

MEMORANDUM

TO: Deans; Members, GRAB; Graduate Advisors; Chairs, Graduate Studies Committees;
Graduate
School Staff

FROM: Philip Cohen
Dean, Graduate School

RE: Fellowship Program, AY 03-04

DATE: 27 September 2002

I am delighted to announce that the Graduate School will be able to continue our Hermanns Doctoral and Graduate Dean Masters Fellowship programs in Fall 02 for use in recruiting new graduate students to come to campus in Fall 03.

I will give each College or School an allocation of Graduate Dean Masters and Hermanns Doctoral Fellowships. This allocation will be based on graduate applications and admissions for the Fall 02 semester. How a college or school divides up that allocation among its graduate programs is up to the unit so long as you do not mix Masters and Doctoral fellowships. How a college or school re-allocates its unused allocation among its graduate programs is also up to the unit. Graduate Dean Masters Fellowships will be for \$1,000 per year for 2 years for a total of \$2,000. Hermann Doctoral Fellowships will be for \$1,000 per year for up to 4 years for a total of \$4,000. We pay \$500 a semester. The deadline for making offers or substitutions is the end of the first week of classes of Fall 03. The Graduate School will fund fellowships throughout the award period, we will not fund any fellowships over the allocation made to a college or school. Any new allocation fellowships not awarded during the course of the year will revert back to the Graduate School. All Graduate School fellowships must be competitively reviewed and awarded by a college or school scholarship committee, and the nominations must come to us in the Graduate School on our attached nomination form.

Each college or school should appoint one person, perhaps the Chair of the unit's scholarship committee, to be the primary fellowship contact with the Graduate School. Each college or school should notify us who its contact person is. Each school or college's fellowship contact person should keep track of fellowship offers, acceptances, rejections, and withdrawals. When making fellowship offers to applicants, graduate programs or the college or school fellowship contact person should notify the applicant in writing that the offer will be withdrawn and recycled after a certain date if the applicant does not formally accept the offer in writing by a specified date. The fellowship contact person will also be responsible for clearly marking on each fellowship

nomination form whether the fellowship is a new offer or a recycled offer and for letting Patti Shannon in the Graduate School know when a specific fellowship offer has been withdrawn. This will enable us to keep up with the allocation count. Without such records, a graduate program will not be able to offer an already offered fellowship to another candidate. Patti Shannon will also be responsible for notifying Janet Wehner, Assistant Director of Admissions, of fellowship offers being made to international applicants.

To comply with HB 1641, our Graduate School fellowship program criteria have been decoupled from our Graduate School requirement of unconditional admission with its GRE cutoff of 1000. The bold text below contains the minimum Graduate School fellowship requirements.

Here are the criteria for Hermanns Doctoral and Graduate Dean Masters Fellowships:

1) Candidates must be new students coming to UTA in Fall 03, must have a GPA of 3.0 in their last 60 undergraduate credit hours plus any graduate credit hours of 3.0, and must be enrolled in a minimum of 6 hours in both long semesters to retain their fellowships. Please counsel your students to remain in these courses. Graduate programs or selection committees may add additional fellowship requirements as long these additional requirements are compliant with Texas HB 1641. That is, a standardized test such the GRE or the GMAT may not be used in the competitive fellowship process for a graduate or professional program as the sole criterion for consideration or as the primary criterion to end consideration of the applicant. Additionally, institutions may not assign a specific weight to any one factor being considered in the competitive fellowship process. A graduate program must also publish these additional requirements. Please send these additional fellowship requirements to the Dean of the Graduate School by memo. I will need the memos for my archives.

2) Fellowships cannot be offered with start dates of Summer 03 because that will affect the ability of a student to receive in-state tuition for all of AY 03-04.

3) To have a fellowship renewed in subsequent years, a student must have a 3.0 GPA, cannot be on academic probation, and must continue to be enrolled in a minimum of 6 hours during both long semesters.

4) Fellowships are non-transferable. If a student changes his major, the fellowship will not follow him or her into the new graduate program.

5) Having a Graduate Dean Masters or Hermann's Doctoral Fellowship does not preclude a student from winning other forms of financial support such as graduate teaching or research assistantships or other fellowships.

Copies of our Graduate Dean Masters and Hermanns Doctoral Fellowship fliers for use in publicizing these programs and our revised nomination forms are attached to this memo.