

Submitted: July 5, 2007  
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**Recommendation #2: Process for assigning graduate students to an academic college**  
**Issue number: T-14, T-28**

***Background***

The Budget Model Review and Implementation Committee recommended that gross tuition revenue from graduate students is distributed entirely to the college of enrollment. The graduate student's enrollment is assigned to the student based on the 10<sup>th</sup> day enrollment census file for each term. The Office of the Registrar manages the census file and is reported through the Office of Institutional Research.

Historically, the Registrar's Office has assigned graduate students that are enrolled in an intercollegiate graduate program using a college indicator of "U" in the census file. The Budget Model Review and Implementation Committee recommended that all graduate students enrolled in an intercollegiate graduate program be assigned to the Graduate College. Dave Holger, Dean of the Graduate College, has since proposed that all graduate students enrolled in an intercollegiate graduate program be assigned to a specific collegiate department rather than the Graduate College.

***Recommendation***

For the purposes of distributing graduate student tuition revenue, the graduate student will be classified to a collegiate department based on the following criteria. A curriculum table is used to map all academic programs to a collegiate department.

1. If the graduate student **is not** enrolled in a graduate intercollegiate program (i.e. the graduate student record does not indicate a "U" in the Office of the Registrar 10<sup>th</sup> day census file), then the graduate student is assigned to the collegiate department that offers the program.
2. If the graduate student **is** enrolled in a graduate intercollegiate program and **has** a major advisor, then the graduate student is assigned to the department where the major advisor has his or her primary rank home.
3. If the graduate student **is** enrolled in a graduate intercollegiate program and **does not have** a major advisor, then the graduate student is assigned to the department where the director of the graduate intercollegiate program has his or her primary rank home.
4. If the graduate student has not decided on a major program and therefore does not have a major advisor, the graduate student's major program record will be appear in the census file as 'UNDEC' (undecided) or 'UDIST' (undecided distance education).

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For these students, the courses that the student is enrolled in are examined. Courses are classified to a department based on the graduate student credit hour classification methodology. The graduate student will be classified to a collegiate department based on the following criteria.

- a. The graduate student is assigned to the department where the student is taking the most credit hours.
- b. If the graduate student's credit hours are equal between departments within the same college, then the student is assigned to the department that appears first on the department number table.
- c. If the graduate student's credit hours are equal between departments in different colleges, or any other special cases, then the graduate student is manually assigned to the department as determined by the Graduate College.