

# Susan L. Huntington Dean's Distinguished University Fellowships 2009-2010

## Award Conditions and Information

THE OHIO STATE UNIVERSITY  
GRADUATE SCHOOL  
[www.gradsch.osu.edu](http://www.gradsch.osu.edu)

### **Appointment/Stipend**

Fellowship support is available for a maximum of twelve consecutive months (4 quarters) for each year of your fellowship appointment in the Graduate School. A monthly stipend of \$1,800 (is paid on the last working day of each month. Tenure for the academic year is October 1, 2009 through June 30, 2010. Summer support is available upon request and cannot be deferred to another quarter. Tenure for Summer is July 1, 2010 through September 30, 2010. The same stipend level will prevail for the second and dissertation years of fellowship support from the Graduate School.

Continuation of support for the first year and subsequent years is subject to reasonable progress toward the doctoral degree and maintenance of good academic standing. Support from the graduate program between Graduate School Fellowship years may be in the form of either a graduate associateship or fellowship, with a guaranteed minimum monthly stipend of \$1,800 for the tenure of the appointment. Appointments made by graduate programs may be for the three quarter academic year or the academic year plus summer. (Please contact your Graduate Program regarding support for the intervening years between the Graduate School's fellowship years of support.)

Activation of the dissertation-year portion of the fellowship is contingent upon written verification from the Graduate Studies Chair that you have completed all degree course work, have a cumulative graduate grade point average of 3.6, have passed the Candidacy Examination, and have received financial support by the graduate program during the intervening years. Your dissertation-year fellowship must be activated prior to Autumn Quarter 2015.

All stipends are paid electronically. Visit <http://hr.osu.edu/payroll/> to determine which, and enroll in, a paperless pay option. The first stipend will be available on Friday, October 31, 2008. 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 and the general fees with the following exceptions.

#### **A. *Late Fees***

Fellows are responsible for any late registration penalty, and late fee payment penalty if the late fee payment is the result of inappropriate registration (e.g., less than the required minimum number of credit hours of enrollment).

#### **B. *Withdrawal/Disenrollment costs***

If a fellow chooses to leave (withdraw) from the university or who is suspended or dismissed, he or she will be billed for the prorated value of the tuition and fees used during the quarter of withdrawal. The prorated value is based on the University's tuition and fee refund schedule (<http://www.ureg.ohio-state.edu>, see important dates). For example, if a non-funded student withdraws from the University during the second week of the quarter, that student would be eligible for a 80% refund of tuition and fees paid. As

a fellow, you do not pay tuition and fees, so you would be responsible for the 20% of the tuition and fees forfeited by the Graduate School because of your withdrawal.

If you are considering withdrawing, please contact Fellowship Services (614.292-9490 or [gsfellowship@osu.edu](mailto:gsfellowship@osu.edu)) to discuss the timing of your withdrawal and possible forfeiture fees.

### **Expenses Not Covered by the Fellowship**

Room and board, application fee, books, equipment, lab fees, parking, the student's portion of the student health insurance, the COTA bus fee, the student activity fee, the recreation fee and other personal expenses are not paid by the fellowship. Your monthly stipend or other personal funds should be used to cover these expenses.

### **Health Insurance**

Graduate fellows are eligible for the University Insurance Premium Contribution if they elect to purchase the quarterly student health insurance. The University contributes approximately 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow's portion of the quarterly student health insurance will be divided into three equal payments that will be deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments, and, as such, fellows are not eligible for worker's compensation or disability insurance. Visit <http://shi.osu.edu/> for information on the student health insurance program.

### **Tax Liability**

According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. Because fellowships are considered awards, the University does not withhold income tax from the monthly stipend. Students are required to file both the federal and state estimated quarterly income tax forms. Tax forms, requirements and information can be found at <http://hr.osu.edu/payroll/tax.htm> For students supported by a graduate associateship during their graduate studies at The Ohio State University, different tax requirements may be applicable.

### **Fellowship Requirements**

- 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, but fellowship students must continue to enroll for a minimum of 15 graduate credit hours each quarter at Ohio State until the successful completion of the doctoral Candidacy Examination. After the completion of the Candidacy Examination, fellows need only to register for three credit hours each quarter they are on appointment. Fellows must be in attendance when classes are in session. Any exception must be requested and approved as explained below.
- Fellowship students must carry a minimum of 15 graduate credit hours during each quarter on appointment as a graduate fellow (including summer) until the successful completion of the doctoral Candidacy Examination. After the completion of the Candidacy Examination, fellows need only to register for three credit hours each quarter they are on appointment. Fellows must also maintain good academic standing in the Graduate School and make reasonable progress toward the graduate degree. Any exception must be requested and approved as explained below.

- Fellows are expected to learn, respect, and abide by the professional codes of ethics and responsibilities of the University and those commonly accepted in the fellow's field of study or area of research. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct (<http://www.gradsch.osu.edu/>) and the Code of Student Conduct. (<http://studentaffairs.osu.edu/>).
- Fellows are expected to devote full-time to their academic studies. Therefore, fellows may not hold other types of employment/appointments/awards, such as graduate associateships, fellowships and/or traineeships. Any exception must be requested and approved as explained below.
- Requests for an exception to the conditions of the fellowship must be submitted, in writing, by the Graduate Studies Chair (GSC) in the fellow's graduate program to Associate Dean Elliot E. Slotnick in the Graduate School. The GSC and fellow will be notified in writing as to the outcome of the request.

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.

### **Miscellaneous**

- Graduate fellows may purchase a staff, rather than a student, parking decal. Information regarding staff "B" parking status can be obtained from [www.tp.ohio-state.edu](http://www.tp.ohio-state.edu).
- Any questions regarding the fellowship may be directed to the Director of the Graduate School's Fellowship Services Area, Ms. Bobbi Davis-Jones. [250E University Hall, 230 North Oval Mall, Columbus, OH 43210, phone: 614/247-7293, FAX: 614/292-3656, email: [davis-jones.1@osu.edu](mailto:davis-jones.1@osu.edu)