

**Madison and Lila Self
Graduate Fellowship
The University of Kansas**

**Handbook
2016–2017**

Revised January 2017

This publication is for informational purposes and does not constitute a contract.

Madison and Lila Self Graduate Fellowship • The University of Kansas
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INTRODUCTION

Welcome to the Self Graduate Fellowship (SGF). This handbook provides general information about the SGF, current policies, and 2016–2017 activities.

The fellowship was established in 1989. The necessity of having clear and understandable policy statements, as well as a mechanism to review and amend them, became evident soon after the inception of the program. In 1993, a Board of Trustees was formed to provide oversight for the program and to act as the policy making body for the fellowship.

This handbook has been prepared to provide policy statements and answers to the most commonly asked questions about the fellowship, including enrollment, employment, and other fellowships. These policies may be revised throughout the academic year; please contact the SGF office for current policies.

The Self Graduate Fellowship is offered in collaboration with KU Graduate Studies, academic departments, and faculty. Information provided here supplements rules and guidelines provided in the [Graduate Studies Catalog](#) and by the [Office of the University Registrar](#).

MISSION STATEMENT

The mission of the University of Kansas Madison and Lila Self Graduate Fellowship is to identify, recruit, and provide development opportunities for exceptional Ph.D. students who demonstrate the promise to make significant contributions to their fields of study and society as a whole.

HISTORY

The Self Graduate Fellowship was established in 1989 through the generosity of Madison and Lila Self.

The first two Self Graduate Fellows entered the program in fall 1991. Two new fellows entered each year through 1994. Beginning in fall 1995, the number of fellows entering each year increased. There are 30 active fellows and 138 alumni in the 2016–2017 academic year.

The first director of the Self Graduate Fellowship was Howard E. Mossberg, Ph.D. directed the Self Graduate Fellowship from 1991 until he retired in 2003. He held several administrative and teaching appointments at KU, including dean of the School of Pharmacy, vice chancellor for research, dean of the Graduate School, and director of technology transfer. Jimmy D. Morrison, Ph.D. was director and managing trustee of the Self Graduate Fellowship from 2003 to 2007. Howard E. Mossberg, Ph.D. returned as director and managing trustee in fall 2007 and served until fall 2012. The dean of Graduate Studies has served as director and managing trustee of the Self Graduate Fellowship since fall 2012. Thomas W. Heilke, Ph.D. was dean, and director and managing trustee, from 2012 through 2013. Michael C. Roberts, Ph.D. became dean of Graduate Studies, and director and managing trustee of the Self Graduate Fellowship, in January 2014.

MADISON A. AND LILA SELF

Madison “Al” and Lila Self launched and permanently endowed the Self Graduate Fellowship in 1989, motivated by their strong belief in the vital importance of developing leadership for tomorrow. Kansas natives, Mr. and Mrs. Self met at the University of Kansas.

Mr. Self, who graduated from KU in 1943 with a degree in chemical engineering, became an owner and CEO of Bee Chemical Co. in Lansing, Illinois, in 1947. When he sold the company 37 years later, it had grown from a staff of three to a sizable corporation with five manufacturing locations in the United States and international operations in Japan and England.

In 1985, Mr. Self founded Allen Financial, a private investment firm, and in 1989, with three associates, established Tioga International, Inc., a diversified research, development, and manufacturing company. After achieving planned objectives, the group sold Tioga in 1999.

In 1997, Mr. Self was awarded a Distinguished Service Citation by the University of Kansas and the KU Alumni Association, the University’s highest honor. He received an Honorary Degree of Doctor of Humane Letters and Science from the Illinois Institute of Technology in 1998. The University of Kansas School of Engineering recognized Mr. Self’s contributions to the engineering profession and society by giving him its Distinguished Engineering Service Award in 2000. In 2009, Mr. Self was named a Life Trustee of the KU Endowment Association. He was elected to this position in recognition of exceptional support of the University of Kansas through tireless efforts and philanthropic support. He was one of the first three members of this prestigious group, along with Senator Robert Dole and Christina Hixson.

Mr. Self maintained a lifelong interest in education and leadership development. He was a past international president of the Young Presidents’ Organization, served as chairman of the Chief Executives Organization, and was a founding member of the World Presidents’ Organization—professional associations that provide their members with opportunities for education and idea exchange. He also served as a life trustee of the Illinois Institute of Technology. Mr. Self died in January 2013.

Mrs. Self’s interests included community organizations, family genealogy, and gardening. She also conducted extensive research on the work of R. Harold Zook, a noted Chicago area architect. Mrs. Self died in November 2013.

SELF GRADUATE FELLOWS

2016-2020

Isaac J. Allred, geology; Michael D. Blum, mentor
Bailey B. Banach, bioengineering; Sara E. Wilson, mentor
J. Daniel Griffin, bioengineering; Cory J. Berkland, mentor
Deserae L. Jennings, geology; Doug Walker and Tandis Bidgoli, mentors
Ember D. Krech, bioengineering; Elizabeth A. Friis, mentor
David H. Menager, electrical engineering and computer science; Arvin Agah and Dongkyu Choi, mentors
Matthew A. Schaich, biochemistry and molecular biology, KUMC; Bret D. Freudenthal, mentor
Bailey A. Spickler, mechanical engineering; Chris Depcik, mentor
Justin A. Williams, physics and astronomy; Christophe Royon, mentor

2015–2019

Lance L. Frazer, bioengineering; Kenneth J. Fischer, mentor
Leila M. Joyce Seals, geology; Rolfe D. Mandel, mentor
Cassidy F. Krause, mathematics; Erik Van Vleck, mentor
Samuel D. Lane, physics and astronomy; Hui Zhao, mentor
Alexandra J. Machen, biochemistry and molecular biology, KUMC; Mark Fisher, mentor
Nicholas C. Oderio, mathematics; Bozenna Pasik-Duncan, mentor
Lauren N. Schumacher, aerospace engineering; Ronald Barrett, mentor
Stephen R. Shannon, anatomy and cell biology, KUMC; Paul Trainor, mentor
Ian Weidling, neuroscience, KUMC; Russell Swerdlow, mentor

2014–2018

Ashley E. Archer, molecular and integrative physiology, KUMC; Paige Geiger, mentor
Eileen S. Cadel, bioengineering; Elizabeth A. Friis, mentor
Michael A. Cooper, neuroscience, KUMC; Doug Wright, mentor
Mackenzie M. Cremeans, geology; J. R. Devlin, mentor
Ednah G. Louie, bioengineering; Sara E. Wilson, mentor
Doug L. Orsi, medicinal chemistry; Ryan Altman, mentor
Alyssa K. Rollando, bioengineering; Sara Wilson and Stephen Waller, mentors

2013–2017

Andrea L. Freemyer, neuroscience, KUMC; Dianne Durham, mentor
Theodore D. Harris, ecology and evolutionary biology; Val H. Smith and Jerry deNoyelles, mentors
Michelle M. McWilliams, molecular and integrative physiology, KUMC; Vargheese M. Chennathukuzhi, mentor
Joseph M. Siegel, chemistry; Susan M. Lunte, mentor
Michael T. Stees, electrical engineering and computer science; Suzanne M. Shontz, mentor

SOCIETY OF SELF FELLOWS

2012–2016

Kathryn A. Denning, ecology and evolutionary biology; Bryan Foster, mentor
Regis P. Dowd Jr., chemical and petroleum engineering; Trung Van Nguyen, mentor
Jeffrey J. Hirst, pathology and laboratory medicine, KUMC; Andrew K. Godwin, mentor
David L. Minnick, chemical and petroleum engineering; Aaron M. Scurto, mentor
Christopher A. Neal, neuroscience, KUMC; Dianne Durham, mentor
Zach J. Raff, economics; Dietrich Earnhart, mentor
Blair Benson Schneider, geology; Rolfe D. Mandel and Don W. Steeples, mentors
Emily “Cate” Wisdom, bioengineering; Candan Tamerler, mentor

2011–2015

S. Nicole “Nikki” Galvis, bioengineering; Elizabeth A. Friis, mentor
Brittany L. Hartwell, bioengineering; Cory J. Berkland, mentor
Matthew P. Josephson, molecular biosciences; Erik A. Lundquist, mentor
Karl L. Kammerer, business - strategic management; Laura Poppo, mentor
Angela N. Pierce, neuroscience; Julie A. Carlsten Christianson, mentor
Lei Shi, electrical engineering and computer science; Christopher T. Allen, mentor
Sarah M. Wildgen, chemistry; Robert C. Dunn, mentor

2010–2014

Annaria Barnds, bioengineering; Carl W. Luchies, mentor
Jodi L. Gentry, civil, environmental, and architectural engineering; Belinda S. M. Sturm, mentor
William J. Gilbert, chemical and petroleum engineering; Jenn-Tai Liang, mentor
Erin M. Mannen, mechanical engineering; Elizabeth A. Friis, mentor
Julie L. Mitchell, microbiology, molecular genetics, and immunology, KUMC; Thomas M. Yankee, mentor
Patricia A. Sprouse, bioengineering; Stevin H. Gehrke, mentor
Erik J. Van Kampen, chemical and petroleum engineering; Stevin H. Gehrke, mentor

2009–2013

Amy N. Newton, molecular biosciences; Stephen H. Benedict, mentor
Amanda N. Renth, bioengineering; Michael Detamore, mentor
Erin E. Saupe, geology; Paul A. Selden and Bruce S. Lieberman, mentors
Leslie A. Smith, aerospace engineering; Saeed Farokhi, mentor

2008–2012

Sommer L. Amundsen, bioengineering; Carl W. Luchies, mentor
Heather I. Eilers, civil, environmental, and architectural engineering; Thomas E. Glavinich and Oswald Chong, mentors
Laci M. Gerhart Barley, ecology and evolutionary biology; Joy K. Ward, mentor
Katrina M. Legursky, aerospace engineering; Richard D. Hale and Shahriar Keshmiri, mentors
Corinne E. Myers, geology; Bruce S. Lieberman, mentor
Griffin W. Roberts, chemical and petroleum engineering; Susan M. Williams, mentor
Clayton N. Wauneka, bioengineering; Wen Liu, mentor

2007–2011

D. Fernando Estrada, molecular biosciences; Roberto N. De Guzman, mentor
Steven N. Hart, pharmacology, toxicology, and therapeutics, KUMC; Xiao-bo Zhong, mentor

Talia T. Martin, pharmaceutical chemistry; Jennifer S. Laurence, mentor
Annalise M. Nawrocki, ecology and evolutionary biology; Pauly Cartwright, mentor
Sarah J. Pyszczynski, pharmaceutical chemistry; Valentino Stella and Eric J. Munson, mentors
Andrea Romero, ecology and evolutionary biology; Robert M. Timm, mentor
Peter C. Schillig, geology; John F. Devlin, mentor
Joshua O. Sestak, pharmaceutical chemistry; Cory J. Berkland, mentor
John E. Shelley; civil, environmental, and architectural engineering; Bruce M. McEnroe, mentor

2006–2010

Mark M. Bailey, bioengineering; Cory J. Berkland, mentor
Stephanie C. Bishop; pharmacology, toxicology, and therapeutics, KUMC; James Luyendyk,
mentor
Gary E. Brandt, medicinal chemistry; Brian S. J. Blagg, mentor
Natalie A. Ciaccio, pharmaceutical chemistry; Jennifer S. Laurence, mentor
Adam S. Duerfeldt, medicinal chemistry; Brian S. J. Blagg, mentor
Molly A. McVey, mechanical engineering; Carl W. Luchies, mentor
Jay F. Sarthy, molecular biosciences, 2006–2009; Michael H. Crawford, mentor
Cameron D. Siler, ecology and evolutionary biology; Rafe M. Brown, mentor

2005–2009

Martha M. Carletti, physiology, KUMC; Lane K. Christenson, mentor
Maria B. Feeney, pharmaceutical chemistry; Christian Schoeneich, mentor
Kristin N. Lichti-Kaiser, pharmacology and toxicology; Jeffrey L. Staudinger, mentor
Mary E. Krause, chemistry; Jennifer S. Laurence, mentor
Brian F. Platt, geology; Stephen T. Hasiotis, mentor
Diana M. Sperger, pharmaceutical chemistry; Eric J. Munson, mentor

2004–2008

Robert T. Berendt II, pharmaceutical chemistry; Eric J. Munson, mentor
Chadd W. Clary, mechanical engineering; Lorin P. Maletsky, mentor
Megan S. Johnson, anatomy and cell biology, KUMC; Douglas R. Wright, mentor
Quinn G. Long, ecology and evolutionary biology; Kelly Kindscher, mentor
Joseph S. Soltys, mechanical engineering; Sara E. Wilson, mentor
Christopher M. Taylor, electrical engineering and computer science; Arvin Agah, mentor

2003–2007

Heather A. Amthauer, electrical engineering and computer science; Costas Tsatsoulis, mentor
M. Danielle Barker, chemistry; Joseph A. Heppert, mentor
Heather A. K. McLeod, civil, environmental, and architectural engineering; David Darwin and
JoAnn Browning, mentors
Kristin E. Price, chemistry; Craig E. Lunte, mentor

2002–2006

Efugbaïke U. Ajayi, American studies; William M. Tuttle Jr., mentor
Sophie E. Ambrose, speech/language/hearing; Marc E. Fey, mentor
Robin L. Aupperle, psychology; Douglas R. Denney, mentor
Bryce C. Baker, mechanical engineering; Terry N. Faddis, mentor
Shannon C. DeVaney, ecology and evolutionary biology; Edward O. Wiley, mentor
Erin C. Burger-Dunn, chemistry; Jon A. Tunge, mentor
Jaime N. Gassmann, American studies; Brian L. Donovan, mentor
Scott A. Grecian, medicinal chemistry; Jeffrey Aubé, mentor

Joseph W. Lubach, pharmaceutical chemistry; Eric J. Munson, mentor
Timothy D. Nelson, clinical child psychology; Ric G. Steele Jr., mentor
Laura J. Peek, pharmaceutical chemistry; C. Russell Middaugh, mentor
Julie F. Sergeant, gerontology; David J. Ekerdt, mentor
Emily E. Stamey, history of art; David C. Cateforis, mentor
Oliver S. Zeltner, history; Jeffrey P. Moran, mentor

2001–2005

Carla J. Berg, psychology; C. Richard Snyder, mentor
M. Elizabeth Burns Kramer, psychology and research in education; James W. Lichtenberg,
mentor
Monica S. Flask, social welfare; Marianne Berry, mentor
Carrie M. Hohl, civil, environmental, and architectural engineering; Dennis D. Lane, mentor
J. Erik Rytting, pharmaceutical chemistry; Kenneth L. Audus, mentor
Hal S. Shorey, psychology; C. Richard Snyder, mentor
Sarah L. Smiley, geography; Garth A. Myers, mentor
Alycia L. Stigall, geology, 2001–2004; Bruce S. Lieberman, mentor
Heather A. York, ecology and evolutionary biology; Robert M. Timm, mentor

2000–2004

Daniel A. Hoyt, English; Thomas D. Lorenz, mentor
Lon H. Mitchell, mathematics; William L. Paschke, mentor
Matthew E. Ramspott, geography; Kevin P. Price, mentor
Rachel L. Robson, pathology and laboratory medicine, KUMC; Rebecca T. Horvat, mentor
Lisa Castle Walker, ecology and evolutionary biology; Kelly Kindscher, mentor
Matthew K. Zart, chemistry; Andrew S. Borovik, mentor

1999–2003

Jennifer L. Austenfeld, psychology; Annette L. Stanton, mentor
Jason T. Botz, entomology; Catherine Loudon, mentor
Resha S. Cardone, Spanish and Portuguese; Katherine V. Unruh, mentor
Adrienne Harris, Slavic languages and literatures; Edith W. Clowes, mentor
Stephanie L. Krogmeier, pharmaceutical chemistry; Elizabeth M. Topp, mentor
Adam A. Powell, psychology; C. Daniel Batson, mentor
Brian C. Thomas, physics and astronomy; Adrian L. Melott, mentor
Katie L. Wilkinson, political science; Philip A. Schrodtt, mentor

1998–2002

Nathan C. Berg, economics, 1998–2001; D. Donald Lien, mentor
Anna L. Carlson, ecology and evolutionary biology; Edward O. Wiley, mentor
Bridgett K. Chapin, ecology and evolutionary biology; F. Jerry deNoyelles, mentor
Allyson Tubaugh Charbonnet, chemistry; Craig E. Lunte, mentor
Nathan A. Goodman, electrical engineering and computer science; James M. Stiles, mentor
Nancy I. Holcroft Benson, ecology and evolutionary biology; Edward O. Wiley, mentor
Christy M. McCain, ecology and evolutionary biology; Norman A. Slade and Robert M. Timm,
mentors
Karen Beckman Pace, nursing; Carol E. Smith, mentor
Noel M. Rasor, American studies; Garth A. Myers and Norman R. Yetman, mentors
Carol E. Stotz, pharmaceutical chemistry; Elizabeth M. Topp, mentor
Charles R. Svoboda Jr., aerospace engineering; Jan Roskam and David R. Downing, mentors

1997–2001

Matt H. Ackermann, biochemistry and molecular biology, KUMC; Radhakris Padmanabhan, mentor

Richard W. Baldauf, civil and environmental engineering, 1997–2000; Dennis D. Lane, mentor

Oliver Komar, ecology and evolutionary biology; A. Townsend Peterson, mentor

Brian A. Lobo, pharmaceutical chemistry; C. Russell Middaugh, mentor

Sheldon J. Moss, pharmacology and toxicology; Stephen C. Fowler, mentor

Sarah A. Vickery, chemistry; Robert C. Dunn, mentor

Chris M. Wiethoff, pharmaceutical chemistry; C. Russell Middaugh, mentor

1996–2000

Amy C. Blackmarr, English; Elizabeth A. Schultz, mentor

Karl B. Brooks, history; Donald E. Worster, mentor

Jennifer Forsee Golden, medicinal chemistry; Jeffrey Aubé, mentor

Jill N. Story, speech/language/hearing; Diane F. Loeb, mentor

1995–1999

Cory C. Beard, electrical engineering; Victor S. Frost, mentor

Timothy J. Hubin, chemistry; Daryle H. Busch, mentor

Karyl B. Leggio, business, 1995–1998; Paul D. Koch, mentor

Julie R. Mach, pharmacology and toxicology; Elias K. Michaelis, mentor

Elizabeth F. Smith, entomology; Deborah Smith, mentor

Shari Baron Sokol, hearing and speech; Marc E. Fey, mentor

1991–1998

Christine L. Cameron, psychology, 1991–1995; Annette L. Stanton, mentor

Kristine E. Frank, medicinal chemistry, 1994–1998; Lester A. Mitscher and Jeffrey Aubé, mentors

Michael J. Handley, geography, 1991–1995; James R. Shortridge, mentor

Brian L. Miller, pharmaceutical chemistry, 1993–1997; Christian Schoeneich, mentor

Dana M. Price, ecology and evolutionary biology, 1992–1996; Kelly Kindscher, mentor

Andrew L. Vance, chemistry, 1993–1997; Daryle H. Busch, mentor

Kyle K. Wetzel, aerospace engineering, 1994–1995; Saeed Farokhi, mentor

BOARD OF TRUSTEES

Neeli Bendapudi, Ph.D., Provost and Executive Vice Chancellor
James Clarke, Senior Vice President for Investments and Treasurer, KU Endowment Association
John F. Devlin, Ph.D., Professor, Geology
Victor S. Frost, Ph.D., Chair and Distinguished Professor, Electrical Engineering and Computer Science
Susan M. Lunte, Ph.D., Distinguished Professor, Chemistry and Pharmaceutical Chemistry
Laura J. Peek, Ph.D., Board of Governors, Society of Self Fellows
Michael C. Roberts, Ph.D., Self Graduate Fellowship Director and Managing Trustee, and Dean of Graduate Studies
Douglas E. Wright, Ph.D., Professor, Anatomy and Cell Biology, KU Medical Center

STAFF

Michael C. Roberts, Ph.D., Director and Managing Trustee
Stefani G. Buchwitz, Ed.D., Program Manager
Amy Benoit-Warlick, Recruitment Coordinator
Tammie Zordel, Administrative Associate

SELF GRADUATE FELLOWSHIP OFFICE

Mailing Address

Campus	Self Graduate Fellowship 158 Strong Hall	U.S. Mail	Self Graduate Fellowship The University of Kansas Strong Hall 1450 Jayhawk Blvd., Room 158 Lawrence, KS 66045-7594
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Fax	(785) 864-0394	E-mail	sgf@ku.edu

Hours 8:00a.m.–12:00p.m. and 1:00p.m.–5:00p.m., Monday–Friday
Closed on state holidays.

Please submit any changes in your name, address, or mentor to sgf@ku.edu.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. The following offices have been designated to handle inquiries regarding the non-discrimination policies: KU Institutional Opportunity and Access, ioa@ku.edu, 1246 W. Campus Road, Room 153, Lawrence, KS 66045, (785) 864-6414; KUMC Equal Opportunity Office, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-8011.

SELF GRADUATE FELLOWSHIP AWARDS

Financial Support

In most cases, a Self Graduate Fellow will be appointed in 2016–2017 as a 12-month, 50 percent (.50 FTE) Graduate Research Assistant (GRA). All fellows will be appointed at the annual rate of \$30,000 for four years, maximum, or until graduation, whichever comes first. Funding cannot extend beyond graduation. The rate will hold steady during the entire period of appointment. Fellows will be appointed to begin work in early August. Paychecks are distributed bi-weekly and follow this [payroll calendar](#). Fellows who are not appointed as GRAs may receive support payments monthly, normally by the end of the day on the last day of the month. Year-round support is provided to help Self Graduate Fellows make progress to their degrees.

The Comptroller's Office requires that all fellows have their payments deposited directly into a bank account. Fellows should allow several days for processing and should verify that the funds are available in their accounts. Fellows should contact the SGF office if they have any questions about their GRA appointment or paycheck.

It is important to understand the nature of GRA employment as it relates to compliance with the Affordable Care Act. University policies include:

- [Graduate Research Assistants \(GRAs\) and Affordable Care Act \(ACA\) Compliance](#)
- [GRA, GTA, and GA Appointments: General Guidelines and Eligibility](#)
- [Student Employee Eligibility Requirements and Appointment Limits](#)
- KUMC students should refer to [this website](#)

Fellows must contact the SGF office if they are considering any other employment or appointment to see if there are conflicts with their SGF appointment. Failure to do so may jeopardize continued appointment as a Self Graduate Fellow. It is the responsibility of all Self Graduate Fellows to notify the SGF office in a timely fashion if they will not be enrolled in summer school or will be gone for an extended period. This is important because the GRA appointment is an employment contract.

Health Insurance

For Self Graduate Fellows who enroll in the GTA/GRA health insurance plan offered by the Kansas Board of Regents, the SGF pays the employer's share of the student premium.

GTAs and GRAs are eligible for coverage if they have appointments of 50 percent (.50 FTE) or more for at least eight consecutive weeks in the semester or four consecutive weeks during the summer. Currently, the University/SGF is allowed to pay 75 percent of the student-only premium for eligible GTAs and GRAs. The plan year begins on August 1 and extends for 12 months. Applications and premiums are accepted by the semester only.

- [GTA/GRA benefits for Lawrence-based students](#)
- [GTA/GRA information for KUMC students](#)

Campus Services

Fellows are encouraged to identify and use other University services and resources. Many of these can be found through the [Office of Graduate Studies](#) and the [Office of the Vice Provost for Student Affairs](#). KUMC students can refer to [Student Services](#).

Employment Status

As GRAs or GTAs, Self Graduate Fellows are considered employees of the University of Kansas and are covered under State of Kansas Workers Compensation and under the Kansas Tort Claims Act. If for some reason a Self Graduate Fellow does not have such a position, he/she is not considered an employee and is not covered by State of Kansas Workers Compensation.

Tax Issues

All students who receive payments from the SGF are responsible for declaring these payments on their tax returns. Students appointed as GRAs or GTAs will receive W-2 forms from the University of Kansas. Students appointed through the SGF, using other payment mechanisms, may not receive a W-2 form or other documentation of income. All Self Graduate Fellows should inform themselves about IRS regulations and consult tax advisors if they need assistance.

Fellows may find useful information through the Payroll Office on each campus.

Tax assistance is available from [KU Legal Services for Students](#).

Tuition and Fees

The SGF pays full tuition and fees for Self Graduate Fellows to aid them in their pursuit of study or research. Payment of tuition and fees is made directly to the KU Comptroller for University of Kansas classes. The SGF pays for fall, spring, and summer tuition each year for a maximum of four years. The four-year tuition payment cycle usually begins in the fall and ends in the summer. The SGF does not limit the number of credit hours supported, but enrolled hours are carefully reviewed.

Enrollment

Fellows are responsible for knowing KU enrollment policies. Information is available from the [Office of the University Registrar](#). KUMC students should review [this website](#) for information.

Students with a 50 percent (.50 FTE) GRA or GTA appointment must be enrolled for no fewer than six credit hours in the fall and spring. This is considered full time.

- [Graduate Studies Policy on full-time enrollment](#)
- [KUMC policy on full-time enrollment](#)

During the summer session, the GRA must be enrolled in coursework related to the graduate program. Generally, an enrollment of three credit hours is appropriate for the summer. Self Graduate Fellows must be enrolled in the summer in order to be appointed as a 12-month GRA. Doctoral candidates who have completed 18 post-comprehensive hours may enroll in fewer hours.

- Lawrence-based students should review this Graduate Studies [form](#)
- KUMC students should review this [form](#)

After passing the comprehensive oral examination for a doctoral degree, fellows must be continuously enrolled, including summer sessions, until all requirements for the degree are completed (including the filing of the dissertation). If, after 18 hours of post-comprehensive enrollment, the degree is not completed, fellows must continue to enroll each semester and each summer session until all degree requirements have been met. Degree programs may require additional hours of post-comprehensive enrollment. The number of hours of enrollment should reflect as accurately as possible the candidate's demand on faculty time and university facilities.

Fellows in this situation should direct questions about enrollment hours to their advisors. If you have questions about full-time enrollment at this stage, please consult your graduate division.

- For additional [doctoral candidacy](#) information
- KUMC students can refer to [this website](#)

Degree courses

The SGF expects fellows to enroll in classes that meet the departmental course requirements for the Ph.D. and/or are recommended by advisors for the course of study. Fellows must maintain full-time graduate enrollment (as defined by the academic department) until they pass the comprehensive oral examination for a doctoral degree.

Non-degree courses

The fellowship will pay tuition for courses needed to meet deficiencies or a foreign language requirement, or for courses that are recommended by the fellow's advisor. The fellowship does not pay tuition for courses that do not meet departmental and/or school requirements for the Ph.D. Students should check with the SGF office prior to enrollment if they have questions.

Certificates

Pursuit of certificates must be approved by the fellow's mentor and the SGF office. The purpose is to ensure that the certificate topic and additional coursework are a match to SGF goals and to manage SGF tuition expenses.

Late enrollment

The fellowship does not pay late enrollment fees. Students will be billed for late fees.

Dropping classes

Penalties for dropping classes begin on the first day of classes each semester. Fellows will be billed for costs associated with dropping classes.

Leave of Absence

Self Graduate Fellows may petition the SGF Board of Trustees for a leave of absence from the fellowship to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one semester or for one year. SGF financial support will be suspended during a leave of absence; tuition and fee coverage also may be suspended, depending on the situation. During the leave the Self Graduate Fellow will not be required to participate in fellow development program activities.

Self Graduate Fellows who are granted a leave of absence will be expected to complete their four-year commitment to the SGF. Ordinarily this will be accomplished by adding a semester or a year to the initial four-year award period. During this time fellows will receive full support from the SGF, or receive the additional support not provided during the leave, and will be required to participate fully in fellow development program activities.

Self Graduate Fellows who additionally wish to be granted an academic leave of absence must follow the regulations of their Graduate Division and KU Graduate Studies. Fellows should submit petitions to the SGF Board of Trustees after they have received approval from their graduate division and must include a copy of the approval from the graduate division of the appropriate School/CLAS.

If support is deferred, deferrals are limited to 12 months/26 pay periods, maximum. Deferrals can only be paid while the fellow is a full-time student (as defined by Graduate Studies policy). Deferrals are paid out at the SGF standard monthly support rate for the fellow's class.

Fellows should consult the SGF office in advance to determine when their inability to participate in the development program may require a leave from the SGF.

POLICIES ON ADDITIONAL FINANCIAL SUPPORT

In general, we believe that the Self Graduate Fellowship financial support should be sufficient to support a student, and therefore we discourage outside employment.

All appointments must fit within KU rules and regulations. It is important to understand the nature of GRA employment as it relates to compliance with the Affordable Care Act. University policies include:

- [Graduate Research Assistants \(GRAs\) and Affordable Care Act \(ACA\) Compliance](#)
- [GRA, GTA, and GA Appointments: General Guidelines and Eligibility](#)
- [Student Employee Eligibility Requirements and Appointment Limits](#)
- KUMC students should refer to [this website](#)

Fellows must contact the SGF office as soon as possible if they are considering an additional appointment.

Fellows may be able to identify other funding during their graduate education. These situations must be discussed as soon as possible with the SGF office in order to negotiate timing and funding issues.

In most cases, the SGF must be the primary fellowship and Self Graduate Fellows may not hold other major KU fellowships. Otherwise, we permit fellows to accept additional support as KU rules allow and provided there is no conflict with SGF participation. Fellows are expected to participate in SGF development activities for four consecutive years. Fellows may not hold another fellowship that includes program activity.

Teaching Assistantships Some academic departments require all graduate students to serve as teaching assistants, and we recognize the value of gaining teaching experience. Self Graduate Fellows may accept a teaching assistantship for a maximum of two semesters during their tenure on fellowship support (unless special arrangements are made). Fellows must inform the Self Graduate Fellowship office as soon as possible so that we may adjust our support, if necessary. In general, department awards are offered in the spring for assistantships commencing in the fall.

Research Assistantships A fellow may accept an additional research assistantship provided the work being performed is directly related to his or her doctoral research as verified by the fellow's advisor.

Department Fellowships Fellows may accept department fellowships in addition to the Self Graduate Fellowship support, provided the award is in compliance with KU Graduate Studies policy on supplemental support.

External Fellowships and Training Grants Most external fellowships and training grants (e.g., National Science Foundation, National Institutes of Health) have restrictions regarding additional funding. On a case-by-case basis, the SGF will consider deferring monthly payments and/or

tuition payments to accommodate policies for some major external fellowships. If a fellow also holds an NSF-GRFP award, the SGF works with Graduate Studies to seek NSF-GRFP approval for supplementing the GRFP award over five years. The SGF supplement will be \$5,000/year for three years, while GRFP support is provided, and full SGF support at the level established for the fellow's class for an additional two years. The SGF may support additional tuition costs not supported by the GRFP.

Outside Employment Fellows are discouraged from accepting outside employment unrelated to their Ph.D. programs during their tenure on Self Graduate Fellowship support.

ACADEMIC PROGRESS

Fellows are expected to enroll in fall, spring, and summer semesters while completing their coursework, and to make reasonable academic progress toward their degrees. Failure to make normal progress toward meeting degree requirements shall be reason to discontinue the Self Graduate Fellowship award. Fellows should follow KU Graduate Studies and department guidelines concerning enrollment. Fellows are expected to complete an academic progress report and submit it to the SGF office in May each year. The 2016–2017 deadline is May 12, 2017. (See Appendix.)

RECRUITING SELF GRADUATE FELLOWS

The Self Graduate Fellowship assists the University of Kansas in efforts to recruit talented prospective Ph.D. students. The recruitment goal is to ensure a strong pool of exceptionally well-qualified candidates is available from which to select new Self Graduate Fellows. In collaboration with eligible departments and schools, we proactively identify and recruit prospective fellows. Efforts are ongoing to expand and increase awareness of the Self Graduate Fellowship and graduate education at the University of Kansas. Departments make admissions decisions after students have been admitted by KU Graduate Studies, and then identify those students who possess the attributes of a Self Graduate Fellow for nomination. First-year Ph.D. students may also be nominated.

SELECTING SELF GRADUATE FELLOWS

After academic departments and schools nominate applicants for Self Graduate Fellowships, a faculty evaluation committee, SGF staff, and the SGF Board of Trustees review and rank the nominations. Selected nominees are invited for a campus visit to meet department representatives and interview with the SGF interview team. The SGF Board of Trustees considers evaluation and interview results to select the awardees.

Interviews take place in early March and awards are offered in late March. KU follows the Council of Graduate Schools' resolution to honor fellowship offers through April 15.

Offers are only valid until April 15 of the year offered. SGF offers to prospective fellows cannot be deferred to future years.

FELLOW DEVELOPMENT PROGRAM

The Fellow Development Program is a distinctive feature of the Self Graduate Fellowship. It provides general education and training in communication, management, and leadership to assist Self Graduate Fellows in their preparation for future leadership roles, complementing the specialized education and training provided in Ph.D. programs.

Commitment

Acceptance of the Self Graduate Fellowship includes a firm commitment to actively participate in the Fellow Development Program, along with a desire to learn and develop leadership skills. Failure to be an active participant in the Fellow Development Program activities shall be reason to discontinue the Self Graduate Fellowship award. Fellows are expected to participate in the Fellow Development Program for four consecutive years. The development program time commitment is approximately 80 hours each year, plus preparation and travel time.

A schedule of events for the next academic year is provided in June to allow fellows to avoid scheduling conflicts. Attendance at the skill sessions, communication coaching sessions, and the symposium is required. Attendance at luncheons is expected, unless scheduled in conflict with a required class. Fellows should contact the SGF office in advance regarding class conflicts and with any questions about the schedule and participation in the development program.

Skill Sessions are held before the fall and spring semesters begin. For planning purposes, assume the skill sessions are five days long; the actual program schedule will be provided to fellows as early as possible.

Skill Session dates: 2016–2017: Fall, August 9–12, 2016; Spring, January 9–13, 2017
2017–2018: Fall, August 7–11, 2017; Spring, January 8–12, 2018

Communication coaching sessions are held during the skill sessions and may continue into the following semester.

The *Symposium* usually is scheduled for late-March or early-April. Current Self Graduate Fellows and members of the Society of Self Fellows gather for a career panel, a lecture by a member of the Society of Self Fellows and a dinner. Other events are a networking event for current fellows and Society of Self Fellows members, usually held the afternoon/evening before the Symposium, and a Society of Self Fellows luncheon for Society of Self Fellows members and fourth-year Self Graduate Fellows.

Luncheons usually are held on Tuesdays, 12:15p.m.–2:00p.m., five or six times each semester.

In addition, Self Graduate Fellows participate in a government and science policy seminar in Washington, D.C., during their second or third year as a fellow. This seminar is an opportunity for fellows to increase their understanding of the national policymaking process and the policy environment related to science and technology. The seminar usually is scheduled for three or four days during the fall semester.

Communication

Program changes may be made on short notice and notification sent only by e-mail. Please check your e-mail messages regularly.

SOCIETY OF SELF FELLOWS

The Society of Self Fellows (SSF), the Self Graduate Fellows' alumni association, was envisioned by Mr. and Mrs. Self at the time the fellowship was established. By accepting a Self Graduate Fellowship, each Self Graduate Fellow assumes the permanent obligations of the Society of Self Fellows. Society members are expected to contribute to the program throughout their careers.

The SSF began formal activities in 2000, with 17 alumni. This year there are 138 SSF members. The first Board of Governors was appointed in 1999, and the elections for new governors are held each fall.

Self Graduate Fellows become associate members of the SSF when they complete their four years of fellowship support. Upon conferral of the Ph.D. degree, associate members become lifetime members.

The SSF offers opportunities for former fellows to stay in touch with the fellowship program as well as with their former classmates. SSF members have the opportunity to serve the fellowship by assisting in recruitment of new fellows, and by sharing their academic and professional experiences with current fellows. Society members also have the opportunity to give back through an annual fundraising campaign to support the Society's endowment. The purpose for additional endowment funds is to provide income to support the activities of the Society of Self Fellows and to support fellowships.

Board of Governors, Society of Self Fellows, 2016

Carla J. Berg, Ph.D., Governor, 2013–2016, President

Laura J. Peek, Ph.D., Governor, 2014–2017

Charles R. Svoboda, Jr., Ph.D., Governor, 2015-2018

Heather A. York, Ph.D., Governor, 2016-2019

Sarah L. Smiley, Ph.D., Governor, 2012–2015, Past President



2016–2017 Academic Progress Report

Name _____ Date _____

You may continue your responses on additional pages.

- 1. Departmental coursework requirements.** Are you fulfilling all departmental coursework requirements? How many credit hours of required coursework are still to be completed? What other progress have you made toward your Ph.D.? (Master's degree, comprehensive oral exam.)
- 2. Research and professional activities.** Please describe your current research. Also list any publications, presentations, and attendance at national or international meetings.
- 3. Awards and patents.** If you have received any awards, patents, or other recognition for your work, please explain.
- 4. Mentor interaction.** Please comment on the nature and quality of your interactions with your mentor. Please also note your current mentor's name.
- 5. Degree completion date.** When do you anticipate receiving your Ph.D.?
- 6. Please comment on your progress toward your professional and SGF goals and vision.**
- 7. I plan to continue as a Self Graduate Fellow in 2017–2018.** Yes No
Please provide a tentative list of courses for each semester, including summer, with credit hours, and include any plans for any other appointments.

Please attach a current version of your brief biography for use on the SGF web site and in other publications.

This form must be received by May 12, 2017, in order for next year's appointments to be processed. Please return to: Self Graduate Fellowship, 1450 Jayhawk Boulevard, 158 Strong Hall, Lawrence, KS 66045. You may also submit it electronically to: sgf@ku.edu.