Student Affairs Business Operations
Procedures for Graduate Appointments

Electronic Banner forms (tuition) and PeopleSoft forms (salary) for graduate appointments are routed to SA Business Operations by SA departments once the appropriate departmental approval (department head minimally) has been obtained.

The Banner form must be approved prior to the PeopleSoft form. The Budget Analyst reviews the detailed information on the form. In the comment section of the form, the Budget Analyst will denote if the appointment is within the department's baseline GA/DA plan and complies with the standard appointment guidelines. If so, the form then goes to the VPSA designee (Director of Business Operations) for approval. If the appointment is outside of the department's baseline plan, the budget analyst will notify the VPSA and the VP designee that the VPSA will need to approve the form.

Additionally, all Fund 11 out-of-state GA's must be pre-approved by the VPSA. The VPSA will notify SA department heads regarding the maximum number of out-of-state appointments being funded by the VPSA GA/DA tuition account for the upcoming fiscal year. Department heads may then request approval for their out-of-state graduate candidates via email to the VPSA and copy to the Budget Analyst Senior. Pre-approval must be obtained in writing via email, and the Budget Analyst Senior must be in the loop.

The PeopleSoft form may be approved any time after the Banner form has been approved. The Budget Analyst will review the detailed information on the form and then denote the date of the Banner form approval in the comment section of the form. The form is approved and forwarded on to the VPSA designee (Director of Business Operations) for approval.

Summer II GA appointments are to be processed on Banner forms dated with the new/upcoming aid year, but using the current aid year rates. For example, a Summer II 2017 GA appointment is processed on the 2017/18 aid year form. The tuition rate used is the 2016/17 rate. The award amount from Summer II should show as a previous award amount on the Banner form for Fall/Spring. Summer II tuition charges appear in GLOW in their respective fiscal year. However, the Summer II tuition initially posts to GLOW in June, but is then moved to July by Accounting Services via the year end closing process.

Academic year appointments can be processed when notification is received from the Graduate College, typically after tuition for the year is approved by the Board of Trustees (typically in July). For example, 2017/18 academic year appointments are typically processed July/August 2017.

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Effective FY2015, the Graduate College made a change to the GA appointment process for students taking EUP/online courses. The change requires a permission form, from the student's college, approving the EUP/online course(s) as being part of the student's permanent program of study. General University policy calls for students to pay any tuition charges above nine credit hours per semester (three credit hours for the summer sessions). At this time, Dr. Anderson has decided to move forward with Student Affairs covering the tuition differential for those GA's who had tuition charges that exceeded the cap due to EUP/online courses. Dr. Anderson will be providing support from the VPSA tuition account for Fund 11. Tuition support for Fund 41 GA's and Fund 43 GA's will be paid for by their department. For the affected students, a new Banner workflow form will need to be initiated at the full tuition bill amount and processed through the typical channels. Once the form is approved at all levels, the difference between the total tuition bill and the amount of the tuition awarded to date will be credited to the student's account by the Graduate College.

Effective FY2016, the Graduate College made an additional change to the payment of GA tuition. Tuition is now paid at main campus rates across the board for all GA's, regardless of whether the GA is taking less than the maximum covered credit hours and/or falls below the tuition cap. This means that additional approval will be required for full tuition reimbursement for all GA's taking EUP classes. For those GA's taking EUP/online courses and who are registered for less than nine credit hours, the calculated tuition amount, including the EUP rate, will fall under the tuition amount approved via Banner. Authorization to process the additional tuition for the EUP courses is done via the processing of a revised Banner form, as laid out in the paragraph above. For those GA's taking EUP/online courses who are registered for at least nine credit hours, the calculated tuition amount will be over the approved Banner amount. In order for full tuition reimbursement of the EUP credit hours, the process laid out in the previous paragraph to authorize a revised Banner from must be followed.

Contacts:
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GA/DA appointment and processing contacts:
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