

UNIVERSITY OF WISCONSIN-MILWAUKEE
GRADUATE SCHOOL

Guidelines for Processing

Advanced Opportunity Program Fellowship

Application Forms

New Awards

Award Year 2009-2010

**Please retain this manual for
future reference**

DATES TO REMEMBER

For New AOP Awards

Thursday, September 25, 2008

Application Available on line

[www.graduateschool.uwm.edu/forms-and-downloads/
students/aop-fellowship-application.doc](http://www.graduateschool.uwm.edu/forms-and-downloads/students/aop-fellowship-application.doc)

- **FELLOWSHIP APPLICATION DEADLINES VARY BY GRADUATE PROGRAM**
- **PLEASE CHECK WITH YOUR GRADUATE PROGRAM FOR THEIR DEADLINE:**
- <http://www.graduateschool.uwm.edu/students/program-contacts/>

PLEASE NOTE: All graduate programs must forward their completed nomination packets to the AOP Office by February 2, 2009.

MONDAY, March 2, 2009

ANNOUNCEMENT OF AWARDS

**Letters of Offer to Fellowship Recipients and an all-campus announcement will be mailed by
March 2, 2009**

TABLE OF CONTENTS

	Page
I. Nomination Procedures.	1-2
Description of Award	
Application Status	
Nomination Procedures	
Forwarding Procedures	
Program Deadline	
AOP Application Status	
II. Graduate Program Evaluation.....	3
III. Nomination Checklist.....	4

APPENDIX

A. AOP Application Form....	5-9
Application Cover Page	
Student Application Procedures	
AOP Application Form	
B. Council of Graduate Schools (CGS) Resolution.....	10-11

NOMINATION PROCEDURES

New Awards

I. DESCRIPTION OF AWARD

Approximately 20-25 academic year (Fall/Spring) Advanced Opportunity Program (AOP) Fellowships are awarded annually to UWM graduate students that meet the AOP guidelines.

The current Fellowship stipend for 2009-2010 is \$14,000 for the academic year. In addition, Fellowship recipients benefit from full coverage of resident instructional fees at the basic graduate level, a remission of the out-of-state portion of the tuition (if applicable), comprehensive health insurance and other benefits. Awardees retain full responsibility for mandatory fees and additional instructional/course fees (including distance education) above basic graduate tuition levels.

Before selecting applicants for nomination, please refer to the AOP application cover page (Page 5 of these guidelines) for the following:

1. Description of AOP Fellowship
2. Eligibility Categories
3. Award Stipend
4. Selection Criteria
5. Special Conditions
- 6.

II. APPLICATION STATUS

In most cases, your nominees will be currently-enrolled or newly-admitted graduate students. If you are nominating a student who has not yet been admitted into your graduate program, however, please note the following:

- A. AOP applicants must have a COMPLETED admissions application form on file in the Graduate School.
(To check admission status of Fellowship applicants, contact your assigned graduate admission representative or call X6569)
- B. AOP Fellowship nominees who are not formally admitted into your graduate program at the time of nomination **MUST BE FORMALLY ADMITTED BY FEBRUARY 23, 2009** in time for the final Fellowship Selection Committee Meeting.

III. NOMINATION PROCEDURES

- A. No more than **five nominees from your graduate program** may be forwarded for the AOP Fellowship competition.
- B. Make sure application is TYPED
- C. Complete GRADUATE PROGRAM EVALUATION (Page 3 of these Guidelines) for each nominee. Duplicate form as needed.
- D. Determine rank order of the applicants you plan to nominate
- E. Rank each nominee's application form at the bottom of the Graduate Program Evaluation Form (Page 3)

- F. Attach applicant's letters of recommendation (no more than **two letters**).
1. Applications that do not have the letters of recommendation will be considered incomplete and returned to your graduate program.
 2. All letters **must be current**. (Letters in support of the applicant's fall 2008 admission to your graduate program may be used for the Fellowship as well.)
 3. Letters must be on official letterhead stationery or approved forms. (Letters not complying with this guideline **must** be verified as true by the graduate program.)
- G. Attach copy of applicant's Graduate Admission Evaluation (GAE) form.

*(Contact your assigned graduate admissions representative or telephone X6569
If you do not have a program copy of the GAE form for each of your nominees.
No Fellowship application will be accepted without this form)*

IV. **FORWARDING PROCEDURES**

- A. Forward the following materials
1. One Nomination Checklist (Page 4 of these Guidelines) per graduate program
 2. A completed application form for each nominated (ranked) applicant
 3. Two letters of recommendation for each nominee
 4. A completed Graduate Program Evaluation form for each nominee
 5. A copy of the GAE for each nominee
 6. An unofficial copy of a current transcript for each nominee
- B. Forward all materials to

**GRADUATE OPPORTUNITY OFFICE
Advanced Opportunity Program (AOP)
Mitchell Hall, 239**

V. **PROGRAM DEADLINE TO AOP OFFICE**

MONDAY, FEBRUARY 2, 2009

VI. **AOP APPLICATION STATUS**

- A. Department Notification to Applicants
1. After forwarding nomination materials to the AOP/McNair Office, notify all AOP Fellowship applicants (non-nominated as well as nominated applicants) regarding the status of their Fellowship application forms. This is your program's responsibility.
- B. AOP Award Decisions
1. AOP Fellowships are awarded by the AOP Committee.
 2. AOP Fellowship awards will be announced by **March 2, 2009**.
 3. All nominated applicants will receive written notification from the Graduate School.

**Detach and Return
(Duplicate Form as Needed)**

GRADUATE PROGRAM EVALUATION OF NOMINEE

A. In the space below, provide a *Summary Statement* for this Fellowship nominee. Explain why this nominee is a good candidate for the AOP Fellowship award. Please include the factors you considered in ranking this applicant. (Please Type if possible)

B. How does this applicant rank with regard to other graduate students in your graduate program?

Top 10%
 Top 15%
 Top 20%
 Top 50%
 _____ Other

C. If your graduate program has nominated more than one student, how does this student rank with regard to your other nominees for this award?

This candidate is ranked # _____ of _____ nominated applicants

D. What is the applicant's status in your graduate program?

# Credits completed towards degree	
# Credits currently enrolled in	
Remaining credits and other requirement For degree completion after current semester : (e.g. Thesis, comprehensive exams, internship, etc.)	

Signature (Program Chair)

Graduate Program

Date Submitted

Detach and Return

**ADVANCED OPPORTUNITY PROGRAM FELLOWSHIP
NEW AWARDS – 2009-2010**

Nomination Checklist

We nominate the following applicant(s) for the 2009-2010 Advanced Opportunity Program Fellowship Competition :

APPLICANT NAME	PROGRAM RANKING

PLEASE CHECK TO ENSURE THAT THE FOLLOWING MATERIALS ARE INCLUDED FOR EACH NOMINEE:

- _____ Completed application form
- _____ Two letters of recommendation
- _____ Completed Graduate Program Evaluation Form
- _____ Copy of Graduate Admissions Evaluation (GAE) form
- _____ An Unofficial Copy of Current Transcript

Person Completing this Form (Please Print)

(Signature)

Phone # or email address _____



ADVANCED OPPORTUNITY PROGRAM FELLOWSHIP

Application for New Award, 2009-2010

DESCRIPTION: The Advanced Opportunity Program (AOP) is funded by the State of Wisconsin. AOP Fellowships are designed to assist members of groups under-represented in graduate study, and other disadvantaged students, to enter and complete a graduate degree at UWM. Awards are granted to newly admitted or currently enrolled UWM graduate students.

ELIGIBILITY: Approximately 25 new AOP Fellowships are awarded annually to qualified students who are members of groups under-represented in graduate study or are otherwise disadvantaged. Such Fellows may include:

- ◇ Individuals from racial or ethnic populations which are under-represented among students of higher education;
- ◇ First-generation college students;
- ◇ Individuals with disabilities;
- ◇ Individuals from financially disadvantaged backgrounds or circumstances;
- ◇ Recent immigrants (provided, however, that they meet the residency requirements set forth below);
- ◇ Participants in TRIO pre-college or undergraduate programs for students (e.g., Upward Bound, Talent Search, Student Support Services, McNair, Project 1000, etc.).

Applicants shall be considered in their entirety and reviewed individually, and no applicant shall receive a Fellowship simply because he or she fulfills one or more of the above-listed classifications.

AWARD: New AOP Fellowship awards are for academic year (fall/spring) 2009-2010. The academic year stipend is \$14,000.* The AOP Fellowship pays the in-state tuition rate and remits the out-of-state portion of tuition; all Fellowship recipients are eligible for State health benefits. Awardees retain full responsibility for mandatory fees and additional instructional/course fees (including distance education) above basic graduate tuition levels.

*Stipend quoted is for 2008-2009. Award may vary contingent on funding.

AOP Fellowships may be renewed. Master's students may receive up to two years of support, depending on course and program requirements, and doctoral students may receive up to three years of support contingent on good academic progress toward degree. No student may qualify for more than three years of combined support in their master's and doctoral studies.

SELECTION: Recipients are selected by the Graduate School Assistance Committee. A complete application shall consist of:

- ◇ An AOP Fellowship application form
- ◇ Degree grade point averages
- ◇ An unofficial copy of a current transcript
- ◇ Departmental assessments of academic achievements and potential
- ◇ Two letters of recommendation
- ◇ Written responses to application questions

Applicants must be American citizens or permanent residents of the United States.

DEADLINE: This application form and all supporting documents (see Application Procedures) must be submitted to the UWM graduate program to which you are applying (or in which you are currently enrolled) by the application deadline:

FELLOWSHIP APPLICATION DEADLINES VARY BY GRADUATE PROGRAM
PLEASE CHECK WITH YOUR GRADUATE PROGRAM.

<http://www.graduateschool.uwm.edu/students/program-contacts/>

SPECIAL CONDITIONS

AOP Fellowships are for full-time study only. No full-time employment or full scholarship or fellowship may be held concurrently with an AOP award. Small monetary awards, University appointments (TA/PA/RA of up to 25%), or other part-time employment of up to 15 hours per week, are allowable.

APPLICATION PROCEDURE

1. Complete all sections of this application.
2. Arrange for two typewritten letters of recommendation to be forwarded directly to your graduate program/department. All letters must be on official letterhead stationery or approved forms. Letters from individuals familiar with your academic background are most helpful. Letters should include how long and in what capacity the referee has known you, your knowledge of chosen field, motivation and seriousness, academic strength, and potential growth.

Incoming graduate student applicants: If you wish, you may use copies of current letters which have been submitted in support of your fall '09 admission to support this fellowship application. To request this, please contact your intended graduate program directly.

Dissertator applicants only: one letter must be from major professor and include status of dissertation.

3. Submit this application form and all supporting documents mentioned above to the UWM graduate program to which you are applying (or in which you are currently enrolled). Retain a copy for your records.

MAIL AS FOLLOWS

<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">Department of (fill in the name of your department/program on this line) University of Wisconsin-Milwaukee P. O. Box 413 Milwaukee, WI 53201-0413</p>
--

DO NOT SUBMIT THIS APPLICATION FORM TO THE GRADUATE SCHOOL

4. Follow-up with your graduate program/department to confirm that your Fellowship application has arrived and is complete.

If you are not already enrolled in a UWM graduate program, you must have a graduate application on file with the UWM Graduate School in order to be considered for an AOP fellowship.

Announcement of Awards

MARCH 2, 2009

Fellowship Recipient Selection Process

STUDENT	GRADUATE PROGRAM/ DEPARTMENT	GRADUATE STUDENT SPECIAL ASSISTANCE COMMITTEE	GRADUATE FELLOWSHIP OFFICE
<p>Submit completed AOP Fellowship application to UWM graduate program/department by Fellowship deadline:</p> <p style="text-align: center;">Check with your Graduate Program for their fellowship Application Deadline.</p>	<p>Reviews and screens Fellowship applications; forwards nominated applicants to the Graduate Fellowship Office for consideration, notifies all applicants (nominated & non-nominated) regarding the status of their Fellowship application form.</p>	<p>Reviews all nominated applicants and selects Fellows.</p>	<p>Provides written notification to all nominated applicants:</p> <p style="text-align: center;">March 2, 2009</p>



ADVANCED OPPORTUNITY PROGRAM FELLOWSHIP
Application for New Award, 2009-2010

(PLEASE TYPE ON LINE)

For Office Use Only

I ACADEMIC INFORMATION

This application is being submitted to the following Graduate Program:

GRADUATE PROGRAM _____

And represents a request for fellowship support in the following degree program:

_____ Master degree _____ PhD degree

II PERSONAL INFORMATION

Gender: [] Male [] Female Campus ID # _____

Name _____
Last First Middle Initial

Current Mailing Address _____
Number and Street City State Zip

Current Phone # Day () _____ Evening () _____ Cell () _____

E-mail address _____

Permanent Address _____
(If different from above) Number and Street City State Zip

Permanent Phone # Day () _____ Evening () _____ Cell () _____
(If different from above)

Residency: Does UWM consider you a: [] Wisconsin Resident [] Non-Resident

Have you ever participated in any of the following TRIO pre-college or undergraduate programs for students?

- [] Upward Bound [] Talent Search [] Student Support Services [] McNair
[] Project 1000 [] Other _____

- Heritage: [] African American
[] Southeast Asian (specify) _____
[] American Indian/Alaskan Native
[] Latino/a (specify) _____
[] Caucasian
[] Other (specify) _____

Name (print): _____ Last First

V DISABILITIES

We request that students with a documented disability present that information to ensure they have access to services to which they are entitled. Please describe briefly below. Use this space only. Additional pages will not be reviewed.

VI OTHER RELEVANT INFORMATION

What other relevant information would you like the Committee to consider in reviewing your application (e.g. awards, honors, publications, major exhibitions, performances and employment experience or internships)? Use this space only. Additional pages will not be reviewed.

VII CERTIFICATION

I certify that the information provided by me in this application is correct and complete to the best of my knowledge. I understand that the University has the right to terminate any award assistance if information has been misrepresented. I understand that AOP fellowships are for full-time study exclusively, and that only limited concurrent employment (TA/PA/RA of up to 25% or other hourly employment of up to 15 hours/week) is allowed.

Applicant's Signature



Council of Graduate Schools

Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed September 2004.

Abilene Christian University	California University of Pennsylvania	Florida Atlantic University	Louisiana State University
Air Force Institute of Technology	Case Western Reserve University	Florida International University	Health Sciences Center
Alcorn State University	Catholic University of America	Florida State University	Loyola Marymount University
Alfred University	Central Michigan University	Fordham University	Loyola University of Chicago
American University	Central Missouri State University	Fort Hays State University	Marquette University
Andrews University	Central Washington University	Gallaudet University	Marshall University
Angelo State University	City University of New York	George Mason University	Massachusetts Institute of Technology
Appalachian State University	Graduate Center	George Washington University	Medical College of Georgia
Arizona State University	Claremont Graduate University	Georgetown University	Medical College of Ohio
Arkansas State University	Clark Atlanta University	Georgia Institute of Technology	Medical College of Wisconsin
Auburn University	Clark University	Georgia Southern University	Medical University of South Carolina
Austin Peay State University	Clemson University	Georgia State University	Miami University
Ball State University	Cleveland State University	Hampton University	Michigan State University
Baylor College of Medicine	College of New Jersey	Harvard University	Michigan Technological University
Baylor University	College of Saint Rose	Hebrew Union College - Jewish	Middle Tennessee State University
Bloomsburg University of Penn.	College of William and Mary	Institute of Religion	Minnesota State University - Mankato
Boise State University	Colorado School of Mines	High Point University	Mississippi State University
Boston College	Columbia University	Hofstra University	Montana State University - Bozeman
Boston University	Concordia University, River Forest	Hood College	Montclair State University
Bowling Green State University	Coppin State College	Howard University	Mount Mary College
Bradley University	Cornell University	Idaho State University	Murray State University
Brandeis University	Creighton University	Illinois Institute of Technology	National University
Brigham Young University	Dartmouth College	Illinois State University	Naval Postgraduate School
Brown University	Drew University	Indiana State University	New Jersey Institute of Technology
Bryn Mawr College	Drexel University	Indiana University	New Mexico State University
Caldwell College	Duke University	Indiana University - Purdue University	New York Medical College
California Institute of Technology	Duquesne University	Fort Wayne	New York University
California State Polytechnic	East Carolina University	Indiana University of Pennsylvania	North Carolina Agricultural & Technical
University, Pomona	East Central University	Iowa State University	State University
California State University, Bakersfield	East Tennessee State University	Jackson State University	North Carolina State University
California State University, Fresno	Eastern Illinois University	James Madison University	at Raleigh
California State University, Fullerton	Eastern Kentucky University	John Carroll University	North Dakota State University
California State University, Hayward	Eastern Michigan University	Johns Hopkins University	Northeastern Illinois University
California State University,	Eastern Washington University	Kansas State University	Northern Arizona University
Long Beach	Emerson College	Kent State University	Northern Illinois University
California State University,	Emory University	Lamar University	Northern Michigan University
Los Angeles	Emporia State University	Langston University	Northwestern State University
California State University, Northridge	Fayetteville State University	Lehigh University	of Louisiana
California State University,	Fairmont State University	Lipscomb University	Northwestern University
Sacramento	Fielding Graduate Institute	Loma Linda University	Nova Southeastern University
California State University,	Fitchburg State College	Louisiana State University and	Oakland University
Stanislaus	Florida A & M University	A & M College	Ohio State University

CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

Oklahoma State University	Texas A & M University - Corpus Christi	University of Kentucky	University of South Florida
Old Dominion University	Texas Christian University	University of Louisiana at Lafayette	University of Southern California
Oregon State University	Texas Southern University	University of Louisville	University of Southern Mississippi
Park University	Texas State University, San Marcos	University of Maine	University of Tennessee at Chattanooga
Pennsylvania State University	Texas Tech University	University of Maryland, Baltimore County	University of Tennessee at Knoxville
Pepperdine University	Texas Woman's University	University of Maryland, College Park	University of Texas at Arlington
Pittsburg State University	Towson University	University of Massachusetts Amherst	University of Texas at Austin
Polytechnic University	Trinity University	University of Massachusetts Boston	University of Texas at Brownsville
Princeton University	Truman State University	University of Massachusetts Lowell	University of Texas at Dallas
Purdue University	Tufts University	The University of Memphis	University of Texas at San Antonio
Queens College of the City University of New York	Tulane University	University of Miami	University of Texas Graduate School of Biomedical Science at Galveston
Radford University	University at Buffalo, State University of New York	University of Michigan	University of Texas Grad School of Biomedical Science at Houston
Rensselaer Polytechnic Institute	University of Akron	University of Minnesota	University of Texas Grad School of Biomedical Science at San Antonio
Rice University	University of Alabama	University of Mississippi	University of the Pacific
Rockefeller University	University of Alabama at Birmingham	University of Missouri, Columbia	University of Toledo
Rockhurst University	University of Alabama in Huntsville	University of Missouri, Kansas City	University of Tulsa
Rosalind Franklin University of Medicine and Science	University of Alabama in Huntsville	University of Missouri, St. Louis	University of Utah
Rowan University	University of Alaska, Fairbanks	University of Montana	University of Vermont
Rutgers - New Brunswick	University of Albany, State University of New York	University of Nebraska-Kearney	University of Virginia
Rutgers - Newark	University of Arizona	University of Nebraska-Lincoln	University of Washington
St. Bonaventure University	University of Arkansas	University of Nebraska-Omaha	University of Wisconsin - Eau Claire
St. Cloud State University	University of Bridgeport	University of Nevada-Las Vegas	University of Wisconsin - La Crosse
St. John's University	University of California, Berkeley	University of Nevada-Reno	University of Wisconsin - Madison
Saint Louis University	University of California, Davis	University of New Hampshire	University of Wisconsin - Milwaukee
San Diego State University	University of California, Irvine	University of New Haven	University of Wyoming
San Francisco State University	University of California, Los Angeles	University of New Mexico	Utah State University
San Jose State University	University of California, Riverside	University of New Orleans	Valdosta State University
Santa Clara University	University of California, San Diego	University of North Carolina at Chapel Hill	Vanderbilt University
Shippensburg University	University of California, San Francisco	University of North Carolina at Charlotte	Villanova University
South Carolina State University	University of California, Santa Barbara	University of North Carolina at Greensboro	Virginia Commonwealth University
South Dakota School of Mines & Technology	University of California, Santa Cruz	University of North Carolina at Wilmington	Virginia Polytechnic Institute and State University
South Dakota State University	University of Central Arkansas	University of North Dakota	Wake Forest University
Southeast Missouri State University	University of Central Florida	University of North Texas	Walden University
Southern Illinois University at Carbondale	University of Chicago	University of North Texas Health Science Center - Graduate School of Biomedical Sciences	Washington State University
Southern Illinois University at Edwardsville	University of Cincinnati	University of Northern Colorado	Washington University
Southern Methodist University	University of Colorado at Boulder	University of Northern Iowa	Wayne State College
Southern University A&M College	University of Colorado at Denver	University of Notre Dame	Wesleyan University
Southwest Missouri State University	University of Connecticut	University of Oklahoma	West Chester University
Spalding University	University of Dayton	University of Oregon	West Virginia University
Stanford University	University of Delaware	University of Pennsylvania	Western Carolina University
State University of New York at Binghamton	University of Denver	University of Pittsburgh	Western Illinois University
State University of New York - Upstate Medical University	University of the District of Columbia	University of Puerto Rico - Rio Piedras Campus	Western Kentucky University
State University of New York at Stony Brook	University of Florida	University of Rhode Island	Western Michigan University
Syracuse University	University of Georgia	University of Rochester	Western Washington University
Temple University	University of Hartford	University of San Diego	Wichita State University
Tennessee State University	University of Hawaii at Manoa	University of Scranton	Woods Hole Oceanographic Institute
Tennessee Technological University	University of Houston	University of South Alabama	Worcester Polytechnic Institute
Texas A & M University	University of Idaho	University of South Carolina	Wright State University
	University of Illinois at Chicago		Xavier University of Louisiana
	University of Illinois at Springfield		Yale University
	University of Illinois at Urbana-Champaign		
	University of Iowa		
	University of Kansas		



Council of Graduate Schools
One Dupont Circle, NW, 230
Washington, DC 20036
202-223-3791
202-331-7157 (fax)
www.cgsnet.org