

Graduate School Requirements and Guidelines For Submission of Merit Award Applications

Deadlines for Merit Award Applications to the Graduate School

- **Renewing students: April 1**
- **New students: May 1**

***An updated spreadsheet must be sent every time a new or renewing application is sent.**

***Please e-mail all spreadsheets. Applications are to be submitted via GSPS. Do not send paper copies.**

New students

Please send a copy of any letter or email that you send to the student that indicates the nature of the award you have offered: the amount, length of time, etc. Award letters coming from the Graduate School will now specify the current year of funding and the number of years that the student will be funded by the department.

Spreadsheet

Please fill it out the appropriate spreadsheet and update it when you are submitting renewal and new award applications to the Graduate School. The spreadsheet has an example that must be followed as it provides the information that we need. The spreadsheet is to ensure that the Graduate School and departments are on the “same page” as to how many students are being funded and their award terms. Award applications will not be processed without an updated spreadsheet.

Tuition needs for both renewing and new students

When completing award forms in GSPS, you must specify exactly what the student will need for the entire academic year, this *includes all of summer*. We cannot go back to add or adjust funding at a later time so please make sure that your students are being advised and following a curricular plan that has been laid out by their advisor. Tuition budgets are very tight so only request exactly what is needed-no more. **Please note: If students decide to add a course not included in the amount requested, the student will need to cover the cost of the course themselves. Fees are not covered by the award.**

ESL requirement

Any teaching assistant (regardless of the duties assigned) for whom English is not the primary language will need to take the English Language Assessment Test the week before school begins. If the student does not receive a passing score, the student will need to take the appropriate ESL class during the fall semester. Please communicate this to any student (new or continuing) who falls into this category. If they do not do this, *they cannot hold their award*. Students will be required to cover the cost of the ESL class; tuition awards can only be used for courses that count towards their degree.

Requirements for Teaching Assistants

All new teaching assistants **must** attend the annual Teaching Assistant Workshop. Any currently funded students, who will be a teaching assistant for the first time, should plan on attending this workshop as well. Please forward the names of all of these students (new and continuing but new as teaching assistants) to me no later than June 1st each year. **Please communicate this information to the students who fall in this category by June 1st, so that they can plan their summer.**

Any student serving as a teaching assistant should be given his or her fall assignment and the contact information for the professor they will assist by June 1st. By August 15th, the supervising professor should have secured any desk copies for the assistant and should have sent a copy of the syllabus to the teaching assistant.

Insurance

All fellowship and full assistantship students receive health insurance. However, they **must** register for fall of the coming academic year **by July 1** so that they can be loaded into the system appropriately. Please remind all of your funded students that we do the health insurance drop only in the fall so they need to carefully think through their insurance needs. Students have until late September to opt out of insurance if they can produce evidence of other coverage.

New Student Orientation

The Graduate School's new student orientations are held on the Tuesday prior to the first day of fall classes. The exact date will be announced. The Graduate School expects all departments to hold an orientation and expects that this orientation not conflict with either the teaching assistantship workshop or the new student orientation. If you wish to hold your orientation on the same day as the Graduate School's orientation, it cannot begin until 4:00 p.m. that same day.