

William Paterson University
Institutional and Donor Scholarships Protocols

Jointly Administered by:

Division of Enrollment Management
Division of Institutional Advancement

Most Recent Revision on November 18, 2016

Table of Contents

I.	Scholarships and Grants Covered	p. 3
II.	Definition of Scholarships and Grants	p. 3
III.	Awarding of Scholarships and Grants	p. 4
	A. Institutional Scholarships and Grants	
	B. Donor Scholarships	
IV.	University Scholarship Program Eligibility and Requirements	p. 6
	A. Institutional Scholarships	
	B. Donor Scholarships	
V.	Scholarship Probationary Status and Appeal Process	p. 10
	A. Institutional Scholarships	
	1. Scholarship Specific Criteria	
	2. Withdrawal Protocols	
	3. Maximum Funding Limits	
	B. Donor Scholarships	
VI.	Role of the University Offices	p. 12
	A. Office of Financial Aid	
	B. Office of Donor Relations	
	C. Office of Student Enrollment Services	
	D. Honors College	
VII.	Scholarship Summary, Eligibility Criteria and Related Process (Under Separate Cover)	p. 14
	A. Waraske Scholarship	
	B. Alumni Association Incentive Grant	
	C. Room Grant	

I. Scholarships and Grants Covered

The protocols within are effective for the awarding and administration of Institutional and Donor Scholarships and Grants.

Institutional Scholarships and Grants include: Academic Excellence, Educational Enrichment Grant, New Jersey STARS II Supplemental Grant, Phi Theta Kappa Presidential, Transfer Presidential, Talent Trustee, Trustee, University Honors College Scholarships, Room Grants, Student Success Scholarship, Pioneer Plus and Institutional Need Based Grants for New and Transfer Students.

Donor Scholarships include: a multitude of Foundation and Alumni Association awards, Academic Departmental, Henry Taub Scholarship, Waraske Scholarship, and Alumni Association Incentive Grant.

This listing is not exhaustive as established scholarship/grants may be depleted and/or new scholarship/grants are expected to be established.

This document will be updated once per academic year (defined as September 1 to August 31) to reflect these newly created scholarships and grants and conversely remove those scholarships and grants that will have reached the end of intended life. Updates will be reflected by November 1 of each academic year.

II. Definition of Scholarships and Grants

Scholarship is defined as a merit based award to an undergraduate or graduate student for academic excellence to meet the cost of education determined by the awarding institution. Scholarships are the primary means by which William Paterson University provides tuition remission to incoming students (first year & transfer) and current students who meet the academic, financial, and/or other criteria set forth by the donor of a Foundation or Alumni Association scholarship. Academic and personal criteria are verified through student census record files and the Donor Scholarship application while financial need must be satisfied through required documentation submitted by the potential scholarship recipient to the Office of Financial Aid. (The Donor Scholarship application includes an opportunity for a statement of hardship, which may be considered in place of FAFSA information for scholarships that require “financial need, not necessarily as defined by the federal government.”)

Grant is defined as a need based award to meet the cost of education determined by the awarding institution. Grants are a secondary means by which William Paterson University provides tuition remission to incoming students (first year & transfer) and current students who meet the academic, financial, and/or other criteria set forth by the donor of a Foundation or Alumni Association scholarship. Academic and personal criteria are

verified through student census record files while financial need must be satisfied through required documentation submitted by the potential scholarship recipient to the Office of Financial Aid.

III. Awarding of Scholarships and Grants

A. *Institutional Scholarships and Grants*

The Office of Undergraduate Admissions offers scholarships and grants to new, incoming first year and transfer undergraduate students. These awards are automatically renewed and vary from two (2) years/four (4) consecutive academic semesters (excluding winter intersession and summer session) for transfer students to four (4) years/eight (8) consecutive academic semesters for first year students, if scholarship criteria have been met. These Institutional Scholarships and Grants are typically awarded only for the new students entering in their initial fall semester. Awards for new students entering in the spring semester are contingent on the availability of funds budgeted within the respective academic year.

All admitted students are automatically considered for merit-based scholarships and no separate application is required, with the exception of the University Honors College Scholarship. Students who wish to be considered for this scholarship must complete and submit the University Honors College Application. Letters of offering and scholarship program requirements are sent by the Office of Undergraduate Admissions.

Candidates are explicitly advised of the hard deadline date to accept the scholarship and if this deadline is not met, the scholarship is forfeited with no appeal.

Merit scholarships are automatically renewed if the criteria are achieved by the recipient. Need-based grants will not be automatically renewed for each new academic year. Students are reconsidered for grants based on Estimated Family Contribution (EFC) derived from the most current FAFSA submitted, GPA requirements and, in some cases, specific grant criteria set by the Office of Financial Aid.

All scholarship recipients (unless otherwise noted) are **required** to apply for need-based (gift aid) financial aid by submitting the Free Application for Federal Student Aid (FAFSA) by April 1st, must accept all need-based financial aid offered, and comply with all federal verification requirements needed to finalize their Title IV aid.

Note: The University reserves the right to rescind scholarship/grant awards if a student fails to file a FAFSA. Institutional Scholarships and Grants combined with any federal, state or other William Paterson University Scholarship awards cannot exceed the anticipated cost of charged tuition, fees, room (if on-campus), and books. If scholarship/grant funds exceed the costs, the total award will be reduced accordingly in line with the current aid year direct cost figure determined by the Office of Financial Aid.

Non-eligible non-citizens (i.e., DACA, international) are waived from the FAFSA filing requirement.

B. Donor Scholarships

Most Donor Scholarship awarding is based on the review of applications and subsequent recommendations of the Donor Scholarship Committee, while other scholarships are awarded based on recommendations by academic departments. The committee is comprised of members of the William Paterson University Foundation Board and the Alumni Executive Council. Committee members are advised of donor criteria prior to committee deliberations and awarding is subject to final confirmation by the Office of Institutional Advancement.

The Office of Student Enrollment Services works collaboratively with the Office of Institutional Advancement in the pre-screening of all candidates and is responsible for delivery of the probation and revocation notices. Recipients must review the Scholarship Statement of Understanding, sign and return it to Institutional Advancement with a letter of appreciation addressed to the donor prior to disbursement of the award on the students' University account.

Scholarships are awarded only to those students who are in attendance at the University. Full-time students are generally given preference over part-time students for scholarships, unless otherwise specified by the donor. All scholarships are credited to student University accounts. Scholarships under \$500 may be awarded in full for one semester while scholarships over \$500 are divided equally over the fall and spring semesters.

Students can receive more than one scholarship; however, the scholarships received cannot be in excess of a student's direct cost of attendance (as defined above). This is especially important when awarding large amounts of scholarships to those students already receiving significant institutional or third party scholarships and grants.

The term "award" differs from scholarship in value (typically \$1,000 or less) and are often given to graduating seniors selected by a department committee based on academic merit or talent. They are typically granted during the spring semester. Awards under \$500 are usually not credited to the student's University account but given directly to the student in the form of a redeemable check for cash. Awards of more than \$500 may be granted through the student's University account.

IV. University Scholarship Program Eligibility and Requirements

A. Institutional Scholarships and Grants

Incoming first degree students are offered scholarships for four (4) years/eight (8) consecutive academic semesters (first year students) or two (2) years/four (4) consecutive academic semesters (transfer students) and are required to maintain satisfactory progress and pursuit towards graduation, full-time status (a minimum of 12 credits per semester) and the required minimum cumulative grade point average (GPA) of 3.00 (unless otherwise specified) for each scholarship program to remain eligible each semester. Institutional scholarships are awarded only for the new students entering in their initial fall semester. Awards for new students entering in the spring semester are contingent on the availability of funds budgeted for the respective academic year.

Scholarship students must register for a minimum of 12 credit hours and maintain full-time status each semester (including internships or independent study). They are also required to complete and earn a minimum of 24 credit hours in two successive semesters of an academic year (with the exception of the Student Success Scholarship minimum of 30 credits per academic year). Finally, scholarship students must maintain a minimum cumulative grade point average (GPA) of 3.00 (unless otherwise noted below).

Scholarship	GPA
Academic Excellence Scholarship	3.00
Art Talent Trustee Scholarship	3.00
Honors College Scholarship	3.00
(Entering students in fall 2015 semester forward)	3.25
Music Talent Trustee Scholarship	3.00
New Phi Theta Kappa Pres Scholarship	3.00
New Presidential Scholarship	3.00
New Trustee Scholarship	3.00
WP Educational Enrichment Scholarship	2.60
WP NJSTARS II Supplement	3.25
WP Resident Room Grant	3.00

1. Scholarship Specific Criteria

Student Success Scholarship eligibility is based on the student earning a minimum of thirty (30) credits towards their respective matriculated program of study before September of each year. Students may earn credits in any university semester (fall, winter, spring, and summer sessions) but must be enrolled full time for the fall and spring semesters. Achievement of a 3.00 cumulative grade point average is required.

Foundational coursework (sometimes referred as Basic Skills/Remedial) will not be counted towards completion of the thirty (30) credit requirement beginning with the fall 2015 FTFTFY cohort. Cohorts fall 2013 and fall 2014 are permitted to include foundational coursework as part of the thirty (30) credits per year requirement. Additionally, students may utilize Advanced Placement (AP) coursework from high school as well as college credits taken prior or subsequent to enrollment at William Paterson University. Credits taken as a “visiting student” will be transferred only if permission was granted by the appropriate representative (i.e., Dean’s Office, Registrar) of William Paterson University. Students who fail to earn the required thirty (30) credits in any academic year **will be ineligible** for any further disbursement in subsequent enrolled semesters regardless of future credits earned. Furthermore, there is no probationary semester for this award. Finally, students must be full time at the point of fall and spring census dates to remain eligible for the award. This deadline is in line with current scholarship requirements. Students that withdraw from a course(s) post census date will remain eligible for the award.

Recipients of Room Grants are awarded a one-year award. This grant may be renewed, pending available funding and student maintaining good academic standing. Students are required to maintain satisfactory progress and pursuit towards graduation, full-time status (a minimum of 12 credits per semester) and the required minimum 3.00 cumulative grade point average (GPA).

Talent Trustee Scholarship recipients must maintain full-time enrollment in an Art or Music discipline for renewal, and University Honors College Scholarship recipients must maintain enrollment in the William Paterson University Honors College for renewal.

New Jersey STARS II Grant is awarded to eligible transfer students based on past performance at NJ Community Colleges.

2. Withdrawal Protocols

Scholarship students that file for a Leave of Absence (LOA) will have their scholarship eligibility placed on hold until their return (not to exceed one academic year).

Scholarship students that file for a Withdrawal (WD) will forfeit any remaining scholarship eligibility.

Scholarship students are not eligible to receive scholarship funding if they withdraw from the University during the 100% refund/withdrawal period. Student withdrawals during the 50% period will earn a prorated equivalent of 50% of scholarship value. Student withdrawals at the 0% period would be eligible to receive the full scholarship value.

3. Maximum Funding Limits

Scholarship students do not receive additional funding beyond the expected graduation timeframe (i.e., eight (8) semesters for first time students and four (4) semesters for transfer students)

Students who graduate within the expected timeframe (i.e., eight (8) semesters for first time students and four (4) semesters for transfer students) and are not enrolled full time in the last semester of study will be eligible for a prorated value of the scholarship (proration based on the 12 credit semester requirement).

Students whose enrollment extends beyond the expected graduation timeframe have the right to appeal for additional semester funding. Appeals must be made via email to the Director of Financial Aid.

Special consideration will be provided for teacher certification candidates. Teacher candidates at the undergraduate level pursue double majors: one major is in the education department and the other major is in an academic area in the humanities and social sciences, the arts, or the sciences (with the exception of music education and physical education). The academic majors vary in credits requirements. Many teacher candidates also pursue additional state licenses, through additional coursework (major concentrations). Also, teacher candidates must achieve and maintain a 3.0 GPA and achieve success on state required assessments.

Scholarship funding cannot be applied toward the cost of summer and /or winter sessions. Students are encouraged to complete their degree programs within the funding limits of their respective scholarship(s).

Scholarship students can view the university's Institutional and Donor Scholarship Protocols on the websites of the Office of Financial Aid and the Office of Student Enrollment Services.

B. Donor Scholarships

Except scholarships specified by the donor to be awarded by Undergraduate Admissions, Student Enrollment Services, or an academic department, all Donor Scholarship awards are based on the evaluation of a student's Donor Scholarship application. The Donor Scholarship application is available online during the second half of the spring semester.

Unless otherwise specified by the scholarship donor(s) in the scholarship criteria, Donor Scholarships require a student to maintain a minimum grade point average of 3.0 and full-time status. (Exceptions to the full-time requirement are made only for seniors graduating at the end of the semester.)

Most Donor Scholarships are for one academic year only, but are renewable. However, to be considered for the same (or any) Donor Scholarship, a student must reapply each year through the online scholarship

application process. As long as the student maintains the set criteria, the scholarship committee will make every effort to renew his/her scholarship. However, a scholarship recipient who fails to meet the criteria established by the donor after one semester will forfeit the scholarship for any future enrolled semester. Scholarships are re-awarded to another student for the following semester if a recipient loses his/her scholarship or graduates after one semester at the University.

Alumni Association Incentive Grant eligibility is based on student's ability to benefit and a minimum 2.50 cumulative grade point average. Students may be full or part time to receive the award, although preference is given to full-time students given the higher probability to achieve the Finish in Four Initiative.

Waraske Scholarship eligibility is based on student's ability to benefit and a minimum 3.00 cumulative grade point average. Students must be full time each semester (fall/spring) to receive the award.

The William Paterson University Foundation Board and alumni Executive Council must abide by the wishes of scholarship donors. In some cases, a donor may be contacted and approve a scholarship to continue if the student slips below the requirements.

The Office of Donor Relations monitors donor recipients at the end of each semester to assure that the criteria of the donors are being met, notify Institutional Advancement of any discrepancies, and revoke/cancel scholarships on the students' University account.

V. Scholarship Probationary Status and Appeal Process

A. Institutional Scholarships

Scholarship students who have a cumulative GPA that falls below the specified minimum requirements for their respective scholarship programs are automatically placed on “scholarship probationary status” for one semester. The scholarship funding period of two (2) or four (4) years includes the probationary/grace period. Consideration for continued eligibility will be based on a student achieving a 3.00 cumulative GPA at the conclusion of the probationary semester. Students are eligible for the probationary/grace period only once during their tenure at William Paterson University and no further grace period is permitted.

Scholarship students who have a cumulative GPA that remains below the specified minimum requirement after the probationary/grace period are automatically removed from eligibility for scholarship renewal and are no longer eligible for the respective scholarship(s) while enrolled at the university.

If after the probationary/grace period students are successful and meet the required cumulative GPA students will be eligible to receive funding up to the maximum amount of funding originally offered by the University.

Institutional Scholarships and Grants included: Academic Excellence, Educational Enrichment Grant, New Jersey STARS II Supplemental Grant, Phi Theta Kappa Presidential, Transfer Presidential, Talent Trustee, Trustee, University Honors College Scholarships, Room Grants, Student Success Scholarship, Pioneer Plus and Institutional Need Based Grants for New and Transfer Students.

Scholarship students will receive written notification from the Office of Financial Aid, (Vice President for Enrollment Management for Room Grant and Student Enrollment Services for Endowed Scholarships) when they fall below their respective scholarship requirements, do not meet the specified enrollment requirement, are placed on “scholarship probationary status” or subject to non-renewal, meet maximum funding limit or are removed from “scholarship probationary status”.

For those scholarship students subject to non-renewal, their letter outlines the probationary process on the loss of eligibility if they fail to regain required criteria

Based on extenuating circumstances such as a medical leave, military commitment, and/or to participate in a study abroad experience, a student can appeal to have his/her scholarship placed on “hold” for up to one year. Students would retain the maximum semester funding limits.

New incoming students that are granted a deferral of matriculation by WP Administration for extenuating circumstances such as a medical leave will forfeit the respective number of the deferral semesters. As such, the maximum semester funding limits will be directly lessened by the number of deferred semesters.

Students whose enrollment extends beyond the expected graduation timeframe have the right to appeal for additional semester funding. Appeals are made directly to the Director of Financial Aid via student email. Special consideration will be provided for teacher certification candidates. Teacher candidates at the undergraduate level pursue double majors: one major is in the education department and the other major is in an academic area in the humanities and social sciences, the arts, or the sciences (with the exception of music education and physical education). The academic majors vary in credits requirements. Many teacher candidates also pursue additional state licenses, through additional coursework (major concentrations). Also, teacher candidates must achieve and maintain a 3.0 GPA and achieve success on state required assessments.

The calculation of baseline GPA for all awards will include the use of rounding to the hundredth decimal point to determine continued eligibility. Therefore, a 2.95 GPA will be rounded up to 3.00; conversely a 2.94 GPA will be rounded down to 2.90.

B. Donor Scholarships

One-year Donor Scholarships do not have a probationary period. If a student no longer meets the scholarship criteria following the conclusion of the fall semester, his/her scholarship award will be revoked and the second half of the scholarship will be awarded to a new student selected from the same pool of applicants as the original recipient.

Based on extenuating circumstances, such as, a medical leave, military commitment, and/or to participate in a study abroad experience, a student can appeal to have his/her scholarship placed on “hold” for one semester. The Office of Donor Relations must receive notice of appeal at least one week prior to the census date for the applicable semester in order to guarantee consideration.

Four-year Donor Scholarship students (Waldron, Carroll-Guthrie, Arab American, Shotmeyer, et al.) who have a cumulative GPA that falls below the specified minimum requirements for their respective scholarship programs are automatically placed on “scholarship probationary status” for one semester. The scholarship funding period of two (2) or four (4) years includes the probationary/grace period. Consideration for continued eligibility will be based on a student achieving the required cumulative GPA at the conclusion of the probationary semester. Students are eligible for the probationary/grace period only once during their tenure at William Paterson University and no further grace period is permitted.

Scholarship students who have a cumulative GPA that remains below the specified minimum requirement after the probationary/grace period are automatically removed from eligibility for scholarship renewal and are no longer eligible for the respective scholarship(s) while enrolled at the university.

After the probationary/grace period, students who have successfully regained the required cumulative GPA will be eligible to receive funding up to the maximum amount of funding originally offered by the University.

Scholarship students will receive written notification from the Office of Student Enrollment Services when they fall below their respective scholarship requirements, do not meet the specified enrollment requirement, are placed on “scholarship probationary status” or subject to non-renewal, meet maximum funding limit or are removed from “scholarship probationary status”.

For those scholarship students subject to non-renewal, their letter outlines the probationary process on the loss of eligibility if they fail to regain the required criteria.

VI. Role of the University Offices

The general administration of university scholarship and grants is jointly shared by multiple departments. Specific and shared responsibilities within each department are listed below.

A. Office of Financial Aid (FA)

- Monitor scholars’ academic and time limit eligibility (FA)
- Review and update scholarship information of the Office of Financial Aid website, which will serve as a reference guide for administering all scholarships (FA)
- Post Donor Scholarships in students’ banner accounts (FA)
- Attend Institutional Advancement events (FA, SES)
- Maintain and update a comprehensive listing of external scholarship opportunities along with their criteria (FA, DR)
- Publicize Foundation and Alumni Association Scholarship application campus wide, via email, Beacon and Pioneer Times, and send letters to current Foundation recipients advising them that they must reapply for renewal of their scholarships (DR, FA)
- Work with Institutional Advancement, Academic Departments and Undergraduate Admission to ensure scholarship criteria are met and scholarships are awarded in a timely manner (DR, FA, SES)
- Monitor and have oversight on select Institutional Scholarship and Room Grants (HC, FA, SES)

- Regularly inform scholars of the specific requirements of their respective scholarships and notify them of loss of eligibility of scholarship funds due to failure to maintain required criteria (i.e., probation and/or revocation) (FA, SES, HC)

B. Office of Donor Relations (DR)

- Generate and maintain a Donor Scholarships Disbursement Spreadsheet (DR)
- Monitor Donor Scholarship recipients' academic eligibility and criteria set forth by the donors, and notify Financial Aid of any discrepancies (DR)
- Obtain applicants' financial history from the Office of Financial Aid (DR)
- Oversee Donor Scholarships (300+ scholarships) (DR)
- Maintain Donor Scholarship Online Academic Works application and award system (DR)
- Maintain and update a comprehensive listing of Donor Scholarships along with their criteria (FA, DR)
- Work with Institutional Advancement, Academic Departments and Undergraduate Admission to ensure scholarship criteria are met and scholarships are awarded in a timely manner (DR, FA, SES)
- Publicize Donor Scholarship application campus wide, (including via social media, email, student media outlets and emails letters to current Donor Scholarship recipients advising them that they must reapply for renewal of their scholarships (DR, FA)
- Ready online Scholarship applications with supporting documentation for the Donor Scholarship Committee for review and selection of recipients (DR, SES)
- Distribute Donor Scholarship notification emails (new and renewals) and send emails to all students who applied but were not selected (DR, SES)

C. Office of Student Enrollment Services (SES)

- Attend Institutional Advancement events (FA, SES)
- Work with Institutional Advancement, Academic Departments and Undergraduate Admission to ensure scholarship criteria are met and scholarships are awarded in a timely manner (DR, FA, SES)
- Ready online Scholarship applications with supporting documentation for the Donor Scholarship Committee for review and selection of recipients (DR, SES)
- Distribute Donor award letters (new and renewals) and send letters to all students who applied but were not selected (DR, SES)
- Monitor and have oversight on select Institutional Scholarship and Room Grants (HC, FA, SES)

- Regularly inform scholars of the specific requirements of their respective scholarships and notify them of loss of eligibility of scholarship funds due to failure to maintain required criteria (i.e., probation and/or revocation) (FA, SES, HC)

D. Honors College (HC)

- Monitor and have oversight on select Institutional Scholarship and Room Grants (HC, FA, SES)
- Regularly inform scholars of the specific requirements of their respective scholarships and notify them of loss of eligibility of scholarship funds due to failure to maintain required criteria (i.e., probation and/or revocation) (FA, SES, HC)

VII. Scholarship Summary, Eligibility Criteria and Related Process (Under Separate Cover)

A. Waraske Scholarship

B. Alumni Association Incentive Grant

C. Room Grant