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Administrative Memo #15
GRADUATE FELLOWSHIPS
Revision of June 5, 2015

College Fellowships

Each year the College of Forestry (CoF) awards graduate fellowships made possible from endowments and gifts to the College. Some College-level awards are restricted to specific disciplines or other donor-identified criteria. The funding year is generally for three terms (fall, winter, spring) starting in the fall.

These funds are administered by the CoF Office of Graduate Programs, and selections are made by a College graduate fellowship committee comprised of CoF faculty. The Graduate Fellowship Committee develops and communicates specific application and award procedures consistent with the guidelines of this Administrative Memo. Committee members are responsible for liaising with their respective graduate program administrators and faculty.

Fellowships are intended to leverage departments' student recruitment and retention efforts as cash awards paid as a supplement to any GRA or other support. Fellowships are awarded to: a) attract the brightest and most promising new students to matriculate in a CoF graduate degree program or related interdisciplinary program; b) support continuing graduate students who demonstrate scholastic excellence, meritorious service achievements and the highest potential for professional success upon completion of their degree, and; c) recruit and retain a diverse graduate student population.

To be eligible a student must be accepted to (new), or enrolled in (continuing), one of the graduate degree programs administered by the College of Forestry, an interdisciplinary degree to which the CoF is a party, a degree program for which a College of Forestry regular faculty member is the major professor, and/or the student's research is supported by funds administered by the College of Forestry. Equal consideration will be given to both disciplinary and interdisciplinary graduate students.

Students awarded a fellowship are required to be registered as full-time students (at least 9 credits per term) during the period of the award and maintain a cumulative GPA greater than 3.0.

In general, master's students are eligible for two years (6 terms) of college fellowship support, doctoral students are eligible for three years (9 terms).

Selection Process

Each year, the CoF Office of Graduate Programs, in conjunction with the Graduate Fellowship Committee, will set the schedule for nominations and provide the required application materials.

New Student Awards: A new student is defined as someone starting a new graduate degree program any term of the current calendar year or the winter term of the following calendar year. New students must be nominated for College fellowships by CoF departments using forms and procedures developed by the Graduate Fellowship Committee. Students enrolling in an interdisciplinary program will be considered for nomination as part of the pool of new students in the College department most closely aligned with their major professor. New students must report GRE scores to be eligible for College fellowships.

The Graduate Fellowship Committee will meet at least twice in the period of January to May to consider nominations of new students. The first meeting will be conducted no later than the second week of February to ensure that awards are made to students on a competitive timeline.

Each department may nominate a maximum of seven new students, listed in rank order.

If warranted, the maximum number of nominees may be revised by the Graduate Fellowship Committee and departments may also request the Committee to meet out-of-cycle to consider highly competitive nominees for awards.

Factors considered in selection of new student awards include: academic record and other indicators of promise such as GRE scores, academic awards and recognition, and authorship of scholarly publications; descriptions of student breadth such as extracurricular activities and work history; student goals and plans as reflected in the statement of objectives; letters of reference; and the role that a fellowship award will play in recruiting the student.

New student awards will be announced by the CoF Office of Graduate Programs in collaboration with department heads and/or program leaders. New student award offers must be formally accepted or rejected by a fixed deadline set by the Graduate Fellowship Committee, typically April 15. Funds not accepted by the deadline will revert to the pool and may be awarded to others during the second round fellowship competition. New students will be invited, but not required, to attend a public awards ceremony Spring Term.

If a new student awardee elects to transfer to another eligible program within the College of Forestry, the award will follow the student. If the student elects to matriculate in an ineligible program then any remaining award will be withdrawn.

Continuing Student Awards: The Graduate Fellowship Committee will award fellowships to continuing students after two rounds of new fellowship award consideration. Continuing students apply directly to their departments using the forms and procedures developed by the Graduate Fellowship Committee. Continuing students not in a CoF graduate program, but otherwise eligible for a College of Forestry fellowship, should apply with the department most

closely aligned with their major professor. Successful continuing student applicants will demonstrate scholastic distinction, timely progress toward degree, participation in student organizations and activities, and exemplary service to the College and University community. *Each department will evaluate their continuing students' applications and may nominate a maximum of seven continuing students, listed in rank order.*

Continuing students are informed by the CoF Office of Graduate Programs of their awards, and will be asked to attend a public awards ceremony Spring Term. If a continuing student awardee elects to transfer to a program that is not eligible for a College fellowship award, then any remaining award will be withdrawn.

Degree Program Fellowships

Fellowships which have been designated by a donor for a particular degree program or department within the College of Forestry will be administered by the designated department or degree program.

Approval:



06/05/15

Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

Date