Graduate Contracting

Approving a Graduate Stipend

1. Login to MyBGSU.
2. Click on the Employee tab.
3. In Left navigation pane under Misc. Services, click on GA Contracting.

4. Click on Approver.
5. Click on Approve Stipend.

The information is sortable by clicking on any of the report headings.

6. Select the contract you want to approve.

7. Review the student’s contract information within each field.
8. If no modifications are needed, select “Approve”.
9. The student will be sent an Email informing them that they have been issued a Stipend. Navigation instructions will be included to view and electronically sign the contract.
10. If modifications are necessary to the contract, make any change(s) to editable field(s).
11. Click “Approve”.
12. If the field(s) is/are un-editable, indicate in the NOTES the concern or issue.
13. Select “Deny” and notify the department that the scholarship was not approved.
   - Departments are not automatically notified if a scholarship has been denied, so please be sure to notify the department so the scholarship can be reissued (if applicable).

For questions or issues, please contact:

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