**** **Completion Fellowship Nomination Form**

Graduate College actively engages in programs that support the degree completion of graduate students at Arizona State University. Below is a graduate fellowship that supports the completion of graduate students.

**Completion Fellowships (For Masters and Doctoral Students in their last year)**

|  |
| --- |
| **Deadline Dates:**  Spring Semester: Second Monday of November  Fall Semester: Second Monday of March  Summer Session: Second Monday of April  **Purpose:** Merit based fellowship to support degree completion of outstanding graduate students in their last semester or year of graduate school through faculty mentorship.  **Award (students can be nominated for no more than two terms):**  Fall $8,500 + tuition for 1 credit hr  Spring $8,500 + tuition for 1 credit hr  Summer $3,500 (no tuition)  Student health insurance –provided by the academic unit  **Terms of Award:**   * Student should enroll for a maximum of 1 credit hour each semester of award * Student cannot be appointed as a TA/RA * Student should be in good academic standing * Student should be able to finish degree according to the timeline submitted in application * Student and committee chair must submit a progress report at the end of each semester. Report should include: Goals established for the semester and progress in meeting these goals, goals and objectives for the next semester and overall professional growth and/or development activities completed since last report. If a one semester award, final report such include all the above. Additionally, for one semester awards, please include lay-language abstracts (200 words) outlining impact of research. This can include impact for social change, relevance between the academy and public etc. |
| Submission Procedures: Graduate Faculty Program Director or designee submits completed application electronically to [gradinfo@asu.edu](mailto:gradinfo@asu.edu). A complete application includes: **Student** provides Graduate Faculty Program Director or designee with the following:  a 5 page double space summary that includes each section and/or chapter of dissertation or project  (5 pages does not include references)  1-2 page double space statement that demonstrates significance of research, impact of research for social change, or relevancy between the academy and public  1-2 page timeline with clear indication of time needed for completion  curriculum vitae  letter of support from dissertation/thesis/project committee chair Department (Graduate Faculty Program Director) completes and fully answers all sections below:Department Ranking: If you are submitting more than one nominee for each fellowship, rank nominees in comparison to all nominees for each fellowship.  (i.e. 1 of 5 )       of |

### Nominee Information: ASU Academic Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LAST, FIRST, MIDDLE NAME: | | | | ASU AFFILIATE ID#: |
| COLLEGE: | PROGRAM/MAJOR: | GRADUATE GPA: | DEGREE:  Master’s  PhD | |

### Department Evaluation: Provide a written evaluation for each section (500 words max):

|  |
| --- |
| Graduate Faculty Program Director should address proposed dissertation project, clear indication of time needed for completion, length of time in program, and why this nominee received the ranking in comparison to all nominees for this fellowship, and commitment to provide health insurance during time of award. This narrative should also speak to the programs overall degree completion rates. |

Department Approvals **(If you are submitting this nomination electronically, signatures are not required. However, all parties must be copied in the email submission.)**

|  |  |  |
| --- | --- | --- |
| **Faculty Mentor/Advisor** | | |
| NAME | EMAIL ADDRESS | PHONE |
| SIGNATURE | | DATE |
| **Graduate Director** | | |
| NAME | EMAIL ADDRESS | PHONE |
| SIGNATURE | | DATE |
| **Chair of Academic Unit** | | |
| NAME | EMAIL ADDRESS | PHONE |
| SIGNATURE | | DATE |
| **Business Office Manager** | | |
| NAME | EMAIL ADDRESS | PHONE |
| **Graduate Support Staff** | | |
| NAME | EMAIL ADDRESS | PHONE |

*---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------*

*Arizona State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion,   
age or veteran status in the University’s services, educational programs, and activities, including, but not limited to, admission to and employment by the University. The Office of Equity and Inclusion has been designated to handle inquiries regarding the University’s non-discrimination policies: Executive Director, Office of Equity and Inclusion, University Services Building, 1551 S. Rural Rd., Tempe, Arizona 85287, Intercampus Mail Code 5612 Phone: (480) 965-5057. For information about ASU’s non-discrimination policies and procedures for filing complaints, please see* [*https://provost.asu.edu/index.php?q=policies/procedures/p20.html*](https://provost.asu.edu/index.php?q=policies/procedures/p20.html)*.*