



Doctoral Fellowship Policies and Procedures

Purpose

The purpose of the Doctoral Fellowship Program is to assist in the **recruitment** of **new** highly qualified domestic or international students to doctoral programs at the University of Denver.

Award

The maximum award amount per student is \$4,500 per year and \$1,500 per quarter, spread evenly across the terms of attendance.

The award:

- should not reduce/replace existing aid;
- is merit-based;
- can be combined with other types of aid, including GTA or GRA appointments in order to create a financial aid package that will assist the highest qualified students.

Total aid--including scholarships, fellowships, grants, loans, work-study and other resources cannot exceed the student's cost of attendance. If the total fellowship proceeds are greater than the total account due, the student will be issued a refund for the excess amount.

Eligibility

1. Only **new** doctoral students are eligible for these awards. Doctoral students may be domestic or international. **No continuing students** will be considered.
2. The awarding of the Fellowship funds is based on merit. While graduate units may set their own specific guidelines regarding the definition of merit, each nominee must possess high GPAs for all previous work, have attained exceptional scores on graduate entrance exams (GRE, etc.), an acceptable TOEFL score or equivalent if an international student, and have a strong letter of support from the admitting unit. Only the **best** applicants should be nominated.
3. Students must be enrolled for at least 8 quarter hour credits of course work (i.e. not Continuous Enrollment) during each quarter in which they receive the Fellowship. If the student drops below the minimum enrollment for the quarter, the Fellowship award will be withdrawn for that quarter.

Process

1. The department submits a nomination form and **detailed** supporting letter for each student they are recommending to the Associate Provost for Graduate Studies. The letter should be no more than 1 page, and state why this student is being nominated and how they would enhance the program's mission.
2. Awards will be made to excellent nominees as soon as they are received and approved.
3. Funds are limited, so submitting nominations by the priority deadline stated on the nomination form is encouraged. A small portion of the total Fellowship funds will be reserved for rolling admissions.
4. The Associate Provost approves or denies the award and the Office of Graduate Studies notifies the nominating faculty member and the nominee.
5. Students with approved awards must accept the award offer in PioneerWeb.
6. The Fellowship awards will then be dispersed through the Office of Financial Aid.