Student Scholarship Administration

Project Personnel   **Total Award Amount**   **$** 35,000

Project Director

        Name: Diana Minor

        Title: Director

        Department: Financial Aid & Scholarships

Co-Project Director

        Name:

        Title:

        Department:

Co-Project Director

        Name:

        Title:

        Department:

Project Description

Scholarships play a critical role in recruiting and retaining students who best meet the desired student profile of higher education institutions. While Cal Poly Pomona awards $2 million university scholarships annually, 91 percent is awarded to continuing students; our university falls short in competing with comparable institutions for entering students. Admission applicants have cited the lack of scholarship funding as a factor in their decision to attend other institutions. Scholarship funding must be significantly increased to attract and retain qualified students and support their continuous progress to degree.

The current administration of scholarships on campus does not contribute to our ability to increase scholarships or to manage effectively the ones that we do have. Controls are not in place to consistently meet donor requirements and to notify and thank donors for their contributions. Students do not have an easy way to identify scholarships for which they qualify and, as a result, scholarship applicant pools are not always robust. Each year some scholarships are not awarded because students do not know they exist. Students are required to fill out multiple applications, many of which have different deadlines. Awarded scholarships are not consistently reported to the Office of Financial Aid and Scholarships violating federal financial aid regulations.

The Office of Financial Aid and Scholarships can serve as a central clearing house for all university and external scholarships while providing support and resources to academic departments. Through collaboration, realistic scholarship goals and benchmarks, streamlined guidelines, processes and timelines for the marketing, application and award processes, fund monitoring, notification of scholarships and donor recognition can be developed.

The STARS Scholarship Tracking and Review System has been used successfully by five other CSU campuses and provides a searchable database which matches the students personal and academic information with scholarships for which they qualify. A unified online application which can be used for multiple scholarships is more efficient for students and the university allowing students an increase their funding options.

Multiple departments awarding scholarships can manage, organize and review applications, edit student information, manage and award scholarships, and create reports. The Office of Financial Aid and Scholarships would oversee the entire scholarship process with scholarship managers in each college, department, and club still controlling their own scholarships. The system

manages students, scholarships, donors, thank you letters, award letters, and the entire awarding process. Students may attach letters and documents supporting their applications and can easily check on their status.