



CITIZEN POTAWATOMI NATION DEPARTMENT OF EDUCATION  
**SCHOLARSHIP POLICY HANDBOOK**

NOVEMBER 1, 2020



# OVERVIEW

The Citizen Potawatomi Nation is the federally-recognized government of the Potawatomi people and exercises governmental jurisdiction in an area bounded by the North Canadian River, the South Canadian River, the Pottawatomie-Seminole County boundary (on the east), and the Indian Meridian (on the west). The Citizen Potawatomi Nation offers many services to its citizens and to other Native Americans throughout its tribal jurisdiction. These services include: Housing, Community, Education, Health, Veterans, Elder and Career Services.

## CPN Department of Education Mission Statement

To prepare for the next seven generations by helping Citizen Potawatomi tribal citizens regardless of age or location to identify and achieve their educational goals.

## CPN Department of Education Values

Based on the Noek Nmeshomesek (Seven Grandfathers) teachings, the following values guide our work:

- Wisdom – Lead by example by committing to continued learning.
- Love – Carry out responsibilities with passion.
- Respect – Honor every person with whom we interact.
- Bravery – Encourage students to be brave by taking the next step in their education.
- Honesty – Ground our conversations in honesty and straightforward compassion.
- Humility – Understand and model that we do not have all the answers.
- Truth – All seven teachings together prepare us for the next seven generations.

## CPN Department of Education Services:

We fulfill our mission and values by supporting students in a number of ways, including the following:

- Personalized college advising
- Internship identification and/or development
- Tribal Scholarship administration
- University partnerships

## CPN Department of Education Staff

### Director: Tesia Zientek

- Oversees and manages all CPN Department of Education functions
- Serves as delegate to tribal leadership on education-related issues

Contact at [tesia.zientek@potawatomi.org](mailto:tesia.zientek@potawatomi.org)

### Senior College Advisor: Charles Lee III

- Advises college-bound CPN students in search of individualized college advice with last names starting with the letters A-M
- Reviews and approves tribal scholarship applications
- Provides college and career readiness training to local schools

Contact at [charles.lee@potawatomi.org](mailto:charles.lee@potawatomi.org)

### College Advisor: Sarah Willmettt-Whiteman

- Advises college-bound CPN students in search of individualized college advice with last names starting with the letters N-Z
- Reviews and approves tribal scholarship applications
- Provides college and career readiness training to local schools

Contact at [sarah.willmettt@potawatomi.org](mailto:sarah.willmettt@potawatomi.org)

### **College Advisor: Matt Higdon**

- Cultivates community relationships
- Coordinates Wzhitawen College and Career Fair
- Provides college and career readiness training to local schools

Contact at [matt.higdon@potawatomi.org](mailto:matt.higdon@potawatomi.org)

### **Program Support: Stephanie Hawk**

#### **Internship and Projects Coordinator**

- Coordinates all internship assignments at the CPN and ensures that internships benefit both the intern and tribal department
- Manages office functions
- Works closely with the CPN Department of Education

Contact at [stephanie.hawk@potawatomi.org](mailto:stephanie.hawk@potawatomi.org)

### **CPN Department of Education Contact Information**

Email: [college@potawatomi.org](mailto:college@potawatomi.org)

Phone: 405-695-6028

Toll-Free Phone: 1-800-880-9880

Address: 1601 S. Gordon Cooper Drive  
Shawnee, OK 74801

# DEGREE TYPES

There are two pathways for educational assistance provided by the Citizen Potawatomi Nation:

1. The Department of Education offers the Tribal Scholarship for students pursuing an accredited associate's degree up to a doctoral degree. Students who qualify for this pathway must complete the scholarship application at [portal.potawatomi.org](http://portal.potawatomi.org) within the designated fall, spring, and summer application periods.
  - a. Unless a student provides official university documentation stating otherwise, students are considered either full-time or part-time under this pathway based on the following matrix:

STUDENT STATUS MATRIX	PART-TIME	FULL-TIME
UNDERGRADUATE	11 credits or fewer	12+ credits
GRADUATE	Eight credits or fewer	9+ credits

- b. Full-time students receive \$2,000 each semester, while part-time students receive \$750 each semester.
2. The Workforce and Social Services Department (WSS) supports students working toward vocational, technical, and certificate programs. Students who qualify for this pathway must complete WSS's paper application. For more information about this program, please contact Kandi McCracken by telephone at 405-878-3854 or by e-mail at [kandi.mccracken@potawatomi.org](mailto:kandi.mccracken@potawatomi.org).
  - a. Scholarships must demonstrate progress toward a concrete educational goal.
  - b. Funding will be paid directly to institution up to the amount of tuition but not in excess of \$2,000 per semester.
  - c. All incarcerated students will be placed on this pathway. For more details on incarcerated student policies, please see the Incarcerated Students section on page 13.
  - d. Graduate-level certificates are not eligible for funding.

# TRIBAL SCHOLARSHIP APPLICATION PROCESS

1. Prospective students must complete an online application at [portal.potawatomi.org](http://portal.potawatomi.org) each semester.
2. To receive a scholarship each semester, students must apply during the scholarship period for which they are seeking funding. The deadline dates for the application are below.

Fall	Spring	Summer
Opens: July 15   8am CT Closes: September 15   5pm CT	Opens: November 15   8am CT Closes: February 15   5pm CT	Opens: March 15   8am CT Closes: June 15   5pm CT

3. The first time a student visits the Portal website, they will be instructed to register. Please note that the Portal has been rebuilt and all login information prior to November 14th, 2019 has been deleted. If a student has not logged in since then, they must register a new account. They will need to provide their first, middle, and last name as well as their birth date.
  - a. If a student has trouble registering, they should contact the CPN Department of Education immediately.
  - b. Only students currently on the CPN Tribal Rolls will be eligible for the tribal scholarship; pending applications will not be considered.
4. Once a student has registered, they will be prompted to log-in. Students have the option of clicking the 'F' logo for Facebook, the 'G' logo for Gmail, or the 'Sign-up' button. The Facebook and Gmail options

use the student's log-in information from those websites but does not share any information. The "Sign-up" option creates a user login and password through the CPN. The log-in method the student chooses is permanent, and they will login using that method each time.

5. Once a student has registered and logged in, they will be directed to the Home page of the Portal where they see a list of the services offered by the CPN Department of Education.
6. If the student is logged in during an open scholarship period, they will see the option to "Apply for Scholarship" in the Action Pane of the Dashboard.

## Institution Page

The screenshot shows the '2021 Spring Scholarship Application' form on the 'INSTITUTION' page. The header includes the logo for 'CITIZEN POTAWATOMI NATION DEPARTMENT OF EDUCATION' and a 'Log Off' link. The navigation bar has tabs for 'INSTITUTION', 'ADDRESS', 'EDUCATION', 'AUTHORIZATION', 'SEMESTER', and 'FINISH'. The main content area is split into two columns. The left column features a blue icon of a classical building and the heading 'College/University Enrollment'. Below the icon, it asks the user to list their primary institution and explains that the primary institution is the school to which the scholarship check will be sent. It also notes that if attending multiple universities, the primary institution is where the most credits are taken. The right column is titled 'COLLEGE / UNIVERSITY' and contains a search bar with a red asterisk indicating it is required. Below the search bar are several dropdown menus: 'Degree' (with 'A.A. (Associate of Arts)' selected), 'Concentration/Emphasis', 'Major' (with a red asterisk and 'select from list' text), and 'Minor'. At the bottom of this section are three more dropdowns: 'College/University Student ID', 'Expected Graduation Semester' (with 'Spring' selected), and 'Expected Graduation Year' (with '2021' selected). Below this is the 'SECONDARY INSTITUTION' section, which has a heading 'If you are enrolled in a College or University other than listed above' and a search bar. A blue 'Next' button is located at the bottom of the form.

7. They will be then directed to the Institution Page. This is for the student to input all the current information about the college/university they are attending. As a student types the name of the institution, the first field will autofill with potential schools. Please click on the school you are attending from the drop-down list. If your school is not listed, please contact the CPN Department of Education so they can add the school.
  - \*Please Note: Only accredited, not-for-profit institutions are eligible for scholarship funding. Please be sure the school you wish to add is accredited before contacting the Department of Education.\*
8. If you are attending two schools, please enter the information of your secondary school. If you choose to have the check made out to you and the school or just the school, the primary school listed will be the one printed on the check.
  - a. This is where you will enter which degree you are currently pursuing. Graduate level students should note that if they are in a program that will award a master's level degree and a doctorate level degree, they should list the doctorate level degree on the application. Your program will be evaluated by a review committee, and funding will be determined upon committee review. For more information regarding funding for Ph.D. level programs, please see 'Ph.D. Programs' on page 14.
9. Once all the required fields are filled, the "Next" button will be available to click.

## Address Page

CITIZEN POTAWATOMI NATION  
DEPARTMENT OF EDUCATION

2021 Spring Scholarship Application

INSTITUTION ADDRESS EDUCATION AUTHORIZATION SEMESTER FINISH

### Mailing Address

Please list your current permanent address here. We will use this address to mail your scholarship check.

If you selected that the scholarship is payable to the school only, please list the address for your school that should receive the scholarship check.

Please note that your address will be automatically verified by an address authentication system. Please confirm your address in order to ensure that you receive your check to the correct mailbox in a timely manner.

The permanent address listed above is what is currently on file in the CPN Tribal Rolls department. To update that information in your file, please contact 405-878-5835. **Please note, however, that your scholarship check will be mailed to the address identified in the "Apply for New Scholarship" page.**

The Notification Email is the email we will use for any notifications regarding important, scholarship-related updates. Please ensure that it is current, as these messages can impact whether a scholarship is awarded or not.

Both the Notification Email and Text Authorization can be updated at any time by going to the profile page, and editing your profile.

**MAKE THE SCHOLARSHIP PAYABLE TO ME AND THE SCHOOL**  
By clicking this box, you are indicating that your scholarship will be made payable to both you and the university. This box is checked by default.

**MAKE THE SCHOLARSHIP PAYABLE ONLY TO ME**  
By clicking this box, you are indicating that your scholarship will be made payable directly to you and not to your school and you. Additional information will be required.

**MAKE THE SCHOLARSHIP PAYABLE ONLY TO THE SCHOOL**  
By clicking this box, you are indicating that your scholarship will be made payable directly to the university only.

Country  
UNITED STATES

Street Address \* required Apt #, Suite #, etc.

City \* required State \* required Zip \* required

Notification Email \* required Phone \* required

**TEXT ME**  
By checking this box, you are indicating that CPN may text the phone number provided with important updates.

Previous Next

- The student will then be directed to the “Address” page. The address entered on this page is where the check will be mailed. If the student selects for the check to be made payable directly to the school, it is the student’s responsibility to put the appropriate address in.
- The student will have three options on to whom the check is payable.
  - The default option is to have the check made co-payable to the student and their primary institution. Both parties must endorse the check to release the funding.
  - Students who wish to have the check made out only to them must check the box that states “Make the Scholarship Payable Only to Me.” Checking this box will prompt an upload box on the “Semester” page for proof the student has a zero balance with the institution. Without this documentation, the policy is to default back to having the check made payable to the student and the school. It is the student’s responsibility to report all financial aid received to the institution.
  - Students who wish to make the check made out only to the institution can select “Make the Scholarship Made Payable Only to the School.”
- Students have an option to select “Text Me”. If this box is checked, the phone number listed on this page will be used for notifications about status of the scholarship and general correspondence with the Department of Education. If this box is unchecked, correspondence will be conducted through the email used for logging in.
- Once the address is confirmed, the “Next” button will be available to click.

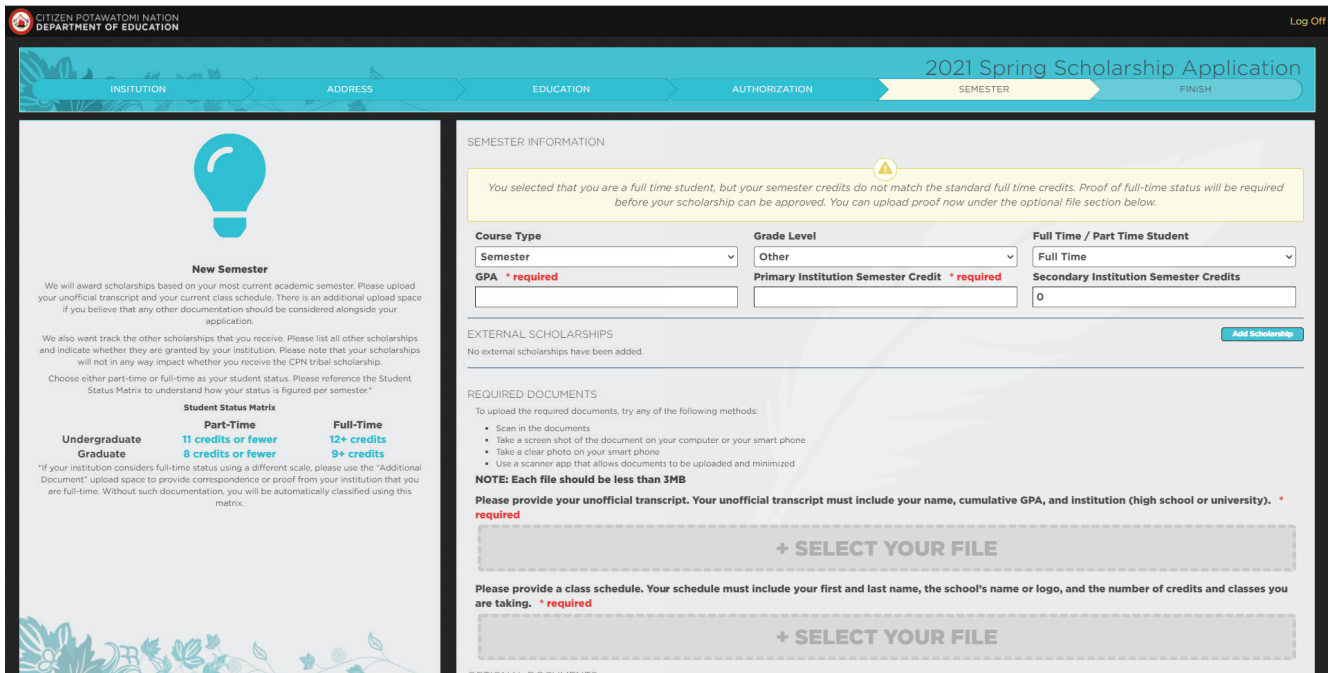
## Education Page

14. The student will then be directed to the “Education” page where they are asked to fill out information about their high school or GED experience. The information is for the Department of Education to better understand our students and their journeys.
15. Once the information is filled out, the “Next” button will be available to click.

## Authorization Page

16. The student will then be directed to the “Authorization” page. This page allows the student the option to list any individuals they would like to permit to contact CPN Department of Education on their behalf. Per Family Education Rights and Privacy Act (FERPA) regulations, if no individuals are listed, CPN Department of Education cannot and will not speak with any individual pertaining to the student’s scholarship.
17. Once the student is satisfied with their contacts, they may click the “Next” button.





18. Next, students will complete the “New Semester” page, which includes the following sections:

a. Semester Information

- i. Students must list the number of credits that they are planning to take the semester for which they are applying for the scholarship. Students should not provide the number of credits that they have completed so far toward their degree.
- ii. Students must select whether they are full-time or part-time. The CPN Department of Education will determine student status based on the matrix below. However, if a student’s institution considers full-time status on a different scale, they must provide an official enrollment verification form from the registrar stating they are considered full time. Letters from faculty will no longer be accepted. Without such documentation, they will be automatically classified using this matrix.

STUDENT STATUS MATRIX		
	PART-TIME	FULL-TIME
UNDERGRADUATE	11 credits or fewer	12+ credits
GRADUATE	Eight credits or fewer	9+ credits

iii. If a student’s school does not operate on a semester format (e.g. quarter, trimester), the CPN scholarship seasons may not line up with the institution’s naming conventions. Students may receive a scholarship up to three times per year. As long as a student is not receiving funding for the same courses more than once, the scholarship can be applied to any term.

- 1. For example, a quarter-system student may opt to apply the “spring” scholarship funding to their “winter” quarter.

b. External Scholarships

- i. This information will not affect the amount a student receives on the Tribal Scholarship but rather helps the CPN Department of Education be aware of potential scholarship opportunities that they could share with other students.

### c. Required Documents

i. To upload documents, students can use a smartphone, scanner, or screen shot to capture the document digitally. Documents must be a .PDF, .JPEG, or .PNG non-editable file type and be under 3 MB each. Applications that include editable documents will be considered incomplete. The two required documents are as follows:

1. Students must upload their unofficial transcript, which includes their full name, cumulative GPA, and institution. If a student has received the Tribal Scholarship in the past, the transcript must include the grades from the most recent scholarship received or else the application will be considered.
2. Students must upload their class schedule, which includes their full name, cumulative GPA, and institution. The class schedule must show the number of credits for each course so that the CPN Department of Education can determine whether a student is considered full-time or part-time.

### d. Optional

i. Students may upload their proof of full-time status if their institution's full-time threshold differs from the Student Status Matrix.

## Finish Page

**CITIZEN POTAWATOMI NATION DEPARTMENT OF EDUCATION** Log Off

2021 Spring Scholarship Application

INSTITUTION ADDRESS EDUCATION AUTHORIZATION SEMESTER FINISH

**CONFIRM AND APPLY FOR CPN SCHOLARSHIP**

Please note that the award is intended to be endorsed by the student and then given to your school to be placed on your school account. Please do not attempt to deposit this into your bank account without school endorsement as this may cause the check to be voided by your financial institution and cause delays in receiving funding. If you wish to have the check made out in your name only, please edit your application and provide a zero balance document from your school on the 'Semester' page.

<b>Name :</b>	FAKE - CHARLES FAKE - LEE
<b>Your Scholarship Check Will Be Made To :</b>	FAKE - CHARLES FAKE - LEE & University of Oklahoma-Norman Campus
<b>Check Mailing Address :</b>	1608 S Gordon Cooper Dr , Shawnee, OK 74801
<b>School :</b>	University of Oklahoma-Norman Campus
<b>Semester :</b>	2021 Spring Scholarship
<b>Semester Units :</b>	Semester
<b>Total Semester Hours :</b>	12 + 0
<b>Student Status :</b>	Full Time

**TERMS & CONDITIONS**

By checking the boxes below, you agree that you have read and understood these terms and conditions:

**Student Status Change**  
I understand that my scholarship amount is determined by my student status. Should any changes occur to my full-time or part-time status, I will notify the CPN Department of Education immediately, as this may affect my funding amount. I understand that as the CPN Department of Education reviews each new application, they will compare its information to that which was submitted along with the previous application to ensure that I have completed the semester with the same status. **I am aware that if I drop from full-time to part-time status or if I withdraw from all courses, I will be required to pay back the difference in funding before another scholarship award can be granted.**

**Application Submission**  
I understand that an automatic email will be sent to the email address listed on my account when my application has been submitted. I understand that this email serves as the only acceptable proof of submission. If I do not receive an automatic confirmation email, I understand that my submission has not been received by the CPN Department of Education and therefore will not be reviewed or awarded. If I experience any technical difficulty or if I have any doubt of my submission, I will contact the CPN Department of Education immediately because I understand that it is my responsibility to ensure my application has been submitted by the deadline.

**Incomplete Applications**  
I understand that once my application is submitted through the online portal, the CPN Department of Education will review the application and documents provided and notify me via email if any...

**Institution**  
I understand that I am only eligible to receive a scholarship award if I am attending a regionally accredited institution as determined by the U.S. Department of Education and the CPN Department of Education. I also understand that in order to be eligible, I must be currently...

19. This page exists so the student can review the information provided for the current scholarship. They also will have to acknowledge and agree to all the terms and conditions of the CPN Tribal Scholarship on this page. We urge the student to read these conditions carefully before acknowledging they have been read.

20. Once all the boxes have been checked, the student will be allowed to click "Finish" and the scholarship will be submitted. Once submitted, the student should receive an email stating their application was successfully submitted. IF the student does not receive this email, please contact the CPN Department of Education to confirm your application was received. The submitted email is the only receipt of a successful submission.

# TRIBAL SCHOLARSHIP APPLICATION REVIEW AND APPROVAL PROCESS

The CPN Department of Education makes every effort to review scholarship applications as they are submitted. During peak periods when hundreds of applications are submitted each week, staying up to date with new scholarship applications on a daily basis may not be possible. Other members of the department will assist the advisors as needed. The reviewer ensures that the following steps are completed:

1. The advisor opens the uploaded documents for the scholarship currently being applied for and reviews the information.
2. The advisor checks the transcript to ensure the cumulative GPA is above the 2.5 standard for the scholarship. If the cumulative GPA does not meet the requirement, the term GPA from the last completed term will be evaluated. Whichever one will better benefit the student is the one considered. If the student received a scholarship in the past, the advisor will make sure the semester it was awarded for was completed. If the student withdrew from any/all courses during the semester of his/her scholarship, this could result in scholarship funding owed back to CPN.
  - a. If it is the first time a student's GPA is below 2.5, the advisor will place them on probation, which means that they will receive the scholarship for that semester. An advisor will reach out to them to discuss methods of raising their grade point average.
3. The advisor checks the schedule document to verify full-time/part-time status. The number of credit hours needs to be clearly stated on the schedule document. Names of courses and times of these courses are not acceptable.
4. If both of the aforementioned documents are acceptable, the advisor will look over the "Current Scholarship" screen and verify all information given is in agreement with the information from the uploaded documents.
5. The scholarship will be APPROVED, and an automated notification will be sent to the student letting them know the status change of their application.
6. In the event information wasn't complete on either/both of the documents uploaded (credit hours for current semester not listed, grades for semester of last scholarship not listed, etc.), the advisor will mark the application INCOMPLETE. The advisor will then mark on the Portal why the application was incomplete, and the student will receive an email explaining the status and informing them how they can rectify the issue and submit their documents. Students can either log back into the Portal and upload the missing documents, or they can email their documents to [college@potawatomi.org](mailto:college@potawatomi.org).
7. Once the student either uploads their documents on their own accord or emails them to [college@potawatomi.org](mailto:college@potawatomi.org) and the advisor uploads them to the Portal, the advisor will ensure the appropriate information is on the documents and, if so, will make any necessary changes to the "Current Scholarship" screen and move the application to APPROVED. If the information still does not meet the requirements, the advisor will continue their correspondence with the student until the appropriate information is attached to the application.
8. In the event that during the review process an advisor discovers that a student owes scholarship back to the CPN due to a changed status, the Advisor will record this information and the amount owed on the student's profile on the Portal. An automatic email will be sent to the student explaining the debt and next steps. The current scholarship will be reduced to cover the amount of funding owed.
9. As the scholarship deadline approaches, the advisors will increase their efforts to make contact with students who have applications with an INCOMPLETE status. Multiple emails, phone calls, and text messages will be sent to remind the student of their INCOMPLETE status and what they need to do to ensure they receive funding.
10. If the deadline passes and there are still students marked INCOMPLETE, their application will be REJECTED, and they will not receive funding for the current semester. Students are welcome to submit appeals for two weeks after the scholarship closes for reasons of LOW GPA and MISSED DEADLINE. After the two week appeal window closes, no more applications will be reviewed until the next scholarship opens. Please see Scholarship Appeal for more information on this process.

# SCHOLARSHIP ELIGIBILITY

1. Students must be a current CPN tribal member.
  - a. No pending tribal members can receive a scholarship. Once they have been approved and membership has been granted, they can begin applying for scholarships pertaining to any semester after enrollment has been completed.
2. Students must be pursuing an associate's degree or beyond at a regionally accredited, **not-for-profit** institution.
  - a. As of the Spring 2019 scholarship period, all new Ph.D. scholarships will be conditional. Students will be subject to additional review before approval. See Ph.D. Funding for more details.
  - b. As of the Spring 2019 scholarship period, the Tribal Scholarship will only fund one degree per type per student. For example, once a student has been funded for a bachelor's degree, they will be ineligible to receive funding for a second bachelor's degree. Should a student believe that special circumstances merit a reconsideration of this policy, he or she may submit an appeal.
  - c. As of Summer 2020, CPN Department of Education will no longer fund proprietary, or "for-profit", institutions. For more information regarding this policy, please see **Proprietary Institutions**.
3. Students must upload a grade document that demonstrates a current, cumulative (overall) grade point average (GPA) at a regionally accredited college institution or high school of a 2.5 or higher on a 4.0 scale.
  - a. The grade document must show grades for the most recent semester they attended school. If the student has received the scholarship in the past, the grade document must show the grades from the most recent awarded semester as well.
  - b. Any letter grade other than a W, AW, F, D, C, B, or A, must be clarified by the institution for the schedule to be approved by the CPN Department of Education.
  - c. If a student's institution uses a scale other than 4.0, the GPA will be converted to a 4.0 scale before eligibility is considered.
  - d. If a student shows a cumulative GPA lower than a 2.5, then CPN Department of Education will consider the previous semester's GPA. If it is above a 2.5, the scholarship will be awarded.
  - e. If both the cumulative and previous semester GPA are lower than 2.5, the student will be placed on probation. Students are allowed one probation semester while receiving the Tribal Scholarship. The scholarship is awarded during the semester, but students are asked to work with their advisors to ensure their grades are improved going forward to avoid a rejection in future semesters.
  - f. If it is the student's first time submitting an application with a GPA below 2.5, the advisor will place the student on probation. Under probation, a student receives scholarship funding for that semester and a chance to bring up their GPA. An advisor will reach out to each student on probation to discuss methods to improve their academic performance. Students will only be allowed one probationary period throughout their academic career.
  - g. If an institution (such as medical school) does not provide a GPA, a student must provide documentation demonstrating good standing and progress at their institution.

## STUDENT STATUS

1. A student's status will be determined based on an uploaded schedule to the scholarship application from a regionally accredited institution for the semester for which they are applying.
  - a. Only official enrollment verification form from the school's registrar or a copy of a student handbook with clear verbiage explaining the school's policy regarding full-time/part-time enrollment will be accepted as documentation for student status confirmation. As of Spring 2020, letters from faculty will no longer be accepted documentation.
  - b. The schedule must show the total number of classes and credits for the semester for which a student is applying.
2. Full-time and part-time status are considered based on the credit breakdown included in the following Student Status Matrix:

### STUDENT STATUS MATRIX

**UNDERGRADUATE**  
**GRADUATE**

**PART-TIME**

11 credits or fewer  
Eight credits or fewer

**FULL-TIME**

12+ credits  
9+ credits

3. If a student is taking fewer than the required hours for full-time status, they may submit official documentation from their school stating that their school considers them full-time in order to be eligible for the full-time scholarship. This documentation can be uploaded on the “Other” space on the application or emailed to college@potawatomi.org.
  - a. Without such documentation, a student will be automatically considered full-time or part-time based on the Student Status Matrix.
4. If a student changes statuses after being awarded a CPN tribal scholarship, they will be required to pay back the difference incurred by the change in status. Please see Owing Back Funding for more details about this policy.
5. For students who are enrolled at two institutions simultaneously, the number of credits at each institution for that semester can be totaled to determine full-time or part-time status.
  - a. Example: School A = 8 credits and School B = 6. The total equals a semester total of 14 credits, which is considered full-time.

## OWING BACK FUNDING

1. If a student changes statuses after being awarded a CPN tribal scholarship, they will be required to pay back the difference incurred by the change in status.
  - a. Students who drop from full-time to part-time must pay back the difference between full-time and part-time (\$1,250).
  - b. Students who drop all courses after receiving a full-time scholarship must pay back \$2,000.
  - c. Students who drop all courses after receiving a part-time scholarship must pay back \$750.
2. Students will receive an emailed invoice to the email address on file with the amount owed and explanation of next steps.
  - a. Advisors will make an effort to contact students via phone or email before invoicing them to explain the process.
  - b. Invoices remain on a student’s account within the tribal finance department until the balance has been paid.
3. Any student who owes funding from a status change is not eligible to receive additional scholarship funding from the CPN Department of Education or Workforce and Social Services until they have paid the owed balance back in full.
  - a. If a student withdraws from courses before the scholarship funding has been applied, students may mail back the check.
  - b. If the scholarship check has already been cashed, the CPN Department of Education will automatically reduce the next scholarship amount by the balance owed.
  - c. Should a student not attend the following semester, the student is responsible for paying the owed amount directly back to the CPN.

## RETURNED SCHOLARSHIPS AND REISSUES

1. Scholarship Reissue
  - a. After four weeks have passed from the initial mailed date, the CPN accounting department will verify that the check has not been cashed. If it has not been cashed, they will stop payment and can reissue the check. The address, and any other relevant information, must be confirmed by the student before the new check is mailed.
2. Returned Scholarship Checks
  - a. If a scholarship check is returned due to bad address or other reasons, the CPN Department of Education will contact the student to verify all information is correct and mail out the check again.
3. The CPN Accounting Department provides annual reports listing students who have not cashed their tribal scholarship checks. The CPN Department of Education makes every effort to contact all students listed to discuss why the check has not been cashed and request a reissue where appropriate. However, the CPN Department of Education will not provide a reissue for any checks more than a year after the check date has passed.

## SPECIFIC UNIVERSITY OR PROGRAM POLICIES

1. Student receiving Veteran's Administration (VA) benefits who are seeking the CPN tribal scholarship in their name only must upload a document demonstrating the VA financially covers the student's semester.
2. West Point University is considered paid in full because of the student's military obligations.
3. Western Governor's University operates on a 6-month block schedule. Therefore, students may only apply for two CPN scholarships per year.
4. Medical students have various different types of credit classifications and therefore are required to verify their full-time status.
5. International students have various different types of credit classifications and semester types and therefore are required to verify full-time status, credit totals, and any other relevant information to help the CPN Department of Education in order determine the status of their scholarship.

## SPECIFIC UNIVERSITY OR PROGRAM POLICIES

Starting in the Summer 2020 semester, all new Citizen Potawatomi Nation tribal scholarship applications for students attending proprietary, or for-profit, schools will be rejected. The Citizen Potawatomi Nation will use the distinction granted by the accrediting agency to determine an institution's non-profit or for-profit status.

As of Spring 2020, students who were already attending a proprietary school received a grace period to adjust to this new policy, which will allow one calendar year (three semesters) to either complete their degree program or explore other options to complete their degree. After Spring 2021, tribal scholarship funding will no longer be granted for proprietary institutions. The Citizen Potawatomi Nation Department of Education encourages students to contact their advisor to discuss alternative options.

For students attending The University of Phoenix before Spring 2021, the Citizen Potawatomi Nation tribal scholarship will offer full-time funding if the student provides information from the University of Phoenix verifying that they are full-time. If the Citizen Potawatomi Nation tribal scholarship covers the tuition and a surplus remains, this remainder of funds will not be remitted to the student.

## TRIBAL ROLLS INFORMATION

1. Students must be a current CPN tribal member to be eligible to receive the CPN tribal scholarship.
  - a. No pending tribal members can receive a scholarship. Once they have been approved and membership has been granted, they can begin applying for scholarships pertaining to any semester after enrollment has been completed.
2. Since the CPN Education Portal is linked to the Tribal Rolls database, the name used for the scholarship must correspond to the name on the rolls.
  - a. To change their name, a student must contact Tribal Rolls department at (405) 878-5835 and submit a request.
  - b. Once the name has been changed, a student should contact the Department of Education and notify them, either in writing or over the phone, at [college@potawatomi.org](mailto:college@potawatomi.org) or (405) 695-6028.

## SCHOLARSHIP PRIVACY (FERPA)

1. The CPN Department of Education promotes individual responsibility by encouraging students to manage their own scholarship applications and awards. However, in some instances, a student may opt to share scholarship information with someone else.
2. The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents the right to review their child's education records and to request changes under limited circumstances. However, when a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. In compliance with this law, students must grant authorization for anyone other than themselves to access their scholarship information.

3. If a student would like to grant access to their academic records, they must list the individual on the scholarship application. As always, CPN respects a student's confidentiality. Specific details will be asked to verify the identity of the person calling. If someone who is not listed on the application tries to access a student's academic records, the CPN Department of Education will not release any information to them.

## OKLAHOMA BAPTIST UNIVERSITY MBA PARTNER SCHOLARSHIP

1. The Citizen Potawatomi Nation has partnered with the Oklahoma Baptist University Master's in Business Administration program. Enrolled CPN tribal members who meet OBU academic standards are eligible to receive special tribal scholarship funding to cover tuition expenses over a two-year degree plan.
2. To receive the full scholarship amount, students are responsible for applying for an OBU Scholarship. Details will be provided by OBU.
3. These students are allowed to take up to two courses each semester.
4. Books, software, and fees are not included.
5. The OBU MBA delivers online, on-ground, and blended opportunities for students.
6. The CPN will not offer financial assistance for the Master's level certificate offered by OBU.
7. Learn more about OBU's MBA program at [okbu.edu/graduate/business/index.html](http://okbu.edu/graduate/business/index.html). Prospective students must complete an online application at <https://portal.potawatomi.org> each semester. Upon review of the application, eligible applicants will be referred to the OBU admissions team to begin their application process.
8. Under the Partner Scholarship, the CPN Department of Education pay OBU directly for the billed amount on a quarterly basis. Should any student change their status after this payment has been made, the steps listed in Owing Back Scholarship will be followed.
9. As of Spring 2021, only 10 students will be able to be enrolled in the OBU MBA partnership at any given time. If the Department receives more applicants than there are available spaces, students will be placed on a waitlist and will be notified once a student leaves the program, either through graduation or withdrawal.
  - a. Since there are limited program spaces, students will need to answer three essay prompts before they are placed on the waitlist. The responses to these essays will be reviewed by a committee to determine if the MBA is necessary and logical for the student's career advancement. The essay prompts are:
    - Why is this MBA necessary to advance your career?
    - How do you plan to use this MBA degree to improve your life and improve your local community/tribal community?
    - Please explain how this partnership funding will be NECESSARY for you to pursue this degree.
10. Once accepted into the program, students will have four years to complete the degree path. If a student must take an extended leave of absence, they risk being removed from the program and forfeiting their partnership scholarship."

## SCHOLARSHIP APPEAL

Students who experience special circumstances may appeal a tribal scholarship rejection. Only the scholarship applicant can appeal; no one can appeal on behalf of a student. Students must:

- a. Complete a Citizen Potawatomi Nation Tribal Scholarship Appeal Form through the Student Portal.
- b. Provide documentation of the reason of the special circumstance.
  - i. "Special circumstance" may fall under the following categories:
    1. Personal Accident/Illness
    2. Traumatic Event
    3. Death of an immediate family member

- c. Students must submit appeals no later than two weeks after that semester's scholarship deadline has passed. No late appeals will be considered.
- d. A Citizen Potawatomi Nation Scholarship Committee will consider and review each Tribal Scholarship Appeal form and provide a final decision.
- e. Except in extreme circumstances, appeals will be reviewed every other week, and students will be notified of a decision via email.

Students may be granted only one appeal by the Department of Education during their educational journey.

## INCARCERATED STUDENTS

1. Starting July 1, 2018, all incarcerated CPN tribal members seeking a Tribal Scholarship will go through the CPN Workforce Development and Social Services Department (WSS) instead of the CPN Department of Education.
2. WSS will require a paper application to be submitted for each incarcerated students. There are no deadlines for submission.
3. To eligible for a scholarship, the incarcerated student must meet the following criteria:
  - a. The student must be pursuing a major that will lead clearly to a career that does not conflict with the nature of their offense.
  - b. Each student will have a limit on the number of semesters that they are allowed to receive the scholarship. The WSS Education Counselor will review each individual student's case to determine that limit.
  - c. Students must be within three years of release to be eligible to receive the scholarship. The student must provide accurate documentation of projected release date as proof.
  - d. Student must also provide a recommendation letter from someone in the prison system who believes that the educational training is necessary and beneficial for the student. Examples of appropriate recommenders would be: the Warden, Education Director, Chaplain, etc.
4. Students may contact Kandi McCracken, the WSS Education Counselor, at 405-878-3854 or [Kandi.mccracken@potawatomi.org](mailto:Kandi.mccracken@potawatomi.org) with any questions.

## PH.D. PROGRAMS

As of the Spring 2019 scholarship period, all new non-medical/non-legal doctoral program applications will be subject to additional review before a scholarship decision is reached. These applications will be reviewed by committee on a case-by-case basis. When filling out the application, please be sure to put your terminal degree as the degree pursuing. If the degree program you are in will award a master's degree and a doctorate degree, the committee will consider that in their review. In the event that a master's level program leads directly into a doctorate level program, the committee will review the student's program once the master's degree has been awarded. When applying for a doctoral program, students will be required to answer multiple essay prompts:

- Why is this doctorate necessary to advance your career?
- How do you plan to use this doctorate degree to improve your life and improve your local/tribal community?
- Doctoral programs are a significant financial investment for the tribe. Please explain how this funding will be necessary for you to pursue this degree.

Students may also upload supporting documents from colleagues, faculty, or employers to help give a clearer understanding of their pursuit of a doctorate degree. The student will be informed of the committee's decision by email. Committee decisions regarding doctoral funding are final. If approved, the student will be able to apply for the scholarship each semester without additional committee review until completion OR an end date determined by the committee. If rejected, the student may reach out to their advisor within the Department of Education to find other potential scholarship sources and work on next steps.



# APPENDICES

## Appendix A: Scholarship Terms & Conditions

### TERMS & CONDITIONS

#### Student Status Change

I understand that my scholarship amount is determined by my student status. Should any changes occur to my full-time or part-time status, I will notify the CPN Department of Education immediately, as this may affect my funding amount. I understand that as the CPN Department of Education reviews each new application, they will compare its information to that which was submitted along with the previous application to ensure that I have completed the semester with the same status. I am aware that if I drop from full-time to part-time status or if I withdraw from all courses, I will be required to pay back the difference in funding before another scholarship award can be granted.

#### Application Submission

I understand that an automatic email will be sent to the email address listed on my account when my application has been submitted. I understand that this email serves as the only acceptable proof of submission. If I do not receive an automatic confirmation email, I understand that my submission has not been received by the CPN Department of Education and therefore will not be reviewed or awarded. If I experience any technical difficulty or if I have any doubt of my submission, I will contact the CPN Department of Education immediately because I understand that it is my responsibility to ensure my application has been submitted by the deadline.

#### Incomplete Applications

I understand that once my application is submitted through the online portal, the CPN Department of Education will review the application and documents submitted and notify me via email if my application is incomplete. I understand that I have until the posted deadline for that semester to complete my application. I understand that after the deadline has passed, incomplete applications will be canceled and those students will not receive the scholarship for that semester.

#### Scholarship Deadline

I understand that without exception, only applications submitted by the listed deadlines will be considered for scholarship awards. I understand that failure to submit my completed application by the deadline listed for the semester for which I am applying will result in loss of scholarship funding.

Fall	Spring	Summer
Opens: July 15   8am CT Closes: September 15   5pm CT	Opens: November 15   8am CT Closes: February 15   5pm CT	Opens: March 15   8am CT Closes: June 15   5pm CT

#### Scholarship Checks

I understand that by default, all scholarships are awarded in both the name of the school I am attending and my name, and I must work with my institution to disburse my funding. I understand that to have the scholarship made directly to me only or the school only, I must identify this on the scholarship application and provide the requested documentation. I understand that failure to comply with these terms will result in the scholarship being made out to the school and my name and that I cannot cash the scholarship at any place other than my school.

#### Institution

I understand that I am only eligible to receive a scholarship award if I am attending a regionally accredited institution as determined by the U.S. Department of Education and the CPN Department of Education. I also understand that in order to be eligible, I must be pursuing an associate, bachelor's, master's, or doctoral

degree. I understand that submitting information that is not in accordance with the policies listed above means that my scholarship application will be denied. Furthermore, I understand that if I am awarded a scholarship and the information I provided is later found not to be in accordance with these policies, I will be required to return the funding.

## Outside Aid

I understand that it is my responsibility to report all outside aid (including the Citizen Potawatomi Nation Tribal Scholarship) to my institution, and failure to do so can be considered financial aid fraud. According to the federal student aid guidance provided at FAFSA.gov, “A scholarship will affect your other student aid because all your student aid added together can’t be more than your cost of attendance at your college or career school. So, you’ll need to let your school know if you’ve been awarded a scholarship so that the financial aid office can subtract that amount from your cost of attendance (and from certain other aid, such as loans, that you might have been offered). Then, any amount left can be covered by other financial aid for which you’re eligible. Questions? Ask your financial aid office.”

## Falsified or Misleading Documents

I confirm the documentation I submitted for the CPN Tribal Scholarship is true and accurate to the best of my knowledge. I understand if it is discovered falsified or misleading documents were submitted by the staff of the CPN Department of Education, I may forfeit the current scholarship, as well as future scholarships.

## CPN Reserved Rights

I understand that the Citizen Potawatomi Nation Department of Education reserves the right to request official transcripts and/or Family and Educational Rights and Privacy Act (FERPA) access as a condition of scholarship receipt. Such a request will be made when the department sees a need to confirm information provided by the student.

# APPENDIX B: TRIBAL SCHOLARSHIP APPEAL FORM

**CITIZEN POTAWATOMI NATION DEPARTMENT OF EDUCATION** Jon Cervone

## Scholarship Appeal

**SCHOLARSHIP APPEAL**  
Use this form to submit an appeal

**SEMESTER** Choose... **YEAR** Choose...

**REASON FOR APPEAL** Choose...

**DESCRIPTION OF SPECIAL CIRCUMSTANCES**

**IF APPLICABLE, WHAT STEPS DO YOU PLAN TO TAKE TO PREVENT THE SITUATION FROM REPEATING IN THE FUTURE?**

**UPLOAD SUPPORTING DOCUMENTS HERE**  
Drag files here No file chosen Choose File

**APPEAL PROCESS**

Students who experience special circumstances may appeal a tribal scholarship rejection. Only the scholarship applicants can appeal; no one can appeal on behalf of a student. Students must:

- Complete a Citizen Potawatomi Nation Tribal Scholarship Appeal Form
- Provide documentation of the reason of the special circumstance:
  - "Special circumstance" may fall under the following categories:
    - Personal Accident/illness
    - Traumatic Event
    - Death of an immediate family member
- Students must submit appeals no later than two weeks after the semester's scholarship deadline has passed. No late appeals will be considered.
- A Citizen Potawatomi Nation Scholarship Committee will consider and review each Tribal Scholarship Appeal form and provide a final decision.
- Except in extreme circumstances, appeals will be reviewed every other week.

**Submit Appeal**