

# ADVANCED DOCTORAL STUDENT GRANTS

## PURPOSE AND ELIGIBILITY

The purpose of this fund is to encourage students to stay in residence while working toward completion of the dissertation. HGSE doctoral students will be eligible to receive the grant in the year following completion of the academic eligibility criteria, described below. Doctoral students may apply for other HGSE grant funding for years one through three. Eligibility requirements and funding for this program were developed through the President of Harvard University. For that reason, the requirements are firm and not subject to negotiation.

### Academic Eligibility Criteria

#### **General timeline to meet requirements:**

**Course work:** Students generally finish their course work in the first two years of study. For the purposes of the ADG, students have to have taken the required 16 courses by the end of their fourth year to be eligible.

#### ***The Dissertation Proposal, the Oral Examination, and the Memorandum of Understanding:***

A maximum of two years, beyond the coursework phase is allowed to complete this phase. Note that if the Qualifying Paper Proposal and Qualifying Paper are program requirements, they must also be completed within the two years allowed beyond the coursework phase. (\*To be academically eligible for the Advanced Doctoral Grant, students must complete the phases through the approval of the dissertation proposal within the time limit; and the Memorandum of Understanding must be on file in the Office of the Committee on Degrees before the funds will be disbursed.)

**Thus, for all HGSE doctoral students, a maximum of four years is allowed to be academically eligible to receive an Advanced Doctoral Student Grant. Students who take only eight courses after admittance to the doctoral program will have only three years to reach academic eligibility. Please note, no extra time is allowed for part-time study or students on leaves of absence.**

Following approval of the dissertation proposal by the Committee on Degrees within the allowed time as described above, the Administrator for the Committee on Degrees will notify students in writing of their academic eligibility for the Advanced Doctoral Grant. The notification will remind students of the final steps needed to complete eligibility (Oral Examination and Memorandum of Understanding), and instruct students to contact the Financial Aid Office for further information.

Students must be registered in residence or in absentia at HGSE to receive the funds.

**NOTE:** Doctoral Students with documented disabilities, or documented chronic or temporary disabling conditions (i.e., documentation provided to the Assistant Director of Disability Services who has determined a disability, or disabling condition exists) may be eligible for an extension of time limits for grant eligibility. These students are advised to contact the Administrator to the Committee on Degrees (see below) directly for a confidential consultation.

## Financial Aid Eligibility Criteria

Students are required to submit a completed financial aid application to the HGSE Financial Aid Office for review. Because there is a fixed amount of funding available annually, determination of eligibility will be based upon the number of students who achieve academic eligibility (as described above), and the relative financial need of those students.

- Students who receive a letter notifying them of academic eligibility must directly contact the Office of Financial Aid regarding their financial eligibility to be considered an "applicant" for the award.
- A Financial Aid Review Committee will review "applicants" and recommend awards.

❖ ❖ ❖ ❖

For information or clarification of **academic** eligibility criteria, please contact:

Joelle Mottola, Degree Programs Assistant  
Office of Degree Programs, 214 Longfellow Hall  
telephone: (617) 495-3444

For information or clarification of **financial aid** eligibility criteria, please contact:

Patty White, Director of Financial Aid  
Office of Financial Aid, 108 Longfellow Hall  
telephone: (617) 495-3416