



GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR GRADUATE DEAN'S FELLOWSHIP 2010-2011

Southern Illinois University is an equal opportunity employer and will not discriminate against any person on the basis of race, national origin, or sex.

DEADLINES:

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| <i>Friday, February 12, 2010</i> | <i>Students' Fellowship Application to Graduate School</i> |
| <i>Monday, March 1, 2010</i> | <i>Department Nomination Forms to Graduate School</i> |
| <i>Thursday, April 1, 2010</i> | <i>Fellowship Offers to Selected Students</i> |
| <i>Thursday, April 15, 2010</i> | <i>Acceptance of Fellowship Offers</i> |

Eligibility for Graduate Dean's Fellowship

1. The Graduate Dean's Fellowship (GDF) is designed for traditionally underserved individuals who have overcome social, cultural, or economic conditions that have adversely affected their educational progress. Awards will be made to students who are qualified by the usual indicators of promise for success in graduate study. Applicants must be unconditionally admitted to either a master's or doctoral degree program.
2. The GDF is a two-year award. During Year One, the Graduate School will fund the award for eleven (11) months as a fellowship, and the department will fund Year Two as an assistantship appointment for nine (9) months.
3. A minimum grade point average (scale 4.0 = A) of 2.7 on approximately the last 60 hours of undergraduate work (or the last 45 hours if student has not graduated), and, when appropriate, a graduate grade point average of 3.25.
4. U.S. citizens, immigrants or permanent residents of the U.S. are eligible for the award.
5. The Graduate Dean's Fellowship is considered as a recruitment tool, and it is not to be given to students who are in their final stages of their degree. Students who have previously held a GDF are not eligible for this award.

Stipend and Tenure of Award

1. In Year One, funded by the Graduate School, the recipient is awarded a monthly stipend of \$1,426 for master's and \$1,546 for doctoral students for Fall, Spring, and Summer, for a total of eleven (11) months. The recipient will be assigned a 10-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives and training. The Department Chair will determine the training module and monitor the student's progress. The recipient is to enroll for a minimum of nine (9) graduate credit hours for Fall and Spring and three (3) for Summer.
2. In Year Two, the recipient will receive a nine month (Fall and Spring) departmental assistantship and commit 20 hours per week in teaching or research activities that will be assigned and supervised by the department. The recipient is to enroll for a minimum of eight (8) graduate credit hours for Fall and Spring semesters, or optional Summer enrollment of three (3) graduate credit hours.
3. Recipients are not permitted to accept employment outside of the University.
4. A tuition scholarship will be awarded for Fall, Spring, and Summer for both years. Recipients are responsible for fees.
5. Recipients will start their fellowship in the Fall semester.
6. During special recruitment and graduate enhancement events held at SIUC, the Graduate School will solicit the assistance of the Graduate Dean's Fellows to participate in seminars and orientation programs.

Selection Process

A. Nomination

Based on the department's standard admissions material, the department may nominate a student(s) for the Graduate Dean's Fellowship by completing the ***Department Nomination Form***¹, emphasizing the following:

1. The assessment by the department of the nominee's abilities, achievements, and promise for success in Graduate School.
2. A minimum grade point average of 2.7 on approximately the last 60 hours of undergraduate work (or the last 45 hours if the student has not graduated), and, when appropriate, a graduate grade point average of 3.25. Scores on standardized test such as the GRE, MAT, or GMAT as considered as appropriate.
3. Strength of letters of recommendation from persons who are familiar with nominee's academic record and who are qualified to judge his/her promise for success in the program.
4. Academic indicators of potential, other than grade point average of test scores, such as honors, publications, awards, etc.
5. Department's commitment to provide a half-time assistantship appointment to the academically successful applicant in his/her second year of graduate study.
6. Rank each nominee relative to other nominees from the department for the award, taking into consideration: improvement of GPA; strength of letters of recommendation; assessment of transcript(s); and special information concerning background of nominee academic quality of the program from which the student received degree(s), accomplishments or qualifications for the award. For each nominee, state that he/she was "1 of 3" or "2 of 3", etc.

B. Application

The **Graduate Dean's Application** is to be completed by the student and submitted to the Graduate School, and should include the following:

1. An ***Application for Graduate Dean's Fellowship***¹.
2. An ***Award Essay*** (maximum two pages, double-space). The statement must describe the student's social, cultural, or economic condition(s) that have adversely affected his or her educational progress. (The upper right hand corner of the paper should contain "Award Essay," name of the student, and "Graduate Dean's Fellowship.")
3. A 200-word ***Autobiographical Statement***. Applicants should prepare this paper **in third person**, highlighting his/her academic achievements and professional interest, honors, awards, publications, presentations, and co-curricular involvement. (The upper right hand corner of the paper should contain "Autobiographical Statement," the name of the student, and "Graduate Dean's Fellowship.")
4. For promotional purposes, a 2x2 inch black and white or color (passport size) photograph will be requested from the student if a Graduate Dean's award is offered and the student agrees to accept it.

Tax Information

Fellowship stipends are paid through the University's payroll system which requires income taxes to be withheld. Fellows will fill out the Employee's W-4 Withholding allowance Certificate form (W-4 form) as part of the research fellowship award packet. Information on taxation of fellowships may be found in **IRS Publication 970: Tax Benefits for Education** at <http://www.irs.gov/pub/irs-pdf/p970.pdf>.

¹ **Note:** Download the **Department Nomination Form** and the **Application for Graduate Dean's Fellowship Application** at: <http://www.gradschool.siuc.edu/financialaid.htm>