



Administrative Memo #15 **Graduate Scholarships**

Revised March 14, 2019

Each year the College of Forestry awards graduate scholarships made possible from endowments and gifts to the College. Some College-level awards are restricted to specific disciplines or other donor-identified criteria. The funding year is generally for three terms (fall, winter, spring) starting in the fall.

These funds are administered by the Student Services Office and selections are made by a College graduate scholarship committee comprised of College faculty. The Graduate Scholarship Committee develops and communicates specific application and award procedures consistent with the guidelines of this Administrative Memo. Committee members are responsible for liaising with their respective graduate program administrators and faculty.

Graduate scholarships are intended to leverage departments' student recruitment and retention efforts as cash awards paid as a supplement to any GRA or other support. Scholarships are awarded to: a) attract the most promising new students to matriculate in a CoF graduate degree program or related interdisciplinary program; b) retain and reward continuing graduate students who demonstrate scholastic excellence, meritorious service achievements and the highest potential for professional success upon completion of their degree; and c) recruit and retain a diverse graduate student population.

Eligibility

To be eligible, a student must be accepted to (new) or enrolled in (continuing):

- A graduate degree program administered by the College;
- An interdisciplinary degree program to which the College is a party;
- A degree program for which a College regular faculty member is the major professor;
- Or an OSU degree program in which the student's research is supported by funds administered by the College of Forestry.

Equal consideration is given to both disciplinary and interdisciplinary graduate students.

Students awarded a scholarship are required to be registered as full-time students (at least 9 credits per term) during the period of the award, and must maintain a cumulative GPA greater than 3.0. In general, master's students are eligible for two years (6 terms) and doctoral students are eligible for three years (9 terms) of college scholarship support.

Selection Process

Each year, the College Student Services Office, in conjunction with the Graduate Scholarship Committee, will set the schedule for nominations and provide the required application materials.

New Student Awards: A new student is defined as someone starting a new graduate degree program any term of the current calendar year or the winter term of the following calendar year. New students must be nominated for College scholarships by College departments using forms and procedures developed by the Graduate Scholarship Committee. Students enrolling in an interdisciplinary program will be considered for nomination as part of the pool of new students in the College department most closely aligned with their major professor.

Factors considered in selection of new student awards include:

- Academic record and other indicators of promise, including GRE scores, academic awards and recognition, and authorship of scholarly publications;
- Descriptions of student breadth such as extracurricular activities and work history;
- Student goals and plans as reflected in the statement of objectives;
- Letters of reference;
- The impact of a scholarship award in recruiting the student.

New student awards are announced by the College Student Services Office in collaboration with department heads and/or program leads. New student award offers must be formally accepted or rejected by a fixed deadline set by the Graduate Scholarship Committee, typically April 15. Funds not accepted by the deadline will revert to the pool and may be awarded to others during the second round scholarship competition. New students will be invited, but not required to attend, the Dean's Award Dinner during Spring Term.

If a new student awardee elects to transfer to another eligible program within the College of Forestry, the award will follow the student. If the student elects to matriculate in an ineligible program then any remaining award will be withdrawn.

Provost Fellows Awards: The Graduate Scholarship Committee selects the Provost Fellows recipients from department nominated new PhD students; typically selection occurs in late January and may be conducted via email. The Graduate Scholarship Committee typically meets twice to consider nominations of new students for graduate scholarships—Round 1 in mid-February and Round 2 in mid-March. Each department may nominate a maximum of seven new students, listed in rank order, for each round of evaluations. If warranted, the maximum number of nominees may be revised by the Graduate Scholarship Committee and departments may also request the Committee to meet out-of-cycle to consider highly competitive nominees for awards.

Continuing Student Awards: The Graduate Scholarship Committee will award scholarships to continuing students after two rounds of new scholarship award consideration. This meeting, or Round Three, will occur in mid-April. Continuing students apply directly to their departments using the forms and procedures developed by the Graduate Scholarship Committee. Continuing students not in a College graduate program, but otherwise eligible for a College of Forestry scholarship, should apply with the department most closely aligned with their major professor. Successful continuing student applicants will demonstrate scholastic distinction, timely progress toward degree, participation in student organizations and activities, and exemplary service to the College and University community. Each department will evaluate their continuing students' applications and may nominate a maximum of seven continuing students, listed in rank order.

Continuing students are informed by the College Student Services Office of their awards, and will be asked to attend the Dean's Award Dinner in Spring Term. If a continuing student awardee elects to transfer to a program that is not eligible for a College scholarship award, then any remaining award will be withdrawn.

Degree Program Scholarships: Scholarships which have been designated by a donor for a particular degree program or department within the College of Forestry will be administered by the designated department or degree program.

Approval:



Anthony S. Davis, Interim Dean

Date 3/14/2019