



**MELLON MAYS UNDERGRADUATE FELLOWSHIP
STUDENT CONTRACT**

Dear Mellon Mays Fellow:

As a member of Whittier College’s Mellon Mays Undergraduate Fellowship program, you agree to fulfill the following requirements.

1. Maintain a minimum GPA of 3.2 every semester.
2. Register on the MMUF.org portal and complete an annual online survey from the Mellon Foundation.
3. Conduct an individual research project under the guidance of an MMUF Faculty Mentor. Guided research is the foundation of MMUF and provides the opportunity to prepare for advanced scholarly work.
4. Create a Research Timeline that provides an overview of your research activity from the start to the completion of your research project.
5. Submit updated research timelines twice a semester; these timelines report on your progress to date and must be signed off by your MMUF Faculty Mentor.
6. Submit grade progress reports twice a semester, signed by the professor of each course you are taking. You will also be required to submit an unofficial transcript at the start of each semester.
7. Submit required deliverables upon completion of the summer research program, including a plan for graduate school that identifies prospective institutions and their requirements.
8. Submit a complete Research Project (written paper and presentation format) at the completion of the fellowship.
9. Attend all MMUF required/mandatory meetings, including but not limited to:
 - Two 4-week summer **residency** research programs or one residency program in Year 1 and an approved alternative research program in Year 2
 - Bimonthly meetings with the program coordinators
 - MMUF West Coast Regional Conference (**may require travel**)
 - SCCUR, NCUR, and/or field-specific conferences as appropriate (**may require travel**)
 - Family Dinner
 - Recruitment Sessions
10. Attend regular meetings with your MMUF Faculty Mentor (bimonthly)
11. Submit your research project for review and publication to the MMUF Journal.
12. Take the GRE exam no later than August 31st of your graduating year from Whittier College.
13. Within one year of graduating from Whittier College, you must submit a plan for graduate school—identify schools, reach out to faculty for letters of recommendation, etc.
14. Register with the Social Science Research Council upon program completion.
15. Complete the loan forgiveness paperwork and submit it to the MMUF Administrative Coordinator.
16. Complete an exit interview and fellowship and mentorship surveys.
17. Apply and matriculate into a Ph.D. graduate school program in an MMUF Designated Field of Study within 39 months of graduation from Whittier College.

I agree to fulfill the 17 requirements and understand that failure to complete the requirements may result in forfeiting all or a portion of my stipend and may lead to my dismissal from the program.

Fellow Name: _____

Date: _____

Signature: _____