

ABSENTEE SHAWNEE TRIBE OF OKLAHOMA
GRADUATE SCHOLARSHIP PROGRAM
RULES AND REGULATIONS

Application Instructions: Please read all of the Absentee Shawnee Tribe Higher Education Graduate Scholarship Program Guidelines thoroughly. Signing the Graduate Student Data Sheet indicates you have read, understand and will adhere to the graduate student rules and instructions as outlined by the Education Committee. Should you have any questions, please contact:

Absentee Shawnee Tribe of Oklahoma
Education Department
Attention: Graduate Scholarship Program
2025 South Gordon Cooper Drive
Shawnee, Oklahoma 74801
405-275-4030

NO EXCEPTIONS TO POLICIES

Eligibility: To be considered for a Graduate Scholarship, an applicant must: (1) Be an enrolled Absentee Shawnee Tribal Member; (2) Be attending an accredited graduate school in the United States (accreditation list follows); (3) Be pursuing a masters or doctorate degree as a full-time or part-time graduate student; and (4) Submit the Graduate Student Data Sheet.

Institutional Accrediting Bodies: Students funded by the Graduate Scholarship Program must attend a college or university accredited by one of the national or regional accrediting associations listed below:

Middle States Association of Colleges and Schools, MSA
New England Association of Schools and Colleges, Inc.-Commission on Institutions of Higher Education, NEASC-CIHE
North Central Association of Colleges and Schools, NCA.
The Northwest Association of Schools and Colleges, NASC
Southern Association of Colleges and Schools/Commission on Colleges, SACS-CC
Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities, WASC-Sr.
American Medical Association, AMA (medical students)
American Bar Association, ABA (law students)

NO EXCEPTIONS REGARDING ACCREDITATION WILL BE GRANTED.

Graduate Admissions Examination Funding Requirements: Funding will be limited to one examination for application to one Masters program and one examination for application to one Doctoral program. Applicant must provide information of testing in a timely manner to receive funding prior to testing. Applicants must provide a receipt or other verification test was taken to receive a reimbursement for this funding. No funding for examinations to obtain a second Masters or Doctorate degree. If applicant fails to take the examination, no other examinations will be funded.

Financial Aid Requirements: Applicants are encouraged to apply to their college financial aid office for campus-based aid through the federal financial aid process. Although scholarship awards are based upon the Graduate Student Data Sheet, full funding may not be possible due to the availability of funds. Priority of funding will be (1) Tuition;(2) fees;(3) books; and (4) supplies.

The Education Department recommends that applicants apply for all loans they may qualify for since they may not be able to qualify later in the academic year. Students are not required to accept loans.

Award Determination: All applicants will be awarded on a first-come, first-served basis. The tribe will pay part of actual expenses, but there is no promise to pay all expenses. The level of funding is not guaranteed. Awards are set by the Director of Education and are based on actual costs and the availability of funding.

Materials to be Submitted: The following documents are required by the Education Department for the review process. It is the sole responsibility of the student to have all required documents submitted. Your file will be rendered incomplete and void if documentation is incomplete.

1. Higher Education Application
2. CDIB Card (Copy)
3. Previous Official College Transcript - (Graduate and Undergraduate) transcripts must verify that the degree was conferred.
4. Graduate Acceptance Letter (Copy)
To verify that you have been admitted into a masters or doctoral program, you must submit a copy of your Graduate Acceptance Letter. This letter will include your name, degree and level of admission, semester/quarter of matriculation. Because of the limited funds available for graduate students, no preparatory, undergraduate credit or non-degree work will be funded prior to being accepted as a degree-seeking graduate candidate. Transcript will only be accepted as verification into a graduate program if the transcript **specifically** states the level, field of study and when the applicant matriculated. Copies of grades/classes indicating courses in a particular discipline **will not be accepted**, because this does **not** always verify you are accepted into a graduate program as a degree-seeking candidate.
5. Class Enrollment Schedule (Copy of next semester's classes)
6. Graduate Student Data Sheet
Complete Part 1 and send to your college financial aid office. Faxes will be accepted but original must be mailed to ensure eligibility.

Continuing Students: Must submit a copy of an official transcript of the prior semester's grades and a copy of the class schedule for the next semester.

Maximum Periods of Eligibility: The following are maximum terms the Graduate Scholarship Program will allow funding of a graduate student. A waiver can be requested for one term (semester/quarter) if time is needed to complete degree requirements.

Masters Degree: Two Academic Years (4 full-time or 6 quarters)
Doctorate Degree: Four Academic Years (8 full-time or 12 quarters)
Medicine, Osteopathic Medicine, Dentistry, and Veterinary Degrees: Four Academic Years (12 full-time semesters or 16 quarters, since Summer school is mandatory in these fields)
Law Degree: Three Academic Years (6 full-time semesters or 9 quarters, plus the summer after graduation to study for Bar exam, if funds are available.)

Bar Exam/CPA Exam Funding: If funds are available, Graduate Scholarship Program recipients are eligible to apply for an award to help fund Bar exam or CPA exam costs. Award amounts will vary based upon funds available. *Eligibility for Bar/CPA exam funding is limited to one calendar year from graduation and the Absentee Shawnee Tribe of Oklahoma Graduate Scholarship Program will only fund one Bar/CPA exam.*

Dual Degrees: Funding eligibility is limited to receiving one degree. For example: if you are working on two masters at the same time, the Graduate Scholarship Program will fund you for a maximum of two academic years, or a maximum of three academic years if you are working on a JD/MBA. Extended funding will be limited to *one* semester as defined in Maximum Periods of Eligibility.

Second Masters or Second Doctorate Degree: These are not funded by the Graduate Scholarship Program because of limited funds available for both Undergraduate and Graduate Absentee Shawnee Tribal Members pursuing their first degree. Applicants who possess terminal degrees are not eligible for assistance, and all doctoral degrees are considered terminal degrees.

Appeal Procedure: Any applicant may appeal a decision of the Director of Education to the Education Committee at:

Absentee Shawnee Tribe of Oklahoma
Director of Education
2025 S. Gordon Cooper Drive
Shawnee, OK 74801

To file an appeal, the aggrieved client must submit adequate documentation to the Education Committee to allow proper consideration of the case. The Education Committee shall consider only bona-fide and documented student needs to reverse the decision of the Director of Education. A Director of Education reversal shall not result in an award in excess of the amount as reported on the Graduate Student Data Sheet. Upon receipt of a given appeal, the Education Committee shall consider the matter on a timely basis. The decision of the Education Committee shall be rendered to the appellant and to the Director of Education, and shall explain the rationale for the decision. **The decision of the Education Committee shall be final.**