



GRADUATE COLLEGE DEAN'S DISSERTATION COMPLETION FELLOWSHIP

I. MISSION

The mission of the Graduate College Dean's Dissertation Completion Fellowship is to support superior scholarship that enhances the reputation of their program, department and the University of Cincinnati, by providing half- and one-year fellowships to support doctoral students in the final year of degree work.

II. APPLICATION PROCESS

Nominations are limited to one from each doctoral program and are made by the graduate program director in consultation with program faculty. [Nominations are now submitted via a form](https://form.jotform.com/232986277054163) (<https://form.jotform.com/232986277054163>). The form is to be submitted by the program director or program staff member.

The programs and nominators are responsible for submitting all requested materials for the fellowship. Programs will not be notified if materials are missing, and the nominee will not be allowed to add anything missing or update materials after the deadline.

III. SELECTION CRITERIA

The purpose of this award is to support students in their final year of study. Eligible students are those with dissertation committees established, who will have all coursework completed by the beginning of the fall semester of their fellowship year, and who are sufficiently advanced in their dissertation research and writing to be able to commit credibly to graduating by the end of the fellowship year.

As part of the application process, nominees, their mentors, and their graduate program directors must sign [an agreement \(available on the fellowship website\)](#) in which the student, mentor, and graduate program director acknowledge the fellowship requirement to complete the degree by the end of the award term, along with the understanding that dissertation fellows will forfeit eligibility for any future university (including departmental) funding should the student not achieve this goal.

Nominations should not include those who are ineligible for funding in fall or spring of the fellowship year due to the 174 graduate credit rule. Students who will not be eligible for the fellowship due to the 174 rule will not have their application packets reviewed.

Awards will be made on the basis of:

- Likelihood that the student to complete the dissertation and graduate by the end of the fellowship year
- The support of the student's advisor and program
- Anticipated contributions that the dissertation will make to field

IV. AWARD PROCESS AND STRUCTURE

The Graduate College will prepare and issue the stipend and scholarship offer letters. To accept or decline the award offer, the student must sign the letters appropriately and return the letters to the Graduate College.

The Graduate College provides a one-year stipend of \$20,000, which will be disbursed in biweekly installments via Catalyst throughout the fall and spring of the fellowship year. The Graduate College will also provide a one-year tuition scholarship for the fall and spring of the dissertation year. If a student graduates at the end of fall semester, their funding will end at that time, and they will not receive any funds scheduled for spring disbursement.

This scholarship will be posted by the Graduate College to the student's Catalyst account. The tuition scholarship covers the instructional fee, non-resident surcharge (if applicable), campus life fee, and general fee. The scholarship does NOT cover the ITIE fee nor any program fees. The scholarship does not cover the UC Student Health Insurance charge; however, dissertation fellows are eligible for the [GSHI Award](#), which covers 100% of the single-student UC SHI charge.

Programs may choose to supplement the stipend and/or cover any charges not covered by the tuition scholarship, but they are under no obligation to do so.

UC maintains a position that all income, from whatever source, is taxable and may be subject to withholding. The IRS maintains final authority on the taxability of all stipends, and in all cases, the university cannot guarantee that any stipend is tax-exempt. The Graduate College cannot provide legal advice to individual students regarding their awards.

Fellows may not hold teaching or research employment at UC or elsewhere while receiving this fellowship funding. Should a student start a teaching or research position during their fellowship year, they will forfeit all stipend payments for the remainder of the fellowship year as of the date of their first day of employment. Should a student start a teaching or research position during the fall semester of their fellowship year, they will forfeit the tuition scholarship for the spring semester.

Students must maintain an enrollment of 12 graduate credits or more throughout the entire fall semester and (if receiving funding for the term) spring semester to maintain their eligibility for the fellowship.

V. FELLOWSHIP RESPONSIBILITIES

Fellow Responsibilities (Student):

- Register full-time (12 credits or more) for fall 2024 and (if being funded during the term) spring 2025. If the student withdraws from one or more classes and falls under 12 graduate credit hours, then the stipend and scholarship will be cancelled. The student is responsible for notifying the program and the Graduate College program director if they have withdrawn and fallen below the minimum, but they are working on registering for additional credit hours to get their enrollment back to the required minimum.
- No teaching or research employment at UC or elsewhere during the fellowship year. The fellow must inform the Graduate College program director immediately if they accept an offer of teaching or research employment, so that award funds may be appropriately cancelled.
- Fellows must engage in monthly professional development activities (a minimum of 4 per semester). The following activities may be used to fulfill this requirement:
 - Support Graduate College programming as a panelist or speaker.
 - Participate in Preparing Future Faculty events.
 - Create a professional development workshop in collaboration with Graduate College staff.
 - Participation in the annual UC Graduate College Three Minute Thesis (3MT) competition as a competitor, preliminary round judge, or trainer/coach for students.
 - Serve on a Graduate College committee.
 - Other professional development activity, as approved by the Graduate College program director.
- Acknowledgement of the Graduate College Dean's Completion Fellowship in publications resulting from work done during the fellowship year.

Program (Graduate Director, Graduate Staff, and/or Advisor):

- The program monitors the fellow's class registration, to ensure that the student is registered for the appropriate course work and at the appropriate level. This includes verifying that the student registers full-time (12 credits or more) for the entirety of fall and (if being funded during the term) spring semester.
- Communicate with program's business manager that the fellow's stipend *and* tuition scholarship will be posted by the Graduate College program director.
- The program tracks the student's graduation status, and per the signed agreement, the program coordinates with all parties to ensure that the fellow receives no future university nor departmental funding, should the student not graduate by the end of the fellowship year.
- Should a student be dismissed or leave before completing the fellowship year, the academic program must immediately notify the Graduate College.

Graduate College:

- As part of the application review process, check all nominees for total UC credit hours and previously earned graduate degrees to verify that (so long as the student registers for

coursework as outlined in application packet) the student will not reach the 174 limit during the fellowship year.

- Prepare and issue the stipend and scholarship offer letter.
- Post stipend *and* tuition scholarship via Catalyst.
- Track fellows' participation in professional development activities and determine approved professional development activities for fellowship requirement.