

## Process for Award of Graduate Doctoral Teaching Fellowships and Graduate Master's Teaching Fellowships AY 2010-11

The new enhanced stipend and full tuition coverage support packages will be available to new doctoral, doctoral-bound and certain master's students. GTA positions have been allocated through your College Dean's Office. Candidates must meet or exceed set minimum criteria or be granted an exception by the Office of Graduate Studies (OGS). The following describes those criteria and the process governing the awards to prospective students.

### 1. Minimum Requirements

Candidates must meet the minimum requirements listed below. Units may increase these minimum eligibility requirements to suit departmental objectives but may not reduce them. Departments must describe the award and publish all requirements on their websites.

Eligible candidates will

- be starting their first semester in a UT Arlington graduate program in Fall 2010.
- hold one of the GTA stipends funded at the enhanced rate starting in their first semester of enrollment.
- have a GTA appointment of 50% time.
- have a GPA of at least 3.0 in their last 60 undergraduate credit hours plus at least a 3.25 GPA in any graduate level credit hours.
- be unconditionally admitted to their degree program.
- satisfy English proficiency requirements necessary to hold a graduate teaching assistantship.
- be enrolled in a minimum of 9 hours in courses related to their programs of work in both long semesters to qualify for and retain their fellowships.

### 2. Exception Requests

Exceptions may be requested for students who do not meet the minimum requirements. However, in no case should an award be promised to a student who does not meet all minimum requirements until the exception is reviewed and approved by the OGS. Such exceptions include instances where the student is admitted provisionally for final transcripts showing award of the appropriate degree ("will grad"), where a one-semester extension for meeting English proficiency requirements required for holding a GTA is appropriate, and, in some cases, when superior students have been admitted on probation. Requests for an exception must include written justification that details why the student is considered an outstanding candidate for the award despite conditions placed on his or her admission. Exceptions will not be considered for students with any provisional status other than "will grad" or for students with less than full-time enrollment.

### 3. Process

Students who meet all minimum requirements set by the OGS and any additional requirements set by the admitting department may be offered the enhanced support package whenever the department wishes to do so. Enhanced graduate teaching assistantships must accompany tuition fellowships. So that the OGS can track awards, units must cc Heather Connor ([hconnor@uta.edu](mailto:hconnor@uta.edu)) when making an offer.

Neither the enhanced assistantship nor the tuition fellowship may be offered to students who do not meet these requirements unless an exception request and justification has been reviewed and approved by the OGS. Units seeking an exception will submit the *Exception Processing for Tuition Fellowships for Enhanced Graduate Teaching Assistantships* form (attached and downloadable on the OGS website) to the OGS. Within 3 to 5 working days, the OGS will notify the unit by email of approval or disapproval of the exception. If the exception is approved, units may offer the package to the student.

Units will be responsible for entering a service indicator in MyMav for all enhanced GTAs. Service indicators may be entered starting April 15, 2010. More details will follow.