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TO: Directors of Graduate Studies and Department Chairs

FROM: Dr. Paul DeMarco  
Acting Dean, Graduate School  
Vice Provost for Graduate Affairs

DATE: September 18<sup>th</sup>, 2019

RE: **Spring 2020 Doctoral Dissertation Completion Awards**

**Nomination Deadline: Monday, October 14<sup>th</sup>, 2019**

The Graduate School is now accepting applications for Spring 2020 **Doctoral Dissertation Completion Award**. Limited funding is available to support outstanding Ph.D. candidates who provide strong evidence for successful completion of their dissertation and defense in the semester of the award.

**Eligibility:** Ph.D. candidates entering their final semester. Applications should be submitted prior to student's final semester

**Nominator:** Department Chair or Director of Graduate Studies

**Maximum award:** Full stipend, candidacy fee and health insurance

**Duration of award:** One semester – January through May

**Criteria:** Strong evidence of scholarly ability and program progress plus a detailed plan for completion within the semester agreed upon by student, mentor and committee.

**Student commitment:** Students must be engaged in full time dissertation and defense work. Students awarded Doctoral Dissertation Completion Awards shall have no other duties or obligations beyond those of the academic program, and are also precluded from other work for compensation while supported by the award.

**The application must include:**

**1. A statement of program commitment:** The department Chair **must** confirm in writing a commitment to subsequent funding for one additional semester should the student not graduate in the semester of the award.

**2. A letter of evaluation:** The nominator must explain why she/he feels the student is deserving of this award. The letter should address the student's scholarly ability and program progress that provides strong evidence the student will defend within the semester of the award. Additionally, the letter should address how this award will free the student from other obligations that may distract from completing his/her dissertation. Preference is given to students will be freed from other service duties as a result of the award.

**3. Student's c.v. or resume**

**4. A detailed plan for completion:** The student must provide a detailed plan for completion that is agreed upon by the mentor and committee.

To nominate a student, use the [Online Scholarship and Tuition Nomination Form](#) and select the Doctoral Dissertation Completion Award.

Please contact Dr. Barbara Clark ([bjclark@louisville.edu](mailto:bjclark@louisville.edu)) with any questions.