

# Financial Support

## FINANCIAL SUPPORT

### Predocctoral Fellowship/ Graduate Research Assistantship

**F**ull-time students admitted to regular status in the Doctor of Philosophy in Medical Sciences degree program may apply for financial support in the form of a predoctoral fellowship/graduate research assistantship. To be eligible for a predoctoral fellowship/graduate research assistantship, applicants must have a combined GRE score of 1100 for verbal and quantitative and a score of 4.0 or higher for analytical writing. Ph.D. students with a predoctoral fellowship/graduate research assistantship will be supported for a maximum of 4 years. Financial support includes tuition of 15 credits per semester (10 credits summer semester) up to 5 years with the exception of students entering with an MUOT master's degree who will receive tuition support for up to 4 years. Students in the MD/Ph.D. degree program will be supported by the College of Graduate Studies for a limit of 2 summer semesters plus 3 years. Current support is \$18,500 per year.



### Retention of Award – Predocctoral Fellowship/ Graduate Research Assistantship



The student must be in good academic standing, must be making satisfactory progress toward the degree, must continuously register for 15 credits each semester (10 credits summer semester), and must abide by institutional policies published in the *General Policies and Procedures Manual*. A copy of this manual may be found in each departmental office and in the College of Graduate Studies office.

### Good Academic Standing – Predocctoral Fellowship/ Graduate Research Assistantship

If, in any semester, the student loses her/his good academic standing, the predoctoral fellowship/graduate research assistantship award may be maintained for the next semester provided there is written justification by the student's program director and advisor to the Dean of the College of Graduate Studies. No action will be taken for first year students admitted to regular student status until the end of the second semester, except notification of the student and the major advisor. The procedures to be followed in requesting maintenance of support upon the loss of good academic standing are the following:

1. Student should initiate discussion with her/his program director and major advisor to request their support for continuation of the award.

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2. The advisor or program director should submit a letter to the Dean of the College of Graduate Studies requesting continued predoctoral fellowship/graduate research assistantship support. The request must be justified, taking into account any mitigating circumstances and recommend the number of semesters the student will be allowed to achieve good academic standing.
3. The Dean of the College of Graduate Studies may approve the request, or he may refer the request to the Ph.D. Program Committee for its recommendation.

Failure to regain a cumulative 3.0 GPA or to replace the credits of *U* in the specified time will result in forfeit of the predoctoral fellowship/graduate research assistantship award without eligibility to petition for continued support.

These requirements are based on the conviction that full-time fellowship support has been granted on a competitive basis in support of graduate education and the recipients should be qualified to move rapidly toward completion of doctoral requirements.

A graduate student nearing the end of her/his study shall have her/his Award pro-rated based upon when the student is no longer on campus or no longer working on her/his dissertation. Checks will be disbursed every 2 weeks on the regular MUOT payday and will be direct deposited to the student's financial institution.

Vacation Policy –  
Predoctoral  
Fellowship/  
Graduate Research  
Assistantship



Vacation for first year Ph.D. students is limited to two distinct times during the academic year. The first is the time between the last day of classes of the fall semester and the first day of classes of the spring semester (traditionally known as the "holiday break"). The second vacation period is the entire week of spring break as defined by the official MUOT academic calendar.

Starting the day following the last day of classes of the spring semester, students will be expected to be in laboratory rotations, or have started to work in the laboratory of their selected major advisor. Ph.D. students beyond their first year will be entitled to a maximum of 3 weeks of vacation per calendar year. This time is to be arranged in advance with the major advisor.

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Sick Leave Policy –  
Predoctoral  
Fellowship/  
Graduate Research  
Assistantship

Sick leave for Ph.D. students shall be based on Policy No. 05-061 for non-contract employees. Sick leave benefits accumulate at the rate of 4.6 hours for each 80 hours of completed service. Other leaves of absence include family and medical leave, funeral leave, military leave, and entitlement to these benefits is covered in Policy 05-061 in the *General Policies and Procedures Manual* which can be found in each department office and in the College of Graduate Studies office.

Additional  
Employment –  
Predoctoral  
Fellowship/  
Graduate Research  
Assistantship

The purpose of the predoctoral fellowship/graduate research assistantship is to allow students to devote full-time to their scholarly activities and no additional employment may be undertaken which would interfere. Should the student feel additional employment is necessary, then s/he must seek prior permission from her/his major advisor and department. After review of the mitigating circumstances, the department may recommend that the Dean of the College of Graduate Studies allow employment within defined limits. Failure to adhere to these guidelines could result in the discontinuance of the award.

MSBS Premaster  
Fellowships

A limited number of premaster fellowships (currently \$10,000 per year) are available for MSBS/Research Track candidates who meet the following requirements:

- GPA of 3.5 or better from institution granting the baccalaureate degree.
- GRE score of 1050 for verbal and quantitative and a score of 4.0 or higher for analytical writing.
- Graduate of an accredited U.S. institution.

Retention of  
Award – MSBS  
Premaster  
Fellowships

The student must be in good academic standing and must continuously register for 12 credits (8 credits for summer semester) until all didactic courses on the Plan of Study are completed. The awards are limited to 2 years.

The student who is not in good academic standing may request to have the scholarship extended one semester. The procedure to be followed in requesting maintenance of support while you are not in good academic standing is as follows:

# Financial Support

1. The student must initiate discussion with her/his program director and major advisor and should request their support for continuation of the premaster fellowship for one semester.
2. The advisor or program director should submit a letter to the Dean of the College of Graduate Studies requesting continued Premaster Fellowship support. The request must be justified, taking into account any mitigating circumstances.
3. The Dean of the College of Graduate Studies may approve the request, or he may refer the request to the MSBS Program Committee for its recommendation.

Failure of a student to obtain regular student status within one semester will result in the forfeit of the premaster fellowship award without eligibility to petition for continued support.

## Vacation Policy – MSBS Premaster Fellowship

Vacation for first year MSBS Research Track students is limited to two distinct times during the academic year. The first is the time between the last day of classes of the fall semester and the first day of classes of the spring semester (traditionally known as "holiday break"). The second vacation period is the entire week of spring break as defined by the official MUOT academic calendar.

Starting the day following the last day of classes of the spring semester, students will be expected to be in laboratory rotations, or have started to work in the laboratory of their selected major advisor.

Students beyond their first year will be entitled to a maximum of 3 weeks of vacation per calendar year. This time is to be arranged in advance with the major advisor.

## Sick Leave Policy – Premaster Fellowship

Sick leave for master students shall be based on Policy No. 05-061 for non-contract employees. Sick leave benefits accumulate at the rate of 4.6 hours for each 80 hours of completed service. Other leaves of absence include family and medical leave, funeral leave, military leave, and entitlement to these benefits is covered in Policy 05-061 in the *General Policies and Procedures Manual* which can be found in each department office and in the College of Graduate Studies office.

# Financial Support

## Additional Employment – MSBS Premaster Fellowships

The purpose of the premaster fellowship is to allow students to devote full-time to their scholarly activities and no additional employment may be undertaken which would interfere. Should the student feel additional employment is necessary, then s/he must seek prior permission from her/his major advisor and department. After review of the mitigating circumstances, the department may recommend that the Dean of the College of Graduate Studies allow employment within defined limits. Failure to adhere to these guidelines could result in the discontinuance of the award.

## MSBS Tuition Scholarship Award

A limited number of MSBS tuition scholarship awards are available for MSBS/Research Track candidates who meet the following requirements:

- Undergraduate GPA of 3.0 or better from an accredited U.S. institution granting the baccalaureate degree.
- GRE score of 1050 for verbal and quantitative and a score of 4.0 or higher for analytical writing.

The applicant should have the potential to contribute to the research programs in their department/program.

## Application for MSBS Tuition Scholarship Award

To apply for an MSBS tuition scholarship the applicant must have a major advisor. The recommendation for a scholarship must be made by the major advisor and the department/program director to the Dean of the College of Graduate Studies.

## Retention of Award – MSBS Tuition Scholarship Award

The student must be in good academic standing to retain the award. Tuition scholarships are limited to the first 30 didactic (carrying a letter grade) credits on the student's MUOT transcript.

The student who is not in good academic standing may request to have the scholarship extended one semester. The procedure to be followed in requesting maintenance of support while you are not in good academic standing is as follows:

1. The student must initiate discussion with her/his major advisor and should request the advisor's support for continuation of the Tuition Scholarship for one semester.

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## MSBS Research Track Graduate Research Assistantship

2. The advisor should submit a letter to the Dean of the College of Graduate Studies requesting continued tuition scholarship support. The request must be justified, taking into account any mitigating circumstances.
3. The Dean of the College of Graduate Studies may approve the request, or he may refer the request to the MSBS Program Committee for its recommendation.

Failure of a student to obtain regular student status within one semester will result in the forfeit of the tuition scholarship award without eligibility to petition for continued support.

For students transferring from the Ph.D. to a master's degree program, tuition scholarship already awarded will count toward the maximum six semesters permitted of tuition scholarship.

The student may be eligible for a MSBS Research Track graduate research assistantship award after s/he has completed all of the didactic courses on her/his MSBS Plan of Study (usually the second year). The award is limited to 1 year.

The student must be enrolled full-time for Thesis Research (INDI699) until they have at least 10 credits of Thesis Research and 40 credits total.

The current support is \$10,000 per year. The cost is shared one-half from the College of Graduate Studies and one-half from the department.

Fellowship/assistantship support while in the Ph.D. program (up to 1 year) are counted against the 1 year allowed for the MSBS students. Students with more than 1 year of support while in the Ph.D. program are not eligible for MSBS Research Track graduate research assistantship support from the College of Graduate Studies.

To receive a MSBS Research Track graduate research assistantship award, the funds must be available in the department and the process must be initiated by the student's advisor.

# Financial Support

## Other Master's Tuition Scholarship Awards

Master's tuition scholarship awards also are available for students in other master's programs. To be eligible for the award, new students must be admitted as regular status. MSOH and MPH students may apply to the Chairperson of Public Health, MOT/OTD students to the Chairperson of Occupational Therapy, Physician Assistant students to the Chairperson of Physician Assistant Studies, MSN students to the Associate Dean of MSN degree programs, and Physical Therapy students to the Chairperson of Physical Therapy.

## Retention of Award – Other Master's Tuition Scholarships

The student must be in good academic standing and must continuously register as a full-time student (12 credits each fall and spring semester, 8 credits summer semester). Full-time MUOT employees may register for no more than six didactic credits per semester.

The student who is not in good academic standing may request to have the scholarship extended one semester. The procedure to be followed in requesting maintenance of support while you are not in good academic standing is as follows:

1. The student must initiate discussion with her/his major advisor and should request the advisor's support for continuation of the Tuition Scholarship for one semester.
2. The advisor should submit a letter to the Dean of the College of Graduate Studies requesting continued tuition scholarship support. The request must be justified, taking into account any mitigating circumstances.
3. The Dean of the College of Graduate Studies may approve the request, or he may refer the request to the appropriate program committee for its recommendation.

A student on tuition scholarship who has completed all courses on her/his Plan of Study or core curriculum with only Thesis Research or Scholarly Project to complete may enroll as a part-time student and retain the tuition scholarship. Students in the MOT/OTD and MSBS/PA programs may enroll as a part-time student for the last semester of the program and retain the tuition scholarship.

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Additional  
Employment –  
MSBS Research  
Track Graduate  
Research  
Assistantship

Tuition scholarships for students in the MSOH, MSN, MOT/OTD, MSBS/PA , MPH and MSBS/PT programs are for one academic year, although students in these programs may apply for a second year of support. Second year support is not automatic; students applying for a second year of support will compete with all other students applying for the scholarship. Tuition scholarships may be awarded for a maximum of 2 years for other students.

Postdoctoral fellows, University Medical Center residents and fellows may receive a full-time or part-time tuition scholarship award when approved by the Dean of the College of Graduate Studies.

The purpose of the MSBS Research Track graduate research assistantship is to allow students to devote full-time to their scholarly activities and no additional employment may be undertaken which would interfere. Should the student feel additional employment is necessary, then s/he must seek prior permission from her/his major advisor and department. After review of the mitigating circumstances, the department may recommend that the Dean of the College of Graduate Studies allow employment within defined limits. Failure to adhere to these guidelines could result in the discontinuance of the award.

Vacation Policy –  
MSBS Research  
Track Graduate  
Research  
Assistantship

Vacation for first year MSBS Research Track students is limited to two distinct times during the academic year. The first is the time between the last day of classes of the fall semester and the first day of classes of the spring semester (traditionally known as "Holiday Break"). The second vacation period is the entire week of spring break as defined by the official MUOT academic calendar.

Students beyond their first year will be entitled to a maximum of 3 weeks of vacation per calendar year. This time is to be arranged in advance with the major advisor.

Starting the day following the last day of classes of the spring semester, students will be expected to be in laboratory rotations, or have started to work in the laboratory of their selected major advisor.

Graduate Research  
Support Award

To encourage excellence in graduate student research, application for graduate research support awards may be made by College of Nursing and College of Health Sciences students conducting thesis



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research or scholarly projects. The maximum award will be \$300. To be eligible for the award, the applicant must submit the application prior to the completion of the research and while currently enrolled in the College of Graduate Studies. Deadlines: November 1; also April 1, if funds are available.

Application consists of an application form and a research proposal and a brief budget justification. The research proposal may be:

1. The proposal developed to guide the research as approved by the major advisor (if 12 pages or less, not including the reference list).
2. A 12-pages-or-less summary of a lengthier proposal, as approved by the major advisor.
3. The research proposal abstract submitted to the Human Subjects Institutional Review Board.

The budget request should identify those items that will be purchased through the Medical University of Ohio and those that will be purchased directly by the student from outside sources.

Each application will be rated on four 10-point scales:

1. Significance of the research to one's profession and to healthcare
2. Validity as a contribution from a methodological perspective
3. Need as documented in the budget
4. Quality of presentation (clarity, style, and composition)

Applications are available from Patricia Hogue, M.S., PA-C, Chairperson of the SON/SAH Research Support Awards Committee, Department of Physician Assistant Studies, Collier Building.

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## Federal Family Education Loan Program (FFELP)

Full-time students with regular status who are enrolled in the College of Graduate Studies may be eligible to receive financial assistance through the subsidized Federal Stafford Loan Program or the unsubsidized Federal Stafford Loan Program. To be considered for either loan program, a student must obtain the Free Application for Federal Student Aid (FAFSA) from the Student Financial Aid Office and submit the completed application. The Student Financial Aid Office at MUOT will receive the results in approximately four weeks. Students must also complete the MUOT Graduate Student Financial Aid Application available from the Student Financial Aid Office. A complete Financial Aid Manual for Graduate Students also is available from the Student Financial Aid Office.



## Emergency Loans

It is the policy of the College of Graduate Studies to make short-term emergency loans to students admitted to a degree program. With the exception to pay for the single coverage of MUOT-sponsored student health insurance, students with emergencies may borrow up to \$500. Students may borrow the entire amount of the single coverage MUOT-sponsored student health insurance each semester, providing the previous semester's loan has been repaid. A service charge of \$2 per \$100 borrowed will be assessed.



The borrowed amount will be withheld from the student's fellowship/graduate research assistantship award or financial aid as agreed at the time the loan is initiated. Students not receiving an award or financial aid will repay monthly. All loans (with the exception of health insurance loans) must be repaid within 10 months. Health insurance loans must be repaid by the end of the semester for which the coverage is intact. Students not up-to-date on emergency loan repayment will not be allowed to register for classes.

Application for an emergency loan is made by the student in the College of Graduate Studies office, 117 Mulford Library.

Approval or denial of the loan is made by the Assistant to the Dean. Approved applications are carried by the student to the Student Accounts Office for final processing.

# Financial Support

## Travel Support



Travel support is available for graduate students to present their dissertation research, thesis research or scholarly project work at professional meetings. In addition to following the procedures of the College of Graduate Studies, rules outlined in MUOT Policy 01-015 (Travel and Business Expense Reimbursement) must be followed.

Registered Ph.D. graduate students are eligible to apply, prior to traveling, for financial support to a maximum of \$1,000 during their tenure as a graduate student. The maximum allowable for any one trip is \$500.

Master's graduate students are eligible to apply, prior to traveling, for financial support to a maximum of \$500 during their tenure as a

graduate student. Travel support may be extended to master's students during the time between completion of their degree requirements (defense) and the following semester.

Requests for travel support will be made to the Dean of the College of Graduate Studies and must be accompanied by the following items:

- Letter of request for travel support from the student approved by his/her major advisor
- Letter of acceptance of oral or poster presentation
- Abstract showing student as first author
- Itemized list of estimated expenses

Upon return, travel reimbursement forms are completed within the student's department and then forwarded to the College of Graduate Studies office. Original receipts are required.

## To Represent MUOT in an Official Capacity

Registered graduate students are eligible to apply, prior to traveling, for financial support to a maximum of \$300 during their tenure as a graduate student to represent MUOT in an official capacity. Travel support may be extended to students in the MOT/OTD program

# Financial Support

during the time between completion of their degree requirements and end of the next semester. In addition to following the procedures of the College of Graduate Studies, rules outlined in MUOT Policy 01-015 (Travel and Business Expense Reimbursement) must be followed.

Requests to the Dean of the College of Graduate Studies must be accompanied by the following items:

- Letter of request for travel support from student approved by the associate dean or program director
- Documentation of official capacity
- Itemized list of estimated expenses

Upon return, travel reimbursement forms are completed within the student's department and then forwarded to the College of Graduate Studies office. Original receipts are required.