DIVISION OF STUDENT AFFAIRS

Student Affairs Procedure Manual

Scholarships

Number: SA-532.1
Subject: Competitive Student Affairs Scholarships
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Approved by: James Morales, Vice President for Student Affairs
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 competitive awards offered through the Division of Student Affairs, such as:

DEPT	Application	Award Notice	RFRBASE TITLE	Fund Code
ACES	AwardSpring	AwardSpring	ABINOSA SCHOLARSHIP	SXABIS
ACES	AwardSpring	AwardSpring	ALICE FONNESBECK GARDNER	SXAFGS
ACES	AwardSpring	AwardSpring	ALLEN & ALICE STOKES SCH	SXAALS
ACES	AwardSpring	AwardSpring	ALTA CROCKETT SCHOLARSHIP	SXACSS
ACES	AwardSpring	AwardSpring	Asian-American Scholarship	SXLAOA
ACES	AwardSpring	AwardSpring	BETTE & BONNIE REESE SCH	SXBBRS
ACES	AwardSpring	AwardSpring	CWG WALTER & JANE DANSIE SCH	SXWJDS
ACES	AwardSpring	AwardSpring	DAVID & LYNDA JEPPESEN SC	SXDLJS
ACES	AwardSpring	AwardSpring	DOROTHY V. CARSON SCH	SXDVCS
ACES	AwardSpring	AwardSpring	ECCLES-JONES SCH-MINORITY	SXECCL
ACES	AwardSpring	AwardSpring	ESTEL & LEAH MOURITSEN WRIGHT	SXELMW
ACES	AwardSpring	AwardSpring	FERDINAND & CLAIRE SAWYER	SXFCSS
ACES	AwardSpring	AwardSpring	GLORIA & DON EARL SCH	SXGDES
ACES	AwardSpring	AwardSpring	HELEN MELCOMIAN SCHOLAR	SXHMSS
ACES	AwardSpring	AwardSpring	ISABEL KATANA SCHOLARSHIP	SXIKSS

ACES	AwardSpring	AwardSpring	JC PENNEY SCHOLARSHIP	SXJCPS
ACES	AwardSpring	AwardSpring	JOAN FORSGREN-WHITE SCH	SXJFWS
ACES	AwardSpring	AwardSpring	L.T. & JANET DEE SCHOLARSHIP	SXATDS
ACES	AwardSpring	AwardSpring	LUANN HELMS SCHOLARSHIP	SX3479
ACES	AwardSpring	AwardSpring	LUNA R. BRITE SCHOLARSHIP	SXLRBS
ACES	AwardSpring	AwardSpring	MARRINER ECCLES SCH	SXMARR
ACES	AwardSpring	AwardSpring	MORTAR BOARD ALUMNI SCH	SXMBAS
ACES	AwardSpring	AwardSpring	NEIL L & CATHY ANDERSON	SXNCAS
ACES	AwardSpring	AwardSpring	RACHAEL ANN WADSWORTH	SXRAWS
ACES	AwardSpring	AwardSpring	ROSA ILMA SCHOLARSHIP	SXROSA
ACES	AwardSpring	AwardSpring	Sigler "You Can Do It!"	SXMBSS
ACES	AwardSpring	AwardSpring	SWANSON MINORITY SCHOLARSHIP	SXSWAN
ACES	AwardSpring	AwardSpring	SWANSON NONTRAD SCHOLARSHIP	SXWCSW
ACES	AwardSpring	AwardSpring	WC SIGMA ZONK FRAT SCH	SXZONS
SILC	AwardSpring	AwardSpring	AMANDA MOSER LYONS SCH	SXMOLY
SILC	AwardSpring	AwardSpring	ASUSU SOPHOMORE SCHOLARSHIP	SXSOPH
SILC	Competition	WINSCP/BCM/SVN	Behind the Scenes AR	SX646M
SILC	Competition	WINSCP/BCM/SVN	Behind the Scenes US	SX646N
SILC	Competition	WINSCP/BCM/SVN	Best Client Ad	SX646O
SILC	Competition	WINSCP/BCM/SVN	Best Event Coverge	SX646P
SILC	Competition	WINSCP/BCM/SVN	Best Feature Story	SX646Q
SILC	Competition	WINSCP/BCM/SVN	Best Graphic	SX646R
SILC	Competition	WINSCP/BCM/SVN	Best News Story	SX646S
SILC	Competition	WINSCP/BCM/SVN	Best Overall photo	SX646T
SILC	Competition	WINSCP/BCM/SVN	Best Overall Video	SX646U
SILC	Competition	WINSCP/BCM/SVN	Best Self-Promo Liners	SX646V
SILC	Competition	WINSCP/BCM/SVN	Best Self-Promotion Ad	SX646W
SILC	Competition	WINSCP/BCM/SVN	Best Sports Story	SX646X
SILC	Competition	WINSCP/BCM/SVN	Best Student Life Story	SX646Y
SILC	Competition	WINSCP/BCM/SVN	Best Video Series	SX646Z
SILC	AwardSpring	AwardSpring	CLAUDE J BURTENSHAW SCH	SXCLAU
SILC	AwardSpring	AwardSpring	GARY CHAMBERS SCHOLARSHIP	SXCHAM
SILC	AwardSpring	AwardSpring	GRADUATE STUDENT ENHANCEMNT	SXGRAD
SILC	Competition	WINSCP/BCM/SVN	SILC Behind the Scenes	SX311F
SILC	Competition	WINSCP/BCM/SVN	SILC Best Graphic Designer	SX311A
SILC	Competition	WINSCP/BCM/SVN	SILC Best Opinion Piece	SX646K
SILC	Competition	WINSCP/BCM/SVN	SILC Best Photographer	SX311H
SILC	Competition	WINSCP/BCM/SVN	SILC Best Podcast	SX311C
SILC	Competition	WINSCP/BCM/SVN	SILC Best Reporter	SX911B
SILC	Competition	WINSCP/BCM/SVN	SILC DJ of the Year	SX311E
SILC	Competition	WINSCP/BCM/SVN	SILC Extra Effort	SX109I
SILC	Competition	WINSCP/BCM/SVN	SILC Intern of the Year	SX109G
SILC	Competition	WINSCP/BCM/SVN	SILC Intern of the Year	SX46AA
SILC	Competition	WINSCP/BCM/SVN	SILC Leader of the Year	SX311G

SILC	Competition	WINSCP/BCM/SVN	SILC Leader of the Year	SX46AB
SILC	Competition	WINSCP/BCM/SVN	SILC Marketer of the Year	SX46AC
SILC	Competition	WINSCP/BCM/SVN	SILC Most Creative Ad	SX46AD
SILC	Competition	WINSCP/BCM/SVN	SILC Personality of the Yr AR	SX46AE
SILC	Competition	WINSCP/BCM/SVN	SILC Rookie of the Year	SX109H
SILC	Competition	WINSCP/BCM/SVN	SILC Rookie of the Year	SX311D
SILC	Competition	WINSCP/BCM/SVN	SILC Rookie of the Year	SX46AF
SILC	Competition	WINSCP/BCM/SVN	SILC Rookie of the Yr AR	SX46AG
SILC	Competition	WINSCP/BCM/SVN	SILC Salesperson of the Year	SX109F
SILC	Competition	WINSCP/BCM/SVN	SILC Salesperson of the Year	SX46AH
SILC	Competition	WINSCP/BCM/SVN	SILC Specialty Show of the Yr	SX46AJ
SILC	Competition	WINSCP/BCM/SVN	SILC The Enduring Legacy Award	SX311B
SILC	Competition	WINSCP/BCM/SVN	SILC The Enduring Legacy Award	SX646B
SILC	AwardSpring	AwardSpring	USU CHI OMEGA LEGACY SCH	SUCHIO
STUD	Competition	WINSCP/BCM/SVN	SA SILC Mural Competition NQ1X	SX8403
UTCC	AwardSpring	AwardSpring	VAL R CHRISTENSEN SCHOLARSHIP	SIVALC
UTCC	AwardSpring	AwardSpring	UTCC Ivory Prize for Excellenc	SX7651
UTCC	AwardSpring	AwardSpring	UTCC UCC Service Learning	SX9459
VTRN	UT National Guard Manages Applications	WINSCP/BCM/SVN	NATIONAL GUARD SCHOLARSHIP	SUNATG

2) STANDARDS

1. **Separation of duties:** Appropriately segregate duties such that no one person has control over all aspects of a 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 an offer via AwardSpring or ServiceNow. 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 for donor named scholarships
k. additional restrictions regarding residency, campus, citizenship

8. **Donor intent:** The Division of Student Affairs will award scholarships 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 for donor named scholarships
    d. Student Affairs will review applicants with no other scholarship awards first
    e. Student Affairs will review applicants who have attended USU previously and have a USU GPA unless otherwise directed in the scholarship Statement of Agreement
    f. award values will be up to resident plateau tuition (total awards received, including Student Affairs awards should not exceed plateau resident tuition)
    g. 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:** 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 example, 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 example, 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 IV).

3) DEFINITIONS

Argos: USU's reporting tool used to extract information from Banner.
Audition: A type of scholarship application in which entrants are judged and awarded based on their performance.
AwardSpring: USU's online scholarship application that solicits applicant information and sends award/denial notifications to students electronically.
Banner Communications Manager (BCM): USU's messaging tool to send award/denial notifications to students electronically.
Competition: A type of scholarship application in which entrants are required to submit entries such as essays, photos, writings, murals, etc. to be judged and awarded based on their submission.

Competitive: A category type of scholarship in which students compete for limited funding resources.
Qualtrics: Online survey tool used to build, distribute and analyze applications.
ServiceNow (SVN:)Ticketing tool that processes and catalogs service requests.
WinSCP: Windows Secure Copy is a process transferring excel files into Banner.

4) AWARDING STUDENTS
Scholarships awarded to students who compete with peers for limited funding resources or opportunities through:

AwardSpring or Qualtrics application review process (Addendum I):

1. **Review Committee:**
   a. Committee members:
      - Minimum 5 Division of Student Affairs benefitted employees
      - Individual scholarships are scored using rubric (Addendum II) by a minimum of three members should a tie breaker be needed
   b. Member affiliation to the awarding unit:
      Benefited USU employee
   c. Length of committee member service:
      Members selected annually
   d. Training provided to committee members:
      FERPA
      Conflict of Interest
2. **Awarding Committee:**
   Division directors who are financial managers over scholarships.
   a. Committee member affiliation to the awarding unit:
      Individuals on committee oversee programming for which the scholarships are awarded.
   b. Length of committee member service:
      Member service is tied to USU employment position. Member will be of service as long as they oversee the program awarding scholarships.
   c. Training provided to committee members:
      FERPA
      Conflict of Interest
      Review of Statement of Agreement criteria
3. **Selection process:**
   a. Business Services notifies department of funding limits utilizing reports provided by the Controller's Office.
   b. Applications are collected via AwardSpring or Qualtrics.
   c. AwardSpring/Qualtrics applications:
      - filters applicants based on awarding criteria,
      - review committee only reviews qualified applicants with tied scores,
      - applicants are ranked based on scores,
      - top scoring applicant(s) is/are awarded not to exceed plateau resident tuition value, unless otherwise stated in the scholarship's statement of agreement.
      - Should an award not be accepted, the next high scoring applicant will be awarded.
      - Awards are offered via AwardSpring or ServiceNow (for Qualtrics).
        - AwardSpring awards are applied to student accounts via SVN process.

- Qualtrics awards are applied to the student accounts via WinScp/BCM/SVN process.
- 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 report 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 example, for 2020 Admit Day is March 27, 2020,applications will close April 4, 2020).

Audition/Competition application review process (Addendum III):

1. **Review Committee:**
   a. Committee members:
   Determined by department director sponsoring team/competition
   b. Member affiliation to the awarding unit:
   Members have expertise in area of judging
   c. Length of committee member service:
   Members selected annually
   d. Training provided to committee members:
   Conflict of Interest
2. **Awarding Committee:**
   Division directors who are financial managers over scholarships.
   a. Length of committee member service:
   Member service is tied to USU employment position. Member will be of service as long as they oversee the program awarding scholarships.
   b. Training provided to committee members:
   Conflict of Interest
   c. Selection process: Auditions/Competition applications:
   Applicants are judged and awarded based on submission of talent or performance
3. **Reconciliation:**
   a. Business Services is notified of award acceptance through Argos reports.
   b. Reconciliations occur monthly with the ARGOS monthly review.
   c. Identified discrepancies are immediately report to the Vice President for Student Affairs and corrected.
4. **College point-of-contact information for coordination of information, activities, and data:**
   Lore Clark 797-0408
   Taya Flores 797-1766

5. **Information published on platforms such as:**
   Department website
   USU website
   Student portal
6. **Application deadlines:**
   Based on event

5) STUDENT APPEALS:

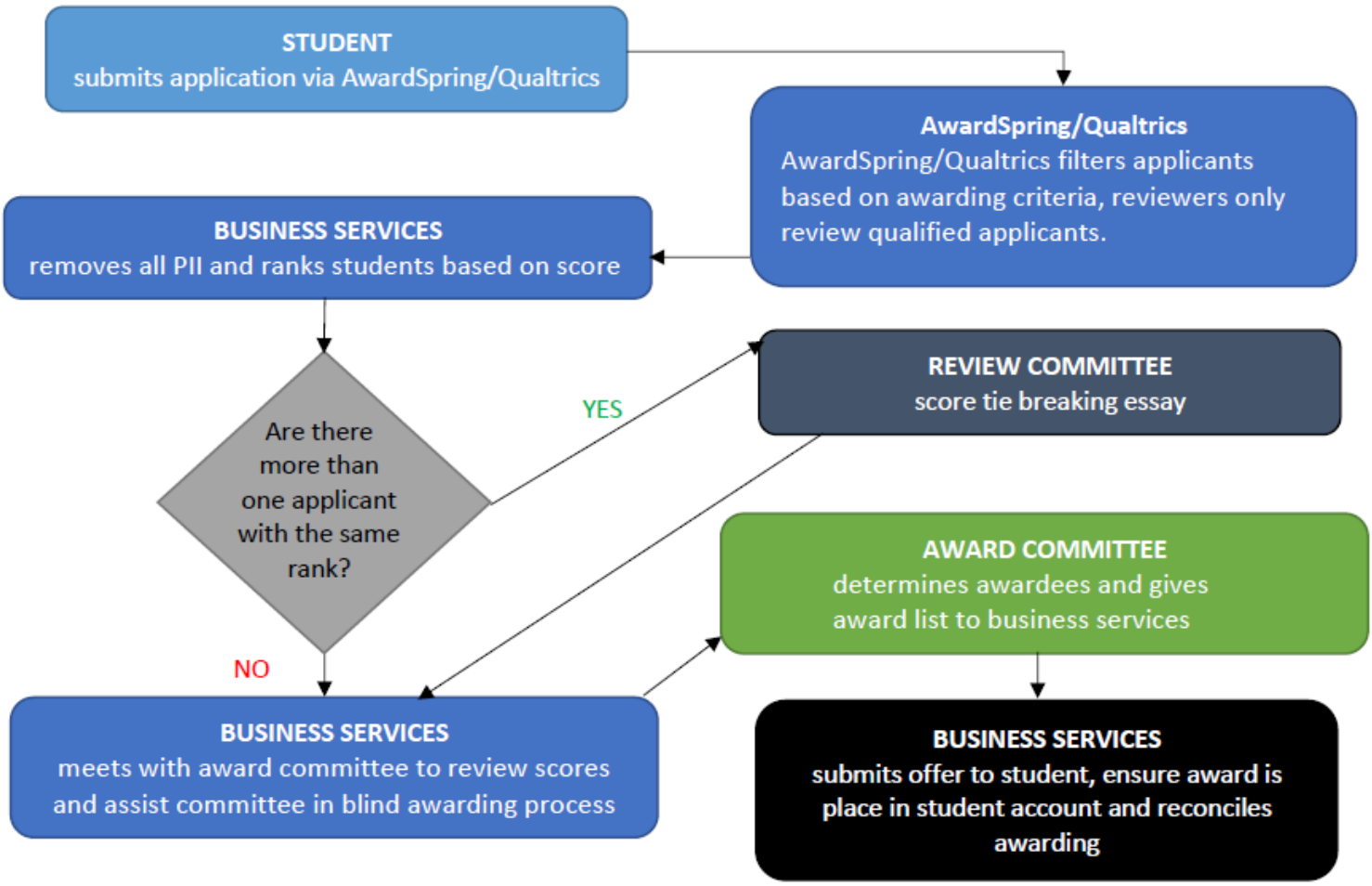
Students may appeal the revocation of their scholarship or denial of their application by submitting a Student Affairs Scholarship Appeal.

1. Appeal form is found on the Division of Student Affairs scholarship website.
2. Appeal Committee:
   a. Department Director who oversees awarding of scholarship
   b. 2 other USU benefitted employees

6) EXCEPTIONS:

USU Utah National Guard Scholarships: The Utah National Guard solicits applications and recommends recipients to the Director of the Veteran Resource Office (VRO). The VRO Director reviews recommendations, oversees award budget and facilitates awarding process via WINSCP/BCM/SVN process in cooperation with the Student Affairs Business Services Office.

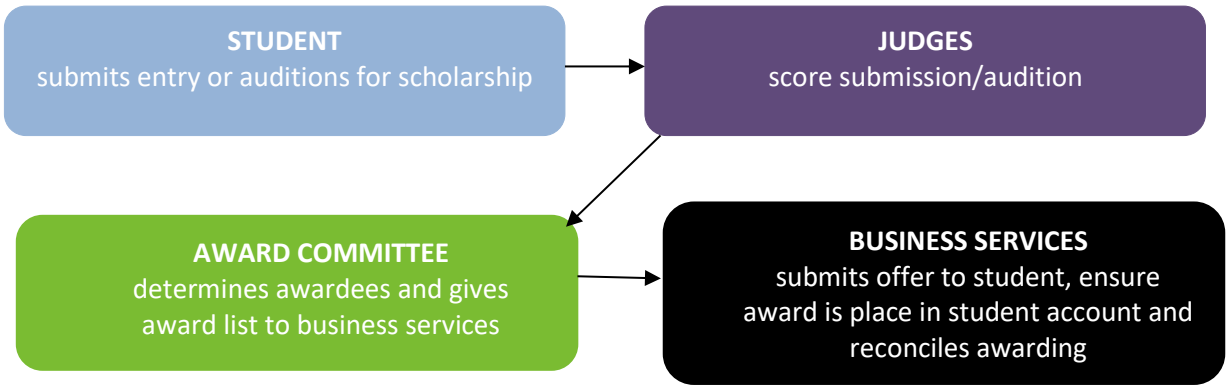
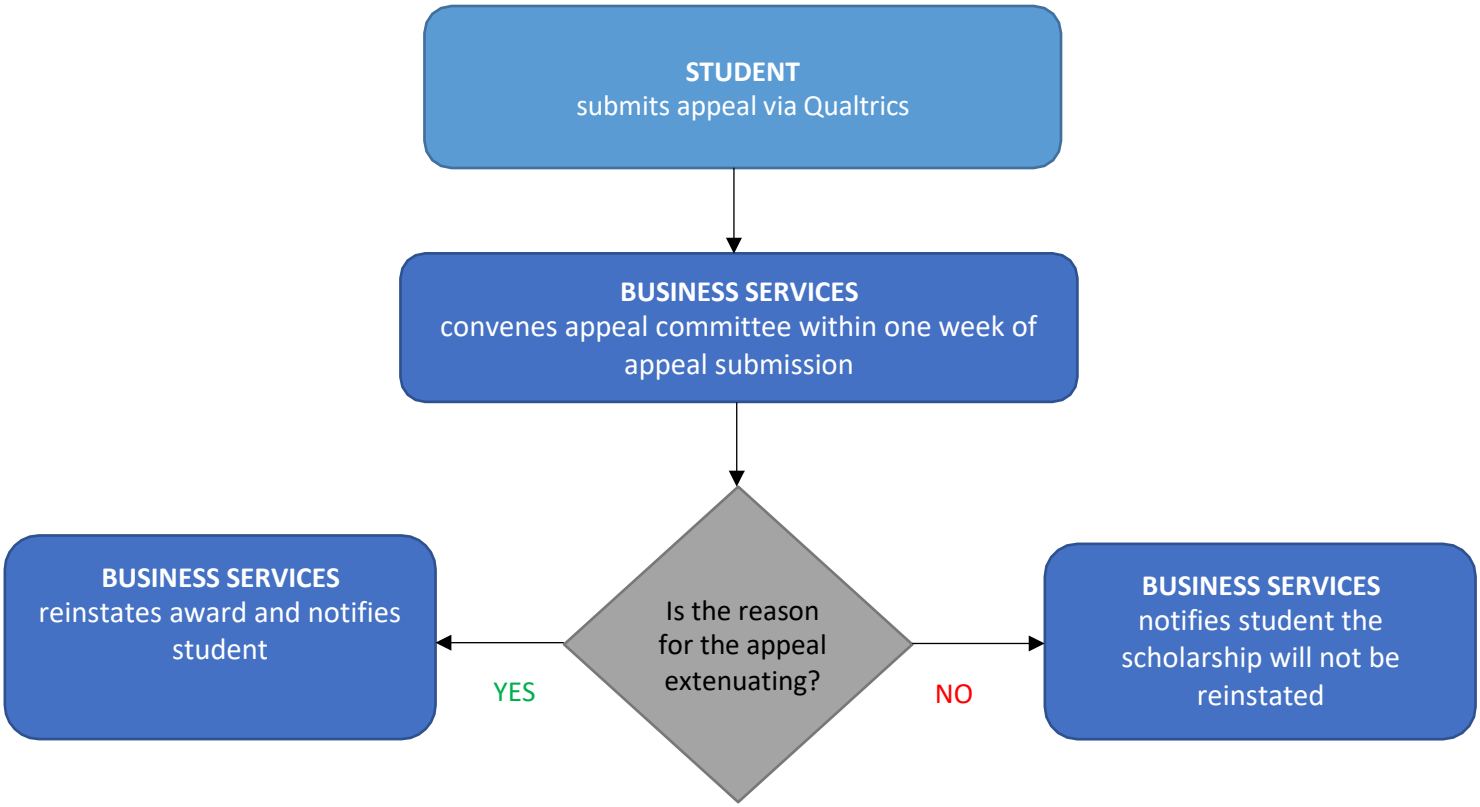
ADDENDUM I: Application process for AwardSpring/Qualtrics



ADDENDUM II: Application Essay Scoring Rubric for AwardSpring/Qualtrics

Quality				Quality Points	Content				Content Points
0 points	1-2 points	3-4 points	5 points		0 points	1-4 points	5-7 points	8-10 points	
Does not address prompt; or shows no or little thought; or poor grammar and structure impede understanding.	May overlook aspects of prompt; or examples/reasoning are missing or insufficient; or grammar and structure interfere with understanding.	Addresses most aspects of prompt but may not provide clarity or fully develop examples/reasoning. Grammar and structure do not interfere with understanding.	Addresses all aspects of prompt. Provides concrete examples or thoughtful reasoning. Writing is clear with proper grammar and structure and is easy to read.	Assigned Points for the Quality of this essay. (0-5)	No personal experience or examples related to prompt content; content is not addressed.	Little personal experience or examples related to prompt content; or response demonstrates weak personal experience or examples.	Personal experience or examples present for most of content of prompt. Response demonstrates adequate but not strong personal experience or examples.	Personal experience or examples present for all content of prompt. Response demonstrates strong personal experience or examples.	Assigned Points for the Strength of the Content of this essay. (0-10)

ADDENDUM III: Application process for audition/performance:



ADDENDUM IV: Scholarship Appeal