Fellowship Deferral and External Award Policy for Graduate Center Fellows, Provost’s Enhancement Fellows, Humanities Fellows, Mathematics Fellows, Neuroscience Fellows, CUNY Science Scholars, and Five-Year Tuition Fellows

(Effective Fall 2017)

Fellowship Deferrals

1. After their first year, students on Graduate Center Fellowships (GCF), Provost’s Enhancement Fellowships (PE), and Mathematics Fellowships (MF) who take a leave of absence from the Graduate Center may defer a maximum of two semesters of their fellowships (tuition, stipend, benefits and service) to a sixth year. The deferral assumes the student is also on Leave of Absence from the GC during the semester(s) of deferment. (For more information, contact the Provost’s Office.) Students on Five-Year Tuition Fellowships (TF) may defer their tuition award for up to two semesters.

2. After their first year, students on Humanities Fellowships (HF) who take a leave of absence from the Graduate Center may defer a maximum of two semesters of their fellowships (tuition, stipend, benefits and service) to a sixth year. The HF may be deferred only for medical or other compelling reasons and only with the approval of the student’s Executive Officer and the Provost’s Office.

3. After their first year, students on Neuroscience Fellowships (NF) and CUNY Science Scholarships (CSS) who take a leave of absence from the Graduate Center may defer a maximum of two semesters of their fellowships (tuition, stipend, benefits and service) to a sixth year. The NF or CSS may be deferred only for medical reasons or to conduct research in an off-campus setting and only with the approval of the program’s Executive Officer and the student’s research mentor.

External Funding

If a student is awarded external competitive funding while holding the Graduate Center Fellowship (GCF), Math Fellowship (ME), or Provost’s Enhancement Fellowship (PE), the student has the following three options:

1. Defer the GCF, MF or PE to a sixth year as described above. This option is available for a maximum of two semesters.

2. If their external award is at least $12,000 annually, students can accept the external award and receive from the Graduate Center a top-up to a maximum of $5,000 over the annual stipend of their fellowship and be released from their normal fellowship service in that year. Students with top-ups are awarded a Graduate Assistantship D, with limited service to be arranged by their Executive Officer and receive the tuition they would normally receive under the terms of
their fellowship and are eligible for NYSHIP health insurance. All years in which a top-up is provided are counted as part of the five years of the GC fellowship.

3. Keep both the external award and the GCF, MF, or PE. There is no Graduate Center cap on what the student can receive, but service associated with the GCF, MF, or PE will still be required. Students should note, however, that some external awards may limit additional service the student can perform or support they can accept. Under that circumstance, the rules of the external agency prevail.

If a student is offered external funding while holding the HF, the student has the following two options:

1. If their external award is at least $12,000 annually, students can accept the external award and receive from the Graduate Center a top-up to a maximum of $5,000 over the annual stipend of their fellowship and be released from their normal fellowship service in that year. Students with top-ups are awarded a Graduate Assistantship D, with limited service to be arranged by their Executive Officer and receive the tuition they would normally receive under the terms of their fellowship and are eligible for NYSHIP health insurance. All years in which a top-up is provided are counted as part of the five years of the GC fellowship.

2. Keep both the external award and the HF. There is no Graduate Center cap on what the student can receive, but service associated with the HF will still be required. Students should note, however, that some external awards may limit additional service the student can perform or support they can accept. Under that circumstance, the rules of the external agency prevail.

If a student is offered external funding while holding the Neuroscience Fellowship (NF), CUNY Science Scholarship (CSS) or Tuition Fellowship (TF) the student has the following two options:

1. Defer the fellowship and roll over the NF or CSS award to a sixth year as described above. This option is available for a maximum of two semesters.

2. Keep both the external funding and the NF, CSS or TF. There is no Graduate Center cap on what the student can receive, but service associated with the NF or CSS will still be required. Students should note, however, that some external awards may limit additional service the student can perform or support they can accept. Under that circumstance, the rules of the external agency prevail.
Students wishing to defer their fellowships should note that there are separate administrative processes and separate guidelines for taking a leave of absence from the Graduate Center, which are described in the Graduate Center’s Student Handbook.

To defer a fellowship or receive a top-up students must submit the Fellowship Deferral and External Award Form at least one month before the beginning of the semester in which they want to begin the deferral or receive the top-up.

Students holding Science Fellowships should contact the Provost’s Office for more information.

Students who are offered alternate CUNY funding should contact the Provost’s Office for more information.

The Fellowship Deferral and External Award Form can be found below.
Request for Fellowship Deferment or External Award Top-Up

To the Student: after completing this form and having your Program Executive Officer (and Research Mentor when applicable) sign it, please return it to the Office of the Provost (room 8113, rsponzo@gc.cuny.edu). Read the Fellowship Policy Document above for details.

Date:

Name:

Program:

Email (GC):

Banner ID:

Year of Admission:

Doctoral Level:

Check the fellowship you have:

Please note: deferment and leave policies vary, read the Fellowship Policy Document above for details pertaining to your particular award.

Graduate Center Fellowship ___
Presidential MAGNET Fellowship ___
Provost’s Enhancement Fellowship ___
CUNY Science Scholarship ___
Humanities Fellowship ___
Math Fellowship ___
Neuroscience Fellowship ___
Tuition Fellowship _____

Are you requesting a deferment or a fellowship top-up (combining the external funding with a supplemental stipend from the Graduate Center)?

_____ Deferment of fellowship -- Please complete Section A

_____ Fellowship top-up -- Please complete Section B
Section A: Fellowship Deferment

Semester(s) of requested deferment

   Semester(s) Fall _____  Spring _____
   Year(s) _____

TERMS OF DEFERMENT
I understand that by requesting this deferment of my multi-year fellowship, I will not receive my fellowship tuition award nor my fellowship graduate assistant appointment/funding for the period of the fellowship deferment. I also understand that if I am not appointed as a graduate assistant (the service requirement/funding of the fellowship), I will no longer be eligible for the NYSHIP health insurance through the Graduate Center. Finally, I am aware that I am only permitted to request a one-year (or two non-consecutive semesters) deferment of my multi-year fellowship. (see Deferral Policy)

I agree to the terms of the deferment stated above   ___ Yes  ___ No

Signature (electronic) __________________________ Date __________________

Reason for Deferment:
   __  Medical
   __  Research
   __  Other (specify____________________________________________________________)

Have you received an external award?  ___ Yes  ___ No

Name of external award (if applicable) ___________________________________________

Amount and duration of external award _________________________________________

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Approval

Signature of Executive Officer (electronic) _______________________________________

Student in Good Academic Standing ___ Yes ___ No
   If no, please explain _________________________________________________________

Research Mentor (for CSS and Neuroscience fellowships only) __________________

Approved By __________________ Date ___________________

Associate Provost and Dean for Academic Affairs
Section B: External Award Top-Up

A “top-up” refers to keeping your external award, while receiving a supplemental stipend from the Graduate Center in place of your regular 5-year award funding. Please submit your award letter from the external funding agency along with this form.

Semester(s) and year of requested Top Up: ____________________________

Name of external award ________________________________________________

Amount and duration of external award __________________________________

TERMS OF TOP-UP

My external award is at least $12,000 annually; I am accepting the external award and will receive from the Graduate Center, in lieu of my regular annual stipend, a supplement (top-up) to the external award to a maximum combined award of $5,000 over the annual stipend of my CUNY Graduate Center fellowship. I will be released from my normal fellowship service for the time that I hold the external fellowship. As part of the supplement, I will be awarded a Graduate Assistantship D, with limited service to be arranged by my Executive Officer. I will receive full tuition and will be eligible for NYSHIP health insurance. All years in which a top-up is provided are counted as part of the five years of my Graduate Center funding. (see external award policy)

I agree to the terms of the fellowship top-up stated above ___ Yes ___ No

Signature (electronic) ___________________________ Date ___________________

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Approval

Signature of Executive Officer (electronic) ________________________________

Student in Good Academic Standing ___ Yes ___ No
If no, please explain ________________________________________________________

Research Mentor (for CSS and Neuroscience fellowships only) __________________

Approved By ___________________________ Date ____________________

Associate Provost and Dean for Academic Affairs