TO: All Students in the MAE and MAWP Programs

FROM: Marc Schell, Assistant Director of Graduate Programs

DATE: April 15, 2020

RE: 2020 Spring Quarter Partial Tuition Scholarship Awards

The M.A. in English and M.A. in Writing and Publishing programs are offering Partial Tuition Scholarships (PTS) to recognize the outstanding academic achievement of students in the English department’s two graduate programs. Partial Tuition Scholarships provide a partial reimbursement for tuition paid for 2020 spring graduate courses in English taken toward the MAE and MAWP degrees.

You are eligible to apply for a PTS award if:

* You have already completed at least two English graduate courses toward your MAE or MAWP degree
* You are enrolled in one or more English graduate classes for the current fall term
* You have a cumulative grade-point average of 3.7 or higher
* You are paying your own tuition and fees (without financial assistance from any grant or scholarship agency or employee reimbursement program, **including a Double Demon** **Award**–student loans are okay.)

**Please note that only graduate classes offered through the English department (ENG courses) are eligible for PTS funding**. Courses offered through other departments and courses over and above those needed for MAE/MAWP degree completion are not covered by these awards. If you drop a course after receiving a PTS Award for it, you will be required to pay back the amount of the award.

To apply, open the application attachment, save it as a Word document, complete the form, and then send it as an attachment in an e-mail to Marc Schell, Assistant Director of Graduate Programs in English, at mschell2@depaul.edu

The deadline for applying for PTS awards for the 2020 Spring Quarter is **Friday, April 24th**. All requests for PTS awards must be made electronically, and they must be sent via email. Copies of this memo and of the application can be found on the MAE and MAWP D2L sites under “Content.” They will also be posted in Ex Libris.

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Please note that if you decide to apply to change your grading system to pass/fail for the spring 2020 quarter, this will affect your GPA and thus may make you ineligible for **Partial Tuition Scholarships** next year during Fall quarter. Partial Tuition Scholarships have a minimum 3.70 grade point average requirement in order to apply.

Additionally, students are only eligible to apply for partial tuition scholarships after the completion of two courses resulting in a GPA of 3.70 or better. If this is your first quarter at DePaul, selecting pass/fail will make you ineligible to apply for Fall 2020 PTS awards. Once normal grading would resume on the 4.0 scale, you would then be eligible in Winter 2021 assuming you meet the requirements.

If you have any questions about making this decision, please contact your program advisor.

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You will be notified of an award decision within two weeks after the deadline.

APPLICATION DEADLINE: No later than **Friday, April 24th**