University of Northern Iowa  
Guidelines for the Administration of  
Graduate College Tuition Scholarships

Graduate College Tuition Scholarships are available to qualified students who are working toward a graduate degree at UNI. They are independent awards. No services or work is done in exchange for a Graduate College Tuition Scholarship.

In order to be appointed for a Graduate College Tuition Scholarship a student must meet the following criteria:

a. Admitted on a degree-track basis, either regular admission or provisional admission for reasons other than grade point. This means that the student must show as admitted on the SIS student record. The student must have a Bachelor’s degree (or any other required degree) from an accredited institution prior to the beginning of the scholarship award. Non-degree students cannot be supported.

b. GPA of at least 3.00. The student must maintain a 3.00 GPA during the term of the scholarship and must continue to make substantial progress toward the graduate degree. The student who does not hold a 3.00 undergraduate GPA can qualify for a tuition scholarship by completing a minimum of 8 hours in graduate study with a GPA of at least 3.00 prior to being offered the scholarship. Departments should monitor this GPA requirement closely. Awards will not be processed for students with less than a 3.00 GPA.

c. Full-time graduate student in residence during the time of the appointment. A student must be enrolled for a minimum of 9 on-campus graduate-level credit hours and may not use workshops, audit, undergraduate, continuing education or correspondence courses as part of the minimum load. If at any time during the semester the student’s enrollment drops below the 9 on-campus graduate-level credit hours, the scholarship will be revoked and the student will be required to pay the entire tuition charges for the semester.

Responsibility for scholarship decisions resides in the department. You must consider all qualified students; however, eligible students who received an assistantship and/or Graduate College tuition scholarship from your department in previous semesters who have performed well should have priority for continued support. Available funds for scholarships are allocated through departments. The Graduate College does not allocate scholarships directly to students, although minority and extra allocations are designated for a specific student. By recommending a student to the Graduate College, the department certifies that the student meets the above qualifications.

Master/Specialist students are allowed a maximum of four (4) semesters of support per degree.
- Graduate Assistantship support and/or Graduate College tuition scholarship support counts as a semester of support, even if only one of these is awarded.
- Students with a graduate double major can receive up to 8 semesters of support as long as progress in the second major is made each academic year.

Doctoral students are allowed a maximum of six (6) semesters of support (students on doctoral support have to have received their master’s degree before starting doctoral support).

Students who are currently on support should be reminded that they must reapply for a Graduate College Tuition Scholarship if they wish to be considered for scholarship support next year.

All Graduate College Tuition Scholarship offer letters to students MUST come from the Graduate College. Departments should NOT inform a student verbally, or in writing, that they will be receiving, or will be recommended for, a Graduate College Tuition Scholarship award. Work with Lisa Steimel in the Graduate College if you would like a student to receive their official offer letter(s) around the same time as they receive their admission letter.

Graduate College Tuition Scholarship recommendations should be made on the Offer Form, which is located at the Graduate College website, http://www.grad.uni.edu/assistantships. Offer Forms can be completed as soon as the student shows as admitted on the SIS student record. Please refer to the instructions tab of the Offer Form for detailed instructions on how to complete the form.
Graduate College Tuition Scholarships are awarded in full or in half of the resident tuition rate during one or both semesters of the academic year. Do not process paperwork for more awards than are allocated to your program.

Offer Forms for all 2015-16 support should be received in the Graduate College no later than April 1st. An exception to the April 1st deadline is provided for spring only offers for spring admits or a first time offer to a student, which should be received in the Graduate College no later than December 1st. Note: Spring only offers to a student that has received prior offer(s) do not fall under the exception and therefore their offer paperwork needs to be received in the Graduate College by the April 1st deadline. Departments that have Graduate College allocations that do not follow guidelines and due dates may forfeit that funding back to the Graduate College for possible reallocation elsewhere.

Once the Offer Form is received and reviewed by the Graduate College, an offer letter is sent to the student from the Graduate College, with a copy of the letter(s) to those listed on the Offer Form. A student must respond to the Graduate College indicating whether they accept or decline an offer.

If a recipient declines an offer from your original Graduate College allocation, the support then returns to the department to be offered to another qualified student. A new set of paperwork should be initiated for the next ranked applicant. Note: After April 1st, this needs to be done within five business days of the student declining their offered award(s). Note that any declined Extra and Minority awards designated for a specific student must return to the Graduate College for reallocation.

Offer Forms for students who do not qualify for the scholarship, or for whom funds have not been allocated, should not be submitted. If a form is received for a student who does not qualify, or if the paperwork is incomplete, or the offer is unable to be processed, that paperwork will be returned to the department. A new Offer Form will need to be submitted if the student later becomes eligible for support.

The University of Northern Iowa has supported the following resolution by the Council of Graduate Schools, which is included as an attachment with each offer to a student.

"Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer."

To award a scholarship from non-Graduate College funds contact the Financial Aid Office. Do not use the Graduate College Offer Form and do not process through the Graduate College.