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# WESTERN MICHIGAN UNIVERSITY

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## **GRADUATE COLLEGE DISSERTATION COMPLETION FELLOWSHIP Description**

The Graduate College offers Dissertation Completion Fellowships for two semesters and two sessions (\$17,802) awarded in open competition and on the basis of superior scholarly achievement to assist full-time doctoral students with the completion of their dissertations.

### **Eligibility**

Recipients must be full time doctoral candidates who can demonstrate:

- Superior academic achievement,
- Appointment of a doctoral dissertation committee and approval of the dissertation proposal by the committee,
- Completion of all courses (excluding the dissertation) and program requirements,
- Completion of all research tool requirements,
- Completion of all qualifying or comprehensive examinations, and
- Completion of the university residency requirement

### **Award Requirements**

Continuation of the fellowship from term to term is based upon successful progress as determined by The Graduate College. The following materials should be submitted two weeks prior-to the completion of the current session or semester:

- Student's statement of progress,
- Evaluation of student's progress by dissertation chair,
- Letter of verification by the departmental chair and dissertation chair that the committee has read all submitted materials and has directed in writing the revisions to be made.

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## DISSERTATION COMPLETION FELLOWSHIP APPLICATION FORM

This application packet contains several forms. Before submission, please initial each of the following items on this cover page checklist to indicate that the application form (item 1) is complete and that items 2, 3, and 4 have been requested and will be received in The Graduate College prior to the application deadline.

Materials submitted must include **an original and nine copies** of:

- 1. The application form.
  - The cover page with checklist.
  - The biographical and academic information page (include a vita).
  - A copy of the advisor-approved program of study.
  - A time schedule for completing the dissertation and its defense.
  - The dissertation proposal, which includes a statement of the problem, a description of the research methodology, a summary of the anticipated findings/conclusions, and the working bibliography.
  - A signed statement acknowledging the conditions of the fellowship and acceptance of the conditions should the fellowship be awarded to the applicant.
- 2. Transcript(s) of all graduate work included in the program of study. (The applicant is responsible for ordering and assuring the timely receipt in The Graduate College of all necessary transcripts.)
- 3. A letter of endorsement from the dissertation committee chair which addresses the student's capability for scholarship, the value and relevance of research topic and methodology, the knowledge-advancing dimensions of the dissertation, and the faculty/student mentoring relationship to be fostered by this research endeavor. (This letter must be received in The Graduate College before the application deadline. The applicant is responsible for soliciting the letter and for assuring its timely receipt in The Graduate College office.)
- 4. At least two additional letters of reference from faculty who will attest to the student's scholarly excellence and to the dissertation's promise of contributing to the body of knowledge and literature in the discipline, through development of a new direction, a new understanding, or a new solution or inference or judgment. (These letters must be received in The Graduate College office before the application deadline. The applicant is responsible for soliciting the letters and for assuring their timely receipt in The Graduate College.)
- 5. Table of contents with each section annotated as to stage of completion at the time of application.
- 6. Letter of verification by the departmental chair and dissertation chair that the committee has read all submitted materials and prepared written comments.

**DEADLINE:** Applications will be accepted in The Graduate College Office,  
260 W. Walwood Hall, until **5:00** p.m. on **February 15**.

# BIOGRAPHICAL AND ACADEMIC INFORMATION

•Name \_\_\_\_\_

•Social Security Number \_\_\_\_\_

•Address \_\_\_\_\_  
street

\_\_\_\_\_

city state zip code

•Telephone \_\_\_\_\_

•Email Address \_\_\_\_\_

•Present Employment \_\_\_\_\_ Employer \_\_\_\_\_

•Your degree program \_\_\_\_\_ Program advisor \_\_\_\_\_

•Date (semester/year) of your first registration after admission to program \_\_\_\_\_

•Date (semester/year) of your expected graduation from program \_\_\_\_\_

•Program requirements that will remain for you to complete after the upcoming summer session:

\_\_\_\_\_

•Members of your dissertation committee:

\_\_\_\_\_

\_\_\_\_\_

•Has your dissertation committee approved your dissertation proposal?  yes  no

If "no," when do you expect the approval? \_\_\_\_\_

•Does your proposal require Human Subjects or Animal Care approval?  yes  no

If "yes," have you obtained the appropriate committee approval?  yes  no

If "no," when is the approval expected? \_\_\_\_\_

•How many hours of 730 will you have elected by the end of the upcoming spring session? \_\_\_\_\_

•How many hours of 730 does your individual program of study require? \_\_\_\_\_

•Would you be able to complete the dissertation during the period of the fellowship (Summer, Fall, Winter, and Spring semesters)?  yes  no

If "no," indicate the additional time that would be necessary: \_\_\_\_\_

## **PROGRAM OF STUDY**

List below all the degree program requirements approved by your advisor and dissertation committee. These requirements will include, where applicable, course work, research, comprehensive examinations, internships or practica or supervised studies, research tools, teaching seminars and/or experiences, thesis, dissertation, and the like.

List **all** the specific degree program requirements, including specific course numbers and titles, in the left hand column below and the date (semester/year) each was completed or will be completed in the right hand column below.

Have your program advisor sign this list of degree program requirements in the space provided, indicating by the signature approval of the program of study.

**Program Requirement**

**Date Requirement Completed**  
**Semester/Year**

**Program Requirement**

**Date Requirement Completed**  
**Semester/Year**

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Signature of Program Advisor, indicating  
approval of this program of study

## TIME SCHEDULE FOR COMPLETING DISSERTATION

Itemize below the various, remaining components of your dissertation research and text composition. Then indicate the time schedule (by month and year) you will follow to complete each component. The time schedule will conclude with an identification of a graduation date (month and year).

Keep in mind that the **WMU Dissertation Completion Fellowship** is a service-free stipend provided to full-time doctoral students to assist them with the completion of the dissertation; thus, there is an expectation that the dissertation will be completed within the time-period of the fellowship.

## **DISSERTATION PROPOSAL**

Either attach to this sheet a copy of your committee-approved dissertation proposal or write your proposal below on this sheet (attach additional pages if necessary). At minimum, the proposal must include a statement of the research problem, a discussion of the research problem's significance, a brief literature review, a description of the research methodology, a summary of the anticipated findings or conclusions, and the working bibliography.

## AGREEMENT

Your signature on the space provided below will indicate that you will be responsible for providing the remaining application materials and that you acknowledge and accept the conditions of the **Dissertation Completion Fellowship** should you be selected for the award.

Remaining Application Materials send separately to:

Dissertation Fellowship Committee  
The Graduate College  
Western Michigan University  
Kalamazoo, Michigan 49008-5242

- Transcripts of all graduate work included in the program of study.
- Endorsement letter from dissertation committee chair.
- Letters of reference from at least two additional faculty members.
- Table of contents with each section annotated as to stage of completion at the time of application.
- Letter of verification by the departmental chair and dissertation chair that the committee has read all submitted materials and prepared written comments.

### Conditions of Fellowship:

- Register for at least six hours of 730 during Fall and Winter and three hours of 730 during Spring and Summer, unless fewer than 18 hours of program-required 730 remain. In the latter case, register for the appropriate number of hours over the two semesters and two sessions to meet the program-required limit. If the program-required limit is met by the beginning date of the Fellowship, register for one hour of 730 during each of the two semesters and two sessions of the Fellowship.
- Accept no other University appointment (fellowship or assistantship) or University employment during the period of the **WMU Dissertation Completion Fellowship**.
- Accept no other external appointment (fellowship or assistantship) of equal or greater value during the period of the **WMU Dissertation Completion Fellowship**.
- Undertake no gainful employment requiring more than 10 hours of service per week.
- Submit a progress report to The Graduate College at the end of each session or semester including;
  - Student's statement of progress,
  - Evaluation of student's progress by dissertation chair,
  - Letter of verification by the departmental chair and dissertation chair that the committee has read all submitted materials and has directed in writing the revisions to be made.

The progress report is due two weeks before the end of the relevant session or term

- Arrange a progress meeting between the student and graduate dean to discuss progress to date within the last week of the relevant session or semester.
- If awarded the fellowship, accept its conditions and all conditions governing graduate student appointees.

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Signature of Applicant

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Date