UNIVERSITY GRADUATE FELLOWSHIPS (UGF)

2009-2010 Award Year

Guidelines and Application Procedures

TO: Department Chairpersons
     Program Directors and Coordinators

FROM: Diane B. Briscoe/Harold Keller
       Graduate Coordinator/Associate Dean

DATE: March 2, 2009

The University Graduate Fellowships (UGFs) are available for the 2009-2010 year.

In keeping with the intent of the Graduate Council, the fellowships are to be dedicated to the recruitment of outstanding, new students into graduate programs. Thus, students who are currently admitted or enrolled in a program are ineligible for the 2009-2010 awards.

Your efforts to recruit students using the UGF have been recognized by the University in the past. The College of Education has been cited by the Graduate School for the outstanding caliber of students recruited for these awards. We are hopeful that your efforts this year will prove equally productive.

General Guidelines and Information

1) Each UGF award will be $10,000.

2) Nine (9) fellowships will be awarded at $10,000 each. Pre-allocated awards that are not used by departments will be assigned to the at-large pool.

3) Awards are to be used for the recruitment of students into doctoral programs.

4) In keeping with the Graduate Council’s prior recommendation, awards will be made for one year only. Please be reminded that departments awarding students a UGF make a commitment to support the students for the number of semesters needed to take the required number of credits for the doctoral degree in their doctoral programs. It is expected that these departments will provide assistantships for these students in subsequent years. 
5) In the event that a pre-allocated recipient is unable to attend after the award offer has been made and accepted, (e.g. an international student), the department may allocate its award to a departmental at-large nominee.

6) In the event that an at-large recipient is unable to attend after the award offer has been made and accepted, (e.g. an international student), the award will revert to the at-large pool.

7) Award recipients must enroll full-time in their programs. Recipients will be required to enroll for a maximum of twelve (12) hours of graduate coursework during each of the Fall 2009 and Spring 2010 semesters.

8) Each recipient will receive up to a twelve (12) semester hour tuition waiver for each of the two semesters.

9) UGF recipients should not be employed full-time.

**Eligibility Criteria**

Prospective applicants should meet the criteria listed below:

a) Obtain no less than a 480 on the verbal section of the GRE (53rd percentile), or a 620 on the quantitative section of the GRE (50th percentile), with at least one of the scores at the 68/69 percentile, (i.e. verbal 540, quantitative 700). Students should score no less than a four (4) on the writing section of the GRE.

b) Possess a minimum graduate grade point average (GPA) of 3.5 for Master’s level work.

c) Present **official** transcripts and GRE scores.

d) Complete an earned Master’s degree from a regionally accredited institution. (School Psychology and SLAIT students excepted).

e) Provide an official evaluation of foreign transcripts, (international students only).

Caution: Given the various testing issues that continue in some international settings, departments should ensure that GRE and TOEFL scores are consistent with other evaluative measures, (e.g. written materials, phone interviews).

**Application Procedures**

a) Applicants for the UGF should submit a completed Graduate Admissions Application Packet (including official transcripts and GRE scores) to the USF Office of Graduate
Admissions (BEH 304). GRE scores that appear on official transcripts are considered official scores.

b) Simultaneously, or soon thereafter, applicants should also forward the documents listed below to the Program Coordinator in the appropriate program:

- A copy of the application form
- GRE scores
- A current resume (3-4 pages in length)
- A statement of professional goals.

These documents will expedite the review process to ensure an early decision on admission and the granting of the award. The department or program may include additional admissions requirements.

It is recommended that a structured phone or face-to-face interview be a part of the application process for students.

**Pre-Allocated Awards (deadline for selection, Wednesday, March 18th)**

Nine (9) fellowships have been pre-allocated. The pre-allocations are as follows:

- Adult, Career, and Higher Education (1)
- Childhood Education and Literacy Studies (1)
- Educational Leadership and Policy Studies (1)
- Measurement and Research (1)
- Psychological and Social Foundations (1)
- Secondary Education (2)
- Special Education (1)
- Interdisciplinary Education (1)

Fellowship recipients for the awards listed above will be selected by the program or department faculty using the criteria outlined, and any additional criteria deemed necessary for admission by the program.

Decisions on the selection of the recipients for these awards should be made as soon as possible, but no later than Wednesday, March 18, 2008.

**At-Large Award (deadline for nomination, Monday, March 16, 2009)**

1) At-large awards will be made available on a competitive basis across programs in the College. Recipients will be selected by a College committee. The review and selection process for this award will occur on Friday, March 20, 2008.
2) Nominations and documentation for the at-large award should be submitted to the College’s Graduate Coordinator, Diane Briscoe, in EDU 106, no later than Monday, March 16, 2009. The final selection for the at-large award will be made on Friday, March 20.

3) Any undesignated pre-allocated awards will be added to the at-large pool and awarded on a competitive basis to applicants in the pool.

4) Departments/programs that have utilized their pre-allocated awards, but that have identified other outstanding recruits, should forward the applications of these candidates to the College’s Graduate Coordinator for inclusion in the applicant pool for the at-large awards. **Included with the completed application packet for these students should be a letter of support from a faculty sponsor.**

5) Identify all forms of support anticipated for recruits nominated for this award.

**UGF Distribution Report**

Each College at the University will be required to provide a summary report to the Graduate Council on the criteria and methods used to distribute/allocate the awards. Information to be reported on each recipient must include the recipient’s:

- name
- university identification number
- undergraduate institution attended
- graduate institution attended (if appropriate)
- current GRE scores
- grade point average(s) in degree program(s)
- hours to be enrolled for Fall 2009 and Spring 2010 semesters.

Each department and/or program area that has selected award recipients should provide this information to the College’s Graduate Coordinator.

Please share this information with faculty and staff in your department to enable them to respond to student queries about the 2009-2010 UGF awards. Also, please encourage faculty and doctoral program advisors to make the strongest possible efforts to recruit potential candidates for these awards.

Should there be additional questions, please do not hesitate to contact either me or Harold Keller. We are willing to assist in whatever ways possible.