



MUSCOGEE (CREEK) NATION  
DEPARTMENT OF HIGHER EDUCATION  
TRIBAL GRANTS INFORMATIONAL HANDBOOK  
DOCTORAL PROGRAM STUDENTS



DEPARTMENT OF EDUCATION AND TRAINING

The Muscogee (Creek) Nation Department of Higher Education administers seven total supplemental grant programs to assist enrolled citizens with college expenses at the undergraduate and graduate levels that will enable successful graduation from their higher education institution.

*Hesci! Hello!*

*The Muscogee (Creek) Nation Department of Higher Education would like to congratulate you on your decision to attend an institution of higher learning! College is a great time to gain new networks, friendships, and educational experiences that will benefit you in the future. Our department's goal is to assist you with supplemental funding that will be used for educational expenses.*

*Please review the following information in this handbook, which includes deadlines, requirements, and frequently asked questions. **REMINDER:** Our grants do not cover 100% of higher education expenses. Students are urged to continue seeking additional funding sources to assist with institutional costs.*

*If you have any questions, we invite you to contact our office at: (918) 732-7661 or email: [highered@mcn-nsn.gov](mailto:highered@mcn-nsn.gov). Good luck with your progression through higher education!*

*Onward!*

*-Muscogee (Creek) Nation Department of Higher Education Staff*



## DOCTORAL DEGREE PROGRAM

### APPLYING FOR PROGRAM:

New students will be required to complete an online application to determine eligibility of program. The following documentation is required:

1. A Complete Online Application
2. Copy of Tribal Enrollment Card
3. Education Program Degree Plan/Plan of Study
4. Copy of Transcript Showing Most Recent Degree Earned
5. Letter of Acceptance to the Doctoral Program from an Accredited College/ University
6. Submit a Signed Copy of Enrollment Verification with your Class Schedule

### **ONLINE APPLICATION ENROLLMENT DEADLINES:**

#### **FALL SEMESTER:**

**MARCH 1<sup>ST</sup> TO AUGUST 1<sup>ST</sup>**

#### **SPRING SEMESTER:**

**NOVEMBER 1<sup>ST</sup> TO DECEMBER 15<sup>TH</sup>**

**\*\*\*Submit Required Documentation to Ms. Durden and the department email ASAP**

**([cdurden@muscogenation.com](mailto:cdurden@muscogenation.com) and [highered@muscogenation.com](mailto:highered@muscogenation.com))**

### TO MAINTAIN ELIGIBILITY, STUDENTS MUST:

- Remain on degree plan as assigned by advisor
- Provide official transcript at the end of each semester
- Provide a class schedule for each term
- Must remain in good standing with college/ university

### **CONTINUING STUDENTS: OFFICIAL TRANSCRIPTS**

#### **AND NEXT TERM CLASS SCHEDULE DEADLINES**

**FALL SEMESTER TRANSCRIPTS ARE DUE BY JANUARY 31<sup>ST</sup>**

**SPRING SEMESTER TRANSCRIPTS ARE DUE BY JUNE 30<sup>TH</sup>**

#### **AWARD AMOUNTS:**

After eligibility is determined, awards will be completed upon review of the financial needs analysis that is finalized by the university. The award will be sent directly to the school to use towards tuition, books, and fees as determined through the financial needs analysis that is sent to your institution from our office. The awarded amount for a year will be up to \$14,000 or \$7,000 per semester.

#### **PROGRAM PROBATION AND SUSPENSION:**

Students that have been funded for the Doctoral Degree Program are required to maintain the hours in which they were funded for and maintain good standing with the college/ university. If the student withdraws from the funded hours, or fails to maintain good standing status with college/university, the student can be suspended from program. During suspension, student will not be eligible for funding for at least one semester OR until program requirements are met.

### **\*\*\* STUDENT RESPONSIBILITIES \*\*\***

**ALL Students on our Higher Education Grant/ Scholarship Programs are responsible for:**

- **Submitting all Official Transcripts and required documentation to the Post- Graduate Grant Program Coordinator by the deadlines;**
- **Continuing students will submit their Official Transcript from the semester in which they were funded, as well as a class schedule for the upcoming semester to stay eligible for the program**
- **Report any changes in class schedule to the coordinator**
- **Submit a "Student Update Form" if any information changes.**

**\*\*\*Failure to meet requirements may delay or exclude students from funding.**

## FREQUENTLY ASKED QUESTIONS:

**Q. *How do I get an Application?***

A. All applications are available online **ONLY** during enrollment dates at:

<https://www.muscogeenation.com/services/education-training/higher-education/>

\*\*\*Fall Semester Applications are open March 1<sup>st</sup> to August 1<sup>st</sup>

\*\*\*Spring Semester, Summer Session Applications are open November 1<sup>st</sup> to December 15<sup>th</sup>

**Q. *How do I know if I will receive a grant/scholarship?***

A. If approved, the Higher Education office will notify you with an award letter.

**Q. *Do I apply each semester or each academic year?***

A. You only need to apply one time. However, you do have to send your official transcript at the end of each semester, along with a schedule to continue eligibility.

**Q. *Is the Summer Session grant guaranteed?***

A. The Summer Session grant is based on the availability of funds. A student is eligible for the summer session grant if: they have not exceeded the maximum attempted credit hours and will graduate during the summer session or following December.

**Q. *Does Higher Education fund students for additional associates, bachelors, etc.??***

A. No. The Department of Higher Education only funds ONE degree- one associates, one- bachelors, etc.

B. The Department of Higher Education does NOT provide funding for additional, second degrees (2nd associate's, 2nd bachelor's, 2nd master's, etc.) regardless if a student's first degree was not funded by the Higher Education program.

**Q. *When are doctoral program awards disbursed?***

A. Doctoral Program awards will be disbursed during the months of October and November for the Fall term; for the Spring term, students can expect March and April disbursement. Program awards are supplemental and students are recommended to apply for additional financial aid and scholarships.

### **Doctoral Program Advisor Information:**

Christine Durden  
Scholarship Officer  
Manager

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#### **Mailing Address:**

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**Facebook:** MCN Higher Education; **Twitter:** @MCNHigherEd; **Instagram:** @MCNHigherEd