



College of Forestry ~ Office of the Dean
Oregon State University, 150 Peavy Hall, Corvallis, Oregon 97331-5704
Phone 541-737-1585 | Fax 541-737-2906 | <http://forestry.oregonstate.edu/>

Administrative Memo # 19 UNDERGRADUATE SCHOLARSHIPS

Revised: December 14, 2015

All-College Scholarships

Each year the College of Forestry awards undergraduate scholarships made possible from endowments and gifts to the College. Scholarships are cash awards paid as a supplement to any other support. The funding year is generally for three terms (fall, winter, spring) starting in the fall. Scholarship disbursements requested by students enrolled in summer term are subject to review and approval by the chair of the Scholarship Committee. The summer scholarship disbursement may be pro-rated based on the number of credits taken. The overall dollar amount of the scholarship award will remain the same if a summer disbursement is made. Scholarship disbursements will be released as normal for students on approved/OSU sponsored study abroad programs. Students who graduate mid-year will forfeit the remainder of their scholarship award.

These funds are administered by the Student Services Office, and selections are made by the College Scholarship Committee comprised of one faculty representative from each department as well as the Chair and the Coordinator. The Coordinator is a non-voting member and the Chair will only vote if warranted by a tie or similar situation. The Scholarship Committee will develop/maintain and communicate specific application and award procedures consistent with the guidelines of this Memo. Awards typically range in value from \$1000 to \$9000 and are dependent upon the availability of funds. College-level awards may be restricted to specific disciplines or other donor-identified criteria. The Chair of the Scholarship Committee reserves the right to disburse any remaining/residual funds (after the committee has met) in a manner appropriate to meeting the goals of scholarship disbursements.

In order of priority, scholarships are awarded to a) honor continuing undergraduate students who demonstrate scholastic excellence, meritorious service achievements and the highest potential for professional success upon completion of their degree and b) attract the brightest and most promising new students to matriculate in a College of Forestry undergraduate program.

New and current students who have been admitted or are currently enrolled in the College of Forestry are eligible to *apply* for College of Forestry scholarships.

To be eligible to *receive* a scholarship all students must:

- Maintain full-time enrollment. This means registering for and *successfully* completing a minimum of 12 credits per term.
- Students participating in the Degree Partnership Program must take at least 6 (out of at least 12 overall) credits at OSU, and provide the CoF proof of registration at their partner community college prior to the start of each term.

- Students participating in the Degree Partnership Program must identify OSU as their primary institution.
- Write a personal note of thanks to the donor or donor representative. Donor contact information will be provided to students at the time a scholarship offer is made.
- Make reasonable and continued progress in a College of Forestry program/major.
- Maintain the College of Forestry as your primary college.
- Maintain high academic standards (generally defined as earning a 3.0 GPA each term).
- Apply for scholarships each year for continued eligibility (especially applicable for the few annually renewable scholarships available through the College).
- Promptly inform the College's scholarship manager of any circumstance that may arise that would put you in jeopardy of failing to fulfill these obligations.

Students are eligible for support throughout their degree program unless otherwise specified by a particular scholarship. If a student receives a scholarship for the maximum time period allowed by that scholarship but is still enrolled and advancing towards an undergraduate degree, an alternative scholarship of equal value may be awarded should the student continually be selected to receive a scholarship.

Selection Process

Each year the Student Services Office, in conjunction with the Scholarship Committee, will set the schedule for the scholarship process and communicate this information to students and post on the scholarship webpage. Applications will be received and processed by the Student Services Office and forwarded for review to the Scholarship Committee. All applications must be submitted on-line prior to the deadline.

The College Scholarship Committee will meet at least twice in the period of February to April to determine awards for new and continuing students. The first meeting will be conducted early enough to ensure that awards can be made to new students in a timely manner such that OSU remains a viable option in their educational decisions.

New Student Awards:

Factors considered in selection of new student awards include: academic record and other indicators or promise such as GPA, awards, descriptions of student breadth such as extracurricular activities, standardized test scores (ACT/SAT), work history, etc; student goals and plans as reflected in the statement of intent.

New student awards will be offered by the College Student Services Office. Typically, new student award offers must be formally accepted or rejected by a fixed deadline set by the Scholarship Committee. Awards not accepted by the deadline will revert to the pool and will be awarded to others. Students will be invited, but not expected to attend, a public awards ceremony in Spring Term.

If a new student elects to change to another eligible program within the College of Forestry, the award may follow the student or an alternative award may be made. If the student elects to matriculate into an ineligible program outside of the College of Forestry then the award will be withdrawn.

Continuing Student Awards:

Continuing student applications will be reviewed after new student awards have been made and will follow the same application process and deadlines. Factors considered in selection of continuing student awards are contribution to the college/campus environment, academic record (especially success in CoF coursework) and other indicators or promise such as GPA, awards, descriptions of student breadth such as extracurricular activities, work history, etc.; student goals and plans as reflected in the statement of intent.

As with new student awards, continuing student awards will be offered by the College Student Services Office. Offers must be formally accepted or rejected by a fixed deadline set by the Scholarship Committee. Awards not accepted by the deadline will revert to the pool and may be awarded to others. Students will be invited to and are expected to attend, a public awards ceremony in Spring Term.

If a continuing student elects to change to another eligible program within the College of Forestry, the award may follow the student or an alternative award may be made. If the student elects to transfer to an ineligible program then the award will be withdrawn.

Degree Program-Specific Scholarships

Scholarships which have been designated by a donor to be awarded by a specific department within the College of Forestry will be administered by the designated department or degree program. Efforts to raise more funds for these scholarships are the responsibility of the unit or program. The CoF Scholarship Committee has no oversight or involvement in the disbursement, tracking, or record keeping for these departmental scholarship awards or accounts.

Academic Jeopardy/Not Meeting Requirements

At the end of each term, after grades post, the Scholarship Coordinator will review GPAs, registration status, etc. for all students receiving a scholarship. Students who have not met the requirements of their scholarship award will receive a letter of their scholarship eligibility status.

- Students who fail to achieve at least a 3.0 GPA each term will be notified that term GPAs affect their accumulative GPA and that their scholarship may be in jeopardy should their OSU Accumulative GPA drop below 3.0.
- Students whose OSU Accumulative GPA drops below 3.0 for one term will receive notification that their scholarship is in jeopardy and that should their OSU Accumulative GPA remain below 3.0 for a second term their scholarship will be cancelled.
- Students who did not successfully complete at least 12 credits per term will receive notification that they must be registered as full time students in order to receive their next term's disbursements.
- Students who have not registered for at least 12 credits for the upcoming term will receive notification that their scholarship disbursement will be held until they provide proof of full time registration by a given date.
- Students who have been put on Academic Warning will have the next term's scholarship disbursement held from release. Should the student return to Good Standing at the end of the next term, the held scholarship disbursement will be released along with the current term's award.

- Students who have been put on Academic Probation will have their scholarship cancelled.
- Students who have been suspended from the university will have their scholarship revoked.

Petition Process

Scholarship recipients who find themselves in a situation in which they are unable to meet the requirements listed above may **petition** the CoF Scholarship Committee. The College of Forestry is obligated to meet the requirements set forth by donors of each of our scholarships and by the standard protocols and these administrative guidelines that regulate our scholarship program. However, students who feel strongly about an exception justification, or have made significant steps toward correcting a problem, etc. are welcome to submit a petition for consideration.

The College of Forestry has limited or no ability to make exceptions for such situations as:

- part time enrollment
- changes of major that alter student eligibility and make the scholarship not awardable
- the terms in which scholarship disbursements are made (Fall, Winter, and Spring terms)
- expected/anticipated life changes or situations that alter a student's enrollment status for a given term (starting a new job, birth of a baby, participation in internships, etc.)
- participation in the CoF Cooperative Education Program (which alters the terms in which a student is enrolled and thus eligible to receive a scholarship disbursement)

The following are a few examples of what may constitute a reasonable reason to petition the CoF Scholarship Committee and for which an exception *may* be granted:

- A personal or close family member health crisis* or unexpected death* in the family that resulted in a change in academic performance (below the standard 3.0 GPA) or enrollment level (dropping or withdrawal actions resulting in less than 12 credits per term).
- The reason for not maintaining high academic standards has been resolved and the student is actively working with university resources toward continued progress.
- You are participating in a university approved or sanctioned activity or service that affects or impacts performance or enrollment status.

*students should submit medical documentation with the petition to offer validation of the problem.

Approval:



Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

12/14/2015

Date