The Rev. John P. Raynor, S.J. was president of Marquette University from 1965 to 1990. The Raynor Fellowships are funded by an endowment created by members of the President’s Council. As a fitting tribute to Fr. Raynor, the donors specified that the fellowships be awarded to promising graduate students to engage in advanced study and research in order to prepare themselves for professional lives of service to their community and country.

Number of Awards Available
Two fellowships for doctoral students completing their dissertations; 1 fellowship for master’s students.

Value of Awards
- A Ph.D. award is comprised of 10-month stipend and a tuition scholarship. Stipends are approximately $20,000 but the actual amount depends on the earnings of the endowment and will be determined by the fellowship review committee and the Graduate School. The scholarship will provide $100 per semester to pay for continuation course charges only.
- A master’s award will consist of a stipend supplement to another already existing full unnamed graduate assistantship. The supplement will be approximately $4,000. The actual amount of the stipend depends on the earnings of the endowment and will be determined by the fellowship review committee and the Graduate School.

I. NOMINATION GUIDELINES
A. Nomination Deadline (the 2nd Thursday of December)
Nominations for 2016-17 awards are due in the Graduate School by 4:00 p.m., Thursday, December 10, 2015.

B. Nominators
The administrator of each graduate program; i.e., department chair, program director, or dean will make nominations.

C. Number of Nominations Accepted
Each graduate program may nominate one student for a Raynor Fellowship. It is understood that for master’s students, one of the unit’s regular full graduate assistantship positions will be held for the student to make up the complete award. The department full financial aid package must consist of a minimum $15,650 10-month stipend and 18-credit tuition scholarship. Only students virtually certain to graduate should be nominated. It is expected that doctoral departments will nominate a doctoral student. However, if there are compelling reasons to nominate a master’s student, approval from the Dean of the Graduate School should be sought in advance.

D. Interdisciplinary Ph.D. Restrictions
One interdisciplinary Ph.D. student may be nominated. Directors of these programs who wish to nominate a student should notify the Dean of the Graduate School by November 15. If more than one director wishes to make a nomination, the director allowed to nominate will be decided by lottery.

E. Nominee Eligibility
Students nominated must meet the following minimum requirements:
1. **Doctoral Students**
   Applicants who have met prerequisites d and e below at the time of nomination will have an advantage over those who anticipate completing them in the coming year. The review committee will take into account applicants’ senior program progress when ranking the applications. Doctoral students must:
   a. Have no doctoral grade less than B;
   b. Have passed the qualifying examination by the time of nomination
   c. Have been advanced to candidacy by the time of nomination
   d. Have an approved doctoral program planning form on file by the time they begin the fellowship (August);
   e. Have an approved dissertation outline on file by the time they begin the fellowship (August);
   f. Show excellent potential for a distinguished academic or professional career;
   g. Plan to be a full-time student resident at Marquette University during the fellowship year;
   h. Not accept any outside employment during the term of their fellowship. Other previously accepted Graduate School assistantships or fellowships for the same term must be resigned before commencing the Raynor Fellowship.

2. **Master’s Students**
   a. Must have an outstanding undergraduate record;
   b. Must have a GPA of at least 3.75 in their graduate courses with no grade less than a B;
   c. Must have completed the equivalent of one semester of full-time course work (the current fall semester can be used, contingent on the grades for the semester) and be enrolled full-time in the following spring semester;
   d. Must show great potential for excellence in doctoral studies or for a distinguished professional career;
   e. Must plan to be a full-time student resident at Marquette University during the fellowship year.

F. **Required Nomination Documents and Instructions**
   Nominations will include the following items:
   1. **A completed Nomination Form from the program administrator.**
      This is a three-page document.
      a. **Page One:** Nominator should answer all questions completely.
      b. **Page Two:** Nominators should write a narrative rather than a list, or bullet points. Past applicants whose nomination forms were more descriptive held an advantage over applicants whose departments simply listed accomplishments.
      c. **Page Three:** The student’s resume must be typed on this page of the nomination form. The form is available on the Graduate School’s financial aid forms Web site. Go to [http://www.marquette.edu/grad/finaid_forms.shtml](http://www.marquette.edu/grad/finaid_forms.shtml).
      **Tip:** If referencing journal articles, the review committee would appreciate knowing if an academic journal is particularly prestigious.

   2. **Two letters of recommendation.**
      The letters should be from people other than the nominator. One letter must be from the student’s major professor or academic adviser if he or she is not the
nominator. The nominee’s potential for a distinguished scholarly career should be addressed.

Tips:
- If stating the student is “one of the best” students the recommender has worked with, provide concrete examples.
- Committee reviewers find it helpful to know the number of graduate students letter writers have taught or advised.
- Letter writers should remember to focus on the students’ work rather than on their own.

3. A written statement by the nominee.
   This statement is written by the student and is separate from the three-page nomination form completed by the student’s department. The statement should be no more than two single-spaced pages in font no smaller than 12-point. The statement should address the nominee’s:
   - Accomplishments to date
   - Current academic work and dissertation research (define the importance of your project, and your contribution to your academic discipline).
   - Plans for the future
   Further, the statement should be readable and understandable to scholars who are not in the student’s own specialty. Technical jargon should be avoided and may disadvantage the candidate. It is important that nominees who have held other graduate fellowships and assistantships also describe the progress made on their dissertations since passing their qualifying examinations.

4. Departments must submit 6 complete nomination packets to the Graduate School (one original and 5 photocopies of all materials in the nomination packet—items 1 – 3 above).
   Please note the following:
   - Nomination documents submitted to the Graduate School should be stapled but should not be bound in any other manner (e.g., plastic report covers, spiral bound, etc.).
   - Articles or publications may be included with the nominations but five photocopies must be submitted. If the publication is a book, or a very large document, you do not need to submit five copies. Rather, note on page three of the nomination form in the Publications section that the article is available for review in the student’s Graduate School admission file where it will be maintained for the committee to review. Articles or publications will be returned to the student, if requested, after the fellowships are announced.

II. AWARD GUIDELINES – Selection of and Announcement of Awards
   A. Selection Committee
   The selection committee consists of:
   - Three faculty members
   - The dean of the Graduate School
   - A distinguished panelist from the broader MU community

   The selection committee reserves the right to make an award to a Ph.D. candidate a supplementary award to one of the department’s regular, full financial aid packages. Should this case arise, the committee will contact the nominating unit to work out details.
B. **Access to Nominee’s Academic Records**
The Graduate School will provide the selection committee with access to each nominee’s Graduate School file (including grades and all nomination documents).

C. **Announcement of the Fellowships**
The Fellows will be announced about February 15.

D. **Supplemented Awards for Master’s Students**
The graduate program must commit the assistantship or fellowship to be supplemented by a Raynor Fellowship for master’s students. Such **full aid packages** must consist of a minimum $15,650 10-month stipend and 18-credit tuition scholarship. Eligible packages include:

- University research assistantships and fellowships
- Teaching fellowships
- Teaching assistantships (only if the department has none or very few fellowships or research assistantships).
- Research assistantships supported by relatively anonymous federal or industrial funds; e.g., NSF, NIH, NASA

Note: Smith and Schmitt Fellowships cannot be supplemented since they are named fellowships.