



DONOR SCHOLARSHIP

Application & Eligibility Information

APPLICATION OPENS	APPLICATION CLOSES	AWARD DECISION
Monday March 28, 2022 at 10am (PDT)	Friday April 15 at 2:00 pm (PDT)	Monday, May 23

SCHOLARSHIP AWARD AMOUNTS

The scholarship award amounts depend upon the quantity and quality of applications submitted.

SCHOLARSHIP GRADING AND ASSESSMENTS

The Donor Scholarship Committee consists of faculty and staff representing all academic schools, Financial Aid, Student Services, Finance, Advancement, Pacific Oaks donors, and alumni.

- Scholarship award decisions are based on the quality of your essay first, and then your GPA.
- This application grade will determine whether the student will receive a Donor Scholarship award and the specific award amount.
- Please note that a high GPA does not guarantee a high overall application grade.
- Each essay is assessed by two different graders whose scores are then combined with the student's GPA to provide an overall application grade.
- Essays are graded blindly without student names or degrees so the committee can focus solely on the content of the essay.
- The following page includes the grading rubric that scorers use to assess applications. We strongly suggest you use this rubric as a guide when writing your essay, and have your essay reviewed by a faculty or staff member before submitting your application.

QUESTIONS?

Contact Office of Advancement | 626-529-8091 | scholarships-po@pacificoaks.edu



GRADING RUBRIC

Main Topic <i>Please circle grade (4 being the highest)</i>	Supporting Details <i>Please circle grade (4 being the highest)</i>	Conclusion <i>Please circle grade (4 being the highest)</i>	Grammar & Spelling <i>Please circle grade (4 being the highest)</i>	Reviewer's Overall Opinion <i>Please circle grade (4 being the highest)</i>	<i>Tally of Scores</i>	<i>Student GPA</i>	Final Score Divided by 5 (Average Score)
4 3 2 1	4 3 2 1	4 3 2 1	4 3 2 1	4 3 2 1			

RITERIA	GRADE 4	GRADE 3	GRADE 2	GRADE 1
MAIN TOPIC	There is a main topic that is clearly presented and readily understood.	There is a main topic that is identifiable.	There is a topic that is barely discernable.	There is no main topic.
SUPPORTING DETAILS	The main points are adequately supported.	The main points are supported but the details are difficult to understand.	The supporting evidence is not strongly related to the topic.	There is not sufficient evidence to support the main topic.
CONCLUSION	There is a strong conclusion that is memorable.	There is a weak conclusion.	The reader can infer a conclusion.	No conclusion is presented.
GRAMMAR & SPELLING	All sentences are well constructed. There are no errors in grammar, mechanics, or spelling.	Most sentences are well constructed. There are a few errors in grammar, mechanics, or spelling.	Sentences are awkward, but understandable.	There are many grammatical and/or spelling errors that detract from the essay.
REVIEWER'S OVERALL OPINION	I enjoyed the content of this this essay.	The essay held my interest.	The essay was difficult to follow.	The essay did not answer the question posed.

ELIGIBILITY REQUIREMENTS

- B.A. students must take at least **6** units per semester.
- M.A. students must take at least **3** units per semester.
- **On-the-ground students** must have completed **TWO** full consecutive semesters
- **School of Education and Online students** must have completed **THREE** sessions within two consecutive semesters.
- All applicants must submit their [unofficial PO transcripts](#), and complete the online application with a 400-500 word essay answering the prompt posted on the application site.
- You must be enrolled in the semester in which the scholarship will be awarded to receive the scholarship funds.
- Current and active students enrolled in programs on-ground, online, or attending off-site cohorts and instructional sites are eligible to apply.
- Pacific Oaks employees who are also students but do not qualify for the Tuition Waiver benefit may be eligible to apply.
- Previous Donor Scholarship recipients may re-apply more than once to the Donor Scholarship.

QUESTIONS?

Contact Office of Advancement | 626-529-8091 | scholarships-po@pacificoaks.edu



EXAMPLE

SPRING 2022		SUMMER 2022		FALL 2022	
Session 1	*Session 2	*Session 1	Session 2	Session 1	Session 2
<p>The final GPA of this semester will be used to calculate your overall application grade.</p> <p>*If you are a Session II start student who is in the School of Education program or an Online student, your Session II and Session I grade of the following semester will be used to calculate your overall application grade.</p>		<p style="text-align: center;">CURRENT SEMESTER</p> <p>If you began attending PO in SUMMER 2022, you are not eligible for the Donor Scholarship this cycle.</p> <p style="text-align: center;">On-the-ground students must have completed <u>TWO full consecutive</u> semesters</p> <p style="text-align: center;">School of Education and Online students must have completed <u>THREE sessions</u> within two consecutive semesters.</p>		<p>Scholarship Award announcements will be made and funds will be disbursed before this semester begins</p>	

AUTOMATIC DISQUALIFICATIONS

- If you began attending Pacific Oaks College in **SUMMER 2022**, you are not eligible.
- Essays that **do not meet the stipulated 400-500 word requirement** will not be considered for a scholarship.
- Scholarship applications received **after the deadline** will **not** be reviewed.
- Applications that do not include [PO unofficial transcripts](#) will **not** be reviewed.
- Students on **academic probation** or with **academic warnings** will be disqualified.
- If you **withdraw** from Pacific Oaks College, you will be withdrawn from a donor scholarship consideration.
- Students who had their **previous donor scholarship transferred to a different semester** are not eligible to apply for that same semester.
- Students who have completed their undergraduate degrees are considered new students when they enroll in a masters' level program at PO and should apply for Institutional Scholarships. For questions about Institutional Scholarships, please contact the Admissions Office at admissions@pacificoaks.edu.

Pacific Oaks employees who are enrolled in degree programs should consider applying for the Tuition Waiver benefit, which is reserved for eligible full time and part time employees at the College and Children's School. Employees who are also students but do not qualify for the Tuition Waiver benefit may be eligible to apply for the Donor Scholarship. For questions regarding the Tuition Waiver benefit and its eligibility requirements, please reach out to your supervisor or the HR department at 626.529.8436 or email pochumanresources@pacificoaks.edu



ADDITIONAL INFORMATION

The scholarship review process can take 6-7 weeks. All applicants will be notified by email of the Donor Scholarship Committee's decision. Awards will be distributed before the beginning of the new semester. With the exception of School of Education and Online students whose payments will be split over Session I and/or Session II of the awarding semester, all students will be paid in one disbursement. **Please note, Donor Scholarship awards will be applied to tuition first.**

If you have been awarded a Donor Scholarship and have questions regarding when your scholarship award will post to your account, please contact:

Student Accounts

800.645.8603

Select "Option 2" for Student Finance, then "Option 2" for Student Accounts

ACCEPTING YOUR DONOR SCHOLARSHIP AWARD

All Donor Scholarship award recipients will be asked to send a formal thank you message to the donor/foundation by the deadline indicated on the award letter. The thank you letter must be at least two to three paragraphs long.

Below is a guide of information to include in your thank you letter:

- Address thank you letter to the funder listed on your award letter
- Tell the donor(s) a little bit about yourself, including:
 - Your family background, experiences and life situations that led you to pursue a degree at Pacific Oaks.
- You should also include some information about your current situation, such as:
 - What you are studying at Pacific Oaks College
 - Where you are currently working or projects you volunteer in off-campus.
- Describe how the scholarship support will help you meet, or exceed, your educational goals
- Finally, you may want to talk about your future plans, like:
 - What you hope to accomplish while still a PO student.
 - What your plans are after graduation.
- The formal thank you message must be sent through the link provided on the award e-mail.

QUESTIONS?

Contact Office of Advancement | 626-529-8091 | scholarships-po@pacificoaks.edu