Graduate Opportunity Programs Office

Advanced Opportunity Program Fellowship Recipient Handbook

2018-2019

Please retain this handbook throughout the duration of your fellowship
# Important Phone Numbers

**Advanced Opportunity Program Office**

Director  
(414) 229-6618

Office Manager  
(414) 229-6538

Fax  
(414) 229-2328

<table>
<thead>
<tr>
<th>Office</th>
<th>Building</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Benefits Office</td>
<td>Engelmann Hall 125</td>
<td>(414) 229-4925</td>
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<tr>
<td>Cashier’s Office</td>
<td>Mitchell Hall 295</td>
<td>(414) 229-4526</td>
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<tr>
<td>Financial Aid</td>
<td>Mellencamp Hall 162</td>
<td>(414) 229-4541</td>
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<tr>
<td>Payroll Office</td>
<td>Engelmann Hall 170</td>
<td>(414) 229-5804</td>
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Graduate School on the Web

[www.uwm.edu/graduateschool/](http://www.uwm.edu/graduateschool/)
# University of Wisconsin-Milwaukee

**Graduate School**

**Advanced Opportunity Program Fellowship Recipient Handbook**

**2018-2019**

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I. FELLOWSHIP STIPENDS AND OTHER BENEFITS

A. FELLOWSHIP STIPENDS

1. Academic Year (9 months) Fellowship Recipients

   Fellowship payments for the academic year cover 9 months. If you have an academic year award, you will receive your stipend checks in nine equal installments from October 1 through June 1.

2. Fall only (4 ½ months) Fellowship Recipients

   Fellowship payments for Fall Semester cover 4 ½ months. If you have a Fall Semester fellowship award, you will receive 5 fellowship stipend checks payable the first of every month from October 1 through February 1. You will receive 4 full-month checks October 1 through January 2. You will receive one ½ month check on February 1.

3. Spring only (4 ½ months) Fellowship Recipients

   Fellowship payments for the Spring Semester cover 4 ½ months. If you have a Spring Semester award, you will receive 5 fellowship stipend checks payable the first of every month from February 1 through June 1. You will receive a ½ month check on February 1 and will receive 4 full month checks from March 1 through June 1.

4. Summer Fellowship Recipients (This applies to AOP Renewal Fellows only)

   Please Note: Summer support is not guaranteed; it is contingent upon the availability of funds. Fellows who are either dissertators or need the Summer semester to complete their master’s degree or take their preliminary exams will be granted priority.

   If you have been awarded a Summer Session fellowship, you will receive tuition-only support that goes into effect on July 1 (unless you are otherwise notified by the AOP Fellowship Office).

   Summer Request Forms can be found at the following URL:
   [http://uwm.edu/graduateschool/wp-content/themes/uwmwebid-graduateschool/media/aop_summer_support.pdf](http://uwm.edu/graduateschool/wp-content/themes/uwmwebid-graduateschool/media/aop_summer_support.pdf)

5. WINTERIM

   The AOP Fellowship does not cover Winterim courses. Exceptions will be granted to special circumstances with the approval of the department and AOP director.

B. TUITION BENEFIT

Nonresident Tuition

If you are not a resident of the State of Wisconsin, you will qualify for a Nonresident Tuition Remission (NRTR), which covers all nonresident tuition. The AOP Fellowship Office will submit a NRTR tuition remission form to the Bursar's Office on your behalf.

Resident Tuition

If you are a resident of Wisconsin, you will qualify for an in-state tuition remission for full-time study in your graduate program. Please note that the AOP Office does not pay for Non-Degree Courses or Sport & Recreation courses. All courses taken must be relevant to your degree program.

Full-time means that AOP recipients must carry and complete a full load of 8-12 graduate credits each
Also, AOP Doctoral Candidates with dissertation status must carry 3 credits per semester. Doctoral students who are preparing for preliminary examination are allowed to take one credit for one semester. Master’s students who are preparing their thesis can register for fewer than 8 credits during the semester they complete their degree. An exception request form must be submitted for credit reduction and signed by the Director of Graduate Education. Your graduate in-state tuition will be billed directly to the Graduate School. The AOP Fellowship Office will pay this bill on your behalf.

C. FEES

All Fellows are responsible for the payment of mandatory fees. (See schedule on page 6)

In addition, fellows are responsible for any special "course" fees that may occur (i.e., online and other distance education courses; lab fees). The University will bill you directly for these fees.

Arrangements through the Accounts Receivable Office can be made to have deductions made from segregated fees.

D. HEALTH BENEFITS

All Fellowship recipients are eligible for a benefit package, which includes comprehensive State Health Insurance.

Application for membership and participation in any State of Wisconsin health insurance program or other fringe benefit must be submitted within 30 calendar days of the first contractual date of your initial UWM fellowship appointment, which is August 20, 2018. For more information contact Gail Dukes (dukes@uwm.edu) in the UWM Benefits Office, located in Engelmann Hall 125, (414) 229-4925.

II. SALARY ADVANCE

A. UW System provides for a **ONE TIME** salary advance in September.

B. To qualify for a salary advance, you must be a “new employee,” that is, not previously on the UWM payroll.

C. Salary advance forms will be available as of August 1st in the Graduate Diversity and Opportunities Program Office located in Mitchell Hall 255.

III. LIBRARY PRIVILEGES

A. All Fellowship recipients may check materials out of the UWM Libraries for an entire semester, with some exceptions.

B. For more information on library privileges and resources, visit their web site at: [http://uwm.edu/libraries/](http://uwm.edu/libraries/)

IV. FELLOWSHIP REGULATIONS

Graduate Faculty Council regulations state that fellowship recipients must comply with the following requirements.
A. Your Graduate School award is contingent upon completion of all departmental and Graduate School requirements for demonstrating academic and/or research progress. Consult your departmental regulations and the Graduate School Student/Faculty Handbook.

B. Fellows who do not receive award for consecutive semesters must re-apply.

C. Fellowship Deferment is granted ONLY for reasons of illness.

V. AOP REQUIREMENTS

1) **Credit Load:**
AOP recipients must carry and complete a full load of 8-12 graduate credits each semester. Please note that AOP will NOT pay for Sport & Recreation Course. AOP Doctoral Candidates with dissertation status must carry 3 credits per semester. Doctoral students who are preparing for their preliminary examination are allowed to take one credit for one semester.

2) **Concurrent Scholarship/Fellowship:**
No other fellowship or scholarship may be held concurrently with a Graduate School award, with the exception of the UWM Chancellor's Graduate Student Award and other awards that do not exceed $6,750.

3) **Concurrent Employment:**
Concurrent employment of Fellowship recipients is limited to the following:

   - University TA, PA, or RA of a maximum of 25%
   - Student hourly or outside employment of up to 10 hours per week

4) **PERIODIC REPORTING:**
You are required to periodically report satisfactory progress as verified by your graduate advisor, when requested.

These conditions must be met throughout the duration of the award. Failure to do so may result in the cancellation of your fellowship stipend and other benefits.

VI. REQUESTS FOR EXCEPTIONS

A. It is important that you comply with all fellowship regulations as stated above. The Graduate Diversity and Opportunities Program Office will monitor your progress regularly to see that you are doing so.

B. If, for serious extenuating circumstances, you must deviate from the official regulations (example: register for more than 12 or fewer than 8 graduate credits), you must request an exception to the rule and obtain formal approval prior to taking any action. If any exception requests are to be made, contact the Assistant Director for Graduate Diversity and Opportunity Programs immediately.

C. Download a Graduate Fellowship Request for Exception Form.

FAILURE TO OBTAIN FORMAL APPROVAL FROM THE AOP FELLOWSHIP OFFICE MAY RESULT IN THE CANCELLATION OF YOUR FELLOWSHIP STIPEND AND OTHER BENEFITS.
VII. TAX INFORMATION

While the University does not withhold taxes for American citizens, resident aliens, or nonresident aliens whose countries have tax treaties which exempt scholarship or fellowship income, portions of your fellowship award may be taxable. The tax code allows only amounts received as “qualified scholarships” to be excluded from gross income. “Qualified scholarships” refers to portions of your fellowship used for qualified tuition, fees, books, supplies, and equipment. For more information, contact the Office of Legal Affairs at 414-229-4278, or you may want to request Publication 508 (Miscellaneous Expenses) or Publication 970 (Tax Benefits for Education) from the Internal Revenue Service: (website) www.irs.ustreas.gov or (phone) 800-829-3676.

At the end of the year, you will receive an information earnings statement from the University. Consequently, it is important for tax purposes that you retain a copy of your fellowship letter of offer as well as receipts of fees/tuition, books, supplies, and equipment.

The University is not in a position to provide tax-consulting services and does not warrant that its interpretations are correct. You should consider consulting an attorney or tax preparation expert or firm for advice as to how your own particular situation is affected.

VIII. STUDENT ADDRESSES

A. Campus Address

Important university information may be sent to you via campus mail, in care of your academic program. Please inform your graduate program of this and make arrangements with them to receive and hold this mail for you.

B. Local Mailing Address

It is important that you keep the Graduate Diversity and Opportunities Program Office informed of any changes to your current local mailing address at all times during your fellowship year.

C. Email Address

During your fellowship year, fellowship reminders and other important information will be transmitted to you via email. Make sure that you inform the Graduate Diversity and Opportunities Program Office of any changes to your current email address account. It is your responsibility to check your email account often!

IX. OTHER FINANCIAL ASSISTANCE/FINANCIAL AID

A fellowship award may have an impact on other types of financial aid. If you have applied for or are receiving a federal loan or work-study employment through UWM, please notify Coleen Dunlap (cdunlap@uwm.edu) in the Department of Financial Aid Office at (414) 229-5619 (or call the general office at (414)229-4541) and inform them of your fellowship award.

To view mandatory/segregated fees for Fall 2017, go to Enrollment and Financial Services.
Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2014.

* This Resolution applies to offers of financial support only, not offers of admission.
Ohio State University  
Oklahoma State University  
Old Dominion University  
Oregon State University  
Purdue University  
Queens College of the City University of New York  
Radford University  
Rensselaer Polytechnic Institute  
Rice University  
Rockefeller University  
Rowan University  
Rutgers - New Brunswick  
Rutgers - Newark  
St. Bonaventure University  
St. Cloud State University  
St. John's University  
Saint Louis University  
San Diego State University  
San Francisco State University  
San Jose State University  
Santa Clara University  
Shippensburg University  
South Carolina State University  
South Dakota School of Mines & Technology  
South Dakota State University  
Southeast Missouri State University  
Southern Illinois University  
Southern Illinois University at Carbondale  
Southern Illinois University at Edwardsville  
Southern Methodist University  
Southern University - A&M College  
Spalding University  
Stanford University  
State University of New York at Binghamton  
State University of New York - Upstate Medical University  
Stony Brook University  
SUNY College of Environmental Science and Forestry  
Syracuse University  
Temple University  
Tennessee State University  
Tennessee Technological University  
Texas A&M International University  
Texas A&M University  
Texas Christian University  
Texas Southern University  
Texas Tech University  
Texas Woman's University  
Towson University  
Truman State University  
Tufts University  
Tulane University  
University at Buffalo, SUNY  
University of Akron  
University of Alabama  
University of Alabama at Birmingham  
University of Alabama in Huntsville  
University of Alaska, Fairbanks  
University of Albany, State University of New York  
University of Arizona  
University of Arkansas  
University of Bridgeport  
University of California, Berkeley  
University of California, Davis  
University of California, Irvine  
University of California, Los Angeles  
University of California, Riverside  
University of California, San Diego  
University of California, Santa Barbara  
University of California, Santa Cruz  
University of Central Arkansas  
University of Central Florida  
University of Chicago  
University of Cincinnati  
University of Colorado at Boulder  
University of Colorado at Denver  
University of Connecticut  
University of Dayton  
University of Delaware  
University of Denver  
University of the District of Columbia  
University of Florida  
University of Georgia  
University of Hartford  
University of Hawaii at Manoa  
University of Houston  
University of Idaho  
University of Illinois at Chicago  
University of Illinois at Springfield  
University of Illinois at Urbana-Champaign  
University of Iowa  
University of Kansas  
University of Kentucky  
University of Louisiana at Lafayette  
University of Louisville  
University of Maine  
University of Maryland, Baltimore County  
University of Maryland, College Park  
University of Maryland, Eastern Shore  
University of Massachusetts Amherst  
University of Massachusetts Boston  
The University of Memphis  
University of Miami  
University of Michigan  
University of Minnesota  
University of Mississippi  
University of Missouri, Columbia  
University of Missouri, Kansas City  
University of Missouri, St. Louis  
University of Montana  
University of Nebraska at Kearney  
University of Nebraska at Omaha  
University of Nevada-Reno  
University of New Hampshire  
University of New Mexico  
University of New Orleans  
University of North Carolina at Chapel Hill  
University of North Carolina at Charlotte  
University of North Carolina at Greensboro  
University of North Dakota  
University of North Florida  
University of North Texas  
University of North Texas Health Science Center - Graduate School of Biomedical Sciences  
University of Northern Colorado  
University of Northern Iowa  
University of Notre Dame  
University of Oklahoma  
University of Oklahoma Health Sciences Center  
University of Oregon  
University of Pennsylvania  
University of Pittsburgh  
University of Puerto Rico - Rio Piedras Campus  
University of Rhode Island  
University of Rochester  
University of San Diego  
University of Scranton  
University of South Alabama  
University of South Carolina  
University of South Florida  
University of Southern California  
University of Southern Mississippi  
University of Tennessee at Chattanooga  
University of Tennessee Health Science Center  
University of Texas at Arlington  
University of Texas at Austin  
University of Texas at Brownsville  
University of Texas at Dallas  
University of Texas at San Antonio  
University of Texas Graduate School of Biomedical Science at Galveston  
University of Texas Graduate School of Biomedical Science at Houston  
University of Texas Graduate School of Biomedical Science at San Antonio  
University of the Pacific  
University of Toledo  
University of Tulsa  
University of Utah  
University of Vermont  
University of Virginia  
University of Washington  
University of West Florida  
University of Wisconsin – Eau Claire  
University of Wisconsin – La Crosse  
University of Wisconsin – Madison  
University of Wisconsin – Milwaukee  
University of Wyoming  
Utah State University  
Valdosta State University  
Vanderbilt University  
Villanova University  
Virginia Commonwealth University  
Virginia Polytechnic Institute and State University  
Wake Forest University  
Walden University  
Washington State University  
Washington University in St. Louis  
Wayne State College  
Wayne State University  
Wesleyan University  
West Chester University  
West Virginia University  
West Virginia Wesleyan College  
Western Carolina University  
Western Illinois University  
Western Kentucky University  
Western Michigan University  
Western Washington University  
Wichita State University  
Woods Hole Oceanographic Institution  
Worcester Polytechnic Institute  
Wright State University  
Xavier University of Louisiana  
Yale University  
Youngstown State University.