Science Technology Engineering and Math Fellowship (STEM)  
Frequently Asked Questions

1. Is there a date past which the Office of the Provost does not accept STEM checklists? 
   The Office of the Provost does not accept STEM checklists after Census Day.

2. What forms are included in the STEM packet? 
   The STEM packet contains three forms (and a fourth, if applicable):
   1) STEM checklist 
   2) STEM Disbursement Form 
   3) STEM Student Acknowledgment Form 
   4) STEM exception forms (if applicable)

3. Where are the STEM forms located? 
   - The STEM checklist is electronic and is located on the Research Profile website, which may be accessed at https://www.uta.edu/ra/real/index.php.
   - The STEM disbursement form and acknowledgment form are located on the Office of the Provost website at http://www.uta.edu/provost/forms.php.
   - Graduate Assistantship exception forms are found on the Office of Graduate Studies website at http://grad.uta.edu/faculty/forms/.

4. What is the process for the STEM paperwork? 
   Please see STEM Procedure document found on the “forms” page of the Office of Provost website.

5. What do I do if my faculty decides to switch a STEM student from a GTA to GRA or vice versa? 
   - If the checklist has been final approved please contact the Office of the Provost to have the checklist returned to you.
   - If the checklist is still routing please recall the checklist and make the necessary changes to change the student to the correct assistantship: GRA, GTA, or combo GRA/GTA.
   - If the STEM fellowship account will be changing the department needs to complete a new disbursement form with the proper account listed and forward to the Office of the Provost. Be sure to change the GAS indicator in My Mav.

6. What do I do if the STEM account is changed? 
   Notify the Office of the Provost by e-mail. You will receive instructions.

7. What happens if the STEM paperwork has been submitted and a student is a no show or decides to not be a GRA/GTA? 
   The Administrative Assistant that processes STEMs needs to notify the Office of the Provost and the Office of Graduate Studies by email as soon as possible so that we may cancel the student’s STEM fellowship.

continued...
8. How do I request an extension for a student who has reached the three-year limit for the STEM fellowship?

   On the STEM checklist, check “yes” for this question: “Has it been three or more years since the student first received the STEM fellowship? Consult with the student’s supervising professor to provide detailed answers to the form’s questions, including a timeline for progress toward the degree. Provide details evidencing that the student will in fact graduate in one year. Examples of what to include might be dates of completed diagnostic/comprehensive exams, as well as expected dates to complete research, analyze data, work on dissertation, submit request to defend, defend dissertation, submit final draft to Graduate School, etc. If the student has experienced or expects to experience any delays in research, that information should be included as well.

9. How do I request an exception for a student who has exceeded 99 doctoral hours and 14 long semesters?

   On the STEM checklist, check “yes” for this question: “Has the student been previously enrolled as a graduate student for 14 or more long semesters, AND has the student accumulated more than 99 semester credit hours of doctoral study?” Download the 99 Hour Extension Request form from the Office of Graduate Studies website (http://grad.uta.edu/faculty?page=facultyForms). Consult with the student’s supervising professor to complete the form. Obtain signatures from the supervising professor, graduate advisor, and student. Submit completed form to the OGS Financial Support Coordinator, Box 19167.

10. Must Summer STEM graduate assistants work the entire Summer semester, or are they permitted to work only one Summer session?

    STEM GTAs may work only one Summer session (Summer I or Summer II) and still receive the tuition benefit. This is because the workload of a GTA in a five week session is similar to a GTA in an eleven week session due to longer classes that meet every day. STEM GRAs, on the other hand, are expected to work the entire semester (Summer 11 week).