

ENDOWED SUPPLEMENTS

2003-2004

I. Program Description

- A. The Endowed Supplements are provided to assist schools and colleges in the recruitment of high quality doctoral students by enhancing an existing offer. The supplements provide additional salary of \$2,000 to attract a select group of graduate assistants to West Virginia University. The supplements are made on the basis of academic merit and do not require service to the University beyond the duties specified in the appointment as a graduate assistant.
- B. Endowed Supplements can only be offered to new, incoming students. After the initial year, students must reapply to receive a supplement in subsequent years. A student may receive an Endowed Supplement for a maximum of three (3) years. Supplements may be received only for consecutive years. Students who interrupt their studies will no longer be eligible for consideration.
- C. Endowed Supplements may be awarded to any student admitted to a doctoral or M.F.A. program; however, preference will be given to applicants who are U.S. citizens or nationals.
- D. The Endowed Supplements are administered and distributed among the following schools and colleges: Agriculture & Forestry, Arts and Sciences, Business & Economics, Creative Arts, Engineering & Mineral Resources, Human Resources & Education, Medicine, Pharmacy, and Physical Education.

II. Definitions

- A. Doctoral – This term is used to refer to graduate programs leading to the terminal degrees of Ph.D., Ed.D., D.M.A. or M.F.A. Students wishing to pursue the degrees of M.D., D.D.S., or J.D. are not eligible for these supplements.
- B. Graduate Assistants – This term refers to Graduate **Teaching** Assistants. In exceptional instances, and at the request of the college/school Dean, permission may be given to grant supplements to other types of graduate assistants.

III. Eligibility

- A. Recipients must hold a minimum of a baccalaureate degree from an accredited college or university and be admitted to a terminal degree (Ph.D., Ed.D., D.M.A. Students pursuing the M.F.A. degree are also eligible.) program at West Virginia University.
- B. The school or college that has admitted the recipient must have made or must be willing to make an offer of a graduate teaching assistantship to the recipient.
- C. Regardless of the undergraduate or prior graduate institution, all new applicants to doctoral or M.F.A. programs are eligible for these supplements. Current WVU undergraduate or graduate students are eligible if they have submitted a new application for admission to a doctoral or M.F.A. program. Nevertheless, the recruitment of students from a wide geographic area and a variety of public and private institutions is one of the goals of the program.

IV. Selection and Notification Procedures

- A. Recipients are to be selected early in the spring semester in time for the supplements to be useful for recruitment purposes. Since all persons offered supplements might not accept, schools and colleges should consider making more offers than the number of supplements actually available. Initial Endowed Supplements are made only to students entering the program.
- B. Selection is on the basis of academic merit and only those applicants with outstanding credentials are considered. Schools and colleges may establish additional criteria, which applicants must meet.
- C. Individual schools and colleges are to determine the mechanisms for selecting qualified students.
- D. Recipients of the Endowed Supplements are to be notified of supplements by the school or college Dean or his/her designee. Letters should include any conditions applicable to employment as a graduate assistant in the unit, and any other conditions specified by the school or college.
- E. When recipients are determined, the information below should be sent to the Director of Graduate Education, PO Box 6203 by the Dean.

Name _____ SS# _____

Permanent Address _____

Permanent Telephone _____

Local Address (if known) _____

Local Telephone _____

Department where employed as a GA _____

Undergraduate Institution _____

Undergraduate GPA _____

Graduate Institution _____

TEST SCORES GRE/MAT _____

Miller's Analogy _____

Other _____

Additional Comments: _____

V. Conditions of Supplement

- A. Endowed Supplement Students are required to be full-time, resident students during both the first and second semester of each academic year. Registration as less than a full-time student or withdrawal from classes that results in less than full-time status is considered grounds for withdrawal of the award.
- B. Endowed students are expected to fulfill meritoriously all the conditions of their employment as graduate assistants and to perform academically at a level that exceeds the minimum expectations of the University.
- C. Other conditions may be specified by the school or college making the award.
- D. All graduate assistants employed by West Virginia University receive a waiver of tuition and optional fees, and waivers for Endowed students are to be processed in the same way that waivers are processed for other graduate assistants. Graduate assistants, including those selected as Endowed students, are required to pay the mandatory special fees of \$306.00 which includes the Health Service, Daily Athenaeum, Library Fee, Mountainlair, Radio Station, Recreation Center, and the Technology Fee each semester and prorated for the summer sessions (when applicable). Students who wish to receive the full student service package may elect to purchase this package, but this is not required.
- E. As the majority of graduate assistants are appointed on nine-month contracts, the supplement income is provided to Endowed students during the nine-month period beginning August 16th and ending May 16th. The supplement is distributed through the payroll system.

VI. Reviewing and Monitoring

- A. During the first semester each year, the Director of Graduate Education reviews the credentials of the recipients of the Endowed Supplements. This review will not alter the decisions of the schools and colleges, but may be a factor in the future distribution of supplements among units.
- B. During the academic year, school and college Deans or their designees are responsible for monitoring the recipients of these supplements. If a student withdraws, leaves the University, or fails to meet the other conditions of the supplement, the Director of Graduate Education is to be notified immediately.