Request to Utilize Scholarship Funds for New Graduate Students
Fall 2025-Spring 2026

DEADLINE FOR SUBMITTING THIS EXCEPTION REQUEST FORM: April 18, 2025

Background

Our current approach to campus scholarship awarding utilizing the Cal State LA Scholarship System (Blackbaud Award Management) does not allow newly admitted students to be considered. Only students who will be continuing in the same degree program level (baccalaureate, credential, Master's or Doctorate) are able to apply. This approach allows us to focus our limited funds on acknowledging the accomplishments of our current students and promote retention and graduation.

The Deans have supported this overall strategy while requesting we find a way to expand this to support the recruitment of talented graduate students. As a result, we have created a 'standard exception' process to request to utilize the department graduate admission process to identify and award new graduate scholarship recipients.

Where can this be utilized?

The department can request to use part or all the scholarship award balance if the award criteria allows the fund to be utilized for the targeted **graduate** population. This process may only be requested to be utilized for new Master's, doctorate, or Post-baccalaureate credential students.

How will this work?

To ensure we meet the CSU requirements for scholarship administration, the department must agree:

1. The admission application will also be considered the scholarship application. There cannot be a separate application process.

2. The scholarship committee will utilize the information they are already collecting via the University or departmental application process to identify and award eligible candidates.

3. The committee must consider all admitted applicants who meet the minimum criteria for the award. If there are more eligible applicants than funds available, the committee must utilize a rubric to determine the recipients based on the Scholarship Criteria and utilizing available information from the admission process. For programs with late application deadlines, they may set a cutoff date earlier than their admission application deadline and only review students who had complete admission files as of that date.

4. The Scholarship Awarding Form must be submitted to the Scholarships Unit by the published deadline. New students and continuing students can be listed on the same Scholarship Awarding Form for one scholarship account. The total amount of all awards submitted cannot exceed the funds available to award.

5. The department must maintain the evaluation materials including the application, the rubric demonstrating how the awardees were determined since the Cal State LA Scholarship System is not being utilized. This information is subject to audit.

BE AWARE: Approval of this request only allows the department to utilize the admission process rather than the Cal State LA Scholarship System for scholarship recipient selection. All other guidelines apply including committee members, fund availability and minimum award amount.

What if I also want continuing students to be considered? That is acceptable as long as you determine how much you want to spend on the new group versus the continuing group. You will then award the new graduate student amount utilizing the admission process and the continuing student amount via the Cal State LA Scholarship System.

CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Request to Utilize Scholarship Funds for New Graduate Students
Fall 2025-Spring 2026

DEADLINE FOR SUBMITTING THIS EXCEPTION REQUEST FORM: May 2, 2025

Complete and submit this request to Financial Aid and Scholarships at scholarships@calstatela.edu

College:_____ Department(s):_____

Fund/Scholarship Name:_____

Item Type:_____ Project#:_____

Total Amount Available to Award for 2025-2026:_____

Amount requested for incoming/new graduate students utilizing Admission Process:_____

Amount reserved for continuing students utilizing Cal State LA Scholarship System (Blackbaud): _____

Ongoing Exception: ☐ Yes ☐ No New Exception: ☐ Yes ☐ No

State why the students will be selected outside of Blackbaud and/or outside of the regular selection timeline outlined in the Scholarship Approach:

_____

_____

_____

_____

State how the scholarship will be promoted:

_____

_____

State how students will be selected (rubric):

_____

_____

State the name of your selection committee members (Per CSU Chancellor's Office guidelines, at least 3 people should be involved in the selection process).

____

By submitting this request, we agree to follow the processes outlined on this form as well as the guidelines outlined
in the Scholarship Guide for Fall 2025- Spring 2026. We also affirm that we will retain copies of the students' applications and committee member scores for auditing purposes.

Scholarship Committee Chair or Department Chair:

Print Name:__________________________________

Signature:___________________________________

Date:_____________________

Dean or Associate Dean:

Print Name:__________________________________

Signature:___________________________________

Date:_____________________

Please include a copy of your scholarship application and application selection process timeline with your exception request submission. Complete and submit this request to Financial Aid and Scholarships at scholarships@calstatela.edu

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☐ Approved

Total Amount Available to Award for 25-26:_____________________

Amount requested for new graduate students:____________________

Amount reserved for continuing students: _______________________

☐ Denied, award criteria does not support the use

☐ Other: ____

FAS Signature:____ Date:_______________________