Graduate Appointment Form Requirement

Fall 2025

Graduate appointment forms <u>must</u> be coded according to their funding source. There are three funding sources:

- Department funded (D)
- College funded (C)
- Grant funded (G)

PeopleSoft appointments **will be recycled** if the funding source does not match the letter of offer and are not correctly formatted. This is important because it determines how tuition is applied.

Enter the Acronym in the Letter of Location box field on the Graduate Appointment form:

Acronym	Meaning
D/ _ _ _ _	Department funded, 2-4 digit hiring unit acronym
C/ _ _ _ _	College funded, 2-4 digit hiring unit acronym
G/ _ _ _ _	Grant funded, 2-4 digit hiring unit acronym

Please be sure to follow the example below to ensure all appointments are consistent.

Example of a "Department funded" Graduate Appointment submitted by Human Resources:

Description of Work:

☑ Signed Letter of Offer on File

Location of Letter: D/HR

For questions regarding coding appointments, contact the Graduate College at: grad-awards@wmich.edu