

2010 Undergraduate Transfer Scholarship Program

Faculty Representative Guidelines

The Jack Kent Cooke Foundation's mission is to help students of exceptional promise reach their full potential through education. Through the Undergraduate Transfer Scholarship Program, the Foundation identifies and supports high-achieving community college students hoping to transfer from two-year programs to four-year colleges and universities in fall 2010. These nomination guidelines are designed to assist institutions in recruiting applicants and selecting nominees who excel academically and in other activities **and** have significant unmet financial need. Only accredited two-year institutions in the United States may nominate students.

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NEW THIS YEAR

- 1) **Official Transcripts** must be uploaded into the online application
- 2) **Community College Profile** is now an uploaded form.
- 3) **Resume** now required.

Please note, the faculty representative guidelines include several items not included in the applicant materials.

► FACULTY REPRESENTATIVE MATERIALS

Faculty representatives have access to additional resources on the Foundation's website. To access Faculty Representative materials, go to the Foundation's website (www.jkcf.org) and click on the **Faculty Representatives** link located under the **Opportunities** section of the homepage or go to <http://facreps.jkcf.org>.

On the site, you will find these faculty representative materials:

- Information on the nomination and selection processes
- *2010 Faculty Representative Guidelines – Undergraduate Transfer Scholarship Program*
- *2010 Community College Profile* form
- Outreach materials, including a press release and informational posters

► SELECTING YOUR NOMINEES

Internal Campus Deadline: The faculty representative should set and publicize a **campus deadline**. Allow enough time to manage your nomination process and ensure that the scholarship committee is able to consider all the applications, select the nominee(s) and submit the nomination(s), **before** the **January 26 deadline**.

Scholarship Committee: We encourage faculty representatives to work with a scholarship committee to review the applications. If your institution does not already have an experienced scholarship committee, please consider organizing a committee to review applicants for the scholarship and consult with you to help choose the most competitive nominee(s).

Use of Confidential Materials: Students must upload both sides of their official transcripts in the application. You should open and view the transcripts within the application when going through your campus nomination decision-making process. Please check the application to make sure the student has attached the correct transcripts and financial documents. The Foundation firmly expects that the faculty representative will preserve the confidentiality of all transcript information with which he or she comes into contact.

Selection Criteria: The strongest candidates will excel academically and have considerable unmet financial need. To be competitive, they should also exhibit strength in the other selection criteria.

Two Nominees: Each institution may nominate up to **two (2)** students or recent graduates.

Set an **internal campus deadline**.

Work with a **scholarship committee**.

Preserve the confidentiality of all transcript information.

Your institution may nominate **two (2)** candidates.

► SELECTION CRITERIA

- **Academic achievement and critical-thinking ability:** Strong grades (both cumulative and improved over time), academic awards and honors, difficult curriculum and courses, and substantive assessments by those providing confidential letters of recommendation. Also, answers to application questions that demonstrate logical reasoning and the ability to construct a strong and well-crafted argument. Nominees should demonstrate an ability to evaluate information and opinions in a systematic, purposeful, and efficient manner.
- **Unmet financial need:** Nominees must show unmet financial need, which has two components, (i) education costs that exceed to an appreciable degree other grant awards and (ii) insufficient student and family income to meet educational costs. Students receiving full funding for their four-year degree will not be competitive for this scholarship. One possible indicator of financial need is that the applicant received need-based aid while in college. You may also use the financial need estimator, found on the Faculty Representative pages, to gauge unmet need.
- **Will to succeed:** Determination, perseverance and resiliency; commitment to obtaining an education; success in other pursuits; or assumption of significant responsibilities during school, such as employment or family obligations.
- **Breadth of interests and activities:** Well-rounded student, initiative on behalf of others, such as participation in volunteer and community activities.

In the **selection process**, these criteria are weighted in the order shown here.

The strongest candidates will **excel academically** and have **considerable unmet need**.

► MINIMUM ELIGIBILITY

Nominees must, at a minimum, meet all of the following eligibility requirements:

- Nominees may be drawn from **sophomores or recent graduates**. Current students must be enrolled at the two-year institution at the time of nomination and have sophomore status by December 31, 2009. Recent alumni must have graduated within the last five years (since spring 2005).
- Nominees must plan to pursue baccalaureate degrees **full-time at accredited four-year institutions** starting in **fall 2010**.
- Nominees must have **cumulative college GPAs of 3.50** or better on a 4.0 scale (or the equivalent). This cumulative GPA must include **all** college-level courses.
- Nominees must have **unmet financial need**.

Please keep in mind as you select your nominees that, while there is a five-year window of eligibility, **an individual may only be nominated once** for the scholarship.

► FACULTY REPRESENTATIVE TIMELINE

October 1, 2009	Online scholarship application and application materials available on the Foundation's website.
November 2009	Informational web-seminars for faculty representatives.
Oct. 09 – Jan. 2010	Publicize scholarship widely to students and alumni and conduct broad outreach .
Oct. 09 – Feb. 2010	Encourage your applicants to apply to at least one "reach" or dream college.
(to be set by you)	Internal campus deadline for application submission (set a deadline that works with your institutional schedule and allows sufficient time for your committee to review applications).
December 2009 or January 2010	Faculty representative and campus scholarship committee meet to select nominees.
January 26, 2010	Nomination Deadline - Faculty representative is responsible for the complete and timely submissions of all nominations by the deadline. Nominees are requested to submit an online application plus attached copies of supporting documents in PDF format. If a document is unable to be obtained, the applicant must attach a letter of explanation in its place. Late applications will not be considered.
Late April 2010	The Foundation notifies all applicants of award status.

► BROAD OUTREACH

To find the strongest candidates, **inform departments, faculty, and honors programs** about the scholarship and ask them to help **identify potential nominees**.

Send the Foundation press release (sent to you in October and available on the faculty representative pages of the Foundation's website) to your campus media office with the provided instructions. Place the color posters in prominent places on campus. You may download more posters from the Foundation's website.

Broad outreach will improve the likelihood of **selecting competitive nominees**.

► APPLICATION MATERIALS

Download Forms: Although students will complete their applications online, the Parent Financial Information Forms are not part of the online application and must be downloaded for completion. Once completed, the student's are encouraged to convert the forms to PDF format and attach them in the application. Please urge students and alumni to have their parents download the Parent Financial Information Forms. Students and parents may access these forms on the Foundation's website, www.jkcf.org, in the **Scholarships** section.

Instructions: Students and alumni should strictly follow the application instructions in the *2010 Nominee Guidelines – Undergraduate Transfer Scholarship Program* available on the Foundation's website.

Institution Nomination: Verifies the nominee's eligibility and academic status. You must complete your nomination **online** including:

- **Nomination Rationale:** This is a description by the faculty representative of the nomination committee's reasons for choosing this student to be your nominee from among your pool of qualified candidates.
- **Community College Profile:** The profile provides a context for the selection committee to review your applicant. The Community College Profile form is found on the Faculty Representative pages on the Foundation's website. The completed profile **must** be uploaded to the online nomination in PDF format only.

Recommendations: The best evaluations are from faculty members or others who have supervised the student's work, particularly those in the nominee's field of study. Letters lacking a personal knowledge of the nominee do not reflect positively on the nominee or the institution. Recommendations **must be submitted online**.

Inadmissible Applications: In prior years some qualified candidates were not considered because their applications were incomplete, improperly completed, or otherwise inadmissible. Please assist your nominees in following the application instructions and compiling complete and admissible applications. In the faculty representative section of the Foundation's website, you will see listed typical problems that make applications inadmissible. Note: applications cannot be submitted for you to view unless the student has attached **all** of the required supporting documents or letters of explanation.

Parent Financial Information Forms and Nominee Guidelines are **available for download** from the Foundation's website.

Students and alumni should **strictly follow the application instructions** in the *2010 Nominee Guidelines – Undergraduate Transfer Scholarship Program*.

► DEADLINES AND SUBMITTING YOUR NOMINATIONS

The nominees and faculty representative should coordinate their efforts to ensure that the complete online application is submitted by **January 20** and the school's nomination is **submitted** no later than **January 26, 2010**. Any supporting financial documents submitted after the application deadline must be mailed directly to the Foundation's processing center at the following address:

Mailing Address

Jack Kent Cooke Foundation
Undergraduate Transfer Scholarship
Program
PO Box 4030
Iowa City, IA 52243

Shipping Address

 (overnight couriers, such as FedEx)

Jack Kent Cooke Foundation
Undergraduate Transfer Scholarship Program
301 ACT Drive
Iowa City, IA 52245
If a telephone number is required, use 800-498-6478.

Official transcripts, supporting financial documents or letters of explanation **may be attached in PDF format** only within the application.

► APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

Electronic Application

1. Application

- ✓ Completed by applicant including:
 - Applicant Financial Information
 - Identification of Recommenders
 - Supporting financial documentation attached in PDF format only
 - Official transcripts, original (front and back) - must be uploaded as PDF attachment
 - Resume - must be uploaded as PDF attachment

2. Two letters of Recommendation

- ✓ Completed online by recommenders

3. Institution Nomination

- ✓ Completed online by faculty representative including:
 - Institution Nomination Rationale
 - Community College Profile (uploaded in PDF format within the nomination)

Supporting Documentation

The official transcripts (front and back), must be uploaded in PDF format within the application. Carefully review *Use of Confidential Materials* on Page 1. **Foreign language** supporting documents **must be** officially translated into **English**.

1. **Official College Transcript(s)** for **ALL** undergraduate coursework
 - ✓ one original uploaded for each institution attended
2. **High School Transcript(s), GED Scores, or Letter from Home-school Instructor**
 - ✓ one original uploaded for each institution attended
3. **Resume/Curriculum Vitae** – two pages maximum

Candidates may upload, in PDF format only, in their online application the following supporting documentation.

4. **Applicant Tax Forms** – including applicable W-2 forms, schedules, and attachments
 - ✓ one legible copy (no originals of tax forms required)
5. **Parent Financial Information Forms** – Parent Information Forms are **required** regardless of age or independence status of the applicant.
 - ✓ one original signed by the applicant and both of his or her parents
6. **Parent Tax Forms** – including applicable W-2 forms, schedules, and attachments
 - ✓ one legible copy (no originals of tax forms required)

* Applicants and/or parents **living abroad** and not filing US taxes for 2008 **must** complete the forms as best as possible and attach a statement (in English or a certified translation into English) from the employer(s) listing all income and benefits for 2008.

► CONTACT INFORMATION

For further information about the scholarship, please contact any of the following:

email: jkc-u@act.org website: www.jkcf.org