



The Graduate School  
New Mexico State University  
P.O. Box 30001 MSC 3-GS  
Las Cruces, NM 88003-8001  
Phone: (575) 646-5746 • Fax: (575) 646-7758

Date: February 19, 2018  
To: Department Heads and Graduate Directors  
From: Denise H. Esquibel, Ph.D.  
Assistant Dean, Graduate Academic Affairs  
Re: Nominations for the New Mexico Higher Education Department  
Fellowship/Assistantship

**Deadline date for nominations: March 16, 2018**

The Graduate School administers one of the fellowships of the New Mexico Higher Education Department. The purpose of the fellowship/assistantship is to “increase graduate enrollment in the state’s public universities of students from groups underrepresented in graduate education” (Title 5 Post-Secondary Education, 5.7.15 NM Administrative Code). Underrepresented groups include women, minorities, the visually handicapped, the physically disabled and other groups that have are underrepresented in their field of study. Applicants must be U.S. citizens or permanent U.S. residents. Priority is given to New Mexico students from those groups with the most severe under-representation and students with the greatest financial need” (5.7.15.NMAC).

The award is for underrepresented students in any graduate department at the master’s or doctoral level at NMSU. The selected student must be admitted to your program prior to applying for this award. This fellowship/assistantship provides stipends of \$7,200 per academic year. Students are required to work to receive this fellowship. Departments are required to: a) use their graduate assistantship budget to bring the amount of the award up to the current salary of a graduate assistant that is working 20 hours per week, and b) provide a 20-hour graduate assistantship to the student while they receive the NM Higher Education Department award. For the total salary amount, please refer to NMSU human resource web site at [https://hr.nmsu.edu/wp-content/uploads/2016/07/C I Salary Table Grad Assist.pdf](https://hr.nmsu.edu/wp-content/uploads/2016/07/C_I_Salary_Table_Grad_Assist.pdf). Please be advised that the salaries are subject to modification by the Board of Regents.

Fellowships are available for 2 years for master’s students and 4 years for doctoral students. Eligible nominees will be judged using the following criteria:

1. Nomination Letter from Department Head or Graduate Director.
2. Statistics to show that the applicant is underrepresented in the field of study (if you nominate a female student, provide the percent of female students currently enrolled in your program of study).

3. Financial need: **in order for the student to establish financial need, students must complete a Free Application for Federal Student Aid (FAFSA)** form available in the Financial Aid Office. This form is **not** to be returned to the Graduate School. The form must be mailed to the Federal Student Aid Programs, address listed on the application or submitted via computer at the Financial Aid Office. The results will be sent to the student and the Financial Aid Office. Students must have a complete FAFSA form with NMSU. Second, they must be approved by the NMSU Financial Aid Office to be considered for this award.
4. Complete and submit: NM HED Fellowship/Assistantship Form and supporting documentation.

Department Heads or Graduate Directors wishing to nominate eligible students for this fellowship should provide evidence relating to the criteria stated above along with their endorsement and a copy of the student's transcripts.

Nominations will be accepted until March 16, 2018.

**Students must file a Federal Student Aid form each year and be approved to receive financial aid to remain on the NMHED fellowship. Students who do not file a FAFSA form will be dropped at the beginning of the semester from the program. Students will also be dropped if their grade point average goes below a 3.0.**

Please contact us if you have any questions at 646-5746.



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**NM HED Fellowship/Assistantship  
 Form Nomination Deadline 03-16-2018**

Student Name:

Aggie ID:

Degree Program:

Department:

GPA: Undergraduate:

Graduate:

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Requirements for Nomination  
 (Initial and submit supporting documentation)

*NOTE: Master's degree students will receive up to 2 years of support; doctoral degree students will receive up to four years of support. The fellowship provides stipends of \$7200 per academic year to supplement GA stipend from the department*

- \_\_\_\_\_ Candidate **has applied** and **has been accepted** by the department
- \_\_\_\_\_ Beginning semester will be Fall 2018
- \_\_\_\_\_ Cumulative GPA of 3.0 or higher
- \_\_\_\_\_ Copy(ies) of transcript(s) attached to nomination letter
- \_\_\_\_\_ Candidate must be a U.S. citizen or permanent resident
- \_\_\_\_\_ Candidate is a resident of New Mexico \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ Candidate is from an underrepresented group (statistics attached to nomination letter to show that the applicant is underrepresented in the field of study)
- \_\_\_\_\_ Candidate has completed a FAFSA in order to establish financial need
- \_\_\_\_\_ Candidate will be offered a 20-hour graduate assistantship within the department for the duration of the award

\_\_\_\_\_ Department Head Signature

\_\_\_\_\_ Date