Dissertation Completion Fellowship (DCF) Policies and Expectations
1 Semester of Support Award

Purpose:
- The Missouri S&T Dissertation Completion Fellowship Program is a competitive, campus-wide program that awards a one-year fellowship to outstanding doctoral students in the final semester/year of their program. The fellowships are designed to support dissertation and scholarly writing and encourage timely completion of a doctoral degree. Successful candidates will be notified in June 2015, with the fellowships beginning in Fall 2015. DCF recipients cannot hold any other concurrent fellowships or graduate appointments while receiving the DCF award. Recipients are required to attend a dissertation writing boot camp and serve as a mentor to other graduate students.

Fellowship Benefits:
- The Dissertation Completion Fellowship includes $9,000 in fellowship support for the Fall 2015 semester. Additionally, tuition and fees is fully paid during this fellowship semester. The total value of the Dissertation Completion Fellowship exceeds $20,000 (including stipend, tuition, and required fees).
- Attend a dissertation writing boot camp and serve as a mentor to other graduate students.

Eligibility
- Currently enrolled as a full-time on-campus doctoral student at S&T
- Have completed and passed the comprehensive exam by April 30, 2015
- Plan to complete final defense and submit library ready dissertation copy on or before July 29, 2016

Policies and Guidelines:
- DCF is contingent on being a current, on-campus, full-time doctoral student at Missouri University of Science and Technology and having passed the comprehensive exam by April 30, 2015.
- All DCF funding will be for a maximum of 1 year of financial support (starting in fall) usable over a one year period.
- All courses covered by the fellowship must be included on the DCF recipient’s “Appointment of Advisory Committee and Program of Study” (Graduate Form 5/5A).
- DCF can only be used to enroll in on-campus courses offered by Missouri S&T. The fellowship will not cover distance education courses or sections.
- The DCF fellowship will be retracted if the DCF recipient accepts an external position, such as a co-op, internship, etc.
- DCF recipients will be responsible for any late registration fees they may incur.
- Students who have had the DCF retracted for any reason are ineligible to receive the DCF fellowship in the future.
- DCF recipients cannot hold any other concurrent fellowships or graduate appointments while receiving DCF award.
- DCF is awarded to students who are pursuing a specific doctoral program. If the DCF recipient decides to change doctoral programs or change to a master’s or certificate program, then the fellowship is permanently forfeited.
Performance Expectations:

Area 1: Fellowship plan
- DCF recipients are expected to use advice from faculty advisors and others to develop a detailed plan for completion within one year, with specific dates outlined.
- DCF recipients should discuss progress, up-to-date plan of study, and degree completion timeline with faculty mentors and program directors each semester. It is the responsibility of the student to maintain an updated Graduate Form 5/5A with the Office of Graduate Studies.
- DCF recipients must submit advisor approved evaluation reports at the end of each semester (forms to be supplied by the Office of Graduate Studies).
- DCF recipients must submit a self-appraisal along with an advisor approved evaluation showing satisfactory progress toward degree completion by July 29, 2016 as well as dissertation writing progress to the Office of Graduate Studies each semester (December 15 and May 15). If student does not show satisfactory progress as per the advisor evaluation the DCF fellowship will be terminated.

Area 2: Final Defense and Dissertation
- DCF recipients are expected to consult faculty advisors and committee members to structure the timely writing and submission of the dissertation.
- DCF recipients are expected to attend a Thesis/Dissertation Boot Camp (offered through the Office of Graduate Studies) during the first semester of their fellowship period.
- DCF recipients must successfully defend the dissertation and submit the final dissertation by July 29, 2016.

Area 3: Program Evaluation
- DCF recipients are expected to cooperate in program-level evaluations conducted by the Office of Graduate Studies and/or Missouri S&T.
- DCF recipients are expected to provide suggestions/comments regarding the DCF program to the Office of Graduate Studies, and faculty mentors.
- DCF recipients are expected to respond to requests from Missouri S&T for information about publications, grants and other achievements.
- DCF recipients are encouraged to update Missouri S&T on various aspects of their employment history, professional activities and accomplishments, participation in international research collaborations, and other information helpful in evaluating the impact of the program.

Office of the Vice Provost for Graduate Studies
320 W. 12th Street
G-8 Norwood Hall
Rolla, MO 65409
grad@mst.edu
573-341-4141