



Op 5.26 Student Death Response Policy

Fall 2025



Student Death Response Policy

Op 5.26 Student Death Response Policy

The Dean of Students' Office should be notified as soon as any university office or official becomes aware of the death of a currently or formally enrolled student. The Dean of Students will serve as the student death response team leader and family liaison.

The Dean of Students' Office will have primary responsibility for all follow-up activity and communication with the student's family. The Dean of Students' Office will be responsible for implementing procedures regarding additional notification and actions following the death of a student.

For the purpose of this policy, a student is defined as an individual who is currently enrolled; or is admitted and/or registered for a future semester. A former student is defined as an individual who is not enrolled in the current semester and/or has previously attended the institution.

Offices that become aware of the death of a faculty or staff member should contact the Human Resource office. The Dean of Students will not be responsible for communication/notification regarding the death of a faculty or staff member.

Line of authority

Responsible administrator and office: Vice President for Student Affairs, Division of Student Affairs

Contact person in that office: Assistant Vice President for Student Affairs/ Dean of Students

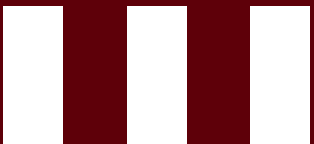
IN THE EVENT OF A STUDENT DEATH

If the death occurred on campus:

university safety will respond and notify the Dean of Students

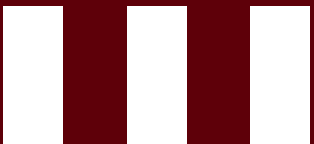
If the death occurred off campus:

when a university office or staff member receives information of the death, they will notify the Dean of Students



DEAN OF STUDENTS OFFICE ROLE

- Works collaboratively with multiple departments and campus contacts
- Establishes a single point of contact for the student's family
- Coordinates support for affected students, faculty, and staff
- Ensures privacy and accuracy of all shared information
- Facilitates coordination across other university processes and offices involved



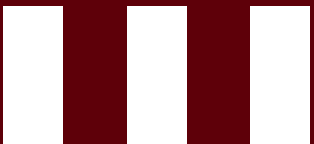
UNIVERSITY RESOURCES

Students:

- Counseling Center
- Dean of Students Office
- Magers Health & Wellness

Faculty

- Human Resource Office
- Magers Health & Wellness



REPORTING

Missouri State

UNIVERSITY

Student Death Reporting

Background Information

Enable additional features by logging in.

Your full name:

Your phone number:

Your email address:

When was this reported to you?
(Required):

Location of incident (Required):

Deceased Student Information

Name (First Name, Middle Initial, Last Name)

M Number (If known)

DOB (YYYY-MM-DD)

Email address (If Known)

Hall/Address (If Known)

Please share any additional information

How did you learn about the student's death (i.e. email from family member, social media post, news story, etc.)? (Required)

Do you know of any students, faculty, or staff who would need additional support or resources (please provide name and contact information)?

Supporting Documentation

If you are aware of any supporting information that might help us in responding to this student's death, please upload it below (i.e. obituary, etc.). 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload

Choose Files

☐ Email me a copy of this report

Submit

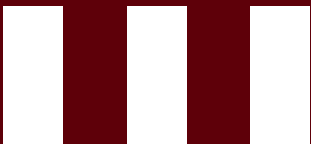
Missouri State

UNIVERSITY

8

UNIVERSITY ANNUAL MEMORIAL SERVICE

The Division of Student Affairs hosts an annual memorial service each spring honoring the lives of students, faculty, and staff lost within the past year



POSTHUMOUS DEGREE POLICY

Fall 2025

Op3.04-52 Posthumous Degree Policy

A degree may be posthumously awarded on behalf of a deceased student if the following conditions are met.

- The student was enrolled at the University within the 12 months preceding their death.
- The student was in good academic and disciplinary standing with the University.
- Undergraduate students must have completed at least 90 credit hours toward a degree at Missouri State and made significant progress in their major.
- Graduate students must have completed at least two-thirds of the requirements toward a degree at Missouri State.
- The request was received within two years of student's death.

Requests for exceptions to the conditions above must be approved by the Degrees Committee.

The posthumous degree must be approved by the dean of the college from which the degree is being awarded, the Provost (or designee), and the President (or designee).

The procedures for implementation of this policy will be developed and administered cooperatively by the Office of the Provost and Office of the Registrar.

Line of authority

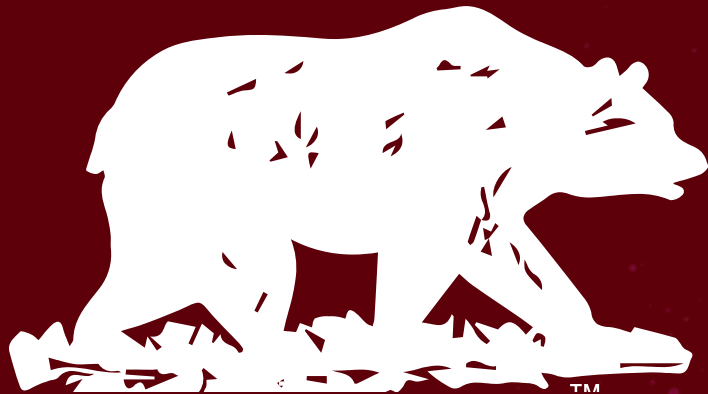
Responsible administrator and office: Office of the Provost

Contact person in that office: Provost

Effective date

August 21, 2017

Presidential approval: August 14, 2017



MAKE YOUR MISSOURI STATEMENT[®]



ATLAS Demonstration



Employment Reminders

STUDENT EMPLOYMENT

November 4, 2025



Clearance and Wages

- Students cannot begin work until cleared by Office of Student Employment
- Supervisors must:
 - Complete new hire paperwork including E-Verify
 - Submit a Student Clearance Form
 - Wait for email confirmation before allowing the student to start
- We are transitioning to a dynamic form system for our clearance form and hope to have this Spring 2026.
- Wages vary by department and role but must comply with university policy on student employee pay ranges: https://www.missouristate.edu/Policy/Chapter7/Op7_16_6_StudentEmployeePayCategories.htm
- Payroll is the same as part-time employees and happens bi-monthly for budget and work study student employees.



Working Hours

- Must adhere to the 1,000-hour annual limit
 - This is a 12-month rolling period that starts the day the student begins work
 - General guideline for domestic students is 20 hours/week to stay under the 1,000-hour limit
 - This generally only affects students who work year-round. Historically our on-campus employment drops to about half during summer and even less between enrollment periods
- Why the 1,000-hour limit exists
 - To ensure compliance with labor laws and avoid reclassification of student employees as another employee class
 - To protect students' academic success by limiting excessive work hours
 - To maintain temporary employment status which can affect benefits and tax implications
- Notes:
 - Students may have more than one job, but the total hours across all jobs may not exceed the 1,000-hour limit
 - Supervisors, timesheet approvers, and students must monitor cumulative hours to prevent overages
 - Timesheet approvers can see their student and part-time employees' hours in their Hiring and Employment Card under the PT Hours report



International Student Employment



INTERNATIONAL PAYROLL

November 4, 2025



20-Hour Limit

- Per US immigration guidelines, international students are limited to working 20 hours per week during weeks when classes are in session
 - This is per work week, NOT an average of weeks per pay period
 - University work week: 12:00 a.m. Monday through 11:59 p.m. Sunday
- Noncompliance could lead to increased scrutiny from DHS or ICE, and the potential loss of our SEVP certification, which would prevent the university from enrolling international students
- Noncompliance could impact the student's work eligibility and immigration status including revocation of student visa



20-Hour Limit

- International students can work up to 40 hours per week when classes are not in session for the whole week or longer than one week
 - Thanksgiving week, Spring Break week, Summer/Winter vacations
- International Payroll communicates this rule to all international student employees upon completion of hiring paperwork
 - All international student employees sign and date an acknowledgement of this rule



20-Hour Limit

- We monitor this rule and communicate to international students who exceed 20 working hours per week
 - A report is generated by Payroll to identify all international students who have worked more than 20 hours a week
 - First-time offenders receive a formal email warning from International Payroll, along with their supervisors
 - Repeat offenders are required to meet with International Services to discuss immigration impact



Questions?

- International Payroll
 - InternationalPayroll@MissouriState.edu
 - 417-836-3395
 - Jim D. Morris Center, Suite 507
- Abe Hammar
 - AHammar@MissouriState.edu
 - 417-836-8796



Additional Compliance Reminders



FINANCIAL AID

November 4, 2025



The Role of Student Employment in Financial Aid

- Student employment serves as both a need-based aid component (FWS) and an educational experience fostering responsibility, time management, and engagement.
- However, employment intersects with multiple regulatory domains (Title IV, FLSA, and sometimes state wage laws) creating a complex compliance landscape.
- Institutional policies must protect students from overwork, ensure funding is used appropriately, and maintain equity between FWS and institutional workers.



Institutional and Non-FWS Student Employment

Typical Institutional Practice:

- Limit student workers to 20 hours/week during enrollment periods.
- Allow up increased hours during breaks or summer.
- Hour caps protect students' academic progress and maintain FWS integrity.
- Schools risk reputational and compliance exposure if students' employment appears to interfere with academic progress or eligibility for Title IV aid.



Student FICA Exemption Overview

- Under the Federal Insurance Contributions Act (FICA), employers and employees normally pay Social Security and Medicare taxes.
- However, students who work for the same institution where they are enrolled may qualify for a FICA exemption
 - meaning neither the student nor the university pays those payroll taxes



Core Conditions for the Exemption

1. The Employer Must Be a School, College, or University.
2. The Employee Must Be a Student.
3. Enrollment and Workload Must Reflect Student Status.
 - The IRS expects students to be enrolled at least half-time (typically six credit hours for undergraduates) and to work a part-time schedule consistent with being a student first, employee second.



Title IV Framework for Student Employment (Federal Work-Study)

- Authority: Higher Education Act of 1965, as amended; 34 CFR 675.
- Key Requirements:
 - Students must have unmet financial need (COA - EFC - other aid).
 - Wages must be paid for work actually performed, at least federal minimum wage.
 - Schools must ensure FWS earnings do not exceed the student's awarded amount.
 - Work may not displace regular employees or involve political or religious activity.



How Overwork Can Jeopardize the Exemption

1. **“Primary Relationship” Test Failure** - The IRS examines whether the primary purpose of the relationship is education or employment.
 - If a student works too many hours, the IRS may conclude that their primary relationship with the institution is as an employee, not a student.
 - Once this threshold is crossed, the FICA exemption no longer applies, even if the student remains enrolled.



How Overwork Can Jeopardize the Exemption

2. Hourly Thresholds and Institutional Policy - While the IRS doesn't set a hard numeric limit, institutions often adopt internal standards (e.g., 20 hours/week during enrollment) to demonstrate compliance with the “student-first” expectation.

- Working 30 or more hours/week consistently may suggest employee-like status, undermining the exemption.
- This risk increases for graduate students or student workers in year-round, ongoing roles.



How Overwork Can Jeopardize the Exemption

3. Payroll and Audit Exposure - If auditors determine that a group of student workers did not meet the “student” definition due to excessive hours, the university could be required to pay back FICA taxes retroactively, including both employer and employee portions, plus potential penalties.



Compliance and Risk Areas

Over-awarding/Over-earning

- FWS earnings that exceed awarded amounts or need level.
- Ensure real-time monitoring through payroll integration or manual review.

Hour Violations

- Exceeding institutional limits
- Mismanagement may indicate poor internal controls during audits.

Recordkeeping

- FWS requires time sheets signed by both student and supervisor.

Coordination with Other Aid

- Late changes in aid can reduce need and render previously paid FWS earnings an over-award.



Institutional Best Practices

- **Set and enforce clear hour limits** (e.g., max 20 hours/week during enrollment).
- **Coordinate teams** to flag students exceeding limits.
- **Educate supervisors** that additional hours can have tax and compliance consequences.
- **Monitor concurrent campus jobs** to ensure combined total hours stay within policy.

2026 Legislative Session Priorities & Reminders

Priorities:

- I. Increase to the university's core operating funding from the State
 - a. Mandatory MOSERS contribution increase (\$2,202,000)
 - b. Inflation on operating costs (4%)
- II. State funding in support of a capital improvement project for McDonald Arena (\$23M)
- III. MoExcels - Increased Doctorates of Psychology/Mental Health Professionals (\$2.1M)
- IV. Increased Income Eligibility for Fast Track Scholarships (DHEWD proposal)

Reminders:

- Please coordinate all substantive, official legislative interactions through the Assistant to the President for Government Relations (Jamie Birch).
- Official representation of the university in the legislative process is coordinated through the Office of the President. Any outreach to legislators or testimony provided to the legislature should be clearly denoted as being done in a personal capacity and not representative of the official stance of the university, unless prior approval is received by the Office of the President.

Missouri State[®]

An Emerging Partnership



Hello, my name is **Derrick Shy, Vice President Campus Development**
I've been with GradGuard for **9 years**.
I worked in higher ed for **20+ years**.
I am a Missouri native! St. Charles, born and raised.



The Data on Student Financial Wellness is Clear.



56% of respondents reported they would have trouble obtaining \$500 in cash/credit to meet an unexpected expense.

*Trellis Strategies,
Student Financial Wellness Survey, 2024*



3/5 students face some type of essential needs insecurity (i.e. housing, food, or lack of affordable care, etc.)

*The JED Foundation,
Youth Suicide: Current Trends and Path to
Prevention, 2023*



When those who cited emotional stress as a reason for stopping out were asked about the sources of their stress, 60% indicated financial stress was a factor.

*Gallup/Lumina
State of Higher Education Report, 2025*

Families are Seeking Confidence



59% of surveyed students considered quitting higher education due to financial stress.

EMI/Ellucian: 2024 Student Voice Report



Among those who experienced financial challenges, almost half reported difficulties concentrating on school work due to their financial situation.

*Trellis Strategies,
Student Financial Wellness Survey, 2024*



With the increase in financial wellness concerns specifically, campuses are seeking new and creative solutions to be seen as partners when situations arise.

SCHOOL SPOTLIGHT

Purdue Sees 75% FEWER APPEALS Each Term With Tuition Insurance Program

An appeals committee would previously see up to 40 appeals per term. Learn how offering tuition insurance has enabled Purdue to drastically reduce the time spent on withdrawal appeals!

[READ MORE](#)



SCHOOL SPOTLIGHT

How Long Island University Quit a Subjective, Burdensome Refund Appeals Process

Refund appeals committees take a lot of time, energy, and money. And the worst part for administrators is how subjective the process is. LIU wanted to find a better way. **Read how GradGuard now helps LIU promote fairness and reduce burdens with tuition insurance!**

[READ MORE](#)



GradGuard is the only form of tuition insurance for students nationwide

Tuition protection benefits can reimburse college costs when a student experiences a:

Serious
Illness or
Injury

Such as
mononucleosis or a
severe head injury

Mental
Health
Conditions

Like depression,
anxiety,
suicide/attempted
suicide

Chronic
Illness

Such as diabetes or
an auto-immune
disorder

Death of
a Tuition
Payer

Parent or other
tuition payer

Loss of
Employment

If the Tuition payer
loses their job

The GradGuard Tuition Protection Plan provides peace of mind by reimbursing tuition & fees for a wide variety of covered reasons.

Terms, conditions, and exclusions apply. Insurance benefits are underwritten by Jefferson Insurance Company (NY, Administrative Office: Richmond, VA), rated "A+" (Superior) by A.M. Best Co., under Jefferson Form No. 101-C series or 101-P series. Plan(s) may not be available in all jurisdictions. Allianz Global Assistance and Allianz Travel Insurance are brands of AGA Service Company. AGA Service Company is the licensed producer and administrator of [this plan] [these plans] and an affiliate of Jefferson Insurance Company. The insured shall not receive any special benefit or advantage due to the affiliation between AGA Service Company and Jefferson Insurance Company. Non-insurance benefits/products are provided and serviced by AGA Service Company. Contact AGA Service Company at 800-284-8300 or 9950 Mayland Drive, Richmond, VA 23233 or customerservice@allianzassistance.com.



Students at Santa Clara University Learn Financial Literacy and Lesson in “Adulting”

Students learn how to be responsible adults in college. Part of this includes knowing the risks that come with living on your own, and the benefits insurance can provide when the unexpected happens.



MEMBER TESTIMONIAL

Renters Insurance: It was a No-Brainer

Hear from Angie, a college parent, who first learned about GradGuard's Renters Insurance through her daughter's school. Hear her share how easy it was to go with the option her school recommended, and how having a policy provided peace of mind for her family!



GradGuard is the only renters insurance that contains an exclusive student endorsement that provides relevant coverage for the risks of college life.

Renters protection can help schools & students get paid for losses & damages.

Personal Property

Personal belongings such as electronics, books, computers, clothing. Protection against fire, theft, vandalism and other causes of loss.

Personal Liability

For unintentional damages caused by a resident

Loss of Use

Provides temporary housing to students if they are displaced from their dorm or apartment due to a covered loss.

Electronic Limits up to the Policy Limit

No GOTCHA Coverage with a Low Deductible & no impact on future insurability.

Address on File with the School

The GradGuard Renters Protection Plan helps schools get paid for losses and damages so schools don't have to.



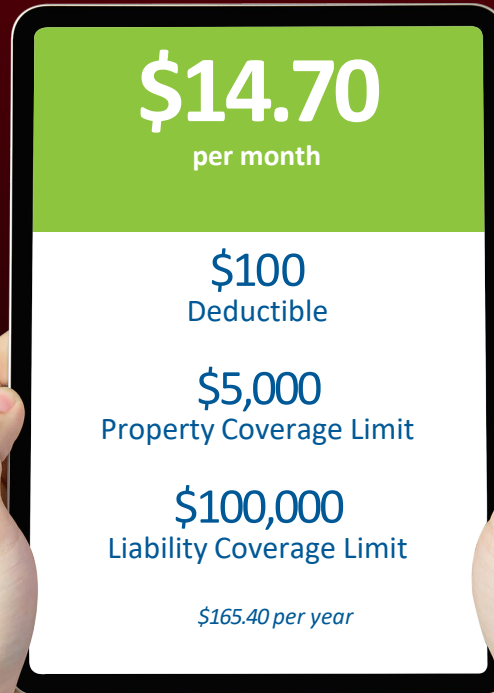
Tuition Protection

Save students and families money with embedded enrollment coverage.

Retail cost is as high as 2.4%



Renters Protection



\$15.74 per month

\$100 Deductible
\$5,000 Property Limit
\$300,000 Liability Limit
\$177.88 per year

\$16.73 per month

\$100 Deductible
\$10,000 Property Limit
\$100,000 Liability Limit
\$189.76 per year

\$1.00 installment fee is included on all Monthly payments shown

Our mission is to help schools **educate and protect** students
from the risks of college life.



Integration partner



Mercury

Integration partner

We have served over 1.7 million students at over 1,900 unique
institutions since 2009 and we're the #1 provider of college
renters and tuition insurance.

Our mission is to help schools **educate and protect** students
from the risks of college life.

Over 700 schools agree.



Wrap-Up