

# Instructions for Requesting Summer University Fellowships and Completing the Summer Fellowship Request Spreadsheet

The Summer Fellowship Request Spreadsheet is used to activate 3-month (June, July and August) Summer University Fellowships (SUF).

Summer 2009 stipend: \$1,676 per month for a total of \$5,028.

Summer 2009 tuition: 598 or 599 is \$4,084; 503 is \$1,157.

A student is eligible for Summer UF funding if **all** of the following apply. She/he:

- 1) is eligible for summer funding according to the terms of his/her award package.
- 2) is enrolled in a PhD program in one of the following schools: WCAS (Divisions II and III, Mathematics and Statistics), SESP, School of Communications, School of Music. *Master's degree students are not eligible for Summer UF funding.*
- 3) has been supported on a University Fellowship, Graduate Assistantship, Research Assistantship, external awards/fellowship or school/departmental funds during the preceding fall, winter and spring quarters. *If a summer fellowship is requested for a student who had a break in full-time enrollment, the department must explain in detail to their school dean the reasons for the break and why the student should be funded. The school dean will review and determine eligibility.*
- 4) will continue her/his PhD studies in TGS after the summer quarter. *Students who will not continue to register in TGS in the upcoming academic year are not eligible for a Summer Fellowship.*
- 5) is in good academic standing and in compliance with all regulations as stipulated in the Graduate Student Handbook.

Procedures to Activate Summer University Fellowships:

- 1) Each department or program should use the spreadsheet provided to list all students for whom a Summer UF is being requested. **Do NOT include first-year students (entered Fall 2008) who were provided with 12-month University Fellowships.**
- 2) Please complete the fields on the spreadsheet with the following information for each student:
  - The student's Last Name, First Name, School (i.e., SoC, WCAS, SESP, or Music), and SES ID# (EMPLID).
  - The academic program in which the student is currently enrolled (e.g., Anthropology).
  - SES Program Code (e.g., Learning Sciences is L10PH).
  - Entry: Term/Year: student's first quarter in The Graduate School. The format is: Term (not abbreviated) YYYY (e.g., Fall 2008).
  - Registration: student's actual course registration for the summer (503 or 598/599).
  - Comments: optional – any relevant information about the student (e.g., different funding department than student's enrolled department, or registration for language courses via CIC institution).
- 3) **Submit the spreadsheet to your school dean's office.**

**Please check the deadline set by your school dean. Your dean's office must forward the spreadsheet to The Graduate School by noon on Friday, March 27, 2009.**