



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. 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 Post Graduate Grant Application is available on the Muscogee (Creek) Nation Camphouse Portal, <https://login.muscogeenation.com>.

New Student Application Dates:

Fall Semester March 1st - August 1st
Spring Semester November 1st - December 15th

Returning Student Application Dates:

Fall Semester March 1st - August 31st
Spring Semester November 1st - January 31st
(Students currently or previously on the Masters Program must re-apply each semester to continue funding)

NEW STUDENT REQUIRED ITEMS TO BE SUBMITTED FOR A COMPLETED APPLICATION:

- Apply on MCN Camphouse Portal
- 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
- Banking Account Information (funds disbursed as direct deposit to student)

CONTINUING STUDENTS REQUIRED ITEMS:

- Re-apply each semester on the MCN Camphouse Portal.
- Submit Official Transcript at the end of each term.
- Submit class schedule for upcoming term.

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 semester in which the student was 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.

OFFICIAL TRANSCRIPTS

Official Transcripts are due by the following dates:

FALL SEMESTER TRANSCRIPTS ARE DUE BY JANUARY 31st

SPRING SEMESTER TRANSCRIPTS ARE DUE BY JUNE 30th

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@muscogeenation.com.

STUDENT RESPONSIBILITIES

ALL students on the Higher Education Grant/ Scholarship Programs are responsible for:

- Submitting all OFFICIAL TRANSCRIPTS by the deadline.
- All other documents are to be submitted no later than September 30th for the fall semester and March 1st for the spring semester.
- Continuing students must re-apply each semester on the MCN Camphouse Portal.
- 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 MCN Higher Education website.
- Submitting Banking Information: Banking document can be a voided check, bank direct deposit form or bank letter. The document should include student name, bank name, routing number and account number. (Savings accounts are unacceptable). The Post Graduate Master's Grant is distributed directly to the student by direct deposit.

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

Mvto for your cooperation! If you have any questions, please contact the Post Graduate Coordinator or the Higher Education Department.

Post-Graduate Program Contact Information:

Christine Durden, Coordinator	cdurden@muscogeenation.com	(918) 732-7690
Marcia Taylor, Manager	mataylor@muscogeenation.com	(918) 732-7661
Higher Education Department	highered@muscogeenation.com	(918) 732-7661

Mailing Address:

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

FREQUENTLY ASKED QUESTIONS:

Q. *How do I get an Application?*

A. All applications are available **ONLY** during enrollment dates on the MCN Camhouse Portal:

<https://login.muscogeneration.com/>

New Student Application Dates:

Fall Semester: March 1st to August 1st Spring Semester November 1st - December 15th

Returning Student Application Dates:

Fall Semester: March 1st - August 31st Spring Semester November 1st to January 31st

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. Yes, continuing students must re-apply each semester, submit an official transcript at the end of each semester, and a schedule for the upcoming semester to continue eligibility.

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

A. Academic Probation will 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 a student drops below 3.0 GPA during the semester; student 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, 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 from probation occurs if the student earns credit hours funded and meets the 3.0 GPA requirement for the semester funded while on probation. Reinstatement from suspension will occur after student completes the following semester without tribal grant funding and meets required hours and required GPA of 3.0. The required hours will be determined based on students' previous award amount.

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).