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: Click or tap here to enter text.

Banner Fund Code: Click or tap here to enter text.
If your scholarship is not set-up in Banner, please fill out and submit a scholarship transmittal form.

College: Click or tap here to enter text.

Department: Click or tap here to enter text.

Scholarship Owner Email: Click or tap here to enter text.

Scholarship Owner Phone # (Optional): Click or tap here to enter text.
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)**:** Click or tap to enter a date.

Close Date (when this scholarship stops accepting applications)**:** Click or tap to enter a date.

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

Choose a Response.

Total Funds Available for Distribution in Upcoming Cycle: $Click or tap here to enter text.

Number of Scholarships Awarded per Cycle: Click or tap here to enter text.

Scholarship Award Value (Amount per Award)**:** $ Click or tap here to enter text.
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 here to enter text.

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:

Click or tap here to enter text.

Level of Study	☐Undergraduate ☐Graduate ☐Post-Bach	☐Doctoral ☐Special Professional
Student Type	☐Continuing ☐First Time ☐Readmit ☐Transfer ☐Second Baccalaureate ☐Early Admit ☐Undeclared	☐Visiting ☐Non-Degree Seeking ☐Correspondence/Extension (ODEL) ☐ Certification – Teacher ☐Certificate – TXSTATE ☐Certification - Other
Is this application open to:	☐Currently Enrolled Students ☐Prospective Students (Students who have applied but are not yet enrolled) ☐Both	
GPA (Leave Blank if None)	TXST GPA must be greater than or equal to: Enter a GPA Overall GPA (Transfer GPA) must be greater than or equal to: Enter a GPA	
Required College	Choose an item. Choose an item.	
Major(s)	Click or tap here to enter text.	
Requires Financial Need?	☐Yes ☐No	
Other Requirements (certifications, program, etc.…)	Click or tap here to enter text.	

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:

| | |

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): Click or tap here to enter text.
    ☐　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 here to enter text.

Scholarship Details

4. Is the scholarship a development foundation (DF) endowment account?

    ☐ YES – If yes, please provide the DF account number: <u>Click or tap here to enter text.</u>

    ☐ 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: <u>Click or tap here to enter text.</u>

    ☐ NO

6. Is there a maximum number of award installments (i.e., semesters) a student can receive?

    ☐ YES – Number of installments: <u>Click or tap here to enter text.</u>

    ☐ NO

7. SAP Cost Center associated with this scholarship: <u>Click or tap here to enter text.</u>

8. SAP Fund Associated with this scholarship: <u>Click or tap here to enter text.</u>

9. Scholarship Manager Name (e.g., John Smith): <u>Click or tap here to enter text.</u>

10. Scholarship Manager NetID (e.g., JS01): <u>Click or tap here to enter text.</u>

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: <u>Click or tap here to enter text.</u>

    ☐ 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: Click or tap here to enter text.

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?)