Graduate College Tuition Scholarships are available to qualified students who are working toward a graduate degree at UNI. They are independent awards. No services or work is done in exchange for a Graduate College Tuition Scholarship.

Responsibility for scholarship decisions resides in the department. The department must consider all qualified students; however, eligible students who received an assistantship and/or Graduate College tuition scholarship from the department in previous semesters, who have performed well, should have priority for continued support. Available funds for scholarships are allocated through departments. The Graduate College does not allocate scholarships directly to students. By submitting a Graduate College Tuition Scholarship offer form for a student to the Graduate College, the department certifies that the student meets the above qualifications.

Students who are currently on support should be reminded that they must reapply for a Graduate College Tuition Scholarship if they wish to be considered for scholarship support next year.

All Graduate College Tuition Scholarship offer letters to students MUST come from the Graduate College. Departments should NOT inform a student verbally, or in writing, that they will be receiving, or will be recommended for, a Graduate College Tuition Scholarship award.

Graduate student maximum support is as follows:

- Master/Specialist students are allowed a maximum of four (4) semesters of support per degree. Master students can receive up to 8 semester of support for a second degree as long as the first degree is completed before starting to receive the additional 4 semesters of support. If a student is double majoring simultaneously (must have been declared in both majors at the same time) then progress needs to be made in both majors in order to receive the additional 4 semesters of support.
- Doctoral students are allowed a maximum of six (6) semesters of support (students on doctoral support have to have received their master’s degree before starting doctoral support).
- Graduate Assistantship support and/or Graduate College tuition scholarship support counts as a semester of support, even if only one of these is awarded.

Departments need to start paperwork early so that UNI can comply with federal regulations. The first step in awarding a Graduate College tuition scholarship is to complete an electronic offer form. Graduate College Tuition Scholarships are awarded in full or in half of the resident tuition rate during one or both semesters of the academic year. Do not process paperwork for more awards than are allocated to your program. Offers made and accepted by the student cannot be rescinded by the department.

All graduate college allocations must be offered to qualifying students by April 1st. Any declined offers after April 1st may be offered to another qualified student by April 27th and must be accepted by that student by May 4th. Unused allocations will return back to the Graduate College. Any declined Extra and Minority awards designated for a specific student automatically returns to the Graduate College. The department cannot offer to another student.

Once the Offer Form is received, reviewed and approved by the Graduate College, an offer letter is sent to the student from the Graduate College, with a copy of the letter to those listed on the Offer Form.

A student must respond by the due date listed in the offer letter by clicking on the link provided in their offer letter. The student should then accept or decline their offer(s), which will prompt the system to generate an email to the email addresses listed on the offer form indicating offer is accepted or declined.
Offer Forms for students who do not qualify for the scholarship, or for whom funds have not been allocated, should not be submitted. If a form is received for a student who does not qualify, or if the paperwork is incomplete, or the offer is unable to be processed, that offer form will be rejected.

For each student who has received and accepted a Graduate College Tuition Scholarship the following requirements MUST be met before award paperwork is processed and approved prior to the start date of the semester:

- Unconditionally admitted to degree status in a graduate degree program (provisional admission will be considered only for non-GPA reasons).
- Has a Plan GPA of 3.0 or higher. Must maintain a GPA of 3.0 or higher for the entire semester. All grades must be posted in order for a GPA to be verified. (First semester students need a cumulative undergraduate GPA of 3.0 or higher).
  - If a student has a missing grade it is their responsibility to contact their instructor to make sure the grade gets posted timely. Students with a missing grade will not receive their scholarship until a grade is posted for that course and then their GPA will be verified.
  - Students with a grade of “I” (Incomplete) will not receive their scholarship until a grade is posted for that course and then their GPA will be verified.
- Enrolled in at least 9 qualifying graduate-level credit hours for the entire semester. May not use workshops, audit, undergraduate, continuing education or correspondence courses as part of the minimum load. If at any time during the semester the student’s enrollment drops below the 9 on-campus graduate-level credit hours, the scholarship will be revoked and the student will be required to pay the entire tuition charges for the semester. (Not required to send offer)
  - The expectation is that these 9 credit hours will eventually apply to the student’s degree. A student request, type F (substitute for required course) or M (declaring electives), should be done for any of these courses that do not automatically plot to the degree. Courses that do not/will not apply to the student’s degree are not to be considered part of the 9 qualifying credit hours.
- Has official transcripts on file in the Office of Admissions showing that bachelors (or any other required) degree has been conferred. (Not required to receive an offer)
- Is declared in graduate degree program. (Not required to receive an offer)

The University of Northern Iowa has supported the following resolution by the Council of Graduate Schools, which is included as an attachment with each offer to a student.

“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 or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

To award a scholarship from non-Graduate College funds contact the Financial Aid Office. Do not use the Graduate College Offer Form and do not process through the Graduate College.