**School of Public Health and Information Sciences** | **Policy/Procedure**
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Subject: Policy on Graduate Assistantships, Fellowships, and Scholarships | No. | Page 1 of 1
Author: Susi D. Walsh, Assistant Dean of Finance and Administration | Effective Date: 04/07/08 | Revision: 0

**Purpose:** Increase the number of financially supported doctoral and master’s students.

**Policy:** All graduate assistantships, fellowships, and scholarships funded by the School or by the Graduate School (or its successor) are for a maximum of two years. The Dean may grant exceptions to this at his or her sole discretion.

**Coverage:** All graduate assistantships, fellowships, and scholarships awarded to students enrolled in the School by the School or by the Graduate School (or its successor).

**Procedure:** Funding of a student beyond two years is the responsibility of the department or program with which the student is affiliated. Such funding may be of any sort that the department can arrange, including, but not limited to, departmental funds, grants, contracts, and other external sources.

In each year that funding is provided by the School or by the Graduate School (or its successor), the letter to the student informing him or her of the award will clearly state that the funding is on a year-to-year basis for a maximum of two years.

The Dean may grant exceptions to this policy, at his or her sole discretion, in the event specially designated funds from outside the University become available to the School that stipulate or otherwise allow for awards beyond two years or for guaranteed funding beyond a year-to-year basis.

**Examples:** N/A

**Discussion:** Given the School’s and Graduate School’s limited budgets for funding students and to increase the number of doctoral students enrolled, the School needs limit the amount of centralized funding by distributing part of the funding requirements to the departments. Of the two ways to achieve this, by cost-sharing during the student’s entire enrollment or by centralized funding at the beginning of the student’s enrollment and shift funding to the department for the remainder, the latter was adopted for several reasons. Tuition costs tend to be higher at the beginning during the student’s coursework and lower toward the end during the student’s work on the thesis or dissertation. In addition, during the two years, the department will better understand the student’s strengths and interests and have adequate time to establish or match funding for the student.

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