

Bobcat Online Scholarship System (BOSS) – Configuration Form

Basic Scholarship Information

Please complete this form for each scholarship.

If there is information that you do not know, please enter UNKNOWN for the answer.

Title of the Scholarship: _____.

Banner Fund Code: _____.

If your scholarship is not set-up in Banner, please fill out and submit a [scholarship transmittal form](#).

College: _____.

Department: _____.

Scholarship Owner Email: _____.

Scholarship Owner Phone # (Optional): _____.

This information will be displayed to students when applying for the scholarship in case they have questions.

Open Date (when this scholarship begins accepting applications): _____.

Close Date (when this scholarship stops accepting applications): _____.

Recurring Dates (are the Open and Close dates the same year after year):

Yes No

Total Funds Available for Distribution in Upcoming Cycle: \$ _____.

Number of Scholarships Awarded per Cycle: _____.

Scholarship Award Value (Amount per Award): \$ _____.

If the award amount is unknown, or can vary, enter *Varies* in the line above.

Award to Disburse in: Fall Spring Summer

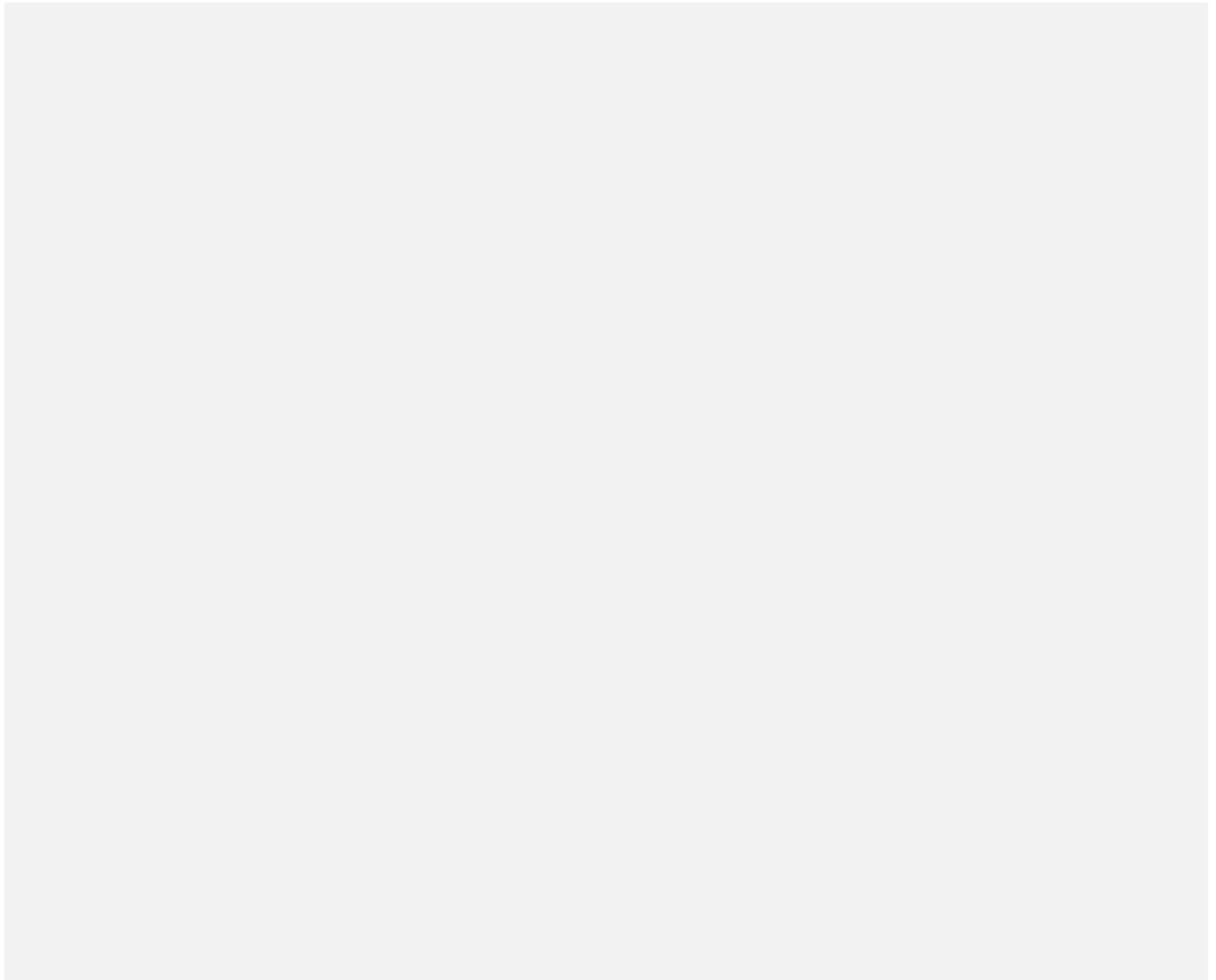
Scholarship Description

These descriptions are seen by the students and are very valuable in conveying the scholarship information and eligibility requirements. Think of these descriptions as the only places where a student will have the ability to obtain information about the scholarship award.

The description should be a high level summary and provide brief guidelines about the scholarship award. This section is where information about eligibility criteria and the award's terms and conditions should be explained. Students can see this description online when they select the scholarship in the system. It is also a good place to mention donor names, so students will be aware of who to address their thank-you letter(s) to if selected.

A student should be able to read this description and have a good idea whether or not they are eligible for this scholarship.

Description (click or tap below to enter):



Scholarship Eligibility Criteria

Please describe the scholarship eligibility criteria in detail. What should make a student eligible for this scholarship in the scholarship system? If this scholarship has an MOU, please make sure those requirements are reflected below. Please also include any preferences. You may refer to the imported data fields page at the end of this document to determine which information is imported from Banner.

Eligibility Criteria Example: This scholarship is available to undergraduate students that are majoring in the College of Applied Arts. It is available to incoming and continuing students. Continuing student applicants must have a Texas State GPA of 3.2 or better. Transfer students must have a Transfer GPA of 3.2 or better. Preference is given to students from Bexar County.

Eligibility Criteria:

Level of Study	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Bach	<input type="checkbox"/> Doctoral <input type="checkbox"/> Special Professional
Student Type	<input type="checkbox"/> Continuing <input type="checkbox"/> First Time <input type="checkbox"/> Readmit <input type="checkbox"/> Transfer <input type="checkbox"/> Second Baccalaureate <input type="checkbox"/> Early Admit <input type="checkbox"/> Undeclared	<input type="checkbox"/> Visiting <input type="checkbox"/> Non-Degree Seeking <input type="checkbox"/> Correspondence/Extension (ODEL) <input type="checkbox"/> Certification – Teacher <input type="checkbox"/> Certificate – TXSTATE <input type="checkbox"/> Certification - Other
Is this application open to:	<input type="checkbox"/> Currently Enrolled Students <input type="checkbox"/> Prospective Students (Students who have applied but are not yet enrolled) <input type="checkbox"/> Both	
GPA (Leave Blank if None)	TXST GPA must be greater than or equal to: _____ Overall GPA (Transfer GPA) must be greater than or equal to: _____	
Required College (Select all that apply)	<input type="checkbox"/> Honors <input type="checkbox"/> Intensive English <input type="checkbox"/> No College Designated <input type="checkbox"/> College Used in Stat Calc <input type="checkbox"/> Applied Arts <input type="checkbox"/> Business Administration <input type="checkbox"/> Continuing Education <input type="checkbox"/> Distant & Extended Learning	<input type="checkbox"/> Education <input type="checkbox"/> Fine Arts & Communication <input type="checkbox"/> The Graduate College <input type="checkbox"/> Health Professions <input type="checkbox"/> Liberal Arts <input type="checkbox"/> Science & Engineering <input type="checkbox"/> University College <input type="checkbox"/> PACE
Major(s)	_____.	
Requires Financial Need?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Requirements (certifications, program, etc...)	_____.	

Scholarship Supplemental Questions

If this scholarship needs information to determine eligibility, or to inform reviewers that is not sent to Academic Works from Banner, it will most likely need to be asked as a supplemental question. Refer to the list of available Banner data at the end of this document. Examples of supplemental questions include essays, requests for letters of recommendation, asking if a student is the member of a club/organization, resume uploads, etc... Click the plus sign to add more supplemental questions. Please provide responses if the question is not open ended. If it is an essay, please input a maximum word count.

Example:

Question Text:	Responses/Word Count:
Are you a member of the XYZ Sorority?	Yes/No
Please write an essay about a piece of literature that changed your life.	300

Question Text:

Responses/Word Count:

--	--

Application and Review Process

1. Application Type – How will students apply?

- Student is automatically applied based on meeting eligibility criteria
- Student applies to a “conditional” application and is considered for several scholarships based on that single application
- Student searches scholarship list and applies to each scholarship
- Admin/Faculty nominates the student

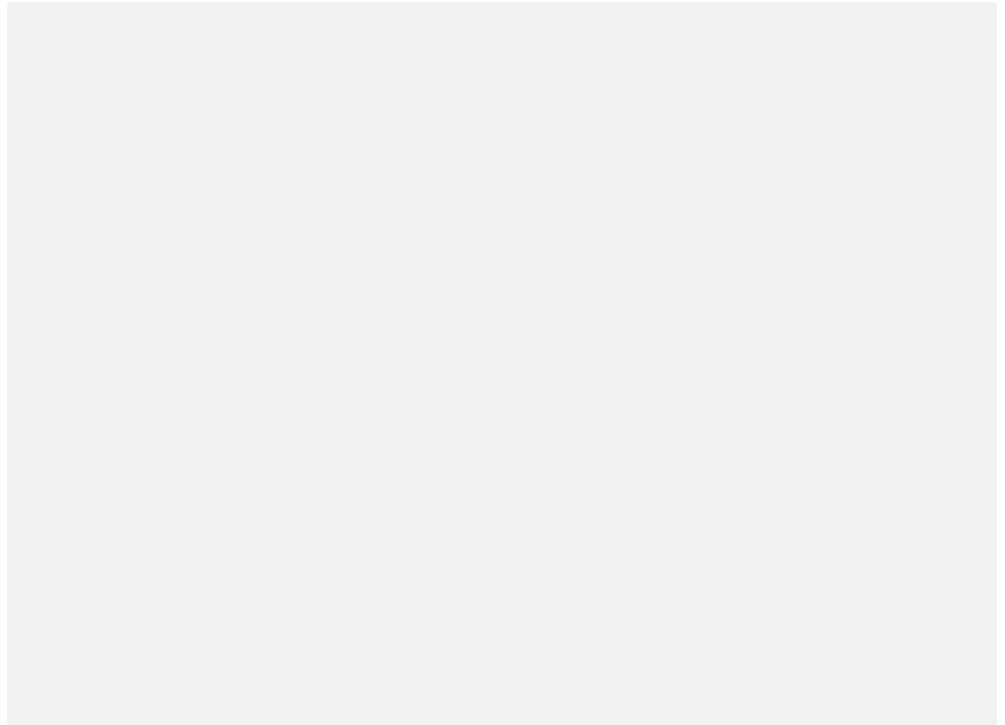
2. How are applicants evaluated for this scholarship?

- Scholarship committee with team leader. Please review the available [ranking forms](#) and select the option that you would like to use. (Example: FASR):
_____.
- No review team (scholarship administrator sorts)

3. Acceptance Tasks – Are there any tasks that a student must complete in order to receive the offered scholarship? Acceptance tasks include such items as writing a thank you letter to the donor, accepting scholarship terms and conditions, etc.

NOTE: All scholarship offers require the student to Accept or Decline the offer.

- NO
- YES – Please select all that apply
 - Acceptance agreement
 - Donor thank you letter
 - Other (please explain): click or tap below



Scholarship Details

4. Is the scholarship a development foundation (DF) endowment account?
- YES – If yes, please provide the DF account number: _____.
- NO
5. Is this scholarship a restricted account (funded by gifts/donations) or an endowment?
- YES – If yes, please select the type: Restricted Endowment
If available, please provide the donor's name: _____.
- NO
6. Is there a maximum number of award installments (i.e., semesters) a student can receive?
- YES – Number of installments: _____.
- NO
7. SAP Cost Center associated with this scholarship: _____
8. SAP Fund Associated with this scholarship: _____
9. Scholarship Manager Name (e.g., John Smith): _____
10. Scholarship Manager NetID (e.g., JS01): _____
11. Is this a renewable scholarship (i.e., awards can be received over multiple years if the recipient continues to meet certain eligibility/terms and conditions)?
- YES – If yes, when is renewability assessed: _____
- NO

Scholarship Renewal Eligibility Criteria

Please describe the scholarship renewal criteria. What should make a student eligible for subsequent installments of this scholarship?

Renewal Criteria Example: To remain eligible for this scholarship for the upcoming academic year, the student must have a cumulative Texas State GPA of a 3.5 and have passed at least 24 hours in the last academic year (fall/spring). The student must also be pursuing a major in the College of Applied Arts. Renewal eligibility is assessed at the end of the spring semester.

Eligibility Criteria: _____

Imported Data Fields

SGASTDN Student Type	College Code
Ethnicity	Level of Study
Approved Thesis Proposal Form on File	Major Code
Approved Dissertation Proposal Form on File	Program Code
Applicant Has Advanced to Candidacy	Program Description
Scholar Rank	Concentration
Gender	Certification
Birth Date	Application Semester
City	Application Number
State Perm	Application Admission Type
County	Application College Code
Nation Code	Application Level of Study
Residency	Application Major Code
Citizenship	Application Program Code
Classification	Application Program Description
GPA	Application Concentration
Passed Hours Current Level	Application Certification
Highest GMAT	Application Status
Highest GRE	Application Decision Date
Highest SAT Total M plus V	Application Decision Made
Highest ACT Composite	Hours Passed Previous Fall
Highest SAT Verbal Subscore	Hours Passed Previous Spring
Highest ACT Verbal Subscore	Total Hours Passed Previous Academic Year
Highest SAT Math Subscore	GPA Previous Term GPA
Highest ACT Math Subscore	International Student Country of Origin
Attributes	Prior Texas College Transfer
Financial Need FAFSA	Prior Texas Foster Care Waiver
High School Percentile	Prior Year FAFSA Financial Need
High School Rank	Degree Code
High School Diploma Type	Score Highest New SAT Total
High School Code	Score Highest New SAT Verbal
High School State	Score Highest New SAT Math
High School County	Minor Code
GPA Last 60 Undergraduate Hours Application GPA	Application Minor Code
Semester	Hours Passed Previous Summer
Priority Number	Current EFC
Admission Type	Application Student Type (reflect above?)