Graduate Contracts Process Flow

1. Submit
   The Department submits the graduate contract electronically via OnBase.
   The supervisor(s) listed on the contract will receive an email notification upon contract submission.

2. Review
   The contract may undergo review by the Office of Graduate Studies (OGS) and/or International Student and Scholar Services (ISSS) if one or more of the following is true:
   - Lecturer Contract
   - Poor Academic Standing
   - Overloaded on Hours
   - Multiple Contracts
   - F-1 or J-1 Visa Type

3. Authorize
   The student is sent an email notification including a link to the contract for review and authorization.
   This link can be used to view the contract at any point in the process.

4. Verify
   Upon contract authorization, a system check is done to verify registration and employment requirements are met.
   The student will receive an email notification if any requirements are not met.

5. Process
   Following requirements verification, the contract is routed to one or more of the following units for payroll and award allocation (depending on the type of contract):
   - Mines Administration
   - Processing Services (MAPS)
   - Financial Aid
   - Bursar’s Office

6. Ready to Work