



Thomas W. Smith Academic Fellowship Guidelines Summary for Applicants

This summary is intended for informational purposes to applicants. A full document with detailed guidelines and requirements of the fellowship is provided to selected applicants which must be signed to accept the fellowship terms. At that point, a selected applicant becomes a Smith Fellow.

Award Amounts

The award amounts are as follows:

Full-time	\$4,000 per semester (12+ credits)
¾-time	\$3,000 per semester (9-11credits)
Part-time	\$2,000 per semester (6-8 credits)

The award amount you receive may change from semester-to-semester, based on multiple factors, including: the number of credits for which you are registered; an evaluation of your completed and remaining credits; your grades; prior award amounts for this Fellowship; and other aspects of your academic progress and participation in the program that would satisfy your maintenance of eligibility for the Fellowship. Fellowship award payments are issued directly to you after a review of your academic record. You are, therefore, still responsible for paying your tuition bill on time.

Award Eligibility

Fellowship awards are dependent upon the availability of funds. If funds remain available, your participation in the Fellowship will be automatically renewed until you have completed all degree contract credits in place at the time you were named a Smith Fellow. Each semester, the award is issued after receipt of your grades from the previous semesters and a review of your overall academic performance. Should your grades or any other aspect of your academic performance result in you being placed under academic review, you will forfeit your eligibility to receive Fellowship funding. Before you can receive your award, we must also verify your course registration information. Be advised that awards will not be issued to students who have incomplete courses (INC) on their record. Furthermore, if one or more INCs extend beyond the following semester, the student forfeits funding for the semester even if the INC(s) is/are completed for a letter grade at a later time.

In accordance with CUNY BA program requirements, you must submit your AOC form(s) before the end of your first semester in the program and complete a graduation audit when you have

90 or more credits. The Smith Fellowship funds minimum degree requirements, which typically means around 120 credits. Therefore, CUNY BA has the right to determine funding eligibility after you earn 120 credits. In most cases, Smith Fellowship funding terminates when a student has reached 120 credits. If you are a CUNY BA student who is also a student of the Macaulay Honors College and you receive 5th year funding from Macaulay Honors College, please note that the Smith Fellowship will not extend to cover that 5th year of college. Smith funding will terminate when you reach 120 credits.

Attendance and Service Requirements

As a Smith Fellow you are required to attend an orientation session, and other events and ceremonies throughout the semester. In addition, each Fellow is expected to commit three hours of service to CUNY BA each semester. This may include help with organizing events, social media engagement, sharing details about CUNY BA with other students and other program initiatives. Another way to fulfill your service requirement is to become a CUNY BA Peer Mentor.

End of Semester Report

At the end of each semester, you are required to submit a 1-page report describing your accomplishments and challenges during the semester and your use of the award, including an indication of your academic plans for the next semester. Your report should also include details about how you fulfilled the service requirement for the Fellowship (see the Attendance and Service Requirements section above).

Please email us at scholarships@cunyba.cuny.edu if you have any questions about the application process and fellowship guidelines and requirements.