

School of Interdisciplinary and Graduate Studies

{Date}

{Student Name}

{Students Street Address}

{City, State and Zip Code}

{Student E-mail}

Dear {Student Name}:

I am very pleased to inform you that you have been selected to receive a University Fellowship at the University of Louisville. This letter is a formal offer of that fellowship to you as a doctoral student in the {Program Plan} Program in the {Department Name}. The offer is for a stipend of $22,000 per year (a rate of $1,833.33 per month of residence at UofL), plus full tuition support, health insurance, and fringe benefits. The University Fellowship is a one-year award from July 1 or August 1, 2016, (depending on your program’s start date) through June 30, 2017, and is renewable for one year from the School of Interdisciplinary and Graduate Studies assuming satisfactory progress toward your degree. The {Department Name} will fund an assistantship (which could require teaching, research, or other service to the university) for at least two additional years. Thus, the commitment is for up to four years of support. Renewal of your support is contingent upon your completing a minimum of 24 credit hours in each academic year, unless in candidacy, with a cumulative GPA of not less than 3.25 and meeting the satisfactory progress requirements of the Doctoral Program in Experimental Psychology. You will be expected to register for a minimum of nine (9) hours each for the Fall and Spring semesters and six (6) hours for the Summer semester. This fellowship does not cover tuition or fees for distance education courses.

During the two years in which you are covered by the University Fellowship, you are not expected to provide services beyond those appropriate to the completion of your degree requirements. The University Fellowship is the most prestigious award for graduate students at the University of Louisville, and it is thus given to those who show great promise. We expect that you will be an active and contributing member of your program and a mentor to those who follow you; thus, you must remain in residence at the University of Louisville while you are covered by the University Fellowship unless you have written approval from your program and the Dean of the School of Interdisciplinary and Graduate Studies to be away from campus for an extended period. Likewise, because the University Fellowship provides you with the opportunity to pursue your studies full-time, you may not accept additional employment while the fellowship is in effect without written approval of the Dean of SIGS. If you accept this fellowship offer, a signed statement agreeing to these conditions is required.

Although we encourage you to reply to this offer as soon as you have reached a decision, the University of Louisville subscribes to the Council of Graduate Schools’ *Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants*, whichprovides you with the privilege of waiting until April 15, 2016, to reply. We will, therefore, consider this offer valid until April 15, 2016, unless declined by you at a prior time. If your reply is not received in writing, by e-mail, or by fax by that date, the fellowship offer is withdrawn. Please reply to: Dr. Paul DeMarco, Associate Dean, e-mail ([paul.demarco@louisville.edu](mailto:paul.demarco@louisville.edu)), fax 502 852-2365.

Sincerely,

Beth A. Boehm., Ph.D.

Dean of the School of Interdisciplinary and Graduate Studies

Vice Provost for Graduate Studies

cc: {Unit Dean}

{Department Chair}

{Program Director}

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