



## Dissertation Fellowship Policies and Procedures

### Purpose

The purpose of the Graduate Studies Dissertation Fellowship is to assist outstanding Ph.D. students with their dissertation research. Programs should nominate only their **very best** Ph.D. students - those who demonstrate the greatest academic potential and whose research and writing is of the highest caliber.

### Award

The maximum award amount that can be requested is \$2,500 per student, applied to spring quarter. This Fellowship award can be combined with other types of aid including assistantship appointments in order to support students who are in the research and writing phase of the dissertation, but should not reduce or replace existing aid. The Fellowship may be applied towards tuition or, if no tuition or fees are owed by the student, the remaining amount of the Fellowship may be issued as a refund check to the student through the Bursar's office to be used for research expenses. Total aid--including scholarships, fellowships, grants, loans, work-study and other resources cannot exceed the student's cost of attendance.

### Eligibility

1. This Fellowship is **merit-based**.
2. Ph.D. students must:
  - a. possess high GPAs for all previous work,
  - b. have passed their comprehensive exams with high marks,
  - c. have an approved dissertation proposal: a copy of the proposal **abstract, maximum of one page**, must be submitted with the nomination form, and
  - d. have a strong letter of support from the faculty advisor detailing why the student's work is remarkable.
3. Doctoral students may be domestic or international.
4. Fellowships are granted to a student only one time, for the spring term only, and are non-renewable.
5. Students **must** be enrolled at the University of Denver during spring quarter (Continuous Enrollment is allowed). If the student does not enroll for the quarter, the Fellowship award will be withdrawn.

### Process

1. The faculty advisor/dissertation committee chair submits a nomination form and supporting letter for each student they are recommending to the Associate Provost for Graduate Studies. The letter must outline what the dissertation is about, describe the quality of the student's research and how this student's work will make significant contributions to the field and the academic community.
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.
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.