

UT Arlington STEM Doctoral Research and Teaching Assistant Fellowship Policy Fall 2008

Select University of Texas at Arlington graduate students are eligible to participate in a fellowship program designed for doctoral degree seeking students, which will afford them significantly reduced tuition. To be eligible, the graduate student must:

- be enrolled as a Ph.D.-level student or in a BS-Ph.D. track in the College of Science or College of Engineering,
- hold a Graduate Research (GRA) or Teaching Assistantship (GTA) appointment for at least 50% time in DEFINE, (employed 20 hours per week at the university in the College of Engineering or Science),
- be paid at least the minimum stipend amount required by the academic unit's GRA/GTA pay plan, but not less than an annualized rate (100% appointment basis in DEFINE) of \$30,000 (\$1250 per month at 50% appointment), and
- be enrolled full time (9 hrs in a long semester and 6 hrs in the summer).

New students matriculating directly into the BS-Ph.D. track may hold the fellowship for a maximum period of five years. Currently enrolled master's-level students changing a program to enter a BS-Ph.D. track are eligible for up to four years of support. Students currently enrolled as Ph.D. level students may hold the fellowship for up to three years. Students for whom the following two conditions apply are ineligible for the fellowships: 1) prior enrollment as a graduate student for 14 or more long semesters, AND, 2) more than 99 semester credit hours of doctoral study at UT Arlington. Prospective STEM students must be unconditionally admitted, and all STEM Fellowship holders must remain in academic good standing (i.e. maintain a cumulative 3.0 GPA) to be eligible.

The tuition fellowship amount for any Ph.D.-level or BS-Ph.D. track Graduate Assistant who meets the above conditions shall be included, where allowable, in the budgets of externally funded grants and contracts. Grant or Contract expiration during a semester will not cause ineligibility. Students appointed on grants and contracts will have their eligible tuition charged to the grant in direct proportion of their appointment to the grant account(s) in which they are appointed.

Procedure for Processing STEM Doctoral Program Research and Teaching Assistant Fellowship

- I. Participants must be "pre-qualified" by submitting the attached checklist. The Chair of the student's home department must review and approve the request. A "No" answer to question II or III, or a "Yes" answer to question VII, will disqualify the applicant.
- II. Once the Checklist has been reviewed and approved by the Chair, it should be forwarded to the attention of Kelly Davis, Office of the Provost, for review and approval, along with the STEM Fellowship form, the STEM Student Acknowledgement form, and any required exception processing paperwork.
This must be done in advance of the tuition payment due date in accordance with the schedule issued by the Office of the Provost.

- III. If the Provost's office determines that a student's eligibility criteria have not been met, the checklist will be forwarded to the attention of the Student Financial Aid Officer II, in the Office of Graduate Studies, for possible resolution and approval. (The student must meet all eligibility criteria established by the Office of Graduate Studies for GRA's and GTA's.)
- IV. A student's approved checklist will then be returned to the Chair of the home department. The home department may then notify the student of the fellowship award. A copy of the Doctoral STEM Research and Teaching Assistant Fellowship Program Checklist, Student Acknowledgement form, and Scholarship Disbursement form must be maintained in the home department. **The Scholarship Disbursement form must be processed by the semester tuition payment due date.**
- V. The student's account will be billed in full for all tuition charges. When the fellowship has been approved at all levels, funds will be applied to cover all tuition, with the exception of statutory tuition, and any incidental fees assessed. STEM students must pay in full or select the tuition installment payment plan (at time of registration) and take appropriate steps to insure at least one-third of their MyMav student account balance will be paid on the payment due date.
- VI. When the student is hired, and their appointment is processed in DEFINE, job code 0092-STEM GRA or 0094-STEM GTA must be used.