

**Graduate Standard Operating Procedure (SOP)**Topic: Houston Endowment and Presidential Fellowship AdministrationDocument #: GR-SOP-Finance-02

## I. INTRODUCTION

- A. The *Presidential Fellowships* assist departments and programs to recruit highly-qualified Ph.D. students by enhancing the competitiveness of the stipends offered for graduate study. Outstanding applicants will receive \$2,000 per year for two years. Colleges have the option of increasing the amount or duration of the award with the approval of the Graduate School. Proposed changes should not exceed allocated funding and fellowships should be uniform in amount/duration.
- B. The *Houston Endowment Recruitment Fellowships* assist selected departments and programs to recruit exceptional Ph.D. students by enhancing the competitiveness of the stipends offered to them. The fellowship consists of a \$5,000 per year award to supplement the student's assistantship/stipend for up to five years for a Bachelors to Ph.D. track, and up to three years for a Masters to Ph.D. track.
- C. The *Houston Endowment Dissertation Completion Fellowships* facilitate the timely completion of dissertations for Ph.D. students in the Arts, Humanities, and Social Sciences. The student receives a \$20,000 fellowship award with no teaching or research duties for a calendar year; the student receiving the fellowship in the Arts, Humanities and Social Sciences must demonstrate significant progress toward the completion of Ph.D. degree requirements, and the student should be within one year of graduation.
- D. The *Houston Endowment Candidate Identification and Recruitment Funds* assist selected departments and programs to identify and recruit highly-qualified Ph.D. students for the Houston Endowment Recruitment Fellowship. These funds predominately cover the costs associated with the student candidate's travel to visit the UH respective programs.

## II. ELIGIBILITY

- A. Houston Endowment Recruitment Fellowships
  - 1. The department/program needs to assess the potential for academic excellence for student selection. The following requirements must be met in order to offer the Houston Endowment Recruitment Fellowships to Ph.D. students:
    - a. The fellowship must be offered to outstanding applicants as part of the admission offer.
      - Note: Fellowships cannot be offered to applicants who have accepted admission offers without notification of the fellowship.
      - Note: Fellowships cannot be offered to current Ph.D. students.
    - b. The admission offer for each fellowship student must include a Graduate Tuition Fellowship (GTF). See [GR-SOP-Finance-01](#) for more information on GTF Administration.
    - c. The admission offer for each fellowship recipient must include a graduate assistantship/stipend of at least \$20,000 per year for the duration of the fellowship, in addition to the fellowship amount of \$5,000.
  - 2. Students holding these fellowships must be enrolled full-time per University policies, and maintain a minimum cumulative Grade Point Average (GPA) of 3.0 for the duration of each semester to receive continued eligibility for the fellowship. The award funding will be withdrawn if this agreement is violated.

- B. Houston Endowment Dissertation Completion Fellowships
1. The fellowship is given in the sixth year of the Bachelors to Ph.D. study, or in the fourth year of the Masters to Ph.D. study at the latest.
  2. Students qualifying for this fellowship must maintain a minimum cumulative GPA of 3.0.
  3. Students must be a recipient of GTF. Please see [GR-SOP-Finance-01](#) for more information on the process.
  4. Students cannot be employed by the University of Houston (or employed anywhere else) for the duration of the fellowship. The award will be withdrawn if this condition is violated.
  5. Students cannot be involved in any teaching or research activities outside of his or her dissertation topic.
  6. Students will not be eligible for GTF funding after the completion of this fellowship.
- C. Houston Endowment Candidate Identification and Recruitment Funds
1. Recruitment yields are determined by the college, based on applicant information by the deadline for admission.
  2. The college arranges for applicants to visit the University of Houston via established Houston Endowment travel funds, and also track applicants that did not visit the campus using Houston Endowment support.
- D. The criterion for Presidential Fellowships involves the applicant's potential for academic excellence in a Ph.D. program. The following requirements must be met to offer a Presidential Fellowship to an applicant:
1. The fellowship must be offered to applicants as part of the admission offer.
    - Note: Fellowships cannot be offered to applicants who have accepted admission offers without notification of the fellowship.
    - Note: Presidential fellowships cannot be offered to current Ph.D. students.
  2. The admission offer must include a GTF.
  3. The admission offer for each fellowship recipient must include a 9- or 12-month competitive graduate assistantship/stipend.
  4. Students who possess this fellowship must:
    - a. Be enrolled full-time per University policies, and
    - b. Maintain a minimum cumulative GPA of 3.0 for the duration of the two academic years that the fellowship is held.
    - c. The award funding will be withdrawn if this agreement is violated.
- E. Students who fail to maintain eligibility due to extenuation circumstances may petition the Graduate School to keep the scholarship.
1. Requests for an exception from the requirements will be evaluated on a case-by-case basis. These exceptions must be requested through a [Graduate & Professional Student Petition](#).

III. ADMINISTRATION

A. Houston Endowment Recruitment Fellowships

1. Fellowship budgets are allocated to the colleges at the beginning of the corresponding admission cycles.
2. The funds are transferred to the colleges when the fellowship recipients enroll into corresponding programs and the college's reporting requirements are satisfied (see Section III.E)
3. Colleges need to have a well-documented process, published on the college's web site, specifying the fellowship recipient selection criteria.

B. Houston Endowment Dissertation Completion Fellowships

1. Fellowship budgets are allocated to the colleges at the beginning of the corresponding admission cycles for the fellowship awards starting in the fall of the following year.
2. The funds are transferred to the colleges when the fellowship recipients enroll in the fall semester and the college's reporting requirements are satisfied (see Section III.E).
3. Colleges need to have a well-documented process, published on the college's web site, specifying the fellowship recipient selection criteria.

C. Houston Endowment Candidate Identification and Recruitment Funds

1. Fellowship budgets are allocated and distributed to the colleges at the beginning of the corresponding admission cycles, provided the reporting requirements from the previous recruitment cycle are satisfied (see Section III.E).
2. The college identifies student candidates based on application completion and evaluation by faculty. Applicants determined with high skills sets, test scores, transcripts and/or excellent research topics will be invited to campus for additional interviews.

D. Presidential Fellowships

1. Fellowship budgets are allocated to the colleges at the beginning of the corresponding admission cycles.
2. The funds are awarded to the colleges when the fellowship recipients enroll into corresponding programs and the college's reporting requirements are satisfied (see Section III.E).

E. Reporting Requirements

1. Update all types of financial aid in CollegeNET.
2. Documentation on the percentage of the applicants who accepted UH admission offers and enrolled (**Recruitment Yields**) for the following cohorts of applicants:
  - a. Number of applicants who visited the campus supported by Houston Endowment travel funds
  - b. Number of all applicants who did not visit the campus using Houston Endowment support

3. Information/documentation for dissertation completion fellowships
  - a. List of all nominees for the fellowship with their respective degree programs
  - b. Number of years in program for each dissertation completion fellowship recipient
  - c. Expected graduation date for each dissertation completion fellowship recipient
  - d. Cumulative GPA for each dissertation completion fellowship recipient
  
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IV. DOCUMENTATION

- A. [GR-SOP-Finance-01: Graduate Tuition Fellowship Administration](#)
- B. [Graduate & Professional Student Petition](#)

V. APPROVAL

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 Vice Provost and Dean, University of Houston Graduate School

3/4/2020  
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 Approval Date

**REVISION LOG**

| Revision Number | Approved Date | Description of Changes   |
|-----------------|---------------|--|
| 1               | 12/19/2014    | Initial edition  |
| 2               | 1/7/2016      | Revision of Language   |
| 3               | 3/4/2020      | Section I.A – Additional wording<br>Section II.E – Addition of new paragraph<br>Section III.B – Correction of wording<br>Section III.E.2.c – Removed<br>Section III.E.2.d – Removed<br>Section III.E.2.e – Removed |