DEPARTMENT OF COUNSELING AND HIGHER EDUCATION

POLICY AND GUIDELINES FOR GRADUATE ASSOCIATESHIPS AND/OR SCHOLARSHIPS

COUNSELOR EDUCATION

Eligibility for and granting of graduate associateships and/or scholarships (tuition waivers) shall be based upon the following criteria and guidelines.

1) Submission and Processing of Applications

   a) Applications for associateships and/or scholarships will be accepted officially at any time during the academic year or summer session. The deadline for the application is February 15.
   b) Applications received prior to February 15 will be given preference for the following academic year.
   c) Applications for a specific academic quarter will be accepted during the preceding quarter. The awarding of associateships and scholarships during the academic year will be dependent on availability of funds. The eligibility criteria below will be applied.
   d) The Counselor Education faculty will meet during spring quarter to:
      (1) Review all the applicants.
      (2) Prioritize applicants for associateships and/or scholarships according to the guidelines of 2 below.
      (3) Notify students prior to May 30 as to the status of the application.
   e) When the number of qualified applicants exceeds the number of available awards, the judgment of a majority of the faculty in applying the criteria below will determine which students receive awards.
   f) Awards will be allocated to program areas each years proportional to a quota established by the program area faculty. Priority will be given to students who meet the teaching and supervision needs of the program.
   g) In most cases, recipients of associateships will also receive tuition scholarships; however either an associateship or a scholarship may be granted independently of each other.

2) Eligibility Criteria-Associateships and scholarships are granted for the academic year or any portion thereof on the basis of the following criteria:

   a) Admission to the doctoral or master's program in Counselor Education.
   b) Experience and qualifications for the associateship assignments.
   c) Associateships and scholarships are not generally available for international students; however, occasionally scholarships are given to international students when they present with substantial skills and abilities needed by the program.
   d) Priority will be given to filling the teaching associateship assignments with persons who have the best qualifications for those supervision assignments.
   e) Each associateship is awarded on the basis of its requirements (research, teaching, supervision).
   f) The awarding of the associateships will be determined using the following data:
      (1) Experience/Skills
      (2) Recommendations
      (3) Grade-point average
      (4) GRE/MAT scores (if applicable)
   g) Persons employed more than 20 hours per week are not eligible for an associateship. If employed 20 hours or less per week, the student must have a minimum of 15 hours available between 8:00 a.m. and 5:00 p.m., Monday through Friday, with some flexibility for assignments. If a time cannot be mutually agreed upon, the student is ineligible for the associateship.
   h) The awarding of scholarships not in conjunction with associateships will be determined using the following data:
      1. GPA
      2. Progress in program
      3. Recommendations
   i) Consistent with Ohio University equal opportunity policies and the desire of this faculty, minorities and handicapped persons are especially encourage to apply for any and all forms of financial assistance available through the program or University.
   i) Usually associateships will be awarded for no more than two academic years for any degree program.

3) <u>Responsibilities of Recipients</u>

a) Associateships

i) Recipients must be enrolled as full-time students (12graduate hours) each quarter.

ii) A commitment to the program area of 15 hours per week is required.

iii) Assignments may be split among several faculty during any one quarter.

(a) A teaching assignment ordinarily is considered a 10 hour commitment with an additional 5 hour assignment to a faculty member, except for the first teaching quarter, when there is an additional assignment.

(b) A non-teaching assignment may be split among faculty members.

iv) Recipients are responsible for contacting the faculty members to whom they are assigned no later than Friday of the first week of each quarter.

v) Recipients who fail to meet time commitments to faculty members will "owe" that time and must make it up in full prior to the end of each quarter. Failure to meet this requirement is tantamount to forfeiture of the associateship.

vi) Continuation of an associateship is contingent upon:

1. Satisfactory performance in the current or previous associateship assignment.
2. Being in good academic standing, as indicated by the cumulative grade point average and overall performance in the academic program as evaluated by the faculty. The University policy requires a 3.00 overall graduate grade point average.
3. A student's having earned no more than 260 graduate hours from Ohio University will not be eligible to receive any form of financial aid from the University.

b) OGS Scholarships

1. Recipients must be enrolled as full-time students (15 hours) each quarter.
2. Continuation of a scholarship is contingent upon being in good academic standing as indicated by:
   (i) Cumulative GPA
   (ii) Overall performance in the academic program as evaluated by the faculty.
3. Recipients are required to work six hours a week.

APPLICATION FOR GRADUATE FINANCIAL ASSISTANCE

COUNSELOR EDUCATION

SOCIAL SECURITY NUMBER_____

NAME_____ DATE_____

CAMPUS ADDRESS_____ CAMPUS PHONE_____
_____ EMAIL_____
_____ FAX NUMBER_____
PERMANENT ADDRESS_____ PERMANENT PHONE NUMBER
_____ _____
_____

Are you an Ohio Resident?__YES __NO U.S. Citizen or Permanent Resident?___YES ___NO

MAJOR _____ MED_____ PHD_____

If a Doctoral program applicant, Master's level major _____

Grade point average:

Undergraduate_____ Last 90 hrs. Undergraduate_____ Graduate_____

Test scores:

GRE verbal_____ GRE quantitative_____ MAT_____

Type of assistance desired (Rank order preference #1, #2):

Graduate Associateship_____ Graduate Scholarship_____

Indicate quarter(s) for which assistance is desired:

Fall_____ Winter_____ Spring_____ Summer_____ of academic year _____

1 Describe in detail your needs for financial assistance. (Please use additional paper to provide information, if needed.)

2 List other sources of income or financial support you will be receiving while in the graduate program.

3 List experience, training, special skills, etc. which may relate to associateship-related areas (e.g. conducting groups, teaching, supervision, administration, career development, research, evaluation, assessment, proposal writing, computer programming, library research, writing, administrative assistance, etc.). Evidence of scholarly activity (publications, research, program design or implementation, etc.):

4. List teaching skills in area(s) other than major to which applying.

5. If awarded associateship, what type of work would you most like to do.

6. Additional comments which may aid in evaluation of your application.

_____ _____

Signature Date

If you are a member or alumna of Pi Beta Phi sorority, you may be eligible for the H.V.F.H./Pi Beta Phi Endowment Fund Scholarship. This scholarship is awarded by the College Graduate Admission and Retention Committee.
Are you a member or alumna? _____Yes _____No

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