



Instruction Sheet For Graduate Dean's Fellowship Application 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.

Purpose

The Graduate Dean's Fellowship is designed for traditionally underserved individuals who have overcome social, cultural or economic conditions that have adversely affected their educational progress. Awards will be given to students who are qualified by the usual indicators of promise for success in graduate study.

Award

The Graduate Dean's Fellowship is a two-year award. In Year One, 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 months. In Year Two, the recipient will receive a nine-month (Fall and Spring) departmental assistantship that has a range of \$1,252 to \$1,652 for master's and \$1,414 to \$1,896 for doctoral students.

Recipients are responsible for fees, which range from \$1,293.27 to \$1,557.50 (based on full-time graduate enrollment of 9 to 15 hours per semester).

Eligibility

To be considered for the Graduate Dean's Fellowship Award, an applicant must be:

1. A citizen or permanent resident/immigrant of the United States.
2. Fully admitted to a graduate degree program.
3. And the applicant must have an earned degree from an accredited institution of higher learning. The minimum grade point average (scale 4.0 = A):
 - For a master's program - - 2.7 in the last 60 hours of undergraduate work, or the last 45 hours if applicant has not graduated
 - For a doctoral program - - 3.25 in prior graduate work.

Conditions of Award

1. In Year One, 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 must enroll for a minimum of nine graduate credit hours for Fall and Spring and three for Summer.
2. In Year Two, the recipient will commit 20 hours per week during Fall and Spring semesters in teaching or research activities that will be assigned and supervised by the Academic Department. The recipient must enroll for a minimum of eight graduate credit hours for Fall and Spring semesters, or optional Summer enrollment of three graduate credit hours.
3. While on fellowship the award recipient will not hold any other employment inside or outside the University.
4. Recipients will start their fellowship in Fall semester.

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 fellowship awards can be found in [IRS Publication 970: Tax Benefits for Education](#) (PDF).

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A. Department Admission Packet

Applicants must be unconditionally admitted to a graduate degree program at Southern Illinois University Carbondale to be considered for the Graduate Dean's Fellowship. If you have not already completed the admission process, contact your intended academic department and request a **Department Admission Packet**. A **Department Admission Packet** will usually consist of:

- SIUC Application for Admission to Graduate Study
- Instructions for letters of recommendation
- Current official GRE, MAT or GMAT scores (if required)
- Statement of purpose
- Official transcripts from each university attended
- Instructions for departmental requirements and deadlines
- A non-refundable application fee of \$50.00
(*Application fee waived for McNair Scholars upon written documentation from McNair institution.*)

Mail the above items to the intended department at the address listed in the **Department Admission Packet**.

B. Graduate Dean's Fellowship Application

The **Graduate Dean's Fellowship Application** will consist of:

- Graduate Dean's Fellowship Application
- Award Essay
- Autobiographical Statement
- 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.

Mail the **Graduate Dean's Fellowship Application** and supporting material to:

Ms. Pat McNeil, Assistant Dean
Underserved Fellowship Office
Graduate School, Woody Hall B128
Southern Illinois University Carbondale
900 South Normal Avenue
Carbondale, IL 62901-4716
Telephone: (618) 453-4330 / Fax: (618) 453-5313
E-Mail Address: pmcneil@siu.edu
Website: <http://www.gradschool.siu.edu/financialaid.htm>

Helpful Information

1. Inform your intended department that you wish to be nominated for the Graduate Dean's Fellowship.
2. Take the national exam (GRE, MAT or GMAT) early, preferably no later than October. Your application must be complete when it is evaluated by your intended department.
3. After reviewing the **Department Admission Packet**, the department makes an admission recommendation and the nomination for a Graduate Dean's Fellowship to the Graduate School. The formal offer of admission to the Graduate School and the notification of the Graduate Dean's Fellowship award will come from the Graduate School.

Deadline

Your intended department and the Graduate School must receive the **Department Admission Packet** and the **Graduate Dean's Fellowship Application** by **February 12, 2010**. Applicants are encouraged to mail both complete applications at the same time to each respective mailing address. ***Late or incomplete packets will be disqualified from consideration.***

Notification

Awardees will be notified by mail by April 15, 2010.