

# 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) and is nonrenewable. A monthly stipend of \$1,429 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 and cannot be deferred to another quarter. Tenure for the summer is July 1, 2010 through September 30, 2010. This fellowship offer applies exclusively to graduate study in the program identified in the letter of offer. 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 and appropriate graduate program(s) prior to that change, and could result in the loss of the fellowship and/or full fee authorization support.

All stipends are paid electronically. Visit <http://www.hr.osu.edu/payroll/> to determine which, and enroll in, a paperless pay option. The first stipend will be available on Friday, October 30, 2009. 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 15 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 ([www.ureg.ohio-state.edu](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 <http://www.gsawardship@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. 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>

### **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. 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). 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 the student, parking permit. Information regarding staff "B" parking status can be obtained from <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)].