



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.com](mailto:highered@muscogeenation.com). 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 is enrolled up to a maximum of 9 hours per semester. The award rate = \$250 per credit hour. Maximum award amount per Academic Year is \$4500. \*\* 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: <https://www.muscogeenation.com/higher-education/>

**REQUIRED ITEMS TO BE SUBMITTED FOR A COMPLETED APPLICATION:**

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

**ELIGIBILITY REQUIREMENTS:**

- Students must be able to provide an Official Transcript showing completion of Bachelor's degree.
- Students must be able to maintain a 3.0 GPA.
- Student must maintain the standards set forth by the university.
- Students that drop up to three credit hours or earns less than a 3.0 GPA during the semester in which they were funded, will be placed on probation for the following semester. Students will receive funding but must meet the required GPA and earned hours during the probation period.
- Students that drop more than three hours or officially withdraws will be placed on suspension for the following semester; student does not meet the required earned hours or GPA requirement during the probation period will be placed on suspension.

**ONLINE APPLICATION AND REQUIRED DOCUMENTATION DEADLINES:**

**FALL SEMESTER:**

**APPLICATION DATES MARCH 1ST - AUGUST 1ST**

**SPRING SEMESTER:**

**APPLICATION DATES NOVEMBER 1ST - DECEMBER 15TH**

## CONTINUING STUDENTS

Official Transcripts are due by the following dates:

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

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

Official Transcripts can be sent in a signed & sealed envelope by the institution, through regular mail by your institution, or sent by the institution's e-script process to [highered@muscoegenation.com](mailto:highered@muscoegenation.com).

Class Schedule must be submitted prior to the upcoming semester.

## 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 deadline.
- 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. The form can be found on the website at <https://www.muscoegenation.com/department-of-education-and-training/higher-education/>

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

## PLEASE NOTE:

Post Graduate (Master's) Grant are distributed by direct deposit to your bank account. Once you have fully completed your Higher Education supplemental grants application, please submit your banking information on the Direct Deposit Form that will be included on your Automated Workflow email. Complete the form and submit to your grant advisor ASAP.

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	<a href="mailto:cdurden@muscoegenation.com">cdurden@muscoegenation.com</a>	(918) 732-7690
Manager	<a href="mailto:mataylor@muscoegenation.com">mataylor@muscoegenation.com</a>	(918) 732-7661

### Mailing Address:

Muscogee (Creek) Nation Higher Education  
P.O. Box 580  
Okmulgee, OK 74447  
(918) 732-7661

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

**POST GRADUATE (MASTER'S) AWARD AMOUNTS**

Number of Hours	Award Amount	Max Award Per Academic Year
9	\$2250	\$4500
8	\$2000	
7	\$1750	
6	\$1500	
5	\$1250	
4	\$1000	
3	\$750	
2	\$500	
1	\$250	

Chart based on funding for fall and spring semesters. Awards are limited to 3 academic years (6 semesters/quarters) for Master's degree students. Master's Grant can be used for tuition, books, tools, supplies, testing or exam fees, or other required expenses related to the cost of attending your chosen institution of higher education.

Summer Session Funding: Summer funding depends on the availability of funds. Student must be receiving the degree that summer or the following semester. Student must submit a letter from their academic advisor of the graduation date and class schedule for summer enrollment. Total maximum award amount for the Academic Year cannot exceed \$4500.

Please be advised that the MCN Higher Education award programs are supplemental and students should continue researching and applying for additional financial aid sources. The supplemental funding (educational benefits) provided through this office is nontaxable under the Tribal General Welfare Exclusion Act of 2014 (P.L. 113-168). Educational benefits include: tuition, room and board, and other education expenses.

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**Higher Education**  
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**(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 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. *What are Academic Probation and Grant Suspension statuses?***

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

A.1 Grant Suspension will occur when; students drops below 3.0 GPA during the semester; student that drops more than three credit hours during the semester in which the student received funding; student who withdraws (officially or unofficially) without valid reason (medical, personal, etc.), or does not meet grant requirements while on probation.

**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 (2<sup>nd</sup> 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).