Graduate Program Coordinators Meeting
Tuesday, January 29, 2013

Ann Salimbene
Introduction

Katherine Ekstrand
- Matching tuition and fee authorizations
- Supplemental appointments

Samuel Jordan
- Fee payment deadlines / GA requirements
- Drop for nonpayment Process
- Early Terminations for GA appointments

Tim Watson:
- May Session

Q & A
A class begins in this room at 9:35 a.m. If you have additional questions, we will continue the conversation in room 226 University Hall.
Overview

In awarding tuition and fees through the Matching Tuition and Fees Award Program, the Graduate School's intent is to help programs and colleges attract and retain students of the highest quality. This program provides fee authorizations for outstanding fellows and trainees for whom a competitive stipend is being paid from another source. Priority is given to students who win an award through a national competition when that award does not provide sufficient funds to cover the student's tuition and fees. The National Institutes of Health fellowship is an example. Priority is also given to research and training grants funded through prestigious external sources that require an institutional match or that do not provide for full tuition and fee payment, such as the National Science Foundation's (NSF) Integrative Graduate Education and Research Traineeship (IGERT) grants. In assessing requests for Tuition and Fee Awards, the Graduate School will rely, in part, on a prioritization statement from the relevant college dean's office. The college statement should also address how the student(s) will be funded through degree completion should the fellowship/grant/award terminate prior to graduation.

The Graduate School Matching Tuition and Fee Award Program may also match industrial grants and endowed fellowships when sufficient funds do not exist to cover tuition and fee costs provided that the grant/fellowship is a high priority for the college and graduate program. To assist the Graduate School in identifying the grants and fellowships to be supported by the Matching Tuition and Fee Award Program, college-level approval and prioritization is requested.

Unless otherwise stipulated, approvals for individual projects and students are for one year only. Renewals must be requested annually and are dependent upon availability of funds and a re-evaluation of the proposal.

Criteria for awards

- prestige of the project/fellowship/grant
- college priority
- academic value and/or institutional benefit of the project/fellowship/grant to the university
- academic record of the student
- value of the experience to the student's education
- documented external financial support for the stipend, and/or any intra-university cost sharing, where relevant
- competitive nature of the award

Student eligibility

To be eligible for a Graduate School Matching Tuition and Fee Award, students must

1. be in good academic standing in the Graduate School
2. be enrolled full-time in a master's or doctoral program in the Graduate School
3. be making satisfactory progress toward that degree
4. master's and doctoral pre-candidacy students must enroll for a minimum of 12 graduate credit hours during autumn and spring semesters and six hours over the summer session. Post-candidacy doctoral students must enroll for a minimum of three graduate credit hours every semester while using the Graduate School Matching Tuition and Fee Award.

Fellows and trainees who do not receive their stipend through Ohio State's payroll system (e.g., Fulbright fellows) are not eligible to receive the University's Student Health Insurance premium subsidy.

A Graduate School Matching Tuition and Fee Award may be terminated if a student does not meet the above stated criteria and/or other conditions specified by the funding source or by an agreement with the Graduate School. Requests for exceptions must explain the reason why a departure from these requirements might be in order.
Tuition and fees
Matching Tuition and Fees Awards include general and instructional fees, non-resident tuition and learning technology fees. Additional fees, such as the COTA bus fee, clinical fees, student activity fees, recreational program fees, etc. are not covered by this award.

Process
A. Student Fellowship Award through a National Competition
The Graduate Studies Committee Chair makes the request and approves both the sponsorship and the student by completing the Graduate School’s Student-Specific Request Form and returning it to the Graduate School for consideration. Documentation of the student’s receipt of the award and a copy of the stipend funding source’s policies regarding the funding of tuition and fees is required. Students must meet the eligibility requirements outlined above.

B. Research and Training Grants, Industrial Grants and Endowed Fellowships
Requests for a Graduate School Matching Tuition and Fee Award are submitted to the Graduate School from the Graduate Studies Committee Chair in consultation with the principal investigator and other appropriate Ohio State units. The approval of a Graduate School Matching Tuition and Fee Award for a specific purpose or project must be obtained prior to proposal submission. The request should be made using the Graduate School’s Initial/Pre-Approval for Grants/External Funding Proposals Form for a specific number of fee authorizations. Without prior approval of the proposal or project, Graduate School Matching Tuition and Fee Award requests will be given low priority.

Documentation of the request should include a prioritization statement from the college indicating how the proposed grant/fellowship fits into the college’s priorities. The budget for the full project as well as evidence that the sponsor will not pay or will pay only a portion of the tuition and fees should also be included. When the actual grant funds are awarded, the P.I. must make annual requests via the Student-Specific Request form for the individual students to be appointed as fellows or trainees. Fellows/trainees to be supported by a Graduate School Matching Tuition and Fee Award must meet the eligibility requirements listed above.

Timing and review of requests
The Graduate School requests at least a two week turnaround time for first-time requests for projects or proposals. For ongoing support, requests should be received one semester prior to the award renewal period. Requests will be reviewed on a rolling basis.

Requests for individual students on previously approved grants must be made no later than two weeks after the beginning of the semester of award. No fee awards will be made after the 15th day of the semester. Requests for retroactive fee awards will not be considered.
Graduate School Matching Tuition and Fee Award Program
Initial/Pre-Approval for Grants/External Funding Proposals

Graduate programs seeking a Graduate School Matching Tuition and Fee Award need to secure the Graduate School’s approval as early as possible when seeking outside funding for graduate student support. The Graduate School Matching Tuition and Fee Award approval for specific students should be sought after the grant/external funding proposal has been approved by the funding source.

Attach a copy of the college’s priority statement, the proposed budget along with the funding source’s guidelines regarding cost of education, institutional allowances, travel, indirect cost rates, etc.

1. Graduate program ________________________________

2. Contact name ________________________________
   Contact email ________________________________
   Contact phone ________________________________

3. Proposed funding source(s) ________________________________

4. If a cost of education allowance or institutional allowance is provided, what is the dollar amount and what expenses are covered?

5. What is the total dollar amount provided for the support of graduate fellows/trainees through this grant/external funding source per calendar year?

6. If cost sharing with other Ohio State units, list the unit(s), amount(s), expenses covered. ________________________________

7. Grant/Funding proposal submittal deadline ________________________________
   Award decision date ________________________________
   (Initial/Pre-approval requests must be submitted two weeks prior to the grant proposal submittal deadline.)

8. Minimum amount of student stipend for this grant/funding proposal
   Students must receive a stipend equal to their field’s norm each semester a Graduate School Matching Tuition and Fee Award is provided.

9. Graduate School Matching Tuition and Fee Authorizations are requested for (# of students) _________ for the following semesters:
   AU _________ SP _________ SU _________

10. Total Matching Tuition and Fee Awards: # of students x # of semesters=

11. Is the grant/external funding proposal renewable? If so, for how long?

______________________________    ________________________________
Signature, Graduate Studies Committee Chair    Date

______________________________    ________________________________
Signature, Department Chair    Date

Graduate School matching tuition and fee award program, rev. 9/2012
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1. Graduate Program

2. Contact name
   Contact Email
   Contact Phone

3. Date of the Graduate School's Initial Pre-Approval

4. External funding source

5. Proposed Student Name and ID Number

6. Number of graduate credit hours earned
   *Students with excessive earned hours are not generally eligible for a Matching Tuition and Fee Award.*

7. Student's current graduate point average (GPA)
   *Students must have and maintain a minimum cumulative grade point average of 3.0. For international students whose admission was based, in part, on the Matching Tuition and Fee Award, graduate programs must provide a guarantee to support students whose award was revoked by the Graduate School due to poor performance.*

8. Graduate Program’s minimum admission GPA
   minimum maintenance GPA

9. Projected graduation date
   Candidacy Exam date

10. (please check one)  □ Graduate Fellow    □ Trainee

11. Monthly Stipend Amount
   *Students must receive a stipend equal to their field's norm each semester*
   Graduate School Matching Tuition and Fee Award is provided.

12. Fellowship/Traineeship tenure start date
   tenure end date

13. Requested tuition and fee authorization semesters

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Signature, Graduate Studies Committee Chair

Date

Signature, Department Chair

Date
Graduate Supplemental Fellowship Job Code (4874)

Home » Faculty and Staff » Forms, Guidelines, and Policy » Graduate Supplemental Fellowship Job Code (4874)

After consultation with the Graduate School, the Office of Human Resources has created a new job code (Graduate Supplemental Fellowship, 4874) to provide units with a mechanism to award supplemental funds to a graduate student holding a regular graduate associateship, fellowship, or traineeship as their primary source of support.

Use of the new job code must begin with Autumn Quarter 2011 appointments.

The Graduate School encourages all programs that award graduate supplemental fellowships to their supported graduate students to take the appropriate steps needed to create and begin using the Graduate Supplemental Fellowship job code (4874).

Requirements for using the Graduate Supplemental Fellowship job code (4874)

- It is a secondary position and must be used in conjunction with a graduate associate, graduate trainee, or graduate fellow appointment. The regular/primary appointment determines the graduate student's enrollment requirement and benefit eligibility.
- It is a non-service award. Students cannot be required to perform a service for the university, and the university does not withhold income tax.
- Monthly stipend should not exceed one half of the monthly stipend provided by the regular (primary) graduate student appointment.

Departments must begin using the new job code for AU11 appointments, and may want to begin creating and approving new positions with this job code now. The 4874 job code allows multiple headcounts (one position can be created for multiple students).

Details

The supplemental fellow job code does not provide the benefit of a graduate fee authorization or the 85% university student health insurance subsidy, like the regular Graduate Fellow job code (4875).

The new job code should eliminate the automatic assessment of partial tuition and fees currently being charged when a unit posts a supplemental fellowship appointment using the regular (primary) graduate fellowship job code.

Please see the complete Job Classification on the Office of Human Resources website at: http://www.hr.osu.edu/statistics/index.aspx.
CAREER DEVELOPMENT FOR GRADUATE STUDIES

GRADUATE SCHOOLS RESOURCES
http://www.gradsch.osu.edu/career-development2.html

PREPARING FUTURE FACULTY PROGRAM
Offers graduate students the opportunity to experience firsthand an academic career at a smaller college or university.
http://www.gradsch.ohio-state.edu/preparing-future-faculty-program.html
Contact: Kathleen Wallace (walleruc.150)

VERSATILE PHD
On-line secure, community-based resource to help graduate students identify, prepare for, and excel in non-academic careers.
http://versatilephd.com/
Contact: Kathleen Wallace (walleruc.150)

GRADUATE MINORS AND INTERDISCIPLINARY SPECIALIZATIONS
Specializations are open to graduate students interested in developing secondary expertise outside their home graduate programs.
http://www.gradsch.ohio-state.edu/graduate-interdisciplinary-specializations.html
Contact individual graduate programs for more information.

CAREER CONNECTION—OFFICE OF STUDENT LIFE
http://careerconnection.osu.edu/graduate-professional-students/
In-person consultations for graduate students regarding job searches, curriculum and interviewing, etc. Offers job and internship search strategies, advice, and points students toward useful search engines, including Ohio State's new "Buckeye Careers Network."
Contact: Ana Barrios (berranos.7), 614/292-3440

BUCKEYE CAREERS—OFFICE OF STUDENT LIFE
http://careers.osu.edu/
Buckeye Careers is Ohio State's new university-wide online resource to connect all Ohio State students with employers for jobs, internships, co-ops, and career opportunities. Buckeye Careers also points students toward career development assistance, support, and resources.
Contact: careerquestions@osu.edu

UNIVERSITY CENTER FOR THE ADVANCEMENT OF TEACHING (UCAT)
http://ucat.osu.edu/teaching-topics/academic-job-search
Tools, tips, links and resources about the Academic Job Search. Offers a four-part workshop every autumn on "Planning Ahead for the Academic Job Search" in conjunction with Career Connection. Offers in-person consultations about teaching statements and teaching portfolios.
Contact: Alan Kalish (kalish.31)

COUNCIL OF GRADUATE STUDENTS
http://www.cgs.osu.edu/
Graduate student government body with many useful programs, including the annual Hayes Research Forum, travel awards, and career development grants.
Contact: Allen Cochran (cochran.291)

OHIO UNION ACTIVITY BOARD GRADUATE/PROFESSIONAL COMMITTEE
http://ouab.osu.edu/grad_prof.aspx
Sponsors workshops and events related to graduate student career development and social and family friendly programs.
Contact: Kenny Hadak (hadak.2)

OHIO STATE ALUMNI CAREER MANAGEMENT
http://www.ohiostatealumni.org/resources/careers/Pages/default.aspx
Virtual and face-to-face career counselling and networking for all Ohio State alumni.
Contact: Marilyn Bury Rice (rice.334)

STUDENT WELLNESS PROGRAM
http://swc.osu.edu/about-us/staff/financial-wellness/
Among other wellness programming, this office provides financial planning advice for graduate students.
Contact: Bryan Ashton (ashton.53)

OFFICE OF INTERNATIONAL AFFAIRS
http://oia.osu.edu/iss.html
Information and immigration advising for international students. Offers a few grant programs for graduate students.
Contact: oia@osu.edu

RECOMMENDED BOOKS