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Policies for Selecting Scholarship Recipients

As of May 20, 2019

This document provides an overview of the policies and procedures we use at Clarion University to administer our institutional and Clarion University Foundation, Inc. scholarships.

General

The institution uses a variety of methods to award and renew scholarships. In some cases we award scholarships automatically, on a rolling basis, to all eligible students. In other cases students must apply for the scholarship and a committee reviews the applications and awards the scholarships. We do not use blind evaluations for our scholarship review.

Timeline

This varies; for institutional merit scholarships the process usually begins in mid-September for applicants for the following academic year. We award our institutional merit scholarships to all eligible students, based on their gpa and college test scores. These scholarships can be awarded up to the point of school starting, if funds remain available within the given budget. Clarion University Foundation, Inc. scholarships are awarded mostly in the spring preceding the academic year. Those that require an application are awarded in April or May for the following academic year. Students may make application between November 1 of the current academic year and the final Friday in March, for most applications. Some applications close earlier to allow the committee to review in March.

Institution Scholarships

Again, most of these scholarships are awarded on a rolling basis beginning in mid-September of the preceding academic year.

Merit Scholarships - Each Tuesday a report is run to identify students eligible for our Board of Governors scholarships, which are predominately for minority students. Scholarship letters are generated and mailed. On Wednesday a report is run to identify students eligible for our freshman merit scholarships. These letters are run and mailed. The admissions clerical staff checks the students who were previously awarded Board of Governors (BOG) scholarships and deletes their merit scholarship letter because the BOG scholarship is in place of other institutional merit scholarships. Transfer students are reviewed from time to time. Only students who have submitted a final transcript from the most recent institution attended are reviewed. Those who meet the gpa requirements are sent an award letter.

Athletic Scholarships – The athletic director, in consultation with head coaches, has a budget to award institutional athletic scholarships. She awards those, along with endowed athletic scholarships after students have signed letters of intent and completed NCAA Clearinghouse verification.

Scholarship Renewals – Scholarships are awarded for a full academic year. The Director of Scholarships will review the gpa and credits of all students who were awarded academic merit scholarships to determine if they met requirements for renewal for the next academic year. A file is sent to computing services in the summer to upload renewed scholarships to student accounts for the next academic year.

Clarion University Foundation, Inc. Scholarships

Applications – Our online applications open on November 1 of the year preceding the scholarship year. We use an online scholarship software. We chose a process where students must fill out and submit a main application. Based on answers to the main application, they will receive sub-applications for scholarships for which they may be eligible. Some scholarships require letters of recommendation. When students are applying for these scholarships, they submit the name and email address of recommenders. An email is sent to the recommender and their recommendation, when submitted, goes directly to the student's application for committee review.

Committees – Committees are selected by the academic or student affairs departments charged with determining the best candidates for the scholarship. They are given access to the committees they are members of by the Director of Scholarships on Scholarship Manager. They access the committee via the Scholarship page and using their regular username and password. They can review all application materials (application, letters of recommendation and essays online.

Evaluation – Once the application deadline has passed. The Director of Scholarships matches qualified applicants to the scholarship committees. Baseline requirements of things like grade point averages, credits achieved and number of letters of recommendation can be set in the software so only students who meet those minimum requirements are matched into the scholarship committee for review. Evaluators will conduct their evaluation using criteria, at a minimum, established by the donor when establishing the scholarship fund. The minimum requirements set on the scholarship to prevent unqualified students from being reviewed by the committee help prevent scholarship from going to students who do not meet the donors wishes for the scholarship. Also, pertinent criteria such as grade point average, major and county of residence are shown to the committee as a secondary way to help ensure the scholarship goes to a student meeting the donor criteria. Evaluators may review all application materials and record their evaluation within the scholarship software. The chairperson of the committee is able to see all evaluator scores and comments as well as a total score and average score for each applicant. The committee may meet to review and make final awarding decisions or they may review and make the award in the online committee environment.

Selection and Notification – Committee chairs or an administrative assistant in the department can make selections of students to receive the scholarship. They should post the amount awarded by term in Scholarship Manager. Students will receive emails to notify them of their award and how to accept the award and upload a thank you letter. Departments may send notification letters, but wording must be changed in the letters to direct students to their Scholarship Manager page to accept

and upload thank you letters. Scholarships posted into Scholarship Manager are automatically posted each night to the student account in PeopleSoft.

Reconciliation and Corrections – The athletic director (for athletic scholarships) and the director of scholarships (for academic scholarships) will make changes to scholarship amounts. The student financial services office will remove any athletic scholarships for students who have withdrawn from school or become ineligible for scholarships. The director of scholarships will remove any academic scholarship when notified of withdrawals.

Reimbursement – At the conclusion of each semester the Director of Scholarships will submit an invoice to the Clarion University Foundation, Inc for academic scholarships disbursed that semester. The athletic department submits the invoice to the Foundation for athletic scholarships each semester.