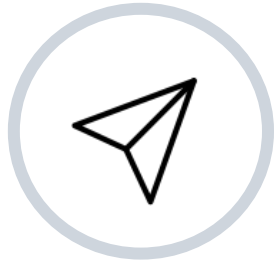


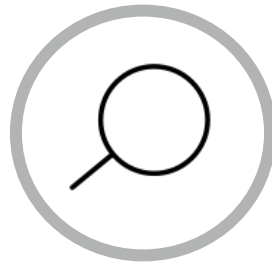
Graduate Contracts Process Flow



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:

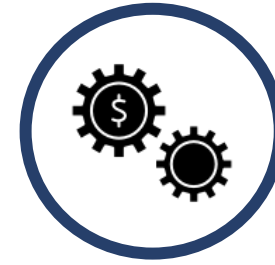
- Lecturer Contract
- Not "Good Academic Standing"
- Overloaded on Hours
- Multiple Contracts
- F-1 or J-1 Visa Type



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