Graduate Award Policies at ESM

The principal purpose of the Eastman School’s Graduate Awards program is to support the School’s most outstanding graduate students by bringing them into contact with the rest of the School, University, and Rochester communities in a manner that will be of greatest benefit to all concerned. This purpose is achieved by assigning to Award recipients activities that will capitalize on particular strengths of their previous training and develop skills for their future professional activity.

Graduate Award Contracts:

Graduate Awards are academic-year contracts between the student and the school granted by the Senior Associate Dean of Graduate Studies, acting on the basis of recommendations made by the School’s various departmental chairs. They normally consist of two elements noted below. The stipend and tuition scholarship portions of the Graduate Award are inseparable (a student may not accept one portion and decline the other):

1. A stipend for services rendered to the School; this is considered taxable income to the student.
   a. These earnings are paid via the University’s payroll process. Stipends will be paid in equal installments twice monthly, September 15 through May 15.

   b. **NEW Graduate Award holders:** you must complete an I-9 form in the Financial & Human Resources Office (10 Gibbs Street, Room 250). To be in the Payroll system to receive your first payment on September 15 you must complete your I-9 no later than Thursday, August 27th.

   c. Foreign students must obtain a U.S. Social Security number and create an account in the GLACIER tax reporting system in order to be paid. Please visit [http://www.iso.rochester.edu](http://www.iso.rochester.edu) for more information.

   d. Signing up for direct deposit is strongly encouraged. You will be able to sign up after September 1st through the Human Resource Management System ([http://www.rochester.edu/people](http://www.rochester.edu/people)). Returning students will need to renew Direct Deposit at the start of the new academic year (unless employed by the University during the summer break).

2. A tuition scholarship in the form of partial or full tuition-remission. This portion is not taxed.

Conditions for Recipients of Graduate Awards:

A Graduate Award holder is not required by the School to enroll as a full-time student, though the student must make satisfactory academic progress toward degree completion during the period in which s/he holds an Award. Satisfactory academic progress is discussed under section 5.06 in the [Academic Policy Handbook](#). Students who successfully complete less than 50% of their attempted coursework in a given semester or accumulate grades of “C” in 6 credit hours (masters) or 3 credit hours (doctoral) over the course of their programs are considered to have an unsatisfactory record, will be placed on Financial Aid Warning status, and may not hold a Graduate Award. To maintain eligibility for Graduate Awards, students must also adhere to the Academic Integrity Policy, earn a grade of B- or higher in any lessons on their primary instrument, pass any required performance juries, and carry out their assigned service to the school. Assuming that the student’s Award requires her/him to provide service to the School in return for the Award’s financial support, the School, in consideration of the work-time required by the Award, will classify the Award-holder as a full-time student if s/he is carrying nine (9) or more credits in a given semester.

Assuming satisfactory academic progress and satisfactory discharge of the duties of his/her Graduate Award, a student will be given favorable consideration for continuation of the Award during the subsequent year on the basis of the following:

1. A maximum of four semesters of support during work on a master’s, or a maximum of six semesters of support while pursuing a doctoral degree.

2. A maximum of ten semesters of support during graduate study at the Eastman School of Music for students who pursue the master’s degree and continue in the doctoral program.

Graduate Awards are not available to support summer study.

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