



MUSCOGEE (CREEK) NATION
DEPARTMENT OF HIGHER EDUCATION
TRIBAL GRANTS INFORMATIONAL HANDBOOK
POST GRADUATE GRANT (MASTERS GRANT)



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@muscogeenation.gov. Good luck with your progression through higher education!

Onward!

-Muscogee (Creek) Nation Department of Higher Education Staff



Muscogee (Creek) Nation Department of Higher Education Mission Statement:

The Department of Higher Education will encourage a positive student experience and graduation by providing supplemental financial assistance, and mentoring from our dedicated and experienced staff to student- citizens of the Muscogee (Creek) Nation in pursuing an undergraduate and post- graduate degree.

POST GRADUATE PROGRAM (MASTER'S STUDENT GRANT)

The post graduate program was established to provide supplemental assistance for Muscogee (Creek) Nation student- citizens to pursue a master's degree. The award amount is determined by the number of hours in which the student enrolled up to a maximum of 9 hours. The award rate = \$250 per credit hour. **** Half credit hours will not be considered in the award amount. (Example: student has 7.5 hours, the award will be considered for 7 hours)**

APPLICATIONS:

MCN Higher Education grants applications are available online during open enrollment. Our department ONLY ACCEPTS online applications. Paper copies submissions will NOT be accepted. You will find our applications at: <http://www.mcn-nsn.gov/services/education-training/higher-education/>

ELIGIBILITY CRITERIA:

- Students must be able to provide official transcript showing completion of Bachelor's degree.
- Students must be able to maintain a 3.0 GPA.
- Students that drop up to three credit hours during the semester in which they were funded, will be placed on probation for the following semester.
- Students that drop more than three hours will be placed on suspension for the following semester.

ONLINE APPLICATION AND REQUIRED DOCUMENTATION DEADLINES:

FALL SEMESTER:

APPLICATION DATES MARCH 1ST - AUGUST 1ST

SPRING SEMESTER:

APPLICATION DATES NOVEMBER 1ST - DECEMBER 15TH

ADDITIONAL REQUIRED ITEMS TO BE SUBMITTED FOR A COMPLETED APPLICATION:

- Copy of Muscogee (Creek) Tribal Citizenship Card
- Education Program Degree Plan/ Plan of Study
- Copy of Official Transcript showing Bachelor's Degree Earned
- Letter of Acceptance to the Graduate Program
- Class Schedule
- Submit a Signed Copy of Enrollment Verification with your Class Schedule
- Must Complete Online Graduate Application

CONTINUING STUDENTS: OFFICIAL TRANSCRIPTS DEADLINES

FALL SEMESTER TRANSCRIPTS ARE DUE BY JANUARY 31ST

SPRING SEMESTER TRANSCRIPTS ARE DUE BY JUNE 30TH

***** 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.**



ATTENTION STUDENTS!!!



Please be aware that Tribal Grants and Tribal Incentive Grants are distributed by direct deposit to your bank account.

- 1) **If you have a bank account and fully completed your Higher Education supplemental grants application**, please submit your banking information on the banking update form that will be included on your Automated Workflow email. Complete the form and submit to your grant advisor ASAP.
- 2) **If you do not have a bank account:** Please contact the Higher Ed office at (918) 732-7661 or by email at highered@muscogeenation.com. If you need to do further research, here are some articles that highlight banking institutions that are “student-friendly”:
nerdwallet: <https://www.nerdwallet.com/article/banking/best-banks-for-college-students>
Business Insider: <https://www.businessinsider.com/personal-finance/best-bank-accounts-for-college-students>
Forbes: <https://www.forbes.com/advisor/banking/best-student-checking-accounts/>

***PLEASE NOTE

- Be sure your information on the bank application is legible for the bank review process. If your information is not legible, it may delay the process of your debit card and tribal grant award.

Mvto for your cooperation! If you have any questions, please contact your assigned grant coordinator or the Higher Education Department.

Post- Graduate Grant Coordinator Information:

Christine Durden
Officer Manager

cdurden@mcn-nsn.gov
mataylor@muscogeenation.com

(918) 732-7690
(918) 732-7688

Mailing Address:

Muscogee (Creek) Nation
Attn: Higher Education
P.O. Box 580
Okmulgee, Ok 74447
Phone: 918-732-7661

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

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/higher-education/>

***Fall Semester Applications are open March 1st to August 1st

***Spring Semester, Summer Session Applications are open November 1st to December 15th

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. *What are Academic Probation and Grant Suspension statuses?*

A. Academic Probation occur when: a student earns less than a 3.0 GPA, but at least 2.5 GPA, during the semester; or, student drops three credit hours during the semester in which they were funded.

A.1 Grant Suspension will occur when; students drops below 2.5 GPA during the semester; student that drops more than three credit hours during the semester in which the student received funding; and, student who withdraws (officially or unofficially) without valid reason (medical, personal, etc.).

Q. *In case a student is on Academic Probation or Grant Suspension, what are the procedures for reinstatement?*

A. Reinstatement will occur after student completes the following semester without tribal grant funding and meets required hours and required GPA. The required hours will be determined based on students' previous award amount. Student awarded for full time hours (9+ hours) will be required to complete full time hours during the suspended term; while students that were awarded for part time hours (8 hours or less) will be required to complete part time hours during suspended term.

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 the Post Graduate (Master's Grant) awards distributed?*

A. Awards are distributed year-round; most students should expect awards at mid-semester. Additionally, students need to continue researching and applying for scholarships and grants with their institution and other third party organizations (ex. The American Indian Graduate Center).