

Graduate School Fellowship Guidelines



THE OHIO STATE UNIVERSITY

GRADUATE SCHOOL

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Section 1

Overview

The Graduate School provides strategic leadership for graduate education at Ohio State by ensuring high standards for graduate programs and supporting the effective recruitment, retention, and support of excellent graduate students. The University Fellowship competition is aligned with the Vision and the Mission of the Graduate School to prepare and sustain graduate programs for excellence and to produce skilled graduates that will be successful, sought-after leaders in knowledge, innovation, and creativity.

The Graduate School's fellowship programs are designed to help graduate programs recruit highly qualified new students to the Ohio State Graduate School and to advance the excellence of graduate education at Ohio State.

A competitive process is held annually to award Graduate School fellowships through the University Fellowship program ([UFP](#)) and the Graduate Enrichment Fellowship program ([GEFP](#)). A decentralized, college-driven process—the Graduate School College-Allotted Fellowship Program ([CAF](#))—is also held annually. The Graduate School also administers separate competitions for the [Patrick S. Osmer Fellowship](#) (for SROP and McNair Scholars), the [ENGIE-Axium Fellowships](#), and the [J. Parker and Kathryn Webb Dinius Fellowship](#) (athletics).

Graduate School fellowships provide one or more years of stipend, tuition, and fees for partial support to the program and the student towards completion of their terminal degree. Students in two-year terminal master's programs are only eligible for one-year fellowships; students in doctoral or three-year terminal masters degrees may be awarded multi-year fellowships.

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

For multi-year fellowships, funding after the first year is contingent on maintenance of [good academic standing](#) (Graduate School Handbook 5.1) and [reasonable progress](#) (Graduate School Handbook 5.4) towards the doctoral or three-year terminal degree.

All Graduate School Fellowships:

- Provide a monthly stipend ([Appendix D](#))
- Pay a student's instructional fees and most general fees
- Pay learning technology fees
- Pay resident or nonresident tuition
- Provide the 85% university subsidy of the Student Health Insurance premium

Section 2

University Fellowship Program (UFP)

The UFP is designed to recruit academically strong candidates for admission into our graduate programs. The spirit of these awards is to nominate the program's strongest academic candidates in an equitable and inclusive manner.

There are three University Fellowship types:

- University Fellowship (UF) (first year only)
- Distinguished University Fellowship (DUF) (first and dissertation year)
- Susan L. Huntington Dean's Distinguished University Fellowship (DDUF) (first, second and dissertation year)

Nomination Caps

SECTION 2.1

Graduate programs have a maximum number of nominations they can submit to the UFP competition (i.e. UF, DUF or DDUF). 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 ([Appendix B](#)).

Programs may nominate as many eligible students for multi-year awards (DDU, DUF) as they wish within their nomination cap ([Appendix B](#)), but only if they are willing to provide full intervening years of support for 5 year minimum total. ([Section 4](#)). Students nominated for a DUF will be automatically considered for a UF.

Students nominated for the UFP may also be nominated for the GEFP ([Section 14](#)) provided the program justification specifies how the candidate(s) enhance the diversity of the program and/or the Graduate School ([Section 8.4](#)).

Each nominee can only receive up to three total years of support from Graduate School Fellowships, except for the ENGIE-Axium Fellowship that can provide an additional year, including a 4th year of Graduate School support.

Nomination Cap Formula

SECTION 2.2

The number of nominations allowed per graduate program is based on a formula that accounts for each program's number of awards by headcount in each award (irrespective of the number of award years) over the past three years and the number of acceptances of fellowship awards by headcount over that same period (see [Nomination Caps Calculation Summary](#)).

This formula provides incentive for recruiting graduate-eligible nominees and balances the stability of considering prior cap numbers with an incentive to strategize to increase acceptances.

$$\text{Nomination cap} = (\text{Base number} + \text{Bonus number}) \times .75$$

Nomination Cap: the maximum number of UF 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: ½ of a program's average award acceptances for the past three years.

Section 3

Graduate Enrichment Fellowship Program (GEFP)

The Graduate School is committed to effective recruitment, retention, and support for all graduate students and inherent in this commitment is the belief that the academic benefits of a diverse student body are critical to excellence in graduate education and research. As a leading public, land grant, research, urban, community-engaged institution, the academic benefits of a diverse student body and campus community are embedded in [Ohio State's](#) and the [Graduate School's](#) core mission and goals. As part of its commitment to prepare and sustain graduate programs for excellence, the Graduate School identified that a diverse student body is critical to ensure the quality and integrity of graduate programs. Diversity in graduate education enhances collaborative skills by providing experience working and teaching in diverse groups, where shared knowledge and best practices are informed from a variety of perspectives. A diverse learning environment thus elevates the level of intellectual discourse, nurtures career development, and generates a positive culture for the next generation of learned scholars.

One of the goals of the Graduate School is to deliver awards to recognize and recruit a diverse group of outstanding student scholars. The Graduate Enrichment Fellowship Program (GEFP) is an essential component of the Graduate School's efforts toward advancing this excellence in education and research. The GEFP is designed to recruit the best well-rounded candidates that will enhance the graduate education environment for better learning and community wellness by bringing diverse characteristics and experiences.

There are three Graduate Enrichment Fellowship types:

- Graduate Enrichment Fellowship (GE) (first year only)
- Distinguished Graduate Enrichment Fellowship (DGE) (first and dissertation year)
- Dean's Distinguished Graduate Enrichment Fellowship (DDGE) (first, second and dissertation year)

The number of nominations a program can submit in the GEFP 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.

Programs may nominate as many eligible students for multi-year awards (DDGE, DGE) awards as they wish, but only if they are willing to provide full intervening years of support for 5 year minimum total ([Section 4](#)). Students nominated for a DGE will be automatically considered for a GE fellowship.

Students nominated for the GEFP may also be nominated for the UFP ([Section 14](#)) provided they meet the eligibility criterion for the UFP ([Section 5](#)) and the total number of UFP nominations are within the nomination cap. Each nominee can only receive up to three total years of support from Graduate School Fellowships, except for the ENGIE-Axiom Fellowships that can provide an additional year, including a 4th year of Graduate School support.

Section 4

Program Support

Graduate School Fellowship support is guaranteed for the length of the awarded fellowship only ([Table 1](#)). However, the Graduate School expects graduate programs to provide intervening years of support as summarized below. Such support, particularly when guaranteed at the time of the fellowship offer, can be an effective tactic in recruiting talented students.

For one-year fellowships (UF and GE), the Graduate School encourages graduate programs to continue support of their Fellows provided they are making reasonable progress towards their degrees.

For multi-year fellowships (DUF, DDUF, DGE and DDGE) the Graduate School requires that 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. Programs are strongly encouraged to match the stipend-level(s) offered by the Graduate School fellowships. The programs must guarantee this support in writing to the fellow at the time of the initial fellowship award notification.

Graduate programs must commit to a minimum of 3 to 4 years of support for the various multi-year fellowships as specified in [Table 1](#). A commitment of fewer years will be considered if it is consistent with the program's doctoral completion norms.

Intervening years of 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).

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.

Section 5

Fellowships Programs and Eligibility

Incoming graduate students cannot apply for Graduate School fellowships. Instead, fellowship awards are based on nominations of admitted graduate students by Ohio State graduate programs.

Eligibility

SECTION 5.1

Individuals who will be new graduate students at Ohio State in autumn semester of the competition academic year are eligible for nomination. The committee will also consider students for whom spring or summer is their first term of graduate enrollment at Ohio State.

Eligibility conditions for students nominated for UFP, GEFP, Osmer and Dinius fellowships are summarized in [Table 1](#) below.

Table 1: Eligibility requirements for nomination of candidates for Graduate School Fellowships

	cGPA Min*	Citizenship	Eligible Programs	Fellowship years	Program support
University (UF)	3.6§	all	all	1	
Distinguished University (DUF)	3.6§	all	terminal master's, doctoral¶	2	4
Susan L. Huntington Dean's Distinguished University (DDUF)	3.6§	all	doctoral	3	3
Graduate Enrichment (GE)	3.2†	U.S. citizens	all	1	
Dean's Graduate Enrichment (DGE)	3.2†	U.S. citizens	terminal master's, doctoral¶	2	4
Dean's Distinguished Graduate Enrichment (DDGE)	3.2†	U.S. citizens	doctoral	3	3
Patrick S. Osmer	3.1	U.S. citizens	all	2	4
J. Parker and Kathryn Webb Dinius (athletics)	3.0‡	all	all	1	

* If the cumulative undergraduate GPA of a student fails to meet the minimum cGPA requirement then a waiver or a petition may be requested, and graduate GPA will be considered if applicable.

† Minimum cumulative undergraduate GPA (cGPA) 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 per-centage of at least 88% for other international percentage graded systems.

‡ Minimum cumulative undergraduate GPA of at least 3.2 on a 4.0 scale (or equivalent on another scale, such as 4.0 on a 5.0 scale, 4.80 on a 6.0 scale, etc.)

§ 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.)

| Minimum cumulative undergraduate GPA of at least 3.0 on a 4.0 scale (or equivalent on another scale, such as 3.75 on a 5.0 scale, 4.5 on a 6.0 scale, etc.)

¶ Must be a doctoral student (PhD or DMA) or student in a full-time 3-year terminal degree program (e.g., MFA).

Ineligible Candidates

SECTION 5.2

Persons ineligible for fellowship consideration with or without a waiver or petition are as follows:

- A student who has not been admitted to the Ohio State Graduate School
- A student with an incomplete set of fellowship application materials
- A student who has been admitted conditionally ([Graduate School Handbook 2.6](#))

- A student who will be enrolled in a professional degree program (e.g., Medicine, Law)
- A student who is enrolled in a joint Bachelor's/Master's Program
- A student who has previously enrolled in the Ohio State Graduate School for any graduate program including the Graduate School Bridge program ([Graduate School Handbook Appendix G](#)).

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

Section 6

Waivers and Petitions

Waivers for University Fellowships

SECTION 6.1

The Graduate School believes that rigorous, established criteria for nominations are the foundation and threshold baseline of the UFP competition. The Graduate School's waiver policy enables graduate programs to nominate exceptionally qualified applicants who may fall short on the required minimum undergraduate cGPA. Waivers cannot be used for Graduate Enrichment ([Section 6.2](#)) or College Allotted fellowship nominations ([Section 9.3](#)), as those nominations use a petition process. The number of waivers allotted to each graduate program is 25 % of the graduate program's nomination cap or two, whichever is greater.

If all application materials are present and the nominee's credentials do not meet the minimum undergraduate cGPA for the UFP competition, the nomination will be reviewed only if the nominee is able to be awarded a waiver in the [Graduate School Nomination System](#) summary screen.

Any nomination not meeting all of the fellowship eligibility criteria for the UFP competition that has not been identified as having a waiver will not be included in the competition. Missing items from the fellowship folder are not a permissible basis for a waiver.

Petitions for Graduate Enrichment Fellowships

SECTION 6.2

Programs may petition the Graduate School to nominate a well-qualified applicant who may fall short on the minimum criteria for undergraduate cGPA for a Graduate Enrichment Fellowship. Petitions should be submitted by written request from the Graduate Studies Chair to the Associate Dean of the Graduate School. This request must:

1. describe how the nominee will contribute to diversity, and
2. provide a detailed justification for granting an exception to the cGPA minimum for the nominee.
3. be submitted though the student's page once their name is available in the nomination system by the appropriate deadline

Petitions must be approved prior to the submission of the nomination materials. There is no limit on the number of petitions that can be requested for GE nominations. Graduate programs are responsible for entering all approved petitions in the summary screen in the Graduate School Nomination System.

Section 7

Nomination Systems and Deadlines

There is a single Graduate School online nomination system used for Graduate School Fellowships. The Graduate School provides an annual workshop at the start of each competition to orient Graduate Program Coordinators to the nomination system. Late and/or incomplete nomination files will be deemed ineligible to ensure the greatest fairness to all graduate programs.

Nomination System

SECTION 7.1

The Nomination System is the system where fellowship nomination starts. Please refer to the [Fellowship Calendar](#) for when nominations will open.

Graduate programs may only submit their allotted number of nominations for the UFP competition in accordance with their nomination cap ([Appendix B](#)). The Graduate Enrichment program does not have nomination caps. The total number of nominee CAPS for College-Allotted Fellowships (CAFs) are determined for each College by the Graduate School based on

the average of the last five years of UF and GE awards by headcount. The number nominated by each program is determined by the program and their colleges ([Section 9.1](#)).

Graduate programs must select DDU, DUF, UF, DDGE, DGE or GE for each nominee in the nomination system by the deadline.

However, the designation of each nominee for various UF or GE awards can be changed later in the GS Nomination System by the Graduate School.

EDWARD System

SECTION 7.2

EDWARD ([Step-by-step Instructions](#) | [Log in](#)) is the document management system that is available for programs to use to upload nomination documents and compile them into a nomination packet. EDWARD is run by the Office of Graduate and Professional Admissions.

For each nominee, the graduate program must upload a complete set of fellowship nomination materials in the order listed below as one PDF.

Required Nomination Materials.

- The graduate program's signed justification statement
- The nominee's statement of purpose
- The nominee's curriculum vitae
- Three letters of recommendation
- The nominee's undergraduate and (if applicable) graduate transcripts

Following compilation, nomination materials created in EDWARD must be uploaded to the Graduate School Nomination System by 5:00 PM on the day of the submission deadline. Programs must verify that their PDFs have been successfully uploaded and are complete.

After Nomination

SECTION 7.3

Graduate School (GS) Nomination System ([Step-by-step Instructions](#) | [Log in](#)) also serves as the fellowship management system. Once a student has been nominated in the system and his or her documents uploaded, any further changes to that nomination will occur through the GS Nomination System.

The GS Nomination System is used to:

- Review applications and select candidates for various fellowships.
- Check the current number of nominations and waivers. For any nominee not meeting the undergraduate cGPA eligibility criteria, graduate programs must use a waiver or an approved petition up to their allotted number of waivers (Section 6.1) or petitions (Section 6.2). They must check the appropriate waiver type in the GS Nomination System and submit final nominations by the deadline.
- View competition fellowship award information when it is made available
- View and download award letters and check for accuracy when they are posted
- Notify Fellowship Services to send award letter notifying the nominee of the award after letters are posted and before April 15 (5 p.m.).
- Submit reallocations and college-allotted fellowships before April 16 (5 p.m.).

Important deadlines for the Graduate School fellowship nominations are summarized in the Fellowship Calendar in [Appendix F](#).

Section 8

Evaluation Process

Materials Used for Evaluation

SECTION 8.1

Transcripts reflecting courses taken for the 4-year undergraduate degree, graduate degrees (if applicable), and grades received in undergraduate or graduate courses (if applicable) that are relevant to the program of study of the nominee.

The Graduate School does not require **standardized test scores**. Scores should *not* be submitted if they are not required by the program. However, Official notification of standardized scores (e.g., GRE and subject specific standardized test scores, GMAT etc.) should be included as an AME sheet from Graduate and Professional Admissions if the program requires standardized test scores *and* mentions standardized test scores in the justification statement as support for the quality of the nominee.

Nominee's curriculum vitae summarizing major scholarly pursuits and activities and other experiences including but not limited to publications, presentations, performances, awards, internships etc.

Statement of Purpose to be evaluated according to factors including but not limited to: clarity and quality of writing, non-academic experience, motivation for graduate study and research interest, career goals, and interest in the specific graduate program at The Ohio State University.

Letters of Recommendation. The quality of letters will be assessed from factors such as reputation and/or relevance of recommenders, the intellectual ability of the nominee, the quality and quantity of scholarly work and other attributes of the nominee such as experiences, leadership activities, motivation, work-ethic, overcoming hardship(s), and promise for success in graduate school.

Program Justification Statement. It is the program's responsibility to provide a narrative describing specific interpretation of the nominee's credentials, including previous graduate work, if relevant. The statement should be submitted by the Graduate Studies Committee Chair and describe why the nominee represents the highest quality for their program. For GEFP, the narrative should include how the nominee could enhance the diversity of the program and/or the Graduate School. The information for this narrative may be gathered by the program through the following methods: Graduate School Admissions Application; personal statements; letters of recommendation; campus visits; phone contact; interviews; surveys; [15th-day enrollment report](#); and, other program-related means. The justification should include the level of enthusiasm of the program for the applicant (Outstanding, Excellent, Very Good), how the nominee fits into the program's research emphases, and/or how the applicant can promote programmatic goals or fill existing gaps. Graduate programs should emphasize all relevant attributes of all-around strength, not simply outstanding performance on a single measure.

Review Committees

SECTION 8.2

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

The University Fellowship Review Committee consists of 25 to 30 members of the Graduate Faculty.

The Graduate Enrichment Fellowship Selection Committee consists of 12 to 14 members of the Graduate Faculty.

Committee members are chosen to reflect a fair representation across all colleges and disciplines. Each committee member serves a three-year term. Each University Fellowship and Graduate Enrichment nomination is evaluated by three readers who are selected through a blocked-randomized process. Reviewers do not review nominees from their own programs, and recuse themselves for discussion if in conflict of interest. Each nomination's final score is an average of the three scores.

In addition to screening that the candidates meet the eligibility criteria for nomination, the members of the review committee evaluate nominees on the basis of the Scoring criteria outlined in [Section 8.3](#) and [8.4](#).

Scoring Criteria for UFP Competition

SECTION 8.3

University fellowships are used to recruit new, incoming graduate students to Ohio State. For programs participating in the UFP Competition, the following criteria must be used by a program in assessing nominees for the UFP. Academic productivity, as defined below, should be a heavily weighted criterion; however, programs should also consider the nominee's experiences and characteristics as this information will assist with identifying the nominee's potential contributions to the University and the Graduate School as a fellow.

Academic Productivity (heavily weighted):

- Cumulative/major undergraduate and graduate GPA (if relevant); reputation/difficulty of the undergraduate program/institution
- Publications, scholarly works, abstracts, research laboratory outputs such as posters, presentations, etc.
- Previous track record of academic achievement including but not limited to high school graduation awards, college major, college and university awards and honors, and major accolades (e.g. National Merit Scholarship; AP scholar, NSF pre-doctoral award, Fulbright).

Experiences

- Quantity and quality of scholarly activities, including but not limited to shadowing, communications, volunteer efforts, performances, research activities, and internships.
- Extracurricular and non-academic experiences (e.g. community service, other major activities, leadership experiences, travel/experience abroad, outreach activities, teaching or other work experience).

Characteristics

- Qualities and attributes that are associated with success in graduate school (e.g. work-ethic, overcoming hardship, discipline, focus, grit, resilience, readiness, achievement orientation, motivation, organization, maturity).

Multi-year fellowships

To determine the recipients of multi-year DDUF and DUF awards, the review committee additionally considers the overall strength of program support for the candidate and the track record of the program in providing intervening years of support (as presented in the justification statement). These elements and the final score from the review committee are used to advise the Graduate School to determine multi-year awards.

Scoring Criteria for GEFP Competition

SECTION 8.4

In scoring nominations for the GE competition, a nominee's academic productivity, experiences and characteristics (as defined in UF criteria) will be equally weighted by the review process. In considering a nominee's experiences and characteristics, the nominee's potential contributions to the University and the Graduate School as a fellow, including their contributions to diversity of the Graduate School and the program, will be considered.

Nominating graduate programs are expected to provide a narrative describing how the nominee contributes to a diverse graduate student body in a manner that supports excellence in graduate education for their graduate program and/or the university. The narrative should include how the nominee's matriculation to Ohio State would advance the educational mission and excellence of the Graduate School, including how the nominee's prior academic and life experiences enhance the intellectual discourse of the university. Nominees that demonstrate diversity in thoughts and/or life experience and those that contribute to increasing multiple aspects of program diversity are most likely to succeed.

Section 9

Graduate School College- Allotted Fellowship (CAF)

The Graduate School allots approximately one-half of its first-year University 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 offers in order to recruit top students. It also allows the graduate programs to make early offers.

College-Allotted Award Process
SECTION 9.1

The Graduate School determines the number of college-allotted fellowship awards that each college will receive. This number is based on the average number of UF and GE fellowship awards won by the college’s graduate programs during the last five-year period.

Each college determines how these fellowships are allotted to its graduate programs and sets its own internal review process. After this notification is made, colleges must notify the [Fellowship Office](#) of the awards allotted to each program, and provide a description of the policies and procedures established to distribute them. College-allotted awards may be entered into the Graduate School’s Nomination System between the system opening and April 16 (5 p.m.) 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 eligibility requirements for awarding fellowships. 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-allotted award unless a [petition](#) is submitted.

Interdisciplinary graduate programs that cut across colleges and programs that do not report to a specific college dean are allotted 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.

College-allotted Fellowships awarded to a nominee by the program may be a UF, DUF, or DDUF. For each year of fellowship support offered, one college-allotted fellowship is spent. For example, offering a two-year DUF through a college-allotted award will cost that college two of its allotted fellowships.

Eligibility
SECTION 9.2

In general, awards made through the College-Allotted Fellowships (CAF) process must meet all of the eligibility criteria for the University Fellowship program ([Table 1](#)).

Petitions for CAFs
SECTION 9.3

To allow for some flexibility, the Graduate School will review a limited number of petitions from the college for an exception to the minimum undergraduate cGPA as described in Table 2.

Table 2: Number of petitions allowed for CAFs

Number of college allotted awards	Number of petitions
< 6	1
6 to 11	2
11 to 16	3
> 16	4

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 not to allow any college-allotted awards to be offered to students who do not meet the fellowship nomination criteria.

The petition to the Graduate School must be in the form of a written request addressed to the [Associate Dean of the Graduate School](#) and uploaded on the nominee’s page in the Graduate School Fellowship System. This request must provide a detailed justification for granting a waiver to the nominee.

Petitions must be approved prior to the online submission of the college-allotted award.

All college-allotted fellowship awards must be submitted online by the deadline indicated on the [Fellowship Calendar](#).

Programs may use CAFs to supplement the competition awarded fellowships and may do so by nominating the student in the Graduate School Nomination System. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial years of support, supplemental stipend and the conditions, if any, that need to be met for continued support.

Awards made through the college-allotted fellowship process, no matter how early in the academic year, are subject to the [Council of Graduate Schools’ Resolution](#) regarding acceptances and financial aid offers.

Section 10

Notification of Fellowship Winners

The confidential award list for graduate programs will be made available on the Graduate School's Nomination System following review.

Graduate School award letters will be made available on the Nomination System for review by graduate programs to ensure accuracy following the award decision. Notification to Fellowship Services after the letters are first made available can request the award letter be sent to nominees. CAFs may be awarded at this time, and will then be added to the first award letter. All letters will be sent on the official awards notification date. The Graduate School sends the official fellowship award letters to fellowship awardees by email. Students must accept their award through the Graduate School Fellowship system.

The offer letter will be emailed to the students as soon as possible and no later than two weeks after letters are made available to the programs. In cases where the student is awarded a college-allotted fellowship or a reallocated fellowship after the initial award send letter date, a new letter listing all fellowships awarded may be sent immediately by the program, or automatically by the Graduate School within days of the award being made. Students will need to accept their new award in the nomination system in order to receive it, although if they accepted a previous award that acceptance will remain recorded.

Please note that declinations of a fellowship are final and can be received up to the April 15th deadline. Programs which wish to award a college-allotted or reallocated fellowship to a student who has declined a fellowship before the April 15th deadline can do so in the nomination system. Any nominee that does not accept the Graduate School offer by April 15th will forfeit that offer but could accept a reallocation or CAF offer made after April 15th. The program should inform the student that they will not receive the declined offer, only the later offer should they choose to accept it.

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. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial years of support, supplemental stipend and the conditions, if any, that need to be met for continued support.

Each graduate program is responsible for notifying its unsuccessful nominees. Ohio State follows the [Council of Graduate Schools' \(CGS\) April 15 award resolution](#)

agreement. The CGS resolution states that fellowship recipients have complete freedom of choice in accepting their awards until April 15, 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 15. Contact the Fellowship Office for statements acceptable to the CGS.

Section 11

Information and Conditions for All Fellowships

Appointment SECTION 11.1

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 at the request of their program can be from mid-May through mid-May of the following year.

Fellowship Offer Tied to Original Graduate Program SECTION 11.2

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.

Fellowship students must be in attendance on the Columbus or Wooster 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 follow the policy for attendance of their classes.

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 and Codes of Academic Misconduct](#). Fellows must also maintain [good academic standing \(Graduate School Handbook 5.1\)](#) in the Graduate School and make [reasonable progress \(Graduate School Handbook 5.4\)](#) toward the graduate degree.

Minimum Credit Hour Requirements

SECTION 11.3

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.

Other Appointments

SECTION 11.4

A Graduate School fellow may be allowed to hold a supplemental appointment or concurrent employment of no more than 10 hours per week by requesting an exception.

Requests for an exception to the above conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow's graduate program to the [Associate Dean of the Graduate School](#). Requests should be submitted to Fellowship Services at grad-schoolfellowships@osu.edu. The Chair will be notified of the request's outcome.

Termination

SECTION 11.5

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate (see exception to [withdrawal cost](#)) at the end of the semester that graduation occurs.

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](#) (Graduate School Handbook Appendix C) and the [Code of Student Conduct](#). Violations are determined through the formal disciplinary

and/or grievance procedures established by recognized bodies of the university.

Section 12

Dissertation Year Activation

A request for activation of the dissertation year or thesis year (DYF) portion of any multi-year fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year. The dissertation year must be activated before the student's seventh year of graduate study.

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:

- Completed all doctoral coursework.
- Completed the candidacy exam successfully and is within the five-year candidacy time period.
- Has a minimum cumulative grade point average of 3.60 (3.2 for GEFP fellows, or 3.1 for Osmer Fellows).
- Received continuous departmental support during non-Graduate School fellowship years.

Post-candidacy fellows may register for degree-related courses in excess of 3 credit hours with advisor approval. The DYF may not be used to support courses taken for another degree program.

Section 13

Benefits for Graduate School Fellows

Stipend. The yearly stipend will be made available to the student as outlined by the type of fellowship ([Appendix D](#)) in the award letter.

Fellows are paid on the last working day of the month. For fellows who start their appointment in the fall semester, the first and last stipend payment is on the last working day of August and is a half stipend. Students who begin their fellowship in summer will receive the current fiscal year stipend rate from mid-May through mid-August and the upcoming fiscal year stipend rate from mid-August through mid-May.

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

Tuition & Fees. The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general 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 the Minimum credit hour requirements ([Section 11.3](#)) or a failure to make payment by the deadline.

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 deducted from their stipend.

Withdrawal Costs. Should an active fellow choose to withdraw or be asked to leave the university for cause during the semester, all tuition and fees previously paid by the fellowship for that semester (or summer term) will be reversed and those fees charged to the student. Additionally, the fellowship stipend will be prorated to reflect the date of departure. Contact Fellowship Services for withdrawal costs.

An exception is a fellow in their final year who has fulfilled their responsibilities for graduation. With the approval of the Graduate Studies Committee Chair and their advisor, the student can terminate the program before the end of the semester without any withdrawal costs.

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 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 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 Columbus city tax ([City of Columbus tax website](#)).

Parking. Graduate fellows may purchase a student or a staff parking permit. Information regarding the parking permits can be obtained from [CampusParc](#).

Library. Graduate fellows have staff library privileges.

Section 14

Combining or Reallocating Fellowships

Multiple Competition and College-Allotted Awards

SECTION 14.1

Students may be nominated for multiple fellowships (to create additional years of support) through the Graduate School fellowship competition and/or the college-allotted 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. Stipend level will vary by combination of fellowship.

- For any multi-year fellowship (including those created by combining or reallocating), one year must be reserved for the thesis/dissertation year. This year will be funded at the dissertation year stipend level.
- The maximum number of Graduate School fellowship competition fellowship years (UFP and GEFP) awarded to a student through this process is three years.
- Any one-, two- or three-year award could be supplemented for additional years by College Allotted Fellowship(s).
- Students whose combined awards reach three years only through the addition of reallocations (i.e. a Distinguished University Fellowship awarded through the UFP competition and an additional year of UF funding through reallocation) will receive the stipend amount for a University or Distinguished University Fellowship in their first two years of study. As with all multi-year awards or award combinations, they will receive the dissertation year stipend in their final year.

The graduate program assumes financial commitments specified in their award letter to applicants in alignment with fellowship stipulations as outlined above for the intervening non-fellowship years when a student is granted multiple years of support.

Reallocating Competition and College-allotted Awards

SECTION 14.2

Eligibility: Reallocated fellowships may be made only to students who were nominated in the UFP competition. Graduate Enrichment Fellowship offers that have been declined do not count for reallocation purposes.

Graduate programs may re-allocate CAFs and UFP awards that have been declined by the recipients. Reallocations are calculated by headcount for university fellowships and by award years for college-allotted fellowships. This distinction recognizes that college-allotted fellowships are counted by award years and is designed to encourage programs to take strategic risks in making offers with their college-allotted awards. College-allotted fellowships that are declined can be re-allocated any time after the declination or by the April 16th deadline.

A program may reallocate one fellowship for every three declinations of a university fellowship. This ratio of three-to-one ensures that the number of funded fellowships is in line with annual budget realities. Alternatively, each one or two declinations may be used to fund one semester or two semesters, respectively, of a one-year fellowship and the program may assume responsibility for the remainder amount of the year. Any reallocations of one or two semesters will be awarded during the student's first semester(s) of study, or immediately following an initial award year should the reallocation be in addition to a competition or college-allotted fellowship.

Re-allocation of declined college-allotted fellowships or new CAF allocations may be submitted at any time from the opening of the system to the April 16th deadline. Reallocation of university fellowships is based on declinations, but could be submitted as early as the date when the confidential list of awardees is made available. Reallocated letters of offer can be made as soon as letters are available, usually within two weeks, to assist in recruitment.

Reallocation Examples

SECTION 14.3

Reallocations resulting from declined college-allotted and UFP competitions are additive for reallocation purposes.

a declined University Fellowship (any number of years) = **1/3 reallocation**

a declined year of a college-allotted fellowship = **1 year reallocation**

Example 1. A student declines a Distinguished University Fellowship awarded through the UFP competition and a University Fellowship (one year) awarded through the college-allotted process = 1 year and one semester available for reallocation

Example 2. A student declines a Distinguished University Fellowship (two years) awarded through the college-allotted process and a University Fellowship awarded through the UFP competition = 2 years and one semester available for reallocation

Reallocation Process

SECTION 14.4

Programs participating in the reallocation process must receive the necessary number of declinations before submitting the [reallocation form](#) through the [nomination system](#). Programs may submit the form at any time a sufficient number of declinations have accumulated, but no later than April 16, 5:00 p.m. Prior to awarding the student, the Graduate School will confirm that the program has the required number of declinations to create the reallocated fellowship.

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.

College-allotted fellowships that are declined can be re-awarded to a new nominee through the college-allotted process for that specific program only and no later than April 16th at 5PM. Reallocations or college-allotted fellowships are not cumulative from year to year.

Additional appendixes can be found on our website.

Appendix A

[Submission Checklist for Graduate Programs](#)

Appendix F

[Nomination Caps](#)

Appendix C

[Graduate School Fellowship Summary Archive](#)

Appendix D

[Graduate School Fellowship Stipends](#)

Appendix F

[Campus Visit Grants](#)

Appendix F

[Fellowship Calendar](#)

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