2018–19
Fellowship Guidelines
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Overview & Selection Process

Overview
The Graduate School’s fellowship program is designed to help graduate programs recruit highly qualified students to Ohio State while advancing the excellence of graduate education at Ohio State. Graduate School fellowships provide one or more years of stipend, tuition, and fees support.

All Graduate School Fellowships provide the following benefits:

- Provide a monthly stipend
- Pay a student’s general/instructional fees
- Pay learning technology fees
- Pay resident or nonresident tuition
- Provide the 85% university subsidy of the Student Health Insurance premium

Selection Process
A competitive process is held annually to award Graduate School fellowships in the University Fellowship and the Graduate Enrichment Fellowship programs. A decentralized, college-driven process—the Graduate School College-Level Fellowship Program—is also held annually.

Additional information:

- Incoming graduate students cannot apply for Graduate School fellowships.
- Decisions are based on nominations by Ohio State graduate programs.
- Graduate School Fellowship support is guaranteed for the length of the awarded fellowship only.
- Since fellowship awardees are considered to be top scholars, the Graduate School expects that programs will provide adequate financial support through the completion of the fellow’s degree program.
- Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial support and the conditions, if any, that need to be met for continued support.
Eligibility

General Conditions

Individually who will be new graduate students at Ohio State in autumn semester of the 2018-19 academic year are eligible for nomination. The committee will also consider students who meet the eligibility criteria and for whom spring or summer 2018 is their first term of graduate enrollment at Ohio State.

All awards are made with the understanding that support begins autumn 2018.

Eligible students may be nominated for University, Graduate Enrichment, or multi-year SROP fellowships, or all three. Students receiving a multi-year SROP Fellowship may not also receive a University or Graduate Enrichment fellowship, but they may have their fellowship combined with a college-level award.

<table>
<thead>
<tr>
<th>fellowship</th>
<th>GPA min</th>
<th>GRE/GMAT min</th>
<th>Citizenship</th>
<th>Tenure years</th>
<th>Doctoral admission only</th>
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<td>--</td>
<td>all</td>
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<td>x*</td>
</tr>
<tr>
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</tr>
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<td>all</td>
<td>3</td>
<td>x</td>
</tr>
<tr>
<td>Extended Dean’s Distinguished University</td>
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<td>all</td>
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</tr>
<tr>
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<td>40%</td>
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<td>1</td>
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</tr>
<tr>
<td>Dean’s Graduate Enrichment</td>
<td>3.1</td>
<td>40%</td>
<td>U.S. citizens</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Patrick S. Osmer SROP</td>
<td>3.1</td>
<td>40%</td>
<td>U.S. citizens</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>J. Parker and Kathryn Webb Dinius</td>
<td>3</td>
<td>--</td>
<td>all</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

* Must be a doctoral student or student in a 3-year terminal degree program (e.g., MFA).
† Percentile average of the combined total of the general exam’s Verbal and Quantitative sections. A 4.0 on the Analytical Writing component is required for the UF competition and 3.5 on the Analytical Writing component is required for the GE competition.
‡ Students may take the GRE multiple times, but programs must select scores from one test date within the last five years.
§ Minimum cumulative undergraduate GPA of at least 3.6 on a 4.0 scale (or equivalent on another scale, such as 4.5 on a 5.0 scale, 5.4 on a 6.0 scale, etc.); OR First Class rank in a British-based grading system; or overall percentage of at least 88% for other international percentage graded systems.
| Minimum cumulative undergraduate GPA of at least 3.1 on a 4.0 scale (or equivalent on another scale, such as 3.875 on a 5.0 scale, 4.65 on a 6.0 scale, etc.)
Ohio State Students in Joint Bachelor’s/Master’s Programs
Outstanding Ohio State undergraduate students are sometimes recruited into accelerated undergraduate/graduate programs.

Students who are admitted into combined BA/MA or BS/MS programs may be nominated for one or multi-year Graduate School fellowships. Students admitted into an accelerated joint undergraduate/graduate program cannot be nominated for fellowship consideration in more than one annual competition.

Students who are admitted into combined BA/MA or BS/MS programs with the intent of pursuing the PhD at Ohio State must compete in the first fellowship competition following their admission to the combined programs.

Activation of the award will be deferred until the Graduate School receives documentation that the student has completed the master’s degree. This policy helps to ensure that such students are recruited to pursue their PhDs at Ohio State.

Ineligible Candidates
Graduate programs should screen their prospective nominees carefully so that they do not nominate ineligible candidates or more candidates than permitted by their nomination and waiver caps.

Persons ineligible for fellowship consideration or for a waiver

- A student who has not been admitted to Ohio State
- A student with an incomplete set of fellowship application materials
- A student who does not qualify as a viable regular nominee or a waiver
- A student who has been admitted conditionally
- A student who will be enrolled in a professional degree program during the time of the fellowship (e.g., Medicine, Law)
How Nomination Numbers Are Determined

Graduate Enrichment Competition
The number of nominations a program can submit in the Graduate Enrichment competition is unlimited. This policy reflects the Graduate School’s commitment to support graduate programs as they pursue diversity among the graduate students they admit to their programs.

University Fellowship Competition
Graduate programs have a maximum number of nominations they can submit to the University Fellowship competition. Every graduate program has a guaranteed minimum number of nominations (three) or the number as determined by the nomination formula, whichever is greater. This number is the graduate program’s nomination cap.

Nomination Cap Formula
The number of nominations allowed per graduate program is based on a formula that takes into account each program’s awards over the past three years and the number of acceptances of fellowship awards over that same period.

nomination cap = (base number + bonus number) × 0.75

Nomination Cap: the maximum number of nominations allowed for a graduate program

Base Number: a program’s average number of awards (combining awards from both University and Graduate Enrichment Fellowship programs) for the last three years.

Bonus number: \( \frac{1}{2} \) of a program’s average acceptances for the past three years.
Waivers

The Graduate School’s waiver policy enables graduate programs to nominate exceptionally qualified applicants who may fall short on two fellowship criteria: GRE or GMAT minimums or cumulative undergraduate GPA. Waivers are considered only for these two criteria.

The Graduate School believes that rigorous, established criteria for nominations are the foundation and threshold baseline of the fellowship competition.

The number of waivers allotted to each graduate program is 50% of the graduate program’s nomination cap or four, whichever is greater. If a program submits fewer nominations than its nomination cap, the number of waivers is adjusted to be equal to no more than 50% of a program’s actual total number of nominations.

Graduate programs are responsible for entering all approved waivers in the summary screen in the Graduate School Nomination System.

Any nominee not meeting all of the fellowship eligibility criteria for a competition who has not been identified as having a waiver will be denied access to the competition. Missing items from the fellowship folder or unofficial test scores are not a permissible basis for a waiver.

Waiver Instructions—Detail

GRE or GMAT Minimums

- A waiver may not be used for missing GRE scores. Students in tagged degree programs—i.e., MFA, MM, or DMA in Art, Dance, Design, English, Music and Theatre—are exempt from submitting GRE scores.

- If all nomination materials are present and the nominee has the required minimum cumulative undergraduate GPA but does not have the minimum total GMAT or GRE requirement, the nominee will be reviewed only if the nominee is noted as one waiver on the Nomination System summary screen.

- A student who does not meet the 75th% average AND 4.0 Analytical Writing requires the use of only one waiver for nomination.

Cumulative Undergraduate GPA

If all application materials are present and the nominee has the required minimum total GRE or GMAT scores but does not have the required minimum cumulative undergraduate GPA, the nominee will be reviewed only if the nominee is noted as one waiver on the Nomination System summary screen.
GRE/GMAT Minimums and Cumulative GPA
If all application materials are present in the nomination folder and the nominee does not meet the required GRE or GMAT score AND the cumulative undergraduate GPA, the nominee will be reviewed only if the nominee is assigned two waivers in the Nomination System.
Nomination Process

Nomination System

Graduate programs may only submit their allotted number of nominations for the University Fellowship competition. The Graduate Enrichment program does not have nomination caps.

For any nominees not meeting the eligibility criteria, graduate programs must use a waiver up to their allotted number of waivers. They must check the appropriate waiver type in the Nomination System.

• Graduate programs must select DDU, DUF, UF, DDGE, DGE or GE for each nominee in SIS by January 25 (5:00 p.m.)

• Programs may nominate as many eligible students for the DDU and DUF awards as they wish within their nomination cap only if they are willing to provide intervening years of support.

• Students nominated for the DDU will automatically be considered for the DUF and the UF.

• Students nominated for the DDGE will automatically be considered for the DGE and the GE.

• Students nominated for the DUF will automatically be considered for the UF.

• Students nominated for the DGE will automatically be considered for the GE.

For each nominee, the graduate program must upload a complete set of fellowship application materials in the order listed below as one PDF on the Graduate Admission’s EDWARD system. Programs must verify that their PDFs have been uploaded and are complete.

• The graduate program’s signed justification statement

• The nominee’s statement of purpose

• The nominee’s vitae

• Three letters of recommendation
Deadlines
Nominations must

- be posted to SIS by January 25 (5:00 p.m.). Late and/or incomplete nomination files will be deemed ineligible to ensure the greatest fairness to all graduate programs.

- Fellowship nomination materials must be uploaded to the Graduate Admissions edward System by January 26 (5:00 p.m.). This deadline is also firm. Late and/or incomplete nomination files will be deemed ineligible to ensure the greatest fairness to all graduate programs.

Fellowship Nomination System Overview

There are three university and Graduate School systems used in the Graduate School Fellowship Competition.

1. Student Information System (SIS) The Student Information System (SIS) is the system where fellowship nomination starts.

2. edward | Step-by-step Instructions | Log in edward is the document management system that will allow you to upload nomination documents and compile them into a nomination packet. edward is run by the Office of Graduate and Professional Admissions.

3. Graduate School Nomination System | Step-by-step Instructions | Log in The Graduate School Nomination System is the fellowship management system. Once a student has been nominated and his or her documents uploaded, any further changes to that nomination will occur through the Graduate School Nomination System. The Nomination System gives you the ability to:

- check current number of nominations and waivers

- select waivers

- make final nomination selections

- view award information, including reallocations and college-allocated fellowships

- view and download award letters

- review fellowship information for accuracy
Evaluation Process

Review Committees
The University Fellowship Review Committee consists of 25 members of the Graduate Faculty.

The Graduate Enrichment Fellowship Selection Committee consists of 10 members of the Graduate Faculty.

Committee members are chosen to reflect a fair representation across all colleges and disciplines. Each University Fellowship and Graduate Enrichment nomination is evaluated by four readers who are selected through a randomized process. Each nominee's final score is an average of the four scores.

Fellowship nominees are reviewed by the Graduate School fellowship review committees, and fellowship awards are made by the Dean of the Graduate School based on the recommendations of the review committees.

Scoring Criteria
In addition to the minimum eligibility criteria for nomination, committee members evaluate nominees on the basis of the following criteria:

- Undergraduate transcripts (cumulative/major GPA and reputation/difficulty of the undergraduate program/school)

- Admission test scores—GRE/GMAT/TOEFL (scores/percentile ranks and how they relate to the specific area proposed for graduate study)

- Statement of purpose (clarity, non-academic experience, motivation for graduate study and research interest, career goals)

- Letters of recommendation (reputations of persons writing the recommendation letters, as well as scholarly, leadership, and motivational qualities attributed to the nominee)

- Program justification (graduate program's specific interpretation of the nominee's credentials, including previous graduate work, if relevant, and how the nominee would fit into the general research emphases in the program and programmatic goals and needs)

- For Graduate Enrichment nominations only: Contribution to diversity of the Graduate School and the graduate program
Graduate programs should emphasize all relevant attributes of the nominees’ files in their program justifications. Fellowship nominees are expected to show all-around strength, not simply outstanding performance on a single measure.
Award Notification

The confidential award list for graduate programs will be made available on the Graduate School’s Nomination System after 4 p.m. on February 19, 2018, by 4:00 p.m. Graduate School award letters will be made available on the Nomination System for review by graduate programs to ensure accuracy on February 26, 2018. The official awards notification date is March 5, 2018.

The days between the release of the award list on February 19, 2018, by 4:00 p.m and the official awards notification date of March 5, 2018 should provide programs time to exercise the reallocation option and to coordinate letters of offer and possible supplementation of the stipend level. Reallocated or college-level fellowships that are requested by February 28, 2018, 5:00 p.m. will be included in the official awards notification on March 5, 2018.

Notification of Fellowship Winners
The Graduate School sends the official fellowship award letters to fellowship awardees by email.

Programs that wish to make offers earlier than March 5, 2018 using college-level fellowships must receive approval from the Fellowship Office before they send an award letter.

To avoid confusion on the part of awardees, graduate programs are strongly encouraged to reference and attach a copy of the Graduate School letter in their own offer letter to the student.

Each graduate program is responsible for notifying its unsuccessful nominees.

April 15 Resolution of the Council of Graduate Schools
Ohio State follows the Council of Graduate Schools’ April 15 award resolution agreement. The CGS resolution states that fellowship recipients have complete freedom of choice in accepting their awards until April 16, with the last award accepted on or before that date being the one to which the student is obligated.

Graduate programs may make offers in advance of this date, but cannot state or imply that these offers are contingent on acceptance prior to April 16. Contact the Fellowship Office for statements acceptable to the CGS.

Because Ohio State is a signatory to and supporter of this agreement, graduate programs must comply.
University Fellowship Program

Overview
There are three University Fellowship types:

- Dean's Distinguished University Fellowship (DDU)
- Distinguished University Fellowship (DUF)
- University Fellowship (UF)

These fellowships provide the standard fellowship benefits.

Graduate School fellowship support is guaranteed for the length of the awarded fellowship only.

Since fellowship awardees are considered to be top scholars, the Graduate School expects that programs will provide adequate financial support through the completion of the fellow's degree program. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial support and the conditions, if any, that need to be met for continued support.
Dean’s Distinguished University Fellowship

The Susan L. Huntington Dean’s Distinguished University Fellowship is the most comprehensive of the three university fellowship types. It provides first-year, second-year, and dissertation-year support.

<table>
<thead>
<tr>
<th>Number of Years</th>
<th>3 years (first, second, and dissertation years)</th>
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</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>24 consecutive months of tuition, most fees, monthly stipend</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>85% contribution by Ohio State</td>
</tr>
</tbody>
</table>

Award Details
1. Fellowship years run for three consecutive semesters, autumn semester through summer term. No portion of the fellowship year may be deferred.

2. Continuation of Graduate School fellowship support for the second year is contingent on maintenance of good academic standing and reasonable progress towards the doctoral degree.

3. The student’s graduate program must provide continuous support for the intervening years (a period of time to be clearly defined by the program) at a level no less than that of the monthly fellowship stipend. The graduate program must guarantee this support in writing to the fellow at the time of the initial fellowship award.

   • Graduate programs must commit to a minimum of three years of support. A commitment of fewer years will be considered if it is consistent with the program’s doctoral completion norms.

   • Support may take the form of either a 9- or 12-month fellowship or traineeship (100% time/no service) or graduate associateship (50% time/20 hours of service per week).

4. The dissertation year must be activated by the student’s 7th year of graduate study (see Dissertation Year Activation, page 50).

5. The graduate program is not obligated to fund the student after the dissertation year if the student does not complete their dissertation and graduate at the end of that year or if the student has received a total of six years of support.
**Fellowship Requirements**

Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.

1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.

4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associate-ships, fellowships, or traineeships.

5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. **Note.** The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Stipend**

First, second, and dissertation year support is available with a yearly **stipend** as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.
If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.

Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.

**Expenses and Fees Not Covered by the Fellowship**
Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.

Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar’s website.

Fellows must complete and submit a Payroll Deduct Form to have these fees removed from their stipend.

**Appointment**
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.
The fellowship offer applies exclusively to graduate study in the program identified in the award letter. Changes in a student’s status, including entry into a combined program or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to the change, and could result in the loss of the fellowship and/or full fee authorization support. Continuation of support is subject to satisfactory progress toward the doctoral degree and maintenance of good academic standing in the Graduate School.

**Termination**
The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Health Insurance**
Graduate fellows are eligible for the university’s subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker’s compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the [SHI website](#).

**Tax Liability**
According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the [IRS website](#). Students may also be required to pay the 2.5% Columbus city tax. Information regarding this can be found at the [City of Columbus tax website](#).

**Parking**
Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from [CampusParc](#).

**Library**
Graduate fellows have staff library privileges.
Distinguished University Fellowship

The Distinguished University Fellowship provides first-year and thesis or dissertation-year support.

<table>
<thead>
<tr>
<th>Number of Years</th>
<th>2 years (first and dissertation years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>12 consecutive months of tuition, most fees, monthly stipend</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>85% contribution by Ohio State</td>
</tr>
</tbody>
</table>

Award Details

1. Fellowship years run for three consecutive semesters, autumn semester through summer term. No portion of the fellowship year may be deferred.

2. Funding after the first year is contingent on maintenance of good academic standing and reasonable progress towards the doctoral or three-year terminal degree.

3. Intervening years of support must be provided by the graduate program at a level no less than that of a unit’s monthly stipend for GA appointments. The graduate program must guarantee this support in writing to the fellow at the time of the initial fellowship award.

   - Graduate programs must commit to a minimum of four years of support. A commitment of fewer years will be considered if it is consistent with the program’s doctoral or three-year terminal degree completion norms.

   - Support may take the form of either a 9 or 12-month fellowship or traineeship (100% time/no service) or graduate associateship (50% time/20 hours of service per week).

4. The dissertation or thesis year must be activated by the student’s 7th year of graduate study (see Dissertation Year Activation).

5. The graduate program is not obligated to fund the student after the dissertation/thesis year if the student does not complete their dissertation or thesis and graduate at the end of that year or if the student has received a total of six years of support.

Fellowship Requirements

Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.
1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.

4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associate-ships, fellowships, or traineeships.

5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. Note. The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

Stipend
First, second, and dissertation year support is available with a yearly stipend as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.
Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.

**Expenses and Fees Not Covered by the Fellowship**
Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.

Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar’s website.

Fellows must complete and submit a Payroll Deduct Form to have these fees removed from their stipend.

**Appointment**
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.

The fellowship offer applies exclusively to graduate study in the program identified in the award letter. Changes in a student's status, including entry into a combined program
or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to the change, and could result in the loss of the fellowship and/or full fee authorization support. Continuation of support is subject to satisfactory progress toward the doctoral degree and maintenance of good academic standing in the Graduate School.

**Termination**
The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Health Insurance**
Graduate fellows are eligible for the university’s subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker’s compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website.

**Tax Liability**
According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the IRS website. Students may also be required to pay the 2.5% Columbus city tax. Information regarding this can be found at the City of Columbus tax website.

**Parking**
Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from CampusParc.

**Library**
Graduate fellows have staff library privileges.
University Fellowship

The University Fellowship provides three consecutive semesters of support and is nonrenewable.

### Award Details
The Graduate School strongly encourages graduate programs to continue support of their University Fellows provided they are making reasonable progress towards their degrees. Such support, particularly when guaranteed at the time of the fellowship offer, can be an effective tactic in recruiting talented students.

### Fellowship Requirements
Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.

1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.

4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associate-ships, fellowships, or traineeships.
5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. Note. The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Stipend**
First, second, and dissertation year support is available with a yearly stipend as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.

Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.

**Expenses and Fees Not Covered by the Fellowship**
Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.
Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar’s website.

Fellows must complete and submit a Payroll Deduct Form to have these fees removed from their stipend.

**Appointment**
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.

The fellowship offer applies exclusively to graduate study in the program identified in the award letter. Changes in a student’s status, including entry into a combined program or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to the change, and could result in the loss of the fellowship and/or full fee authorization support. Continuation of support is subject to satisfactory progress toward the doctoral degree and maintenance of good academic standing in the Graduate School.

**Termination**
The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Health Insurance**
Graduate fellows are eligible for the university’s subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker’s compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website.
**Tax Liability**

According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the IRS website. Students may also be required to pay the 2.5% Columbus city tax. Information regarding this can be found at the City of Columbus tax website.

**Parking**

Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from CampusParc.

**Library**

Graduate fellows have staff library privileges.
Graduate Enrichment Fellowship Program

There are three types of Graduate Enrichment Fellowships:

- Dean's Distinguished Graduate Enrichment Fellowship
- Distinguished Graduate Enrichment Fellowship
- Graduate Enrichment Fellowship

These fellowships provide the standard fellowship benefits.

Graduate School fellowship support is guaranteed for the length of the awarded fellowship only.

Since fellowship awardees are considered to be top scholars, the Graduate School expects that programs will provide adequate financial support through the completion of the fellow’s degree program. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial support and the conditions, if any, that need to be met for continued support.

Diversity Defined

The Graduate School provides strategic leadership for graduate education at Ohio State by ensuring high standards for graduate programs and supporting the work of graduate students, faculty, and staff, including the effective recruitment, retention, and support of graduate students. Inherent in that commitment is the belief that diversity is critical to excellence in graduate education and research.

The Graduate Enrichment Fellowship Program is an essential component of the Graduate School’s efforts toward advancing this excellence in education and research. The fellowship program considers candidates whose intellectual interests and diversity of experiences (for example, interests and experiences related to disability, sexual orientation, socioeconomic status, ethnic, racial, gender, or serving as McNair Scholar or SROP Fellow) would enhance the intellectual climate of the Graduate School.

Nominating graduate programs are expected to provide a narrative of how the nominee’s matriculation to Ohio State would advance the educational mission and excellence of the Graduate School, including how the nominee’s undergraduate and prior life experiences enhance the intellectual discourse of the university. Nominees that successfully demonstrate diversity in thoughts, ideas, and experiences typically receive higher priority.
Nominations
Graduate programs may nominate all eligible students for Graduate Enrichment Fellowships. No caps are placed on these fellowships. Programs may nominate as many eligible students for the DGE award as they wish if they are willing to provide the intervening years of support. Students nominated for the DGE are automatically considered for the GE. Programs must address how the nominee contributes to the diversity of the Graduate School in their justification letter.

Petitions to the Eligibility Requirements
Applicants who do not meet the criteria for nomination but have the potential to succeed in their graduate program and contribute to the diversity of the Graduate School may be nominated through a successful petition to the Graduate School.

Petitions justifying the inclusion of the nominee in the competition despite his or her not meeting the formal nomination criteria should be addressed to the associate dean.

Graduate Enrichment Petition Process
To petition the Graduate School for a waiver from either the GRE/GMAT minimums or the Cumulative Undergraduate GPA or both for a Graduate Enrichment nominee, the graduate studies chair must submit a written request addressed to the associate dean. This request must

- describe how the nominee will contribute diversity,
- identify the waiver category(ies), and
- provide a detailed justification for granting a waiver to the nominee.

Petitions must be approved prior to the submission of the nomination materials.

Graduate programs are responsible for entering all approved waivers in the summary screen in the Graduate School Nomination System.

Any nominee not meeting all of the fellowship eligibility criteria for a competition who has not been identified as having a waiver will automatically be denied access to the competition.

Missing items from the fellowship folder or unofficial test scores are not a permissible basis for a waiver.
Dean’s Distinguished Graduate Enrichment Fellowship

The Dean’s Distinguished Graduate Enrichment Fellowship provides first-year, second-year, and dissertation-year support. Fellowship tenure is for six consecutive semesters. No portion of the fellowship year may be deferred.

<table>
<thead>
<tr>
<th>Number of Years</th>
<th>3 year (first, second, and dissertation years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>24 consecutive months of tuition, most fees, monthly stipend</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>85% contribution by Ohio State</td>
</tr>
</tbody>
</table>

Award Details
1. Fellowship years run for three consecutive semesters, autumn semester through summer term. No portion of the fellowship year may be deferred.

2. Funding after the first year is contingent on maintenance of good academic standing and reasonable progress towards the doctoral or three-year terminal degree.

3. Intervening years of support must be provided by the graduate program at a level no less than that of a unit’s monthly stipend for GA appointments. The graduate program must guarantee this support in writing to the fellow at the time of the initial fellowship award.

   • Graduate programs must commit to a minimum of four years of support. A commitment of fewer years will be considered if it is consistent with the program’s doctoral or three-year terminal degree completion norms.

   • Support may take the form of either a 9 or 12-month fellowship or traineeship (100% time/no service) or graduate associateship (50% time/20 hours of service per week).

4. The dissertation or thesis year must be activated by the student’s 7th year of graduate study (see Dissertation Year Activation).

5. The graduate program is not obligated to fund the student after the dissertation/thesis year if the student does not complete their dissertation or thesis and graduate at the end of that year or if the student has received a total of six years of support.

Fellowship Requirements
Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.

1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.

4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associate-ships, fellowships, or traineeships.

5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. Note. The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Stipend**

First, second, and dissertation year support is available with a yearly stipend as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.
Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.

**Expenses and Fees Not Covered by the Fellowship**
Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.

Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar’s website.

Fellows must complete and submit a Payroll Deduct Form to have these fees removed from their stipend.

**Appointment**
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.

The fellowship offer applies exclusively to graduate study in the program identified in the award letter. Changes in a student’s status, including entry into a combined program
or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to the change, and could result in the loss of the fellowship and/or full fee authorization support. Continuation of support is subject to satisfactory progress toward the doctoral degree and maintenance of good academic standing in the Graduate School.

**Termination**
The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Health Insurance**
Graduate fellows are eligible for the university's subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker's compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website.

**Tax Liability**
According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the IRS website. Students may also be required to pay the 2.5% Columbus city tax. Information regarding this can be found at the City of Columbus tax website.

**Parking**
Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from CampusParc.

**Library**
Graduate fellows have staff library privileges.
Dean’s Graduate Enrichment Fellowship

The Dean's Graduate Enrichment Fellowship provides first-year and dissertation-year support. Fellowship tenure is for three consecutive semesters. No portion of the fellowship year may be deferred.

**Number of Years**
2 year (first and dissertation years)

**Provisions**
12 consecutive months of tuition, most fees, monthly stipend

**Health Insurance**
85% contribution by Ohio State

**Award Details**
1. Fellowship years run for three consecutive semesters, autumn semester through summer term. No portion of the fellowship year may be deferred.

2. Funding after the first year is contingent on maintenance of good academic standing and reasonable progress towards the doctoral or three-year terminal degree.

3. Intervening years of support must be provided by the graduate program at a level no less than that of a unit's monthly stipend for GA appointments. The graduate program must guarantee this support in writing to the fellow at the time of the initial fellowship award.

   - Graduate programs must commit to a minimum of four years of support. A commitment of fewer years will be considered if it is consistent with the program's doctoral or three-year terminal degree completion norms.

   - Support may take the form of either a 9 or 12-month fellowship or traineeship (100% time/no service) or graduate associateship (50% time/20 hours of service per week).

4. The dissertation or thesis year must be activated by the student's 7th year of graduate study (see Dissertation Year Activation).

5. The graduate program is not obligated to fund the student after the dissertation/thesis year if the student does not complete their dissertation or thesis and graduate at the end of that year or if the student has received a total of six years of support.

**Fellowship Requirements**
Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.
1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.

4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associate-ships, fellowships, or traineeships.

5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. Note. The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Stipend**
First and dissertation year support is available with a yearly stipend as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.
Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.

**Expenses and Fees Not Covered by the Fellowship**
Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.

Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the [Registrar's website](#).

Fellows must complete and submit a [Payroll Deduct Form](#) to have these fees removed from their stipend.

**Appointment**
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.

The fellowship offer applies exclusively to graduate study in the program identified in the award letter. Changes in a student’s status, including entry into a combined program
or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to the change, and could result in the loss of the fellowship and/or full fee authorization support. Continuation of support is subject to satisfactory progress toward the doctoral degree and maintenance of good academic standing in the Graduate School.

**Termination**

The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Health Insurance**

Graduate fellows are eligible for the university’s subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker’s compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website.

**Tax Liability**

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**Parking**

Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from CampusParc.

**Library**

Graduate fellows have staff library privileges.
Graduate Enrichment Fellowship

The Graduate Enrichment Fellowship provides a tenure of three consecutive semesters of support and is nonrenewable. No portion of the fellowship year may be deferred.

Graduate programs are strongly encouraged to continue support of their Graduate Enrichment Fellows provided they are making reasonable progress towards their stated degrees. Such support, particularly when guaranteed at the time of the fellowship offer, can serve as an effective recruiting device for talented students.

<table>
<thead>
<tr>
<th>Number of Years</th>
<th>1 year (first year of graduate school)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>12 consecutive months of tuition, most fees, monthly stipend</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>85% contribution by Ohio State</td>
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</table>

Award Details
The Graduate School strongly encourages graduate programs to continue support of their Graduate Enrichment Fellows provided they are making reasonable progress towards their degrees. Such support, particularly when guaranteed at the time of the fellowship offer, can be an effective tactic in recruiting talented students.

Fellowship Requirements
Any exceptions to the following requirements must be approved by the Graduate School. Please see item #5 for details.

1. Fellowship students must be in attendance on the Columbus campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and be in attendance when classes are in session.

2. Pre-candidacy doctoral fellows must register for a minimum of 12 graduate credit hours during autumn and spring semesters and 6 credit hours during the summer term. Post-candidacy fellows must enroll for a minimum of 3 credit hours each semester, including summer. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree.

3. Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow’s field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct.
4. Fellows are expected to devote full-time to their academic studies. Fellows may not hold other types of employment/appointments/awards, such as graduate associateships, fellowships, or traineeships.

5. Requests for an exception to the conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow’s graduate program to Associate Dean Scott Herness. Requests should be submitted to Fellowship Services. The Chair will be notified of the request’s outcome. Note. The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

**Stipend**
First and dissertation year support is available with a yearly stipend as outlined in the award letter.

Fellows are paid on the last working day of the month.

The first and last stipend payment is on the last working day of August and is a half stipend.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.

Students who begin their fellowship in summer will receive the FY18 stipend rate from mid-May through mid-August 2018 and the FY19 stipend rate from mid-August 2018 through mid-May 2019.

**Tuition & Fees**
The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees with the following exceptions.

**Late Fees**
Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in item #2 of the Fellowship Requirements) or a failure to make payment by the deadline.

**Withdrawal Costs**
If you choose to withdraw or are asked to leave the university during the semester, all tuition and fees previously paid by your fellowship will be reversed and those fees charged to you. Contact Fellowship Services if you are considering withdrawing.
Expenses and Fees Not Covered by the Fellowship
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Fellows must complete and submit a Payroll Deduct Form to have these fees removed from their stipend.

Appointment
Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year.

Tenure for students who begin their fellowship in summer will be from mid-May through mid-May of the following year.

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate at the end of the semester that graduation occurs.

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Termination
The Graduate School reserves the right to terminate fellowship support before the end of the award period if conditions of the fellowship are not maintained.

Health Insurance
Graduate fellows are eligible for the university’s subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow’s portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker’s compensation or disability insurance. All domestic students who have coverage through a
non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website.

**Tax Liability**
According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the IRS website. Students may also be required to pay the 2.5% Columbus city tax. Information regarding this can be found at the City of Columbus tax website.

**Parking**
Graduate fellows may purchase a “B” staff parking permit. Information regarding the “B” parking permit can be obtained from CampusParc.

**Library**
Graduate fellows have staff library privileges.
Graduate School College-Level Fellowship Awards

Purpose
The Graduate School allocates approximately one-half of its first-year fellowship awards for distribution at the college-level. The purpose of this decentralization is to give graduate programs flexibility when they may want to make early offers in order to recruit top students.

Interdisciplinary graduate programs that cut across colleges and programs that do not report to a specific college dean are allocated awards directly from the Graduate School. This number is based on their performance in the past five years. College deans have the discretion to award additional fellowships from their total to the interdisciplinary graduate programs in which their colleges participate.

Process
The Graduate School determines the number of college-level fellowship awards that each college will receive. This number is based on the average number of awards won by the college’s graduate programs during the last five-year period. Each college determines how these fellowships are allocated to its graduate programs and sets its own internal review process for approving which college-level awards may be entered into the Graduate School’s Nomination System. Although a college may require programs to submit application materials for its internal review, the Graduate School does not require the submission of materials with a college-level award unless a waiver is requested.

Post-award assessment
The Graduate School requires each college dean to submit a memo by the end of the academic year documenting both the procedures that were established in the college for the allocation of fellowship awards to the graduate programs and the outcomes from these award offers. The Graduate School is interested in whether these awards increased the college’s success in converting fellowship offers to student acceptances and the degree to which these awards enhanced the quality of the graduate students in the college’s programs.

Eligibility
• U.S. citizens, Permanent Residents, and international students who have been admitted to a graduate program.

• Minimum cumulative undergraduate GPA of at least 3.6 on a 4.0 scale (or equivalent on another scale, such as 4.5 on a 5.0 scale, 5.4 on a 6.0 scale, etc.); OR First Class rank in a British-based grading system; or overall percentage of at least 88% for other international percentage graded systems.
• GRE: Students taking the GRE test must achieve a 75th percentile average of the combined total of the general exam’s Verbal and Quantitative components and a 4.0 on the Analytical Writing component. (Students in tagged degree programs—i.e., MFA, MM, DMA in Art, Dance, Design, English, Music and Theatre—are exempt from submitting GRE scores.)

• GMAT: Students taking the GMAT must achieve a 75th percentile on the GMAT (650 and above) total score.

All college level awards must be submitted online by the deadline indicated on the Fellowship Calendar.

Petitions to the Eligibility Requirements
In general, awards made through the college-level process must meet all of the existing University Fellowship criteria. To allow for some flexibility, the Graduate School will review petitions from the college under the following circumstances:

GPA and GRE criteria
• Each graduate program can petition to make one college-level award to a program admittee who fails to meet the GPA or GRE criteria (but not both).

• Graduate programs with six or more college-level awards in its allotment can petition to grant awards to two admittees who fail to meet the GPA or GRE criteria (but not both).

• Graduate programs with 11 or more college-level awards in its allotment can petition to grant awards to three admittees who fail to meet the GPA or GRE criteria (but not both).

• Graduate programs with 16 or more college-level awards in its allotment can petition to grant awards to four admittees who fail to meet the GPA or GRE criteria (but not both).

Petition process
1. Each college first reviews these petitions from its graduate programs. Those it approves are sent to the Graduate School for final review. It is within the colleges’ purview to not allow any college-level awards to be offered to students who do not meet the fellowship nomination criteria.

2. The petition to the Graduate School must be in the form of a written request addressed to the associate dean. This request must 1) identify the waiver category and 2)
provide a detailed justification for granting a waiver to the nominee. Petitions must be approved prior to the online submission of the college-level award.

**College-Level Award Process**
Procedures established to distribute awards to programs or to individual students at the college level are subject to the discretion of the college’s dean. The Graduate School monitors all nominees to ensure that they meet the threshold requirements for awarding fellowships.

Awards made at the college level may be a UF, DUF, or DDU. For each year of fellowship support offered, one year of fellowship support allocated to the college is spent. For example, offering a two-year DUF through a college-level award will cost that college two of its allocated fellowships.

**Notifying Awardees**
All college-level fellowship awardees receive their award letters from the Graduate School on or after March 5. The Graduate School prepares and sends the letters as it receives college approved nominations in the Nomination System. Programs that want to ensure their college-level notification letters are sent on March 5 must submit their awards online by February 22. Programs that wish to make offers earlier than March 5 using college-level fellowships must receive approval from the Fellowship Office before sending an award letter.

Programs may supplement the Graduate School’s award offer and must specify the details of such a supplement in their own award letter. Programs are encouraged to reference and attach the Graduate School’s award letter with their offer and to inform the student that their award is in addition to the Graduate School’s. The Graduate School’s official offer letter will be available on the Nomination System.

Awards made through the college-level fellowship process, no matter how early in the academic year, are subject to the Council of Graduate School’s Resolution regarding financial aid offers. No representation may be made to awardees suggesting that they are obligated to respond to University Fellowship offers prior to April 16, 2018. Any acceptance or declination received prior to that date is non-binding on the part of the student (see CGS’s April 15 Resolution). Programs that become aware of violations to this resolution from Ohio State or other universities should report this to the fellowship office.
Submission Checklist for Graduate Programs

1. Nomination Have you nominated your students for the appropriate fellowships (DDU, DU, UF, DDGE, DGE, or GE) and do they meet the fellowship eligibility criteria? If not, has a waiver been applied or petition approved by the Graduate School?

2. Deadline Have you nominated each student through SIS by the deadline (January 25 (5:00 p.m.))? 

3. Waivers and Petitions Have you identified the students in the Graduate School Nomination System who are being submitted under the waiver or petition policy? The total number of waivers cannot exceed 50% of a program’s nomination cap of total University Fellowship nominations actually made, or four whichever is greater. Students who do not meet the minimum for both the GPA and GRE/GMAT must be counted as two waivers. Graduate Enrichment petitions are reviewed on a case-by-case basis.

4. Undergraduate GPA Have you verified, on the Nomination System, the cumulative undergraduate GPA for students who do not have a GPA calculated by the Graduate or International Admissions Office?

- Nomination Documents For every nominee, have you uploaded and verified the contents of the application as one PDF to the Graduate Admission’s Edward system with all of the following materials in the order listed by the deadline?

- Signed graduate program justification statement

- The student’s statement of purpose

- The nominee’s vitae

- Three letters of recommendation
Combining or Reallocation College-Level Fellowships

Multiple Competition and College-Allocated Awards
Students may be nominated for multiple fellowships (to create additional years of support) through the central fellowship competition and/or the college-allocated fellowship process. If the nominee is awarded multiple fellowships, the fellowships will not be combined into one award. Rather the awards will be distributed consecutively. In the case of multiple awards, the Graduate School will determine in what order the awards are distributed. Nominees who are awarded three or more years of support will receive the higher stipend level for all three (or more) years.

- The maximum number of fellowship years awarded to a student through this process is four years.

- Three- and four-year awards are only available to students in doctoral or three-year terminal degree programs.

- The graduate program assumes specified financial commitments for the intervening non-fellowship years when a student is granted multiple years of support.

Reallocating Competition and College-level Awards
Reallocated fellowships may be made only to students who were nominated in the fellowship competition. Graduate programs may reallocate college-level or university fellowships that have been declined by recipients on a three-to-one basis. This ratio of three-to-one ensures that the number of funded fellowships is in line with annual budget realities. Graduate Enrichment and SROP Graduate School Fellowship offers that have been declined do not count for reallocation purposes. A program may award one fellowship for every three declined fellowship “reallocation credits” it accumulates. Programs must have three reallocation credits for each one-year fellowship they want to award.

Reallocation fellowship credits are calculated by headcount for university fellowships and by award years for college-level fellowships. This distinction recognizes that college-level fellowships are counted by award years and is designed to encourage programs to take strategic risks in making offers with their college-level awards. Reallocation of college-level fellowships can be requested as early as February 19, 2018, after the confidential list of awardees is made available. Reallocated offers can be made as early as February 26 to assist in early recruitment.
Reallocating Credit Examples

A declined competition-awarded distinguished university fellowship = 1 reallocation credit
A declined college-level distinguished university fellowship = 2 reallocation credits

Reallocating credits resulting from declined college-level and competition fellowships are additive for reallocation purposes.

Example 1: A declined DDU (from a college-level UF and a Graduate School DUF) = 2 reallocation credits
(one from the college-level award and one from the Graduate School competition)

Example 2: A declined DDU (from a college-level DUF and a Graduate School UF) = 3 reallocation credits
(two from the college-level award and one from the Graduate School competition)

Reallocating Options

Programs wishing to participate in the reallocation process may do so only after the confidential list of awardees is made available on the Nomination System site on February 19. Reallocated fellowships that are declined do not generate additional reallocation credits for a graduate program, and they are not cumulative from year to year.

Funds available for reallocated fellowships may not be used to increase the monthly stipend for nominees awarded fellowships in this competition or to provide support to continuing graduate students already enrolled in the graduate program.

Option 1: Reallocation based on expected number of declined fellowships

This option is suitable for graduate programs that wish to use reallocation credits to make early fellowships offers to students and are willing to speculate on their number of declined fellowships. Reallocation requests must reflect reasonable expectations of student matriculation based on past competitions.

Reallocated fellowships may be awarded to students who have been admitted to the graduate program and meet the fellowship eligibility criteria or may be used to add an additional year or years to a fellowship award provided the individual is eligible for a multi-year fellowship.

For multi-year fellowships, graduate programs are required to guarantee in writing full, continuous financial support for the intervening years. Graduate programs using Option
One are potentially assuming a portion or full financial responsibility for the fellowship stipend and agree to transfer funds that are not covered by three reallocation credits to the Graduate School.

Example: A graduate program has 12 fellowships awarded to students in the University Fellowship competition and anticipates that 4 students will decline their fellowship offers (for 4 reallocation credits). The program uses Option One to offer a one-year fellowship to 2 students who meet the fellowship eligibility criteria. If the program receives its 4 anticipated declines and both students accept their awards, the program will use 3 reallocation credits for the first fellowship, at no cost to the program, but will owe the Graduate School two-thirds of the stipend cost to cover the second.

Process
Programs wishing to have the reallocated fellowship offer extended on March 6 with the fellowship awardees must return the Option One Reallocation Fellowship Agreement Form to the Graduate School by April 16, 2018, 5 p.m. Otherwise, these forms may be submitted to the Graduate School any time after the committee’s initial selection and on or before April 16.

Option 2: Reallocations based on actual number of confirmed written declinations
This option is suitable for graduate programs that do not want to risk the possible commitment of their own funds to reallocate fellowships and are willing to wait until they receive three reallocation credits before submitting the Option Two Reallocation Fellowship Agreement Form. These forms can be completed and returned to the Graduate School any time three reallocation credits are accumulated, but no later than April 17, 5 p.m. Prior to making the award, the Graduate School will confirm that the graduate program has the required number of reallocation credits.
Information and Conditions for All Fellowships

Fees Not Covered by Fellowships
Fellowships do not cover

- Payment of room and board
- Application and/or acceptance fees
- Books
- COTA bus fee, student union, student activity fee, RPAC recreation fee, laboratory fees, student legal fee
- Parking

Taxes
Monthly fellowship stipends are subject to federal, state, and possibly city income taxes. Students may be required to file the appropriate estimated quarterly tax forms and should consult a tax professional.

Minimum Credit Hour Requirements
Fellows have minimum credit hour requirements. Master’s and pre-doctoral candidacy fellows must enroll for a minimum of 12 credit hours during autumn and spring semesters and 6 hours during summer session when utilizing Graduate School fellowship support. Doctoral post-candidacy students must carry a minimum of 3 credit hours each term of fellowship support.

Fellowship Offer Tied to Original Graduate Program
The fellowship offer applies exclusively to graduate study in the graduate program making the nomination. Any change in a student’s enrollment status, including entry into a combined program or transfer to another program, must be approved by the Graduate School prior to that change and could result in the loss of the fellowship and/or full fee authorization support.

Other Appointments
Since fellows are expected to devote full attention to their academic studies, they are not permitted to be otherwise employed while on fellowship tenure. This includes all other types of university appointments, such as graduate teaching, research, and administrative associateships; graduate traineeships; and other graduate fellowships as well as campus or outside employment.
All exceptions to this policy must be approved, in advance, by the Graduate School.

A Graduate School fellow may be allowed to hold a supplemental appointment or concurrent employment of no more than 10 hours per week on the recommendation of the graduate studies committee chair and with the approval of the Graduate School. Requests should be addressed to the associate dean.

**Terminating Fellowship Support**

The Graduate School reserves the right to terminate fellowship support before the end of the award period for the following reasons:

- The fellow is no longer enrolled in Graduate School.
- The fellow is registered for fewer than the required minimum number of credit hours.
- The fellow fails to maintain reasonable progress towards the graduate degree, or fails to maintain good standing.
- The fellow receives a terminal degree.
- The fellow changes graduate programs without obtaining written approval from the appropriate graduate programs and associate dean of the Graduate School.
- The fellow accepts employment or any other type of financial support without the prior approval of the Graduate School.
- The fellow has been found in violation of the professional codes of ethics and responsibilities of the university. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct. Violations are determined through the formal disciplinary and/or grievance procedures established by recognized bodies of the university.
**Fellowships: Dissertation Year Activation**

For DDU, DUF, DGE, and SROP Fellowships, the dissertation or thesis year (DYF) must be activated by the student’s seventh year of graduate study.

The graduate program is not obligated to provide funding to the student after the dissertation or thesis year if the student does not complete their dissertation or thesis and graduate at the end of the dissertation year, or if the student has received a total of six years of support.

A request for activation of the dissertation year portion of a DDU, DUF, DGE, or SROP Fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year.

Requests to activate the dissertation year must be made in writing by the fellow’s Graduate Studies Committee Chair to the office of fellowship services and must confirm the student has met the following criteria:

- A minimum cumulative grade point average of 3.60 (3.3 for SROP and DGE fellows).
- Completed the candidacy exam successfully and is within the five-year candidacy time period.
- Completed all doctoral coursework.
- Post-candidacy enrollment should be limited to departmental seminars or research hours; however, fellows may register for other degree-related courses with advisor approval. The DYF may not be used to support courses taken for another degree program.
- Received continuous departmental support during non-Graduate School fellowship years.
Appendix A: Nomination Caps

2018 Nomination Caps
Nomination Caps are determined by program. The program’s average number of awards for the past three years constitutes the base number. The bonus number is one-half of the program’s three year average acceptances. The base and bonus numbers are added together then multiplied by 75% to determine the cap. Data from the University Fellowship and Graduate Enrichment Fellowship competitions are included in the calculations; however, the cap applies only to the University Fellowship program. Each program is guaranteed a minimum cap of 3. The number of Allotted Waivers is 50% of the adjusted cap or 4 whichever is greater.

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* Allotted waiver calculations are based on the adjusted CAP
Source: Fellowship Annual Reports
# Appendix B: Graduate School Fellowship Summary Archive

## 2017 Fellowship Summary

<table>
<thead>
<tr>
<th>Competition</th>
<th>College Allotments</th>
<th>Total Awards</th>
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<tbody>
<tr>
<td></td>
<td>Awards</td>
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</tr>
<tr>
<td></td>
<td>Total*</td>
<td>Accepted</td>
</tr>
<tr>
<td>University Fellowship (UF)</td>
<td>325</td>
<td>147</td>
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<tr>
<td>Distinguished University Fellowship (DUF)</td>
<td>94</td>
<td>34</td>
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<tr>
<td>Dean’s Distinguished University Fellowship (DDU)</td>
<td>59</td>
<td>16</td>
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<tr>
<td>Enhanced DDU (EDDU)</td>
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<tr>
<td><strong>Total University Fellowships</strong></td>
<td>478</td>
<td>197</td>
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<tr>
<td>Graduate Enrichment Fellowship (GE)</td>
<td>147</td>
<td>72</td>
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<tr>
<td>Dean’s Graduate Enrichment Fellowship (DGE)</td>
<td>44</td>
<td>16</td>
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<tr>
<td><strong>Total Enrichment Fellowships</strong></td>
<td>191</td>
<td>88</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>669</td>
<td>285</td>
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# Appendix C: Graduate School Fellowship Stipends

## 2018–2019

<table>
<thead>
<tr>
<th>Fellowship Name</th>
<th>Annual</th>
<th>Monthly Stipend Amounts</th>
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<td></td>
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<td>Standard*</td>
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<tr>
<td>Presidential</td>
<td>$31,476</td>
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<tr>
<td>University</td>
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<tr>
<td>Distinguished University</td>
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<td>Patrick S. Osmer SROP Fellowship</td>
<td>$25,800</td>
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<tr>
<td>J. Parker and Kathryn Webb Dinus</td>
<td>$25,800</td>
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<tr>
<td>NSF-GRFP</td>
<td>$34,000</td>
<td>$2,833</td>
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</table>

* Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services, and Program Fees). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar’s website.
Appendix D: Campus Visit Grants

The Graduate School offers campus visit recruitment grants up to $250 per student (up to $5,000 per graduate program) to support programs as they recruit the most sought-after applicants, namely fellowship nominees.

Any legitimate travel costs will be reimbursed, including travel, lodging, and per diem.

All travel must be in compliance with Ohio State travel policy, including using the least expensive means of travel.

Eligibility

Eligible campus visits must occur between September 1 and April 15 of a fellowship competition year.

To be eligible, students must be:

- U.S. citizens or green card holders
- nominated by their programs for a University or Graduate Enrichment Fellowship or are awarded a College-Allocated Fellowship (nominees need not win a fellowship)
- new to Ohio State (previous Ohio State students can be considered in exceptional circumstances)

Process

1. Campus visit
2. Program reimburses student
3. Program submits the approved reimbursement documents from eTravel
4. Graduate School reimburses program

- Programs are responsible for processing the student's travel and final reimbursement. The program then requests reimbursement from the Graduate School.
- Reimbursements are made directly to graduate programs and only after the fellowship competition is closed.
- To request funding, programs must submit the reimbursement documents from the eTravel system; documents must be in approved status.
• Reimbursement requests must be submitted to Rosemarie Thornton at the Graduate School by April 30 of a fellowship year.

Rosemarie Thornton
250 University Hall
230 North Oval Mall
Columbus, OH 43210
thornton.2@osu.edu
614-247-7269
Appendix E: Fellowship Calendar

### 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1</td>
<td>International student admission applications and supporting materials to be received in the Graduate and International Admissions Office</td>
</tr>
<tr>
<td>December 11</td>
<td>Nominations begin in SIS</td>
</tr>
</tbody>
</table>

### 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Domestic student admission applications and supporting materials due in Graduate Admissions.</td>
</tr>
<tr>
<td>January 12</td>
<td>Deadline for graduate programs to request GPA calculation from Graduate Admissions.</td>
</tr>
<tr>
<td>January 18, 9 a.m.–Noon</td>
<td>Graduate School Open House, 226 University Hall, 230 North Oval Mall</td>
</tr>
<tr>
<td>January 25, 5 p.m.</td>
<td>All nominations must be made through the SIS system by 5:00 p.m.</td>
</tr>
<tr>
<td>January 26, 5 p.m.</td>
<td>Fellowship nomination deadline</td>
</tr>
<tr>
<td>February 19, 4 p.m.</td>
<td>Confidential list of awardees and reallocation forms available on the Graduate School's Nomination System.</td>
</tr>
<tr>
<td>February 22, 8 a.m.</td>
<td>Graduate Program Option One reallocation selections and forms accepted.</td>
</tr>
<tr>
<td>February 26</td>
<td>Graduate School award letters available to graduate programs for use in sending complete (Graduate School and graduate program) offers.</td>
</tr>
<tr>
<td>March 5</td>
<td>Fellowship award letters sent via email by the Graduate School to awardees.</td>
</tr>
<tr>
<td>April 16, 5 p.m.</td>
<td>National deadline for awardees to notify the Graduate School of their decision to accept or decline their fellowships.</td>
</tr>
<tr>
<td>April 16, 5 p.m.</td>
<td>All College-Allocated fellowships must be submitted online by 5 p.m.</td>
</tr>
<tr>
<td>April 17, 5 p.m.</td>
<td>Option Two reallocation due.</td>
</tr>
<tr>
<td>May 1, 5 p.m.</td>
<td>Deadline to notify Graduate School of students who will begin their fellowships in the summer.</td>
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