



ACTIVITY AWARD SCHOLARSHIP PROCEDURE

10/31/24

The Department of Music is updating the procedure for the Activity Award Scholarship (AAS) to (a) ensure that all AASs are awarded in keeping with CFPCA guidelines, and (b) to improve efficiency by replacing paper forms with electronic processes.

CFPCA Guidelines for Activity Award Scholarships

Activity Award Scholarships are intended to support student learning and mastery of specific skills through the student's participation in a curricular, co-curricular, or extra-curricular activity connected to the student's program of study.

- The skills and education should not be incidental but central to academic experience, degree progress, and successful degree completion.
- The activity should primarily benefit the student receiving the award and not the program, department, or university.
- The award should be tied to credit-hour coursework, ideally associated with the student's major.

Complete CFPCA guidelines are available in the full-time faculty portion of the Department of Music website, on the "[Forms and Calendars](#)" page.

To process an AAS award, the CFPCA requires two forms per student. The *application* collections information about the student and the award, while the *checklist* attests that the award is in keeping with the guidelines summarized above. For our purposes, these two forms are combined into a single document.

Award Procedure

For faculty, the process for offering AASs comprises just three steps. (See page 3 for screenshots.)

Step One: Activity Award Scholarship Allocation Request form

To offer AASs to students, you (the faculty member) must first complete the "Activity Award Scholarship Allocation Request" form, located in the full-time faculty portion of the Department of Music website, on the "[Forms and Calendars](#)" page. The form asks you to: (1) indicate the *amount* of funding you request in your allocation for the upcoming semester's AASs, and (2) provide a description of the activities the awards will support.

→ The **deadline** for the Allocation Request form is: ←

- For Fall-semester awards: one week before the start of classes in the Fall semester;
- For Winter-semester awards: the last day of classes in the Fall semester.

Allocation requests are reviewed by the Department Chair and the Chair of the Scholarship & Awards Committee. A memo indicating the amount of your allocation will be delivered to your WSU email as early as possible in the semester of the awards.

Step Two: Activity Award Scholarship Nomination form

Along with your allocation memo, you will receive a copy of the “Activity Award Scholarship Nomination” form. (It is also located in the full-time faculty portion of the Department of Music website, on the “[Forms and Calendars](#)” page; click on the link and then click on “download,” if necessary, to save it to your computer.) Here’s how to complete it:

1. Open the form on your computer in Microsoft Excel.
2. Fill in the required information, highlighted in yellow: the semester and year of the awards, your name and AccessID, and the amount of your AAS allocation (found in your memo).
3. List the students to nominate for awards in the table titled “Nominees,” using one line per student. You will need each student’s last and first name, AccessID, award amount, a course for which he or she is registered, and a brief description of the activity the award supports.
 - A sample award is included on the form for you to use as a model.
 - You can list multiple students on a single nomination form, even if they are going to receive different amounts, are in different classes, or have different award descriptions.
 - Feel free to copy and paste your description from one line to another if it applies to multiple students.
4. Save a copy of your form and [send it by email to Joshua S. Duchan](#), Associate Chair.

Step Three: Electronic Signature via DropBox Sign

The information you provided in your nomination form is used to generate an electronic version of the document containing the required application and the checklist. You will then receive an message in your WSU email, from the Associate Chair, inviting you to sign the award document electronically using DropBox Sign. (You do not have to create any kind of account to use this service, and it works on most computers and mobile devices without any extra apps to download.) Here’s how to do it:

1. Click on the link in the email to open the document using the DropBox Sign service. Then click on “Get Started” in the upper right corner. The page will show you the faculty signature field, which will say “Click to sign.”
2. Click “Click to sign.” (You may have the option to select the look of your signature.) Then click “insert” to place the signature.
3. Click on “Continue” in the upper right corner, then on “I agree” to submit. You’ll know it is done when you are redirected to the WSU homepage.

→ You will need to sign the document electronically for *each* student you nominated for an AAS.

What happens next?

After you sign each document, it will be sent to the student, who will be asked to provide some additional information and sign. Then it will be returned to the Associate Chair. Once the AAS paperwork is officially submitted to the CPFCA for processing, you will receive an email with a copy of the fully executed AAS document for your records.

From Step One:
Activity Award
Scholarship
Allocation Request

Activity Award Scholarship Allocation Request

In order to use the Department of Music's scholarship funds in the most effective and efficient way possible, faculty are asked to answer the two questions below, which will serve as a request for an allocation of Activity Award Scholarship funds for the **Winter 2025** semester.

Requests submitted on or before Tuesday, **December 10, 2024** will receive full consideration.

Hi, Joshua. When you submit this form, the owner will see your name and email address.

*** Required**

1. Allocation request *

How much would you like to request in Activity Award Scholarship funds for the semester?

The value must be a number

2. Please briefly describe how you plan to use the Activity Award Scholarship funds. *

What kinds of activities will the funds support? How will those activities contribute to the student recipients' education in music? (For the CFPCA's official policy on Activity Award Scholarships, please visit <https://tinyurl.com/AAS-Policy>)

Enter your answer

From Step Two:
Activity Award
Scholarship
Nomination

WSU Department of Music
Activity Award Scholarship Nomination Form

Semester & Year:

last updated 10/22/24

Instructions:

- Please fill in the required information for each student you wish to nominate for an AAS.
- Every AAS recipient must be registered for classes. For "Crs Area," indicate the three-letter prefix of a course the student is registered for (e.g. MUA), and for "Crs Num," indicate the four-digit course number (e.g. 0900).
- AASs are intended to support curricular or co-curricular educational opportunities that go beyond the regular content of the course. For "Description," please offer a one- or two-sentence description of how the AAS will do so. Feel free to copy and paste the description for multiple students (but each student's nomination requires a description).

→ When ready, please save a copy of this file and send it to Joshua S. Duchan, Associate Chair, at jduchan@wayne.edu.

Faculty Name: **← Put your AAS allocation total here.**

Faculty AccessID: **\$0.00 ← This is the sum of the award amounts you're planning to offer.**
Please put **your** name and AccessID in the spaces above. **\$0.00 ← This is how much of your allocation is still available.**

Nominees Please list the **students** you wish to nominate for Activity Award Scholarships in the table below and provide their information as requested.

Last Name	First Name	AccessID	Amount	Crs Area	Crs Num	Description
Student	Sample	xx1234	\$100.00	MUA	0900	This is a sample description.

From Step Three:
Electronic Signature
using DropBox Sign

E-mail: xx1234@wayne.edu **Banner ID:** **Current Credit Hours:** (the student must be currently registered to receive this scholarship)

Type of Student (check one): Graduate Student: Undergraduate Student:

FACULTY CERTIFICATION

This is to certify that the above named student has been recommended for an Activity Award Scholarship

Description of the Academic or Co-curricular Activity this scholarship supports:

This is a sample description.

Amount of Award: \$100 **Semester of Award:** Winter 2025

Course Number MUA 0900 **Course Name** Gen Lects & Cnrcrts

Faculty/Staff Member Signature: **Click to sign** * **Date:** 10 / 31 / 2024

STUDENT ACKNOWLEDGEMENT OF CONDITIONS

This award is based on the student's participation in the activity as determined by the faculty or staff member mentoring the student.