Guidelines for the
Arthur A. Schomburg Fellowship Program
University at Buffalo, The State University of New York
2016-2017 Funding Cycle

Through its Arthur A. Schomburg Fellowship program, the University at Buffalo offers graduate fellowships to students who have been admitted to graduate study, who will pursue such study and be enrolled on a full-time basis, and who will contribute to the diversity of the student body in the graduate program in which they will be enrolled.

**Students may not apply directly to the Graduate School for support under the Schomburg Fellowship program. Instead, eligible students must be formally nominated by their academic program or unit.**

**Diversity Criteria:** The Schomburg Fellowship program is designed to assist UB in the recruitment, enrollment and retention of students in doctoral and master's level programs who can demonstrate that they would contribute to the diversity of the student body, especially those who can demonstrate that they have overcome a disadvantage or other impediment to success in higher education. Such categorical circumstances may include academic, vocational, social, physical or economic impediments or disadvantaged status that students, as evidenced by their performance as undergraduates, have been able to overcome, or other characteristics that constitute categorical under-representation in their particular graduate program such as gender or racial/ethnic status. Note that in awarding such fellowships, the Schomburg Fellowship program gives full consideration to students who are of a race or ethnicity that is underrepresented in graduate programs at UB, but does not make awards solely on that basis.

**Eligibility:** To be eligible for consideration, nominees for support under the Schomburg Fellowship program must meet all of the following criteria:

1. U.S. citizen or Permanent Resident.
2. Accepted as a first-time, full-time student in a qualifying UB graduate degree program for the fall semester in which the fellowship will be initially awarded. Students who begin a graduate level program in the spring semester are ineligible.
3. Pursuing one of the following graduate degrees at UB: MA, MS, PhD, MLS, MSW, EdM, EdD, MArch, MUP, DNP, DPT, AuD, MBA, ME, MM, or MFA.
4. Cumulative undergraduate GPA of at least 3.0.
5. Able to satisfy the diversity criteria for the program as described above.

**Nomination Procedures:** To receive consideration for Schomburg Fellowship support, students who meet the eligibility criteria must be formally nominated by their graduate program on forms provided for that purpose by the Graduate School.

In addition to the fully completed and signed Schomburg Fellowship nomination form, units must include in the nomination package (to be submitted electronically in one integrated PDF file):

1. Nomination letter from the Department Chair or Dean, describing how the nominee will contribute to the diversity goals of the program/department.
2. A written statement from the nominee (maximum of 500 words) describing how he/she will contribute to the diversity of the student body in their graduate degree program, including by having overcome a disadvantage or other impediment to success in higher education.

3. Copy of the department’s letter admitting the student to the program

4. A complete copy of the nominee’s undergraduate (and graduate, if applicable) transcripts.

5. Three (3) letters of recommendation.

6. Any supplemental documentation that would provide further insight into the nominee’s background and suitability for the Fellowship award.

Complete nomination packages in the form of a single, integrated PDF file containing all required documents and signatures must be received in the Graduate School by the announced deadlines dates for the award cycle in question. Each nomination will be evaluated on its own merits based on the strength of the case as put forward by the nominating unit, the supporting materials provided by the nominee, and the program “funding priority” under which the proposed shared funding arrangement falls (see the next page for a description of the various priority categories). The Schomburg Fellowship Advisory Committee will meet approximately 2 weeks after each deadline date to review all nominations and will offer recommendations concerning each to the Dean of the Graduate School who will render final decision in all cases.

Additional Schomburg Fellowship Conditions:

1. All Schomburg Fellowship recipients
   a. must maintain full-time enrollment (i.e., register for and complete 12 credit hours per semester; 9 credits if the student holds a TA/GA/RA appointment) or have obtained “Certified Full-Time” student status from the UB Graduate School.
   b. must obtain a graduate GPA of 3.0 or better and make timely progress toward the degree in each semester of enrollment.
   c. if out-of-state resident, the Schomburg Fellow must apply for New York State residency upon completion of their first semester of study (or else they will be responsible for paying the difference between the out-of-state and the in-state tuition rates for their program).
   d. if funded under Priority 3 (see Funding Priorities below), student must complete an Academic Practicum. Information about the practicum can be viewed at http://grad.buffalo.edu/FinancialSupport/Scholarships_Fellowships/schomburg.htm l#practicum.

2. Schomburg Fellowships are granted only for the degree that the student is pursuing at the time of nomination, as stated in the fellowship award letter. Schomburg Fellowship funding is not transferable to another degree program. Schomburg Fellowships do not cover pursuit of the second degree component of post-baccalaureate dual degree programs.

3. Schomburg tuition scholarships will cover only the minimum number of credits required for the student’s program. Tuition scholarships are subject to the institution’s guidelines and policies for the receipt of tuition scholarships. Those policies may be examined at: http://grad.buffalo.edu/content/dam/www/graduate/documents/policies/tuition_scholarshi p_policy.pdf.
**Funding Priorities:** A nominee’s award priority and funding arrangement is selected by the department when the nomination materials are submitted to the Graduate School. Once an award is made, this award priority cannot be changed, and must remain consistent throughout the period of a student’s award. For instance, if a student is nominated as a Priority 1 fellow with a full TA/GA/RA appointment, the student must be reappointed to that position in each semester of the funding period to remain eligible for the Schomburg Fellowship. Loss of the assistantship would result in immediate termination of the student’s fellowship.

**Priority 1:** New Schomburg Fellowship awardees who will be concurrently supported for the entire academic year by a full TA/GA/RA position at the department/program’s normal stipend rate and a full tuition scholarship, both of which are funded by the department/program. In such cases, the nominating unit must identify the amount of annual stipend “supplement” that is being requested from the Schomburg Fellowship program. Such annual stipend supplements may not exceed $7,000 for master’s students and $10,000 for doctoral students.

**Priority 2:** New Schomburg Fellowship awardees who will be concurrently supported for the entire academic year by their department/program with a “half” TA/GA/RA position (at one-half the unit’s full stipend rate), as well as a “half” tuition scholarship provided by the department/program each semester. In such cases, the Schomburg Fellowship program will provide an annual stipend supplement equal to the amount of stipend provided annually by the department, plus up to an additional $3,500 annually in stipend support for master’s students or up to $5,000 annually for doctoral students, the exact level in each student’s case to be requested through the nomination form. In addition, the Schomburg Fellowship program will provide Fellows in this priority category with a partial tuition scholarship each semester equal to one-half of the standard “graduate” tuition rate up to the prevailing institutional limits for such support.

**Priority 3:** New Schomburg Fellowship awardees who will not be receiving concurrent stipend or tuition scholarship support from their department/program (i.e., those whose stipend and tuition scholarship support will be drawn exclusively from the Schomburg Fellowship program). In such cases, the nominating department/program must commit and provide funds from its own sources to cover only the cost of the Fellow’s health care benefits (approximately $1,903 annually as of fall 2015). Stipend support from the Schomburg Fellowship program will be equal to the annual academic year stipend level of beginning Teaching Assistants (TAs) in the nominating department/program up to $12,000 annually for master’s students and $15,000 annually for doctoral students. Tuition scholarship support from the Schomburg Fellowship program will be limited to the regular “graduate” tuition rate up to the prevailing institutional limits for such support.

**Funding Limits:**

1. Funding package components and their levels for individual Schomburg Fellows are proposed by academic departments/programs subject to established institutional guidelines and priorities for the Schomburg Fellowship program and the approval of the Vice Provost for Graduate Education/Dean of the Graduate School. In coordination with the student’s department, all Schomburg Fellows receive a tuition scholarship subject to limits defined in the institution’s tuition scholarship policies. In addition, all Schomburg Fellows are eligible for subsidized health care benefits. Schomburg Fellows also receive a stipend (the level of which is determined at the time of award offer).
2. Each Schomburg Fellowship funding package is limited to the following maximum semesters of support:
   - Master’s level students: 4 semesters
   - Ph.D. students: 8 semesters

3. **Tuition scholarship funding is limited to the minimum number of credit hours required to complete the student’s degree program, as stated in the fellowship award letter.**

4. Tuition scholarship support from Schomburg Fellowship program funds will be limited to the **standard “graduate” tuition rate.** Students in degree programs with a tuition rate higher than the standard graduate tuition rate will be responsible for the difference in cost.

5. All funding is subject to applicable institutional guidelines and regulations.

6. Schomburg Fellowship support during the summer is extremely limited and is subject to institutional guidelines for such support. The Schomburg Fellowship Summer Support Policy may be examined here: [http://www.grad.buffalo.edu/costs/schomburg.php#summer](http://www.grad.buffalo.edu/costs/schomburg.php#summer)

The Graduate School
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