

**DEPARTMENT OF COUNSELING AND HIGHER EDUCATION**

POLICY AND GUIDELINES FOR GRADUATE ASSOCIATESHIPS AND/OR SCHOLARSHIPS

**HIGHER EDUCATION/COLLEGE STUDENT PERSONNEL**

Eligibility for and granting of graduate associateships and/or scholarships 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. Applications received prior to the appropriate deadline (January 15 for College Student Personnel and Higher Education and February 15 for Counselor Education) will be given preference for the following academic year.
- b. 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.
- c. The Educational Leadership faculty will meet within the first six weeks of the 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.
- d. 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.
- e. Awards will be allocated to program areas each year proportional to a quota established by the program area faculty. Priority will be given to students who meet the work needs of the program.
- f. 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 - priority is given to students in the higher degree levels.
- 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 there are no eligible or interested American students or permanent residents.
- d. Each associateship application is dealt with on the basis of its requirements. Assignments will be the prerogative of the faculty, and may be split among several faculty during any one quarter.

The awarding of the associateships will be determined using the following data:

1. Experience
  2. Recommendations
  3. Grade-point average
  4. GRE/MAT scores (if applicable)
  5. Previous departmental support
  6. Progress in program
  7. Applicants generally do not receive more than two years of financial support from the program area
- e. 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.

- f. The awarding of scholarships not in conjunction with associateships will be determined using the following data:
  - 1. GPA
  - 2. GRE/MAT scores (if applicable)
  - 3. Progress in program
  - 4. Recommendations
- g. In those instances where associateships and scholarships are funded wholly or in part by agencies outside the Department of Counseling and Higher Education, other conditions or requirements may be applicable and will be so advertised with the associateship or scholarship. However, the faculty will be involved in the establishment of such alternative conditions, and admission to and enrollment in a degree program will be required in all instances.
- h. Consistent with Ohio University equal opportunity policies and the desire of this faculty, minorities and handicapped persons are especially encouraged to apply for any and all forms of financial assistance available through the program or the University.

### 3. Responsibilities of Recipients

- a. Associateships
  - 1. Recipients must be enrolled as full-time students (12 graduate hours) each quarter.
  - 2. A commitment to the program area of 15 hours per week is required.
  - 3. Recipients are responsible for contacting the faculty members to whom they are assigned no later than Friday of the first week of each quarter.
  - 4. 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.
  - 5. Continuation of an associateship is contingent upon:
    - a. Satisfactory performance in the current or previous associateship assignment.
    - b. 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.
    - c. A student’s having earned no more than 260 graduate hours from Ohio University will not 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:
    - a. Cumulative GPA
    - b. Overall performance in the academic program as evaluated by the faculty.
  - 3. Recipients must work six hours a week.

APPLICATION FOR GRADUATE FINANCIAL ASSISTANCE

HIGHER EDUCATION/COLLEGE STUDENT PERSONNEL

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

CAMPUS PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

PERMANENT PHONE NUMBER \_\_\_\_\_

Are you an Ohio Resident? \_\_YES \_\_NO U.S. Citizen or Permanent Resident? \_\_YES \_\_NO

MAJOR \_\_\_\_CSP \_\_\_\_HIGHER EDUCATION 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.

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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*