Subject: Financial Assistance

Policy Number: MPHP&P-14

1. Background

The University has a variety of opportunities for financial assistance including:

- Financial Aid
- Work Study Program
- Graduate Assistantship
- Scholarship (Refer to MPH Scholarship policy)

2. Policy

**Financial Aid:**
Graduate students seeking financial aid must submit a request to the University Financial Aid Committee. Please refer to AUB Catalogue (Policy on Financial Aid)

**Work Study Program:**
Please refer to AUB Catalogue for the Policy on Student Employment. Special conditions apply to graduate students.

**Graduate Assistantship:**
The graduate assistantship (GA) in FHS is granted each term based on academic performance not financial need.

For eligibility and scope of GA coverage, please refer to the following table:
<table>
<thead>
<tr>
<th>Priority</th>
<th>Category</th>
<th>Student Status</th>
<th>GA Application Status</th>
<th>Look at average</th>
<th>Number of credits taken in previous semester</th>
<th>% GA granted*</th>
<th>Cut off average</th>
<th>Remarks/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1</td>
<td>New</td>
<td>New</td>
<td>admission average</td>
<td></td>
<td>50%*</td>
<td>&gt;= 80</td>
<td>only 50% given because: 1- for new stds, first semester is a tough semester -2- need to test the stds since the admission averages are converted.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Continuing</td>
<td>New</td>
<td>semester average</td>
<td>&lt; 9 for MS &lt; 12 for MPH</td>
<td>50%</td>
<td>&gt;= 80</td>
<td>we are treating this category like new students in %GA granted and cutt off average - but taking their semester average as opposed to admission average</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Continuing</td>
<td>New</td>
<td>semester average</td>
<td>&gt; or = 9 for MS &gt; or = 12 for MPH</td>
<td>50%</td>
<td>80-86.9</td>
<td>We are treating these student in combination between new and continuing GAs - we do not grant 100% since new GAs. We do not go below 83 average since they are New GAs but we accept to give 50% OR 75% since we have a history of a full time semester at FHS</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
<td>Continuing</td>
<td>Continuing</td>
<td>semester average</td>
<td>&gt; or = 9 for MS &gt; or = 12 for MPH</td>
<td>50%</td>
<td>80-86.9</td>
<td>% coverage is proportional to grade, reward high achievers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75%</td>
<td>87-89.9</td>
<td>Granting a 75% is justifiable because if we only grant 50% we might have a surplus of GAs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>&gt;= 90</td>
<td>It is recommended that faculty members are granted a 50% or a 75% GA but not 25% GA whenever possible.</td>
</tr>
</tbody>
</table>

* New students who apply for GA and who received their previous degree with high distinction and/or are holders of distinctive award(s) might be eligible for more than 50% coverage
Applying the above-mentioned GA criteria is conditional on the following:

1- All GA applicants have to be full-timers (9 credits for MS and 12 credits for MPH) in the semester they are applying to.

2- The %GA granted and the cut off average is determined by the distribution of GAs in the 4 categories, the graduate revenue in that specific semester, and the evaluation of the GA supervisor. If the evaluation of the GA supervisor is poor, the student will receive a Dean’s warning and he/she may be prevented from being granted GA, or the % GA to which he/she is eligible may be reduced.

3- Priority is given to continuing students and/or GAs.

4- Students who stopped the program and apply for a GA when they rejoin will be considered to fall under category 2 or 3.

5- MPH and MS students completing their last credits who may not fulfill criteria 1 (full-time load) will be treated similar to the 4th category. For MPH: last credits refer to credits remaining in the program that exclude the practicum. The semester in which the last credits are taken should not include the practicum.

6- In order to support MS applicants and since the number of credits is lower in MS programs (30 credits vs. 36 credits in MPH), the thesis is covered.

7- Students, who are advised by their academic advisor and by the GPHP administrative team to drop a course in which they are not performing well, and who consequently go below the minimum allowed credit load for GAs, will not be allowed to benefit from more than 50% GA in the subsequent term (category 3). The GA will not be retrieved for the current term.

**Related Policies**

- Scholarship Policy

1. **Procedures**

Refer to AUB Catalogue for procedures of the Financial Aid and Student Employment.

**Graduate Assistantship**

a. New students submit a GA application form along with their application to the MPH program which is forwarded to the SSO.
b. Continuing students submit the GA application to the SSO on a semester basis.

c. SSO summarizes data on the GA applications

d. At the end of every semester, SSO sends evaluation forms to GAs and their supervisors. SSO analyzes the filled forms and results are reviewed by the administrative coordinator and are made available for review to the Graduate Studies Committee.

e. The GPHP administrative coordinator reviews the summarized data on applicants and submits the recommendations on GA selection to the Graduate Studies Committee for approval.

f. The recommendation on GA selection is dependent on the student performance and on the evaluation of the GA supervisor (whenever applicable).

g. The GPHP administrative coordinator assigns GAs to departments in light of the following:
   • The lines requested by departments
   • The students’ concentration
   • The ranking/priority of departments as listed by the student on the GA application form
   • The prior GA placement of the student (for continuity purposes)
   • The evaluation and comments of the GA supervisor
   • The evaluation and comments of the student
   • The undergraduate background of the student (mainly for the allocation of the MLS and EH departments)

h. Final decision on GA assignment/allocation to departments is made by the Graduate Studies Committee.

1. Latest Revision

   Date last approved by the GSC: March 13, 2012