Instructions for the Professional Preparation for High Needs Fields Graduate Student Scholarship

Purpose:
To assist students who are preparing to work in “high needs” fields by supplementing the cost of tuition. Eligible programs for the “High Needs” Graduate Student Scholarship include: science, mathematics, special education, literacy, instructional technology, and Teaching English Language Learners. This scholarship offers graduate students in these areas funding covering 33% of the student’s cost of tuition. The scholarship is available to full-time master’s students along with part-time master’s students who are Syracuse City School District employees and who meet eligibility criteria as defined on the scholarship form.

How does this scholarship work?
Eligible students complete the scholarship form each semester (after course registration for the semester is complete). The scholarship form must be signed by the program coordinator and submitted to The Office of Academic & Student Services, 270 Huntington Hall. Scholarships are awarded and credited to student bursar accounts typically within two weeks of the University financial deadline for dropping courses. The value of the scholarship is calculated based on the total number of credit hours for which the student is registered, combined with any outside scholarships/funding. The tuition bill for which the students is responsible is then credited 33% of the student’s tuition.

When is the Deadline?
The deadline for submitting scholarship forms is one week after the University add deadline of the current semester, although forms should be submitted as soon as students have completed their registration for the semester. No exceptions will be made for late submissions.

Instructions for Students and Departments:
Student:
- ☐ Determine if you are eligible for the scholarship.
- ☐ Forms should be submitted as soon as you complete your registration for the semester.
- ☐ Complete the top and bottom portions of the form.
- ☐ Obtain the signature of the coordinator of your current program.
- ☐ Deliver the completed form to: The Office of Academic and Student Services located at 270 Huntington Hall.

Department:
- ☐ Complete the lower portion of the form after students complete the top and bottom portions.
- ☐ Verify that the form is signed by the program coordinator and by your students prior to submission.
- ☐ If students are leaving the form with you, please hand-deliver the completed form to: The Office of Academic & Student Services, 270 Huntington Hall.

Questions? Contact Liza Rochelson (315)443-2505 or lrochels@syr.edu
Eligibility for the Professional Preparation for High Needs Fields Graduate Student Scholarship is as follows:

- Students in the following professional preparation programs are eligible to receive the award:
  - Concurrent M.S. teacher preparation programs with Inclusive Special Education (1-6 or 7-12)
  - Early Childhood Special Education
  - Inclusive Education (1-6, 7-12)
  - Inclusive Education (Severe/Multiple Disabilities)
  - Instructional Technology
  - Literacy Education (B-6 and 5-12)
  - Mathematics Education
  - Science Education (Earth Science, Biology, Chemistry, or Physics)
  - Students in the Teaching and Curriculum M.S. program who will be seeking New York State Teacher Certification (on their own) in Science or Math
  - Teaching English Language Learners (T.E.L.L.)

- The scholarship will cover the cost of 33% of the tuition charges you are responsible for paying in each semester during which you are enrolled:
  - A student in one of the eligible master’s programs, listed above, registered for 9 credits for spring or fall or a total of 6 credits during the summer. Eligibility for summer may include a combination of Summer session 1, Summer session 2, or Maymester totaling 6 credits in a program approved by the student’s graduate advisor.
  - As a part-time student in one of the eligible master’s programs if you are a current employee of the Syracuse City School District. Part-time is defined as less than 9 credits for spring or fall, and less than 6 credits for summer.

- You must formally be admitted and matriculated into one of the specified master’s programs and maintain satisfactory academic progress toward that degree, which includes attaining and maintaining a 3.0 cumulative grade point average by the end of your second semester in this program.

- This scholarship does not cover tuition for undergraduate courses even if required as a condition of full admission to the master’s program. (Undergraduate coursework may be required in order to fulfill prerequisites for graduate study).

- While the award may be combined with most other financial aid, the award is applied to the remainder of the tuition owed after all other funding is awarded. This award may not be combined with the new 33% Graduate Student Tuition Scholarship. There will be no cash refunds or payouts. Early Childhood Special Education students who are already receiving the 30% tuition reduction will now receive a 33% tuition reduction.

- The University reserves the right to terminate this scholarship at any time.

I _____________________________ accept the Professional Preparation for High Needs Fields Graduate Student Scholarship. I understand the terms under which it is offered, as specified above and verify that all information I am submitting in this document is true. In addition, if I am receiving this scholarship as a student concurrently enrolled in more than one graduate program, one of the programs being a “high needs” field as defined above, I agree to satisfy the requirements of each degree program prior to receiving my degree clearance.

Student Signature ___________________________ Date __________

Scholarship award is for:  □ Summer 20_______ □ Fall 20_______ □ Spring 20_______

Total credit hours enrolled for this semester: __________

I am currently a Syracuse City School District employee. □ Yes □ No

Program Coordinator/Chair Signature ___________________________ Date __________

Comments:__________________________________________________________