

2018-19
Guidelines for Administering University
Laurels Block Grants

Student Access to Laurels Support and Eligibility Criteria

Graduate programs/departments are responsible for implementing their own internal process for announcing, awarding, distributing, and monitoring their block grants in conjunction with the plans articulated in their original proposal. This will include a clear and transparent application and selection procedure under which graduate students may be considered for University Graduate Laurels Scholarships within the program/department.

Graduate programs/departments must ensure scholarships are awarded on the basis of at least one of the two strategic goals of the University Graduate Laurels Block Grant Program: a) academic merit; and/or b) diversity. Academic merit and diversity may be established as follows:

Academic Merit

Students who contribute to enhancing the quality of a unit may include, but are not limited to the individuals who meet both of the criteria listed below. Units may make a case for other criteria that are unique to their circumstances. Please note: both domestic and international graduate degree-seeking students are eligible under the academic merit criteria.

1. All students must be regularly, conditionally, or provisionally admitted to a graduate degree program and making satisfactory progress as a graduate degree-seeking student in the specified degree program.
2. Additionally, students must demonstrate a high potential for success in the specified graduate degree program as demonstrated by any combination of the following:
 - exhibiting a record of scholarly productivity in their academic field and/or profession (e.g., publications, presentations, research grants)
 - exhibiting a record of scholarly distinction in their academic field and/or profession (e.g. honors, awards)
 - exhibiting a record of leadership through extensive professional, community and/or civic engagement

Contribution toward Enhancing Diversity

Students who contribute toward enhancing the diversity of a unit may include, but are not limited to, individuals who meet the criteria listed in either of the two areas listed below. Units may make a case for other criteria that are unique to their circumstances. Please note: only domestic graduate degree-seeking students are eligible under the diversity criteria.

1. Individuals from a cultural, linguistic, and/or socioeconomic background that are underrepresented in the graduate program as demonstrated by any one of the following:
 - Previous participation in a [TRIO Program](#) (i.e., Educational Opportunity Center, Talent Search, Student Support Services, Upward Bound, McNair post-baccalaureate Achievement Program); participation in a TRIO type program
 - Previous participation in a [College Assistance Migrant Program](#)

- Previous attendance at an Historically Black College/University
 - Previous attendance at an [Hispanic Serving Institution](https://www.hacu.net/assnfe/CompanyDirectory.asp?STYL=E=2&COMPANY_TYPE=1%2C5)
https://www.hacu.net/assnfe/CompanyDirectory.asp?STYL=E=2&COMPANY_TYPE=1%2C5
 - Previous attendance at a [Tribal College](https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/) <https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/>
 - Primary language used at home is other than English
 - Documented financial need (based on [FAFSA](#) application), with consideration of low income status
 - First generation to attend a college or university
 - Previous participation in a summer research opportunity program for underserved undergraduates.
 - Veterans
2. Individuals whose scholarly pursuits are clearly aligned with institutional efforts to promote diversity and inclusivity. Individuals eligible under this criterion must be actively engaged in efforts to promote diversity and inclusivity.

Block grant administrators are responsible for monitoring and ensuring continued recipient eligibility for scholarship support. Additional details related to student access and eligibility are as follows:

- All University Graduate Laurels Scholarship recipients must be enrolled for a minimum of 12 credits each term of their scholarship award period. Audit registrations, course withdrawals, and enrollment in INTO-OSU courses may not be used to satisfy these enrollment requirements. In addition, tuition charges associated with any INTO-OSU or summer session course enrollment may not be paid by a Laurels Scholarship.
- Until further notice, the university allows E-Campus courses to satisfy the 12-credit enrollment requirement. Only the tuition portion will be remitted through the tuition remission process. The student will continue to be responsible for payment of fees, including the Distance Education fee and other applicable fees.
- All recipients are expected to maintain both a cumulative and term GPA of 3.00 or greater.
- Students appointed as graduate teaching or research assistants and/or those receiving graduate tuition remission through other means (both internal and external to OSU) are not eligible for support under the University Graduate Laurels Scholarship Program.
- University Graduate Laurels Scholarships are not transferrable from one graduate degree program to another, except in the case of master's students continuing for the doctoral degree within the same graduate major. If scholarship recipients transfer out of the graduate program under which the scholarship was initially awarded, the scholarship must be terminated.

Scholarship Award Levels

Graduate programs/departments may make awards to eligible students in any amount less than or equal to the recipient's actual graduate tuition charges based on enrollments of a minimum of 12 credits and a maximum of 16 credits. A student's residency status, program of enrollment, and enrollment level determine the tuition rate to be charged. Please check the [Business Affairs website](#) for the 2018-19 graduate tuition rate schedule.

University Graduate Laurels Scholarships are non-cash awards (i.e., they are tuition-based only) and may be made for one full academic year (fall, winter and spring) or for only one or two terms within the academic year, as desired. Multi-year scholarships may not be offered or implied.

Scholarship Award Notification

Graduate programs/departments will issue University Graduate Laurels Scholarship award letters to each of their scholarship recipients. An optional template is included on the [ULBG website](#).

Scholarship Disbursement

The Graduate School distributes University Graduate Laurels Block Grants (UGLBG) through assignment of a unique alphanumeric fund detail code for each block grant award with an accompanying budget assigned to each fund detail code. The establishment of each fund detail code serves in the place of any budget transfer to the unit's home index. The Graduate School assigns fund detail codes in a one-to-one relationship (one fund detail code per block grant award) and each code is valid for only one fiscal year. Those receiving block grants will receive one fund detail code for use during FY18. The Graduate School assigns fund detail codes in March each year. Additional details related to administering Laurels Block Grant funds are as follows:

- The fund detail code is utilized in several Banner modules, including Banner Student, Banner Finance, and Banner Financial Aid. The Graduate School expects Laurels Block Grant recipients to use the fund detail code to disburse and monitor their scholarships through the [OSU Scholarship Management System \(SMS\)](#). Once disbursed through SMS, the data are available for later review and access in the Banner modules.
- Laurels Block Grant recipients must identify a staff person authorized to enter and monitor their Laurels Scholarship disbursements through SMS. This staff person's name and OSU ID should be emailed to Graduate.Scholarships@oregonstate.edu once that person has been identified. That staff member is also required to complete the Scholarship Administrators authorization process, departments will work with their business centers to get that person access to the payment system.
- Disbursements may be scheduled for a full academic year (fall, winter, spring) or for only one or two terms of support, as desired.
- All block grant funds must be fully disbursed during the grant award period. Funds may not be carried forward, deferred, or reserved for use in a subsequent year.
- At least 50% of the graduate program/department's block grant resources must be offered to recipients during the nationally recognized graduate student recruiting cycle on or before April 15. In keeping with the [Council of Graduate School's Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants](#) recipients cannot be required to accept or decline their award offers prior to April 15.

Upon acceptance of the scholarship, the individual authorized by the graduate program/department will enter scholarship payments for the Laurels recipient(s) in the Scholarship Management System (SMS). Scholarships may be entered in SMS as follows:

1. Log in at: <http://fa.oregonstate.edu/budget/online-systems>
2. Click on: **Scholarship System (Login)**
3. Once in, **Hover over *Scholarship Plan* and click *Manage Scholarship Plan***
4. Enter the fund detail code that has been assigned to your Block Grant (see your grant award letter for the detail code) and select SEARCH;
5. When search results are returned, select CREATE a payment plan for 2018 or REVISE a payment plan to add or modify the existing plan; then
6. Review the plan for accuracy and submit the plan.

Timely SMS data entry is important and it serves two very distinct purposes:

1. It provides timely reporting to the Office of Financial Aid and Scholarships (FAS) concerning the level of financial support scheduled for disbursement to the student. Laurels support has an impact on a student's cost of attendance and FAS uses Laurels Scholarship information when calculating the student's other aid

disbursements, including federal aid. Late SMS data entry can have unintended negative consequences for scholarship recipients if, based on a late award, FAS determines the need to reduce other aid that was previously released to the student. To ensure timely reporting to Financial Aid and Scholarships, the Graduate School requests that **Block Grant recipients submit their 2018-19 scholarship payment plans in SMS by April 15, 2018**. If the need arises you may cancel or revise payment plans *before* disbursement occurs for fall term by September 1. For future academic terms, the Graduate School recommends that departments submit payment plans at least 3 weeks prior to the start of winter and spring term.

2. The second purpose in submitting scholarship payment plans in SMS is to begin the work flow process of disbursing funds to the student's Business Office account. All plans submitted through SMS will first move electronically to the Graduate School for approval, then to Financial Aid, and then ultimately to the student's account.

Scholarship payments will be posted to each recipient's Business Office account at the beginning of the term(s) for which the award is made pending the recipient's 12-credit enrollment.

Block Grant Monitoring

Graduate programs/departments are responsible for ensuring that University Graduate Laurels Block Grant resources are managed within the Block Grant award level. Monitoring includes a quarterly reconciliation of actual disbursements by fund detail code. This may be done directly in the Scholarship Management System (SMS) using the *My Scholarship Reconciliation* feature.

Reporting Requirements

Block Grant administrators are required to submit a preliminary utilization report to the Graduate School by October 31, 2018 and a year-end utilization summary and assessment report by August 31, 2019.

Preliminary Utilization Report:

Block Grant administrators must complete and submit a brief preliminary utilization report by October 31, 2018. The preliminary utilization report must include:

- the amount of Block Grant funds allocated to date (disbursed and encumbered) and the strategic goal (i.e., academic merit or diversity) for which they have been allocated;
- the amount of funds still expected to be utilized within the award period (i.e., new scholarships yet to be offered) and the strategic goal for which the funds will be allocated Including a description of your plan for using remaining funds to meet Laurels Block Grant program objectives by the end of the fiscal year;
- the amount of surplus funds *not* expected to be utilized by the end of the grant period. Surplus funds identified in the preliminary utilization report will be returned to the Graduate School for immediate reallocation and will result in a reduction of the graduate program/department's Block Grant budget.

Year-end Assessment Report:

Block Grant recipients are expected to show improvement in the quality and diversity of their graduate students by the end of the award period. Year-end Assessment Reports should reflect upon the gains made toward the graduate program's proposal recruitment goals targets as articulated in the original funded proposal. The report must discuss implementation of the plan as outlined in the proposal, including any deviation from the plan, and will highlight the impact and outcomes achieved through plan implementation.

Standard metrics in the Year-end Assessment Report should include, but will not be limited to:

- the *total* number of new applicants to the graduate program during the Block Grant award period and percent change as compared to the number of applicants recruited in the prior three years
- the number of new applicants (specifically merit-based or diverse, dependent on the original proposal's goals) to the graduate program during the Block Grant award period and percent change as compared to the

- average number of applicants recruited in the prior three years
- the total number of new students matriculated to the graduate program during the Block Grant award period and percent change as compared to the number of matriculated students in the prior three years
- the number of new students matriculated (specifically merit-based or diverse, dependent on the original proposal's goals) to the graduate program during the Block Grant award period and percent change as compared to the number of matriculated students in the prior three years
- the *total* number of students retained by the graduate program during the block grant award period and percent change as compared to the number of all retained students in the prior three years
- the number of students retained (specifically merit-based or diverse, dependent on the original proposal's goals) by the graduate program during the block grant award period and percent change as compared to the number of all retained students in the prior three years
- the average time to degree for students within the graduate program.

Graduate programs/departments that identified other metrics in their proposal also are to report on those outcomes in their year-end assessment report.

The Graduate School and its future Laurels Block Grant Selection Committee will use assessment reports to inform the selection process for future University Graduate Laurels Block Grants. Graduate programs/departments will submit their 2018-2019 year-end assessment reports to the Graduate School by August 31, 2019.

Questions or Concerns

Please address any questions or concerns to Jessica Beck, Assistant Dean, Graduate School
Jessica.Beck@oregonstate.edu

Reports should be sent to graduate.scholarships@oregonstate.edu