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
   - Not "Good 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 Processing
   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 Administrative Processing Services (MAPS)
   - Financial Aid
   - Bursar's Office

5 Ready to Work