USU Policy: 532 Scholarship Awarding

1) PREFACE
USU’s Division of Student Affairs awards scholarships to the most qualified applicant(s). Student Affairs scholarships require the completion and submission of a scholarship application and all awards are based on the overall strength of the applicant’s application. Awards are based on need, merit, leadership, involvement and/or talent. Student Affairs scholarships assist Utah State in fulfilling its land-grant mission of providing access to quality higher education for deserving students from all walks of life.

The following established procedures are for:

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<tr>
<th>STUD</th>
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2) STANDARDS/DEFINITIONS

1. **Separation of duties**: Appropriately segregate duties such that no one person has control over all aspects of a particular transaction or process.

2. **Use of funds**: Utilize scholarship funds in accordance with appropriate intent or donor restrictions.

3. **Reconciliation of awards**: Business Services will regularly complete a reconciliation of scholarship awards. Department administrators will review the reconciliation. Reconciliation should be done at a minimum of once a semester.

4. **Conflict of interest forms**: Annually, each committee member will complete a conflict of interest disclosure. These disclosures will be retained in ServiceNow.

5. **FERPA training**: Individuals involved in any way with scholarship awarding will be current on FERPA training.

6. **Selection/review/awarding committees**: Adhering to the Arm’s Length Principle, students will not participate in any awarding committee.

7. **Award notifications**: Students must accept on offer via AwardSpring or ServiceNow (Addendum I). Award notifications will include the following:
   a. student name
   b. A number
   c. title of scholarship
   d. awarding period (specifying the semester)
   e. value of award per semester
   f. whether award can be deferred/held
   g. credit and GPA requirements
   h. notification of acceptance deadline and failure to accept by deadline will result in nullification of offer
   i. purpose of the scholarship such as: tuition, fees, tuition & fees, resident portion of non-resident tuition, housing, books, meals, insurance, etc.
   j. “Thank You” letters are required
   k. additional restrictions regarding residency, campus, citizenship

8. **Donor intent**: The division of student affairs will award scholarship in accordance with the statement of agreement.
9. **Awarding parameter establishment:** Committee members establishing awarding parameters are not eligible for said award and may not apply. The following student standards will be met:
   a. must be admitted to USU before applying
   b. must have a minimum GPA of 2.75
   c. recipients are required to write a thank-you letter
   d. Student Affairs will take into consideration other scholarships offered to applicants
   e. award values will be up to plateau tuition (total awards received, including Student Affairs awards should not exceed plateau resident tuition)
   f. if appropriate, prorated schedule will be:
      - 100%: 12+ credits
      - 80%: 11-9 credits
      - 50%: 6-8 credits
      - 0% for less than 6 credits

10. **Essays and interview:** Using the standard essay-grading rubric (Addendum II), essays will only be used after all quantitative filters/indicators have been applied and used for the purpose of a tiebreaker.

11. **Timeline:**
   - **Open:** mid to end December
   - **Close:** second Sunday after Admit Day (for 2020 Admit Day is March 27, 2020, applications will close April 4, 2020)
   - **Filter:** during the first full week of April, Business Services will filter applicants (for 2020 this is April 4 – 10, 2020)
   - **Review:** third and fourth week of April
   - **Award:** last week of April

12. **Appeals:** In the event a student accepts an offer and later is not able to meet the award parameters they may appeal. Appeals are collected through Qualtrics following the established process (Addendum III).

3) **AWARDING STUDENTS**
Scholarships awarded to students who compete with peers for limited funding resources or opportunities through the AwardSpring or Qualtrics application process.

1. **Review Committee:**
   a. Committee member names:
      5 alternating employees, one from each awarding area in Student Affairs Committee
   b. Member affiliation to the awarding unit:
      Benefited USU employee in the awarding unit. Committee members will be part of one review committee all reviewing/scoring the same applications.
   c. Length of committee member service:
      2 years
   d. Training provided to committee members:
      FERPA
      Conflict of Interest
      Review of Statement of Agreement criteria

2. **Awarding Committee:**
   a. Committee member names:
      Nelda Ault
      Linda Zimmerman
      Michelle Bogdan-Holt
      Tony Flores
      Matt Anderson
      Sean Damitz
b. Committee member affiliation to the awarding unit:
   Individuals on committee oversee programming for which the scholarships are awarded.

c. Length of committee member service:
   Member service is tied to position. Member will be of service as long as they oversee the program awarding scholarships.

d. Training provided to committee members:
   FERPA
   Conflict of Interest
   Review of Statement of Agreement criteria

3. Selection process:
   a. Business Services will determine the availability of funding utilizing reports provided by the Controller's Office.
   b. Applications are collected via AwardSpring or Qualtrics.
   c. AwardSpring/Qualtrics filters applicants based on awarding criteria, reviewers only review qualified applicants whose score are tied.
   d. Applicants are ranked based on scores.
   e. Top scoring applicant is awarded not to exceed plateau resident tuition value.
   f. Should an award not be accepted, the next high scoring applicant will be awarded.
   g. Awards are offered via AwardSpring or ServiceNow (for Qualtrics).
   h. Applicants are scored blindly, thus mitigating bias.

4. Reconciliation:
   a. Business Services is notified of award acceptance through AwardSpring or ServiceNow.
   b. Reconciliations occur monthly with the ARGOS monthly review.
   c. Identified discrepancies are immediately reported to the Vice President and corrected.

5. College point-of-contact information for coordination of information, activities, and data:
   Lore Clark 797-0408
   Taya Flores 797-1766

6. Information published:
   USU Scholarship website
   Division of Student Affairs website
   Student portal

7. Application deadlines:
   Second Sunday after Admit Day (for 2020 Admit Day is March 27, 2020, applications will close April 4, 2020).
STUDENT submits application via AwardSpring/Qualtrics

AwardSpring/Qualtrics filters applicants based on awarding criteria, reviewers only review qualified applicants.

BUSINESS SERVICES removes all PII and ranks students based on score

Are there more than one applicant with the same rank?

YES

REVIEW COMMITTEE score tie breaking essay

AWARD COMMITTEE determines awardees and gives award list to business services

BUSINESS SERVICES submits offer to student, ensure award is placed in student account and reconciles awarding

BUSINESS SERVICES meets with award committee to review scores and assist committee in blind awarding process

ADDENDUM II: Application Essay Scoring Rubric

<table>
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<tr>
<th>Quality</th>
<th>0 points</th>
<th>1-2 points</th>
<th>3-4 points</th>
<th>5 points</th>
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<tr>
<td>Does not address prompt; or shows no or little thought; or poor grammar and structure impede understanding.</td>
<td>May overlook aspects of prompt; or examples/reasoning are missing or insufficient; or grammar and structure interfere with understanding.</td>
<td>Addresses most aspects of prompt but may not provide clarity or fully develop examples/reasoning. Grammar and structure do not interfere with understanding.</td>
<td>Addresses all aspects of prompt. Provides concrete examples or thoughtful reasoning. Writing is clear with proper grammar and structure and is easy to read.</td>
<td>Assigned Points for the Quality of this essay. (0-5)</td>
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</table>

<table>
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<tr>
<th>Quality Points</th>
<th>Content</th>
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<tbody>
<tr>
<td>0 points</td>
<td>No personal experience or examples related to prompt content; content is not addressed.</td>
</tr>
<tr>
<td>1-4 points</td>
<td>Little personal experience or examples related to prompt content; or response demonstrates weak personal experience or examples.</td>
</tr>
<tr>
<td>5-7 points</td>
<td>Personal experience or examples present for most of content of prompt. Response demonstrates adequate but not strong personal experience or examples.</td>
</tr>
<tr>
<td>8-10 points</td>
<td>Personal experience or examples present for all content of prompt. Response demonstrates strong personal experience or examples.</td>
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| Assigned Points for the Strength of the Content of this essay. (0-10) |
ADDENDUM III: Scholarship Appeal

STUDENT submits appeal via Qualtrics

BUSINESS SERVICES convenes appeal committee within one week of appeal submission

Is the reason for the appeal extenuating?

BUSINESS SERVICES reinstates award and notifies student

YES

BUSINESS SERVICES notifies student the scholarship will not be reinstated

NO