



Graduate School

Fellowship Office

&

Office of Graduate Diversity & Inclusion

Advanced Opportunity Program (AOP) Fellowship

Distinguished Graduate Student Fellowship

Distinguished Dissertation Fellowship

Recipient Handbook

2020-2021 Academic Year

Please retain this handbook throughout the duration of your Fellowship

Questions? Contact

Fellowship Office

Distinguished Graduate Student Fellowship

<https://uwm.edu/graduateschool/dgsf-guidelines/>

Distinguished Dissertation Fellowship

<https://uwm.edu/graduateschool/ddf-guidelines/>
gs-fellowships-distinguished@uwm.edu

Alessandra Gillen, Coordinator

Questions about AOP, DGSF, or DDF

agillen@uwm.edu (414) 229-7177

Office of Graduate Diversity & Inclusion

Advanced Opportunity Program (AOP) Fellowship

<https://uwm.edu/graduateschool/aop-guidelines/>
gs-fellowships-aop@uwm.edu

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Questions about AOP

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Coleen Dunlap,
Financial Aid Office
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Benefits Office
<https://uwm.edu/hr/benefits/>
benefits@uwm.edu (414) 229-5353

Payroll Office
<https://uwm.edu/hr/payroll/>
payroll@uwm.edu (414) 229-5804

Bursar's Office
<https://uwm.edu/onestop/menublock/bursars-office/>
bursar@uwm.edu (414) 229-4914

UWM Graduate School
<https://uwm.edu/graduateschool/>
gradschool-staff@uwm.edu (414) 229-6569

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I. Fellowship Benefits

a. Fellowship Stipends

i. Academic Year (9 months) Fellowship Funding

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.

ii. Fall only (4 ½ months) Fellowship Funding

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.

iii. Spring only (4 ½ months) Fellowship Funding

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.

b. Tuition Remission

- i. Your fellowship covers full resident tuition. If you are not a resident of Wisconsin, your fellowship will also cover all non-resident tuition. You are responsible for segregated fees and any additional instructional/course fees above the basic graduate tuition levels. Please note that your fellowship does not pay for Non-Degree Courses or Sport & Recreation courses. All courses taken must be relevant to your degree program.

c. Fees

- i. All Fellows are responsible for the payment of mandatory segregated fees by the first day of classes. The University will bill you directly for these fees. To view mandatory segregated fees, go to:

<https://uwm.edu/onestop/finances/estimating-your-costs/tuition/>.

1. You may pay your segregated fees in installments from your stipend, instead of paying a lump sum. The deadline to apply for this benefit with Accounts Receivable is the first day of classes. If you are interested in this benefit, here are the [instructions](#), and here is the required [form](#). You may also find the "Graduate Assistant and Fellowship Payroll Deduction Authorization" on the Bursar's site: <https://uwm.edu/onestop/finances/bursars-office-forms/>

- ii. 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.

d. Health Benefits

- i. All Fellows are eligible for a benefit package, which includes comprehensive State Group Health Insurance. You may read more about the available insurance in the [Quick Guide](#) and the [Benefit Summary](#).
- ii. 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 24, 2020. For more information contact the UWM Benefits Office at benefits@uwm.edu or (414) 229-5353.

e. Travel Award

- i. AOP, DDF, and DGSF fellows may benefit from a one time, non-renewable \$1,000 travel award. The money should be spent in accordance with UWM travel regulations by the end of the 2021-22 academic year. Please note that due to the Covid-19 pandemic, the Chancellor has placed a ban on all travel through June 30, 2021 for the entire campus. However, you may be reimbursed for registration fees for presenting at a virtual conference. The money is to be spent on virtual conference fees to virtually present at a major national or international conference in the student's discipline. Funding is provided as reimbursement of expenses after the virtual event has been completed. Events occurring after graduation from your program are not covered. For more information and further assistance, please contact Tiffany Nation, Graduate Student Travel Coordinator, at tmnation@uwm.edu.
- ii. Please note that R1AOP and R1DDF fellows do not receive the travel award.

II. Fellowship Regulations and Requirements

Graduate Student Fellowships Committee regulations state that the fellowship recipients must comply with the following requirements:

a. Academic Progress

- i. Fellowship awardees must maintain a 3.0 GPA and make reasonable progress toward their degree. Fellows must complete all departmental and Graduate School requirements for demonstrating academic and/or research progress. Consult your departmental regulations and the Graduate School Academic Policies and Procedures: <https://uwm.edu/graduateschool/academic-policies-procedures/>
- ii. Fellowship recipients cannot be on academic probation and cannot have engaged in academic or non-academic misconduct during their current

graduate program, based on transcript notations at the time of the award.

b. Credit Load

- i. Fellowship recipients must carry and complete a full load of 8-12 graduate credits each semester. Doctoral Candidates with dissertation status must carry 3 credits per semester. Doctoral students who are preparing for preliminary examination are allowed to take 1 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. If you wish to register for more than 12 credits, you must submit a Request for Exception form for review. (Students in MS Occupational Therapy, Doctor of Physical Therapy, or MS Athletic Training do not need permission to enroll in more than 12 credits.)
- ii. If you are a Doctoral student, you need to have an approved dissertator status to take only 3 dissertator credits or approved preliminary status to take 1 research credit. Prior to the start of your first dissertator semester or your prelim semester, you must apply in Doctoral Milestones for this approval: <https://uwm.edu/graduateschool/doctoral-milestones/>

c. Concurrent Scholarship/Fellowship

- i. No other fellowship or scholarship may be held concurrently with this fellowship award except the Chancellor's Graduate Student Award (CGSA) and other awards that do not exceed \$10,000.

d. Other Financial Assistance/Financial Aid

- i. This fellowship award may impact other types of financial aid you apply for through the Free Application for Federal Student Aid (FAFSA). If you are offered or have accepted federal loans or work study employment through UWM, please contact Coleen Dunlap (cdunlap@uwm.edu) in the Financial Aid Office to report your fellowship award and to discuss its impact on your federal aid award.

e. Concurrent Employment

- i. Concurrent employment of Fellowship recipients is limited to the following:
 1. University TA, PA, or RA of a maximum of 25%
 - OR -
 2. Student hourly or outside employment of up to 10 hours per week

f. AOP Fellowship Renewal

- i. AOP fellows must apply to be eligible for renewal. Applications will open in mid-October, and the deadline will be the same as for new 2021-2022 fellowship applications in your program. AOP Fellowships are renewable for up to two years for Master's students and three years for PhD students and

students enrolled in MFA programs. Renewal is contingent on meeting course and program requirements and level of academic progress toward degree as determined by each fellow's advisor. No student may qualify for more than three years of combined support in their master's and doctoral studies. DGSF and DDF Fellowships are not renewable.

g. Fellowship Compliance

- i. 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.

III. Requests for Exception

- a. It is important that you comply with all fellowship regulations as stated above. The Fellowship Office will monitor your progress regularly. If, for serious extenuating circumstances, you must deviate from the fellowship regulations, you must request an exception to the rule and obtain a formal approval prior to taking any action.
- b. To request an exception, you will need to complete a Graduate School Request for Exception (RFE) form. You can read more about the process here: <https://uwm.edu/graduateschool/exceptions-graduate-school-policy/> Here is the RFE form: <https://uwm.edu/graduateschool/wp-content/uploads/sites/90/2019/11/exception-request.pdf>
- c. Complete the RFE form at least one month before the exception request would need to be granted, to allow for processing time. Email is acceptable for signatures from your advisor and your Grad Rep. Send all materials to the Graduate School at gradschool-staff@uwm.edu. Meanwhile, please contact Alessandra Gillen in the Fellowship Office (agillen@uwm.edu) so it can be noted that an RFE is in progress. Also send any questions about completing the form to agillen@uwm.edu.

IV. Tax Information

- a. 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 Internal Revenue Service at <https://www.irs.gov/> or (800) 829-1040.
- b. 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. For questions about obtaining your information earnings statement,

contact the Payroll Office at payroll@uwm.edu or (414) 229-5353.

- c. 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.

V. Student Contact Information

- a. During your fellowship year, fellowship reminders and other important information will be transmitted to you via email. Make sure that you inform the Fellowship Office of any changes to your UWM email account. It is your responsibility to check your University email account often.
- b. It is also very important that you keep your current mailing address up-to-date in both PAWS <https://paws.uwm.edu> and with HR/Payroll at <https://my.wisconsin.edu/>.

VI. Professional Development

- a. Preparing Future Faculty & Professionals (PFFP) Workshop Series
 - i. The UWM Graduate School organizes cross-cutting seminars, workshops, and discussion forums to help you get acquainted with the expectations associated with graduate studies, move successfully through degree milestones, acquire a variety of transferable core skills, and also understand the “big picture” of higher education and academic life. Faculty and staff from units across campus contribute to this ongoing series, supporting graduate student success as you envision and pursue your own future in and beyond the university. All students enrolled in a UWM graduate program are invited to attend these events, free of charge. <https://uwm.edu/graduateschool/professional-development/>
- b. Dissertation Boot Camp
 - i. The Graduate School’s Dissertation Boot Camp helps students make significant progress on their dissertations during three days of structured writing. With an intense focus on your own writing, Boot Camp provides structure and motivation to help students overcome common roadblocks in the dissertation process. If you’re struggling to find time and space to get going with your work, or just wish for a little more support as you do so, this program is for you. <https://uwm.edu/graduateschool/professional-development/dissertation-boot-camp/>

c. Three Minute Thesis (3MT)

- i. The Graduate School, Office of Research, and UWM Research Foundation sponsor the 3MT event. Developed by The University of Queensland, 3MT has been adopted in 86 countries and cultivates students' academic, presentation, and research communication skills. This unique academic competition is open to all doctoral and Master of Fine Arts students currently working on a dissertation or thesis. The competition supports graduate students' capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience. <https://uwm.edu/graduateschool/3mt/>



Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

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 2019.

Alcorn State University	College of Saint Rose	Hood College	Montana Technological University
American University	College of William and Mary	Howard University	Montclair State University
Andrews University	Colorado School of Mines	Idaho State University	Mount Mary College
Appalachian State University	Columbia College Chicago	Illinois Institute of Technology	National University
Arizona State University	Columbia University	Illinois State University	New Jersey Institute of Technology
Arkansas State University	Concordia University Chicago	Indiana State University	New Mexico State University
Augusta University	Coppin State College	Indiana University	New York Medical College
Austin Peay State University	Cornell University	Indiana University of Pennsylvania	New York University
Ball State University	Creighton University	Iowa State University	North Carolina Agricultural & Technical State University
Baylor College of Medicine	Dakota State University	Jackson State University	North Carolina State University at Raleigh
Baylor University	Dartmouth College	James Madison University	North Dakota State University
Boise State University	Drew University	John Carroll University	Northern Arizona University
Boston College	Drexel University	Johns Hopkins University	Northern Illinois University
Boston University	Duke University	Kansas State University	Northern Michigan University
Bowling Green State University	East Carolina University	Kent State University	Northwestern State University of Louisiana
Bradley University	Eastern Illinois University	Kutztown University of Pennsylvania	Northwestern University
Brandeis University	Eastern Kentucky University	Lamar University	Oakland University
Brigham Young University	Eastern Michigan University	Langston University	Ohio University
Brown University	Eastern Washington University	Lehigh University	Ohio State University
Bryn Mawr College	Emory University	Lipscomb University	Oklahoma State University
Caldwell University	Emporia State University	Loma Linda University	Old Dominion University
California Institute of Technology	Fairmont State University	Louisiana State University and A & M College	Oregon State University
California State University, Fresno	Fayetteville State University	Louisiana State University Health Sciences Center	Park University
California State University, Fullerton	Ferris State University	Loyola Marymount University	Pennsylvania State University
California State University, Los Angeles	Fielding Graduate University	Loyola University Maryland	Portland State University
California State University, Stanislaus	Florida A & M University	Loyola University of Chicago	Princeton University
Case Western Reserve University	Florida Atlantic University	Marquette University	Purdue University
Catholic University of America	Florida International University	Massachusetts Institute of Technology	Radford University
Central Michigan University	Florida State University	Medical College of Wisconsin	Rensselaer Polytechnic Institute
Central Washington University	Fordham University	Medical University of South Carolina	Rice University
Chapman University	Fort Hays State University	Metropolitan State University of Denver	Rochester Institute of Technology
City University of New York Graduate Center	Gallaudet University	Miami University	Rockefeller University
Claremont Graduate University	George Mason University	Michigan State University	Rowan University
Clark Atlanta University	George Washington University	Michigan Technological University	Rutgers - New Brunswick
Clark University	Georgetown University	Middle Tennessee State University	Rutgers - Newark
Clemson University	Georgia Institute of Technology	Minnesota State University - Mankato	St. Bonaventure University
Cleveland State University	Georgia Southern University	Mississippi State University	St. Cloud State University
College of Charleston	Georgia State University	Missouri State University	Saint Louis University
College of New Jersey	Grand Valley State University	Montana State University - Bozeman	St. John's University
	Hampton University		
	Harvard University		
	Hofstra University		

* This Resolution applies to offers of financial support only, not offers of admission.

CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

Saint Louis University	University of California, Santa Cruz	University of North Dakota	Virginia Polytechnic Institute and State University
San Diego State University	University of Central Arkansas	University of North Florida	Wake Forest University
San Jose State University	University of Central Florida	University of North Texas	Walden University
Shippensburg University	University of Central Missouri	University of North Texas Health Science Center at Fort Worth	Washington State University
South Dakota School of Mines and Technology	University of Chicago	University of Northern Colorado	Washington University in St. Louis
South Dakota State University	University of Cincinnati	University of Northern Iowa	Wayne State College
Southeast Missouri State University	University of Colorado at Boulder	University of Notre Dame	Wayne State University
Southern Illinois University at Carbondale	University of Connecticut	University of Oklahoma	Wesleyan University
Southern Illinois University at Edwardsville	University of Dayton	University of Oklahoma Health Sciences Center	West Chester University
Southern Methodist University	University of Delaware	University of Oregon	West Virginia University
Southern University A&M College	University of Denver	University of Pennsylvania	Western Carolina University
Spalding University	University of the District of Columbia	University of Pittsburgh	Western Illinois University
Stanford University	University of Florida	University of Rhode Island	Western Kentucky University
State University of New York at Binghamton	University of Georgia	University of Rochester	Western Michigan University
State University of New York – Upstate Medical University	University of Hartford	University of Scranton	Wichita State University
Stony Brook University	University of Hawaii at Manoa	University of South Alabama	William Paterson University
SUNY College of Environmental Science and Forestry	University of Houston	University of South Carolina	Woods Hole Oceanographic Institution
Syracuse University	University of Idaho	University of South Florida	Worcester Polytechnic Institute
Temple University	University of Illinois at Chicago	University of Southern California	Wright State University
Tennessee State University	University of Illinois at Springfield	University of Southern Mississippi	Yale University
Tennessee Technological University	University of Illinois at Urbana-Champaign	University of Tennessee at Chattanooga	Youngstown State University
Texas A & M International University	University of Iowa	University of Tennessee Health Science Center	
Texas A & M University	University of Kansas	University of Tennessee, Knoxville	
Texas A & M University - Corpus Christi	University of Kentucky	University of Texas at Arlington	
Texas Christian University	University of Louisiana at Lafayette	University of Texas at Austin	
Texas Southern University	University of Louisville	University of Texas at Brownsville	
Texas State University	University of Maine	University of Texas at Dallas	
Texas Tech University	University of Maryland, Baltimore County	University of Texas at El Paso	
Texas Woman's University	University of Maryland, College Park	University of Texas at San Antonio	
Towson University	University of Maryland, Eastern Shore	University of Texas at Tyler	
Truman State University	University of Massachusetts Amherst	University of Texas Graduate School of Biomedical Science at Galveston	
Tufts University	University of Massachusetts Boston	University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences, The	
Tulane University	University of Massachusetts Medical School	University of Texas Grad School of Biomedical Science at San Antonio	
University at Buffalo, SUNY	The University of Memphis	University of the Pacific	
University of Akron	University of Miami	University of Toledo	
University of Alabama	University of Michigan	University of Tulsa	
University of Alabama at Birmingham	University of Minnesota	University of Utah	
University of Alabama in Huntsville	University of Mississippi	University of Vermont	
University of Albany, State University of New York	University of Missouri, Columbia	University of Virginia	
University of Arizona	University of Missouri, Kansas City	University of Washington	
University of Arkansas	University of Missouri, St. Louis	University of West Florida	
University of Bridgeport	University of Montana	University of Wisconsin – Eau Claire	
University of California, Berkeley	University of Nebraska at Kearney	University of Wisconsin – La Crosse	
University of California, Davis	University of Nebraska-Lincoln	University of Wisconsin – Madison	
University of California, Irvine	University of Nebraska at Omaha	University of Wisconsin – Milwaukee	
University of California, Los Angeles	University of Nevada-Las Vegas	University of Wyoming	
University of California, Merced	University of Nevada-Reno	Utah State University	
University of California, Riverside	University of New Hampshire	Valdosta State University	
University of California, San Diego	University of New Haven	Vanderbilt University	
University of California, San Francisco	University of New Mexico	Villanova University	
University of California, Santa Barbara	University of North Carolina at Chapel Hill	Virginia Commonwealth University	
	University of North Carolina at Charlotte		
	University of North Carolina at Greensboro		



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