University of Kansas

2018-19 Scholarship Guiding Principles & Timeline

December, 2017

The University of Kansas offers automatic four-year renewable scholarships to prospective freshmen and two-year renewable scholarships to transfer students. The core of KU’s undergraduate scholarship program is the transparent scholarship matrix found at affordability.ku.edu.

The intent of the University’s Scholarship Guiding Principles and Timeline is to effectively utilize all available KU Endowment scholarship dollars to the fullest extent possible. By doing so, the entire campus will maximize available scholarship dollars to enhance recruitment efforts, as well as the retention and graduation of undergraduate and/or graduate students.

The Financial Aid & Scholarships office (FAS) funds the first two years of KU’s four-year renewable scholarships, and the student’s School/College/Academic Department will fund the final two years of KU’s four-year renewable scholarships. The School/College/Academic Department is not responsible for funding any portion of the two-year renewable transfer scholarships. Additionally, Schools/College/Academic Departments are not responsible for funding the four-year FAS scholarships funded through partial tuition waivers. Note: For internal purposes only, students in years three and four of their four-year renewable scholarship are to be known as Rising Student Scholars (RSS).

The School, College, and/or Academic Department can further support KU’s initiative to offer four-year renewal scholarships to prospective students in any of the following ways, after fulfilling their commitment to the RSS initiative in years three and four, as noted above:

1. Schools/College/Academic Departments may choose to award four-year renewa
2. Schools/College/Academic Departments may also fund the renewable portion of FAS
3. Funding scholarships for new graduate students and/or funding scholarships for

Once a School/College/Academic Unit fulfills its commitment to years three and four of the Rising Student Initiative, as well as its own four-year scholarship commitment, it may choose to enhance graduate funding, or to use KU Endowment scholarship dollars for other strategic enrollment, retention and graduation purposes. This flexibility may generate strategic initiatives to ensure all funds are utilized within each academic year, fulfilling donor wishes while supporting recruitment, progression and graduation goals within the unit.
KU Endowment scholarship dollars should not be utilized by Schools/College/Academic departments for the purpose to “reward” awards to currently enrolled students. Unless there are special circumstances with specific approval (e.g. specifically designated donor requirement) such awards should be honorary, perhaps utilizing plaques to honor the recipients.

2017-18 Scholarship Timeline

August – November 2017
Financial Aid and Scholarships (FAS) and Schools/College and Academic departments coordinate scholarship offers to incoming freshmen offered four-year renewable scholarships and to incoming transfer students offered two-year renewable scholarships for the subsequent academic year (e.g. Fall 2018 offers are coordinated during the 2017-2018 recruitment cycle).

- All scholarship offers made to new undergraduate students should be included in the comprehensive award letter signed by the Chancellor.
- With 7-10 days of being admitted, qualified undergraduates will receive scholarship award offer.
  - Award notification continues daily through February 2018.
- FAS distributes emails to current KU students awarded a four-year or two-year renewable scholarship to remind them of the renewable criteria to renew their University scholarship. (Note, beginning Fall 2016, all FAS scholarship renewal criteria will be a minimum 3.25 KU GPA.)
- For newly reported ACT/SAT scores and/or seventh-semester transcripts, the FAS awarding process includes updating the scholarship award amount and mailing a revised scholarship award letter to the newly admitted student.
  - The last date FAS will accept updated scores and/or high school transcript is February 1, 2018 for ACT/SAT tests taken no later than December, 2017).
- Schools/College and Academic departments collaborate with KU Endowment to ensure all scholarship award recipients are advised to write letters of appreciation to the donor, with specific instructions to the recipients for this process.
  - Awarding units wishing to coordinate this thank you campaign for their KU Endowment scholarship recipients work directly with KU Endowment to minimize duplication of effort and multiple requests to the scholars.

Students will be able to file the FAFSA beginning October 1, 2017.

November – December 2017

- Schools/College and Academic departments should utilize KU Endowment preliminary allocations available each fall for determining the subsequent academic year scholarship awards to ensure all scholarship awards are made early in the cycle to impact students’ college-choice decisions.
- The Scholarship Datamart provides Schools/College/Academic departments with a Rising Student Scholars (RSS) report via the Rising Student Scholarship Initiative Report.
• Schools/College/Academic departments should click on the 2018-2019 academic year for the report.
• Based on the RSS list, Schools/College and Academic departments review scholarship account information:
  o Tentatively place RSS awards into particular KU Endowment scholarship funds/Item Types and
  o Make plans for awarding uncommitted scholarship funds in a way in which supports institutional enrollment goals.
• Note: RSS list is fluid. It may change from earlier reports, due to student not meeting renewal criteria, student changing majors and/or to new juniors/seniors admitted to a different school or academic department.

January 2018
• RSS reports for Schools/College/Academic departments continue to be available via the Scholarship Datamart.
  o Schools/College/Academic departments will use the updated information to review tentative RSS 2018-2019 scholarship award commitments.
• FAS begins packaging financial aid for incoming students for the 2018-2019 academic year (continuing students will be packaged in February 2018).

February 2018
• By mid-February, Schools/College/Academic departments should submit reports of all scholarship awards to FAS to post onto students’ accounts for the subsequent academic year.
  o Schools/College/Academic departments submit to FAS a report of which RSS they will fund, including specific Item Types to be used for these RSS.
    ▪ The RSS report with specific Item Types must be sent directly to Gail Sherron, Associate Director for Scholarships.
  o FAS posts all reported scholarship awards, to ensure all awards appear on the comprehensive award package distributed to newly admitted students in early-mid-January 2018 and to continuing students in mid-February 2018.
• FAS distribute email reminders to current scholarship recipients’ regarding academic renewable criteria.

March – April 2018
• KU Endowment distributes final scholarship projections to all awarding units.
• All awarding units reconcile KU Endowment accounts to confirm offers and RSS commitments are consistent with KU Endowment projections.
  o If offers are less than allocations, awarding unit carries-forward unspent funds to the subsequent award year to strategically utilize all available funding for recruitment and retention.
• Awarding unit should not make additional awards to students who have committed to and/or are attending KU, except as explicitly requested by a donor and/or to specifically
address retention issues for students who have unexpected circumstances that impact their ability to pay educational expenses.

Late May through August, 2018

- FAS reviews hours and grades for all students with renewable FAS scholarships as soon as Spring 2018 grades are available
  - FAS will communicate via email with any student who did not meet renewal criteria.
  - FAS will cancel the scholarships of those students who did not achieve renewal criteria.
- An updated RSS report is available to Schools/College/Academic departments via the Scholarship Datamart:
  - RSS list is fluid. It may change from earlier reports, due to student not meeting renewal criteria, student changing majors and/or to new juniors/seniors admitted to a different school or academic department.
- It is expected that awarding units will fully-fund each RSS renewable scholarships in years three and four.
  - We recognize that partial funding may confuse students, increase manual intervention and communications, as well as complicate fund management, and therefore, clear and collaborative communication is imperative to minimize confusion
- FAS and awarding unit sends a joint email to students in years three or four RSS advising them their FAS scholarship is being funded by a different source, coordinated by Gail Sherron, FAS.
  - Units should not send individual emails to students since that can create the perception student is receiving an additional scholarship, rather than the same scholarship funded through different scholarship funds.
- Office of Admissions communicates to the FAS/Schools/College/Academic Departments when incoming students notify KU they are not coming and/or if they do not pay the required Enrollment Deposit so scholarship awards can be cancelled for the 2018-2019 academic year.

July 2018

- Awarding units should conduct preliminary analysis of scholarship offers/accepts and yield among newly admitted students to determine changes to subsequent year awarding policies and practices.
- This analysis should be refined after the 20th day of Fall classes to determine final recommendations for the next award cycle.

Updated,
December 13, 2017 by Gail Sherron & Taylor Main