

SAGE Fellowship Process FAQ

What is the SAGE Fellowship and what does it cover?

- The fellowship is funding that will cover tuition and university fees for *incoming* students who *have been selected for a graduate assistantship*. Course fees are not included.
- It is renewable for three years, assuming requirements (see below) are met and with program approval. That means that a student who has a fellowship for tuition and university fees beginning in Fall 2020, for example, may be eligible for renewal through Summer II 2023.
 - Fellowship funding cannot be extended beyond the total program requirement hours as originally established. Updates to program requirement hours that may be made in catalog may or may not be covered.
- Fees covered are those listed on the University website as Charts of Tuition and Fees (currently <https://www.tamucc.edu/finance-and-administration/financial-services/business-office/tuition-and-fees/index.php>). Fees that do not appear *in the chart itself* are not covered. This includes items such as application fees, international fees, distance education fees, and course- or department-specific fees.

What are the criteria for those selected for fellowships? Who decides?

- Those selected will meet both CGS and program criteria.
- CGS requirements are that recipients :
 - be a new student
 - have been selected for a Graduate Assistant position, for which the student must:
 - have a Masters degree or equivalent
 - be admitted into a degree-seeking program
 - have a minimum of a 3.0 GPA last 60 hours
 - be a full-time student (9 SCH Fall and Spring; 3 SCH in Summer*) and be enrolled in courses specified on individual degree plan unless the program has no summer course offerings (MFA)
- Programs determine both the criteria and process for selection of recipients. Criteria and processes are unique to each program and have been submitted to CGS. Any changes to criteria and process must be submitted to CGS.
- Those selected will enroll in a 9/9/3 course sequence *unless* the program does not offer summer coursework or as otherwise indicated.
- Programs/departments must ensure those they select meet CGS Graduate Assistant requirements outlined above. While CGS will verify, it is in the best interest of the program/department and the potential recipient *not* to make an offer to someone who will not qualify – the tight timelines mean that programs might be unable to make an offer to another qualified applicant. Exceptions will not be made.

What are the timelines involved?

- CGS (Dean McCaleb or designee) will notify programs of new fellowships available for an upcoming academic year when funding is finalized.
- Programs have previously provided criteria and guidelines for their selection process. Any changes to criteria and guidelines for ensuing academic years must be submitted to CGS no later than **March 8**. Any changes to the general degree plan and course sequence already established with CGS will be provided at the same time.
 - *The SAGE Fellowship is currently only available for students entering in the Fall semester. In some circumstances, it may be necessary that an admitted student defer until the Spring semester. If that happens, the program can request a deferral for that student*

until the Spring semester. However, deferrals may not be possible and the CGS Dean must approve the deferral.

- CGS will provide programs with a conditional fellowship offer letter and acceptance form to put on program/department letterhead and be sent to their selected individuals.
- Recipients will submit a signed acceptance form to the program/department preferably **no later than May 30th**. Programs/departments can require the signed acceptance forms for fall be received by the department any time after **April 16 to May 30**. Programs/responses cannot require acceptance until **after April 15**.
 - *Note: For approved exceptions for spring admissions, signed acceptance forms must be received by November 30 or as approved by the Dean. Signed acceptance forms and signed degree plans are required for funding to be released. In addition, any new student should register for classes by December 14.*
- Programs will submit the names and signed acceptance of conditional offers to CGS by **July 15th**. If submission is not possible by that date, program coordinators will inform the Associate Dean.
 - *Note: For approved exceptions for spring admissions, names and signed acceptance forms must be submitted to CGS by November 16 or as approved by the Dean in order for CGS to have opportunity to verify latecomer information, receive the signed degree plan, and submit to Financial Aid efficiently to ensure that tuition payment is timely. Please notify us ASAP if you will not make any deadlines (Marvarene.Oliver@tamucc.edu).*
- Programs/departments will then create the individualized degree plan. The degree plan will be signed by the student and the program coordinator or designee. The degree plan must include semesters in which courses will be taken.
- Programs will submit the signed degree plans to CGS **no later than July 15th**
 - *Note: For approved exceptions for spring admissions, signed degree plans will be submitted to CGS no later than **November 30th**.*
- CGS will verify that all criteria are met and will submit information to Financial Aid no later than **August 10th**. If criteria are not met, CGS will notify program as soon as possible.

What is the program agreeing to do?

- Offer the course sequence that enables fellowship recipients to move through their programs as specified in their degree plans.
- If a change is made in the program or sequence, file required exception documents *in advance* (as is required) so that the recipient's tuition and fee payment can be made. In some programs, changes may be required each semester; in others, the degree plan will not require alteration. *Tuition and fees cannot be paid unless enrolled courses are those listed on signed individual degree plan!*
- Ensure recipients are aware of their responsibilities (e.g., enrolling in courses indicated on the degree plan and in the sequence as outlined, seeking faculty and/or advisor direction if unsure about requirements or schedule, etc.).