

## Financial Assistance

Financial assistance is available to qualified students in all fields of study in the form of (1) graduate assistantships where one serves as a classroom teacher or assistant, as a research assistant, or as an administrative assistant, (2) fellowships or traineeships (3) scholarships, (4) federal work-study programs, and (5) loans. There are basic regulations that relate to these awards. Students should make application for the graduate, fellowships or traineeships through the department to which they have been admitted. Information and application forms for the tuition scholarship program may be obtained from the Graduate School office. Information regarding the federal work-study program and loans may be obtained by contacting the Financial Aid office.

Students should be sure that their applications for admission are complete including the submission of required transcripts to the Graduate School to assure consideration for an award.

Graduate assistant appointments, graduate fellowships, and most traineeships include a tuition scholarship, but fees must be paid by the student. If a department has not established its own financial aid time limits, the following Graduate School time limits will apply. A student may receive no more than two calendar years of graduate-student support while a master's level student. A student may receive no more than four calendar years of graduate-student support while a doctoral-level student. Students directly admitted into a doctoral program from their bachelor's degree can receive up to five calendar years of support. The maximum number of years of graduate-student support for students seeking any combination of graduate degrees is six (72 months) unless a specific exception based on the student's programmatic needs is granted by the graduate dean. These time limits apply to assistantships, fellowships, traineeships, and other similar awards and appointments administered by the University, regardless of source of funds. Students who are awarded graduate assistantships, fellowships, or traineeships, but who have not furnished official proof of their most recent degree to the Graduate School shall be considered to be on term appointment for one semester only. No one will be appointed to a second term until an official transcript indicating receipt of the degree is received in the Graduate School.

Acceptance of an offer of financial aid (such as a fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and Graduate School expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer from another institution without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

### Graduate Assistantships

Graduate assistantships (GAs) are available in a variety of places across campus, from academic departments and research centers to administrative and service units. This type of appointment comprises the largest number of awards offered by the University. A graduate assistant must be a registered student in a degree program. Nondeclared students are not eligible for graduate assistantships.

For these appointments, students should inquire directly to the chair of the department to which they have been admitted or to the appointing officer of a research center or administrative or service unit. Information about the criteria used to select GAs and to assign their responsibilities may be obtained by contacting the chair of the department, the administrator of a research or service unit, or the Graduate School.

The average GA appointment is 50% appointment (20 hours per week) and lasts for one academic year (9 months). There are also some 25% appointments requiring 10 hours per week. A student may hold two simultaneous quarter time (25%) appointments on campus without special approval. GA appointments may be either on a semester-pay basis or a fiscal-pay basis.

During the fall and spring semesters, appointments of at least 25% qualify for a 9-hour tuition scholarship and appointments of 50% qualify for a 15-hour tuition scholarship. GAs on a graduate assistantship contract during the summer semester qualify for an 8-hour tuition scholarship. The graduate assistantship appointment must be for at least 75% of the academic semesters (13 out of 17 weeks for the fall and spring semesters and 6 out of 8 weeks for the summer semesters). If a student is appointed for less than a full academic term on a fiscal pay basis, the appointment will not carry a tuition scholarship. A GA holding an appointment for the full length of two consecutive semesters will be eligible for an 8-hour tuition scholarship the summer session immediately following the two consecutive semesters.

Salary schedules for graduate assistantships vary from unit to unit. Currently, monthly stipends range from \$992 to \$1182 (50% appointments). Generally doctoral students are paid higher rates than master's students. Information about the specific conditions of the appointment should be directed to the department or unit making the appointment.

In the best interests of both the University and students, academic departments should monitor outside employment and intervene in those cases where outside employment results in problems. Toward this end, it is within the rights and responsibilities of a department: 1) to require that graduate assistants holding outside employment notify their department, so that their performance can be monitored; 2) to make the relinquishing of outside employment a precondition for the continued enrollment of, and/or availability of assistantships to, students whose academic or assistantship performance has been rated Unsatisfactory; and 3) to cancel or not renew the

assistantship contracts of those students whose assistantship performance is rated Unsatisfactory and who also hold and do not discontinue outside employment. Graduate students can appeal departmental decisions regarding outside employment and academic/assistantship status through the University's standard routes of appeal.

#### FEDERAL WORK-STUDY GRADUATE ASSISTANTSHIPS

The Graduate School and the Financial Aid office jointly administer the Federal Work-Study Assistantship program. This program supports approximately twenty-five graduate assistants each year. The program provides for up to 75% of each graduate assistantship from federal funds, with the remainder coming from departmental or collegiate funds. Students qualify for this program on the basis of financial need. Students must be citizens or permanent residents of the United States. Further information on application procedures and eligibility criteria is available from the Graduate School.

#### DISSERTATION RESEARCH ASSISTANTSHIP AWARDS

Dissertation research assistantship awards are designed for superior students who are in the dissertation preparation stage of their graduate education. Selection is based on a competition primarily considering the student's academic research and quality of the dissertation prospectus. Students who plan to start their dissertations by the end of the fall semester (advanced to candidacy, completed preliminary examinations, and completed most of their coursework and research tools) may apply for the assistantship award during the preceding spring semester. A recipient of a dissertation research assistantship award must be officially admitted to candidacy by the end of the semester in which the award begins. The award is for a maximum of 11 months at a monthly rate of \$1,204 or \$13,244 plus a tuition scholarship.

There is a service requirement, with the specific duties to be assigned by the chairperson of the department. The student must be enrolled for nine graduate credit hours or nine dissertation hours. The student holding such an award is expected to resign the award at the time the dissertation is submitted to the Graduate School if this comes prior to three weeks before the end of the time period for the award. Contact academic department for application material.

#### Graduate Internships

The graduate internship provides an educational experience for students at either the master's or doctoral level who wish or are required as a part of their program of studies to devote their primary effort toward applied activities in an academic program or a community-based agency or business under the direct supervision of a qualified representative of the host agency or business. Such internship activities may be unpaid or paid. Paid internships are externally sponsored and include the following categories: (a) paid through the University as graduate assistants; (b) paid by an agency or business as an employee; or (c) paid by an agency or business as a consultant. Requests for information should be directed to one's department.

#### Traineeships

Individual departments often are able to provide traineeships. Information about these awards should be directed to the department to which one has been admitted or is seeking admission.

#### Graduate Fellowships

The Graduate School offers a number of graduate fellowships. The number varies depending on the funds available for these awards each year. All awards of this type are highly competitive based upon scholarship, scores on standardized tests, and potential for success in graduate study.

#### MASTER'S FELLOWSHIP

The Master's Fellowship is a one-time award at the master's degree level that is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines. The fellowship will be awarded for three semesters, fall, spring, and summer for a total of eleven (11) months. The Master's Fellowship pays a stipend of \$1000 per month and provides a tuition scholarship for fall, spring, and summer. Master's students are not allowed to hold more than two calendar years (24 months) of financial support of all types. Fellows may not hold jobs outside the University, since the purpose of the fellowship is to provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies. There may be a training assignment, if this has been outlined at the time of their appointment. Fellowship awardees must remain on campus as fulfillment of their award, except with permission by the graduate dean.

Applications for these awards should be made by mid-February preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

#### DOCTORAL FELLOWSHIP

The Doctoral Fellowship is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines at the doctoral level. It is renewable for another year contingent upon eligibility. Fellowships will be awarded for three semesters, fall, spring, and summer for a total of eleven (11) months. The Doctoral Fellowship pays a stipend of \$1100 per month and provides a tuition scholarship

for fall, spring, and summer. Doctoral students have a limit of 4 calendar years (48 months) of financial support of all types. Doctoral students are also limited to two years of financial support of any combination of doctoral fellowship or dissertation research assistantship. Morris fellow holders are ineligible to apply for a Doctoral fellowship award. Fellows may not hold jobs outside the University, since the purpose of the fellowship is to provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies. There may be a training assignment if this has been outlined at the time of their appointment. Fellowship awardees must remain on campus as fulfillment of their award except with permission by the graduate dean.

Applications for these awards should be made early January preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

#### DELYTE AND DOROTHY MORRIS DOCTORAL FELLOWSHIP PROGRAM

The Delyte and Dorothy Morris doctoral fellowships have been established by Southern Illinois University Carbondale to honor a distinguished former president and his wife. During Dr. Morris' tenure as president (1949-71) the University grew to be a comprehensive research institution and established doctoral programs in twenty-two fields, now twenty-six fields.

The Morris Doctoral Fellowship is designed for those nominees who are new to Southern Illinois University Carbondale (SIUC). This fellowship is intended for applicants who possess exceptional credentials as indicated by high scholastic standing, excellent scores on standardized tests, outstanding recommendations, and evidence of significant potential for research and publication.

The Morris Fellowship is a five-year financial support package. The Graduate School provides a fellowship award for the first three years and the department provides a graduate assistantship for the last two years. The stipend amount for this award is \$18,000 annually, with an annual \$1,000 book/travel allowance for the first three years. A tuition scholarship will be awarded for fall, spring, and summer semesters for the term of the award. Fellows may not hold jobs outside the University, since the purpose of the fellowship is to provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies. There may be a training assignment if this has been outlined at the time of their appointment. Fellowship awardees must remain on campus as fulfillment of their award except with permission by the graduate dean.

Applications for these awards should be made early January preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

#### GRADUATE DEAN'S FELLOWSHIP

The Graduate Dean's Fellowship is a two-year award, which is designed for students who have overcome social, cultural or economic conditions that have adversely affected their educational progress. In year one, the award is an 11-month fellowship that provides a monthly stipend of \$1,000 for master's and \$1,100 for doctoral students. Rules and regulations governing University fellowships will apply during the first year. In year two, the award becomes a half-time assistantship appointment, which offers a stipend at the departmental rate. A tuition scholarship is provided for both years. Application requests for this award should be directed to the Graduate School or to the department. Application deadline is mid-February preceding the academic year for which the award is desired.

#### PROACTIVE RECRUITMENT OF MULTICULTURAL PROFESSIONALS FOR TOMORROW (PROMPT) FELLOWSHIP PROGRAM

The PROMPT Program is an initiative developed by the Graduate School to increase the numbers of students, including multicultural populations and first-generation/low-income students, receiving advanced degrees in disciplines in which they are underrepresented. The primary emphases of this multi-component program are to offer graduate enhancement and preparation programs to undergraduate students; to provide assistantship support to master's and doctoral students; and to financially assist and/or identify funding for college faculty to earn their doctorate.

The PROMPT Fellowship component, in alliance with the participating academic departments, offers a two-year financial assistance package that includes a nine-month stipend and an eleven-month tuition scholarship. The student must commit 20 hours per week in teaching or research activities in the academic department. Recipients are responsible for fees. Application request for this award should be directed to the Graduate School or to the department. Application deadline is mid-February preceding the academic year for which the award is desired.

#### STATE FELLOWSHIP PROGRAMS FOR MINORITY STUDENTS

The state of Illinois is currently supporting two fellowship programs for minority graduate students, the Illinois Minority Graduate Incentive Program (IMGIP) and the Illinois Consortium for Educational Opportunity Program (ICEOP). Both programs are designed to develop minority faculty and staff for Illinois institutions of postsecondary education; graduates of each program must agree to seek and accept appropriate employment in Illinois higher education. There are differences between the two programs in terms of eligible minority groups, residency requirements, eligible programs of study, etc. Since the purpose of the fellowships is to provide students with a source of income which will enable them to study full time, award recipients are encouraged not to hold other

appointments, either inside or outside the University. Tuition and fee scholarships are provided for both programs. All other rules and regulations governing University fellowships apply to these programs. Deadlines for applications are early in February for the following fall semester. For application materials, contact the Campus Liaison for IMGIP/ICEOP in the Graduate School. Application deadline is mid-February preceding the academic year for which the award is desired.

### **Tuition Scholarships**

A limited number of tuition scholarships are awarded each semester to graduate students on the basis of scholarship. The award is for remission of tuition; fees must be paid. Students may receive a tuition scholarship for a maximum of three semesters during their enrollment in the University.

To be eligible the student must be admitted to the Graduate School and to a department, and the student may not hold another University appointment which provides a tuition scholarship. Tuition scholarship recipients must enroll for a minimum of 9 graduate credit hours each semester (3 graduate credit hours in summer). There is no service requirement other than the duties required by a department of all students regardless of their source of support.

Application forms are available in the Graduate School office. Also, they may be downloaded from the Graduate School website at [www.siu.edu/gradschl](http://www.siu.edu/gradschl). Students should submit application forms at least one full semester preceding the semester for which the tuition scholarship is requested. Deadline dates are as follows: April 15 for summer session, July 15 for fall semester, and November 15 for spring semester.

A limited number of tuition waivers are available to international students who have completed at least one full year at SIUC. Applications are generally available at the end of each spring semester at International Students & Scholars, Northwest Annex, Wing B, Room 133. Guidelines are provided with the applications.

### **Financial Aid Office**

Other forms of financial assistance available through the Financial Aid office include part-time employment on and off campus, cooperative work-study programs, summer employment, and student loan funds.

### **External Support for Graduate Study**

Fellowships, grants-in-aid, scholarships, and other similar awards for the support of graduate students are available from many sources outside the University. Students are encouraged to apply for such awards. Information concerning appropriate external sources of support may be obtained from the Office of Research Development and Administration or from department chairs or directors of graduate studies of the student's major department.

### **Faculty Appointments**

No student in a graduate degree program shall be appointed to any full-time faculty position in the department (or equivalent unit) while enrolled in the unit as a student, with the sole exception that a student who has already been admitted to candidacy for the doctoral degree may be granted a term appointment as an instructor in the unit while so enrolled. Such a term appointment shall not be renewable beyond a period of one year.

### **Satisfactory Progress Policy for Graduate Students**

#### **PURPOSE**

The Federal Government, the States, and Southern Illinois University Carbondale have invested large sums of money in order to provide financially needy students the opportunity to attain a post-secondary education. Financial aid recipients are responsible for using the funds in an acceptable manner. Therefore, a classified graduate student who wishes to benefit from the receipt of financial aid must maintain satisfactory progress as defined in this policy.

#### **AUTHORITY**

The Higher Education Act of 1965, as amended, and the final regulations set forth by the Department of Education in 34 CFR 668 require that institutions of higher education establish reasonable standards of satisfactory progress. A classified graduate student who does not meet these standards is not eligible to receive applicable federally funded and/or state funded financial aid. Southern Illinois University Carbondale shall make these standards applicable to the following federal aid programs: Perkins Loan, Federal Work-Study, Stafford Loan Program, and the Supplemental Loans for Students. Applicable state programs are identified by the state agencies. Nondeclared graduate students are only eligible to be considered for a Stafford Loan or a Supplemental Loan for Students during one twelve-month period while preparing for a classified program of study.

#### **SATISFACTORY PROGRESS STANDARDS**

SIUC requires that a classified graduate student be making satisfactory progress toward a degree if that student wishes to receive financial aid funds. A classified graduate student is making satisfactory progress toward a degree if successfully meeting three basic academic standards. First, a classified graduate student is given a maximum time to graduate. Second, a classified graduate student must complete a reasonable number of credit hours attempted each academic year in attendance. Third, a classified graduate student must maintain a scholastic standing, derived from grades, that allows for continued enrollment at the University under current academic guidelines.

The following parameters will be used to define the basic academic standards.

1. *Maximum Time to Graduate.* A student's eligibility is terminated after the academic year in which a cumulative total of 75 master's hours—90 hours for the Master of Fine Arts degree—or 100 doctoral hours is attempted. (Also see Time Limits for completion of degree elsewhere in this chapter.)

2. *Credit Hours Completed.* A graduate student must complete at least 75% of the credit hours attempted during any year. The student's progress will be measured annually after spring semester to determine the progress made for the last academic year of attendance.

3. *Grades.* A student must be in compliance with the University's policy concerning academic standing, grades, and grade point average, as defined under the topic "Retention" and all other provisions in the current *Graduate Catalog*. A graduate student who is academically suspended from the Graduate School is not making satisfactory progress.

A classified graduate student who does not meet 2 and 3 set forth above and has been provided a probationary period or who cannot show mitigating circumstances is not maintaining satisfactory progress toward a degree and is no longer eligible to receive federal financial aid funds. (See Appeal for Mitigating Circumstances, below.)

Nothing in this policy shall be construed as a reduction of external requirements by other federal, state, public, or private agencies when they award or control financial aid. Examples of such agencies are: Veterans Administration, Vocational Rehabilitation, and the NCAA.

#### DEFINITIONS

*Credit Hours Attempted* shall be defined as those credit hours for which a student is registered and will receive a grade from SIUC.

*Credit Hours Completed*, for the purpose of the policy, shall be defined as the total number of academic credit hours for which a graduate student receives any grade from SIUC other than incomplete and failing, withdrawal, unsatisfactory, or audit. Deferred grades count as credit hours completed.

*Eligible Students* shall be defined as those classified graduate students who are admitted to the Graduate School and to a specific degree program.

*Grade Point Average (GPA)* is defined in the *Graduate Catalog* under the topic "Retention".

#### NOTIFICATION OF INELIGIBLE STATUS

It is the responsibility of the Graduate School to notify by letter any graduate student who is no longer eligible to receive financial aid funds. Said notices shall be addressed to the graduate student's most current permanent address on file with the University. *It is the responsibility of the student to inform the University of a correct permanent address at all times.* The Financial Aid office will provide the Graduate School with a list of graduate students who are no longer eligible to receive federal or applicable state financial aid.

#### REINSTATEMENT

Graduate students will have their eligibility to receive financial aid reinstated when they have reached the level of satisfactory progress required of them by this policy. They may achieve this status by the correction of incorrect grades, or by completing the required number of attempted hours during the next academic year of enrollment without the benefit of applicable financial aid.

#### SATISFACTORY PROGRESS PROBATIONARY PERIOD

A graduate student who has not met the satisfactory progress requirements 2 and 3 specified above will be granted an extension for the following calendar year and will remain eligible for financial aid during this period. At the end of the probationary period, the student must have rectified the deficiency and be in compliance with all other established criteria in order to be considered eligible for federal financial aid. *Only one such probationary period will be granted a student during graduate studies.*

#### APPEAL FOR MITIGATING CIRCUMSTANCES

A graduate student shall have the opportunity to appeal in writing to explain mitigating circumstances. The appeal should be sent to the Graduate School with endorsement of the student's program within 30 days of receipt of the notice of ineligible status. The Graduate School will review the mitigating circumstances documented in the appeal and provide a written decision within 20 days after the receipt of the appeal.

The Graduate School will provide written notification to the Financial Aid office concerning all graduate students who have been granted an exception for mitigating circumstances.