

# **Financial Aid Policy Statement for Graduate Information Science & Technology and Telecommunications Programs**

## **POLICY AND CRITERIA**

The Graduate Information Science & Technology and Telecommunications Programs award financial aid on the basis of qualifications and need to full-time graduate students with full admission status (all prerequisites completed). Students must be either accepted for admission or currently enrolled in a graduate degree program to be eligible for departmental financial aid. New students are evaluated on the basis of past academic achievement, relevant experience and need; continuing students are evaluated on the basis of academic performance in the programs, performance of assigned duties, and need. Financial need is determined on the basis of information supplied on the attached "Application for Financial Aid" which must be completed by each student requesting aid. For purposes of this policy, financial aid may include remission of tuition and/or stipends. Stipend rates are established by the University. Current rates are available from the Financial Aid Coordinator.

Financial aid is usually granted in one of the following categories:

### **Graduate Student Assistant (GSA)/Graduate Student Researcher (GSR)**

GSAs and GSRs receive remission of half or full tuition plus a stipend for a 10 or 20 hour work assignment in the Program. GSAs may be assigned to work with one or more faculty members or to work in the SIS Labs. GSRs are usually assigned to work on research grants.

### **Teaching Fellow (TF)**

TFs receive full tuition remission plus a stipend for teaching one undergraduate course under the direct supervision of a faculty member.

### **Fellowships**

Tuition and stipend are awarded on a competitive basis. These are typically awarded to doctoral students only.

### **Bell Atlantic/Bell of Pennsylvania Graduate Student Researcher**

Remission of tuition plus a stipend for 20 hours of work with telecommunications research.

### **Information Ethics Fellowship**

Candidates must be SIS graduate students with a strong interest in pursuing studies in Information Ethics. Fellows receive remission of tuition plus a stipend for 20 hours of work with Professor Toni Carbo. A separate application may be downloaded from <http://www.sis.pitt.edu/~ethics/app.html>.

The faculty encourages all eligible students including minority students and women to apply for financial aid. All international students are expected to come fully funded for their entire degree program. International students are generally not considered eligible, but rare exceptions may be made.

## **ALLOCATION MECHANISM**

Deadline dates for applications insure equal opportunity for consideration. The bulk of the budgeted financial aid funds are distributed on or near the award date. The remaining funds are given out at later dates as departmental needs are determined. Late graduation and unexpected resignations may mean that some appointments are made even after the new term begins. Late applications will still be considered, but the pool of money dwindles rapidly after the award date.

## FINANCIAL AID DEADLINES

		<b>Spring Term</b>	
<b>Application Deadline</b>	<b>Fall Term (August)</b>	<b>(January)</b> September	<b>Summer Term (May)</b>
<b>Award Date*</b>	January 15 March 15**	15 November 1	January 15 March 1

\*Awards may occasionally be delayed because of budget uncertainties.

\*\*Acceptance of award to be received by April 15.

## ELIGIBILITY AND LIMITATIONS

It is a University policy that only full-time students (enrolled in degree programs for nine credits) are eligible for financial aid. Students awarded a GSA or TF are expected to register for at least nine credits but not more than twelve credits per term (Fall and Spring).

MSIS degree students may be considered for up to a maximum of four (4) terms of financial aid. MST degree students may be considered for up to a maximum of five (5) terms of financial aid. Eligibility for renewal depends on academic performance as well as satisfactory performance of assigned duties. Academically, a quality point average of 3.0 (on a scale of 4.0) must be maintained. In addition, students applying for graduation in one term will not be considered eligible for financial aid in the following term. Also, students may have no more than five (5) credits of incomplete grades (G or I) at any one time showing on their transcript. The only exceptions to this limitation are for thesis and practicum credits.

Doctoral students may be considered for up to a maximum of five (5) terms of financial aid before taking the Preliminary Examination. After the Preliminary Examination, doctoral students may be considered for up to three (3) additional terms of financial aid before the Comprehensive Examination. After the Comprehensive, students may be considered for a maximum of three (3) terms of financial aid. Eligibility for renewal depends on academic performance as well as satisfactory performance of assigned duties (if any). Academically, a quality point average of 3.5 (on a scale of 4.0) must be maintained. Students may have no more than five (5) credits of incomplete grades (G or I) at any one time. The only exception to this limitation is for dissertation credits.

Financial aid is usually awarded for two (2) terms (Fall and Spring), although one-term appointments may be made. Two-term awards are subject to renewal for the third term (Summer); if not renewed, a tuition scholarship for the third term (Summer) may be provided if performance has been satisfactory and funds are available. There are few, if any, new GSA appointments made in the Summer term; however, any unused scholarship money will be disbursed.

In accordance with University policy, a student, whether supported or not, must complete graduate programs within the following periods after registration for the first course in the program:

**MSIS 4 years**

**MST 5 years Ph.D.**

**6 years**

Exceptions to the policy are considered on the basis of a written petition by the student to the Program Chair with the recommendation of the faculty advisor; action is taken by the SIS faculty meeting in closed session.

## STUDENTS WHO APPLY FOR BUT DO NOT RECEIVE FINANCIAL AID

Students who apply for but do not receive financial aid must reapply in order to be reconsidered in a subsequent term. This may be done by completing and submitting a new Application for Financial Aid or by submitting

a letter reactivating the original application. All applications should be up to date with respect to courses completed or currently being taken and life/work experiences as well as financial need. In all cases, the application deadlines previously stated apply.

## **STUDENT LOANS**

For information about Guaranteed Student Loans, please contact :

***SIS Financial Aid Coordinator (412) 624-9388***

***508 IS Building fax: (412) 624-5231***

***University of Pittsburgh E-mail: [faid@sis.pitt.edu](mailto:faid@sis.pitt.edu)***

***Pittsburgh, PA 15260***

***The University of Pittsburgh, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, or marital, veteran, or handicapped status. This is a commitment made by the University and is in accordance with federal, state, and local laws and regulations. All relevant programs are coordinated through the Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260.  
For more information, please call (412) 648-7860.***

Revised 12/04/2006