

2023-24 Michael D. Eisner College of Education (MDECOE) Scholarship Program

Application Instructions

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Program Overview and Requirements

The Michael D. Eisner College of Education (MDECOE) Scholarship Program is an annual competition held in the fall semester of each academic year. Each fall, after the scholarships available for that year have been posted, we begin to accept applications from eligible students for award distribution during the following spring semester.

Students who are matriculated in a degree or credential program within the MDECOE and who are enrolled during the third week of classes will receive a CSUN e-mail with a personal link to the scholarship application and RSVP information for a free writing workshop to be held two weeks prior to the due date.

All scholarships are open to qualified applicants without regard to race, religion, gender, sexual orientation, ability, or other protected status.

The MDECOE Scholarship Program is funded entirely by private donors whose continued financial support contributes to the academic and professional success of our students.

Eligibility

To be eligible to compete for scholarships, applicants must:

- Be currently matriculated and enrolled in courses for a [degree or credential program](#) housed in one of the following departments:
 - [Deaf Studies](#)
 - [Educational Leadership and Policy Studies](#)
 - [Educational Psychology and Counseling](#)
 - [Elementary Education](#)
 - [Secondary Education](#)
 - [Special Education](#)
- Have a current [Free Application for Federal Student Aid \(FAFSA\)](#) or a [California Dream Act Application \(CADAA\)](#) on file at CSUN, even if there are no plans to take out a loan.
- Have a need for financial assistance.
- Be enrolled in both the fall and spring semesters of the same academic year (see “Participation Requirements”). For example, a student who wins a scholarship in Fall 2023 must be enrolled in the Spring 2024 semester in order to receive MDECOE scholarship monies.
 - Undergraduate applicants must be enrolled in at least 12 units during both fall and spring semesters.
 - Graduate Credential, Master’s Degree, and Doctoral students must be enrolled in at least 6 units during both fall and spring semesters.
- Have a cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale as of the Spring 2023 semester. Some scholarships also require a specific GPA within an applicant’s major or program.
- Applicants may only apply once, for up to four scholarships, each competition cycle. Applicants who submit multiple applications will be considered ineligible.

Please note that receiving the notification e-mail does not guarantee your eligibility to apply for scholarships. If you did not receive an e-mail and believe that you should have received one, please contact the MDECOE Dean's Office.

The following persons are ineligible to compete for scholarships:

- International students on a J-1 or F-1 visa;
- Students in the Intent to Apply (ITA) program;
- Post-Baccalaureate Unclassified (PBU) students;
- Open University students;
- Students enrolled in programs via the Tseng College of Extended Learning.

Participation Requirements

Students selected for scholarships are expected to fulfill all of the following:

- **Continue to abide by the Student Conduct Code as outlined in the CSUN Catalog.** Students found to be in violation of this code will be subject to scholarship rescindment, fund garnishment, and removal from the record of selectees.
- **Enroll in the following spring semester of the same academic year.** Upon verification of minimum enrollment (12 units for undergraduate, 6 units for credential/graduate/doctoral students), the Financial Aid and Scholarship Office will release the award.
- **Write a thank-you letter to their respective scholarship donor(s) to show appreciation for their commitment to their education.** The MDECOE Dean's Office will forward letters to donors upon receipt. Details will be outlined in the award notification.
- **Attend a scholarship reception in March 2024.** Details of the event will be provided within the award notification.
- **Provide a digital photo of themselves that will be forwarded to donors.**
- **Provide a short answer to a prompt provided in the award notification.**

Privacy Policy and Use of Personal Data

Your privacy is important to us. The Michael D. Eisner College of Education and California State University Northridge follow a few fundamental principles with regards to your data:

- We are thoughtful about the personal information we ask you to provide and the personal information that we collect about you.
- We store personal information for only as long as we have a reason to keep it.
- We aim for transparency on how we gather, use, and share your personal information.

By starting an application to the MDECOE Scholarship Program, you agree to our privacy policy, which incorporates and clarifies these principles.

Selection Process

Recipients for MDECOE Scholarships will be selected based on merit, with consideration for the following:

- **Financial Need**
- **Persuasiveness of Writing:** Strong connection to scholarship prompts with clear and compelling supporting evidence;
- **Quality of Writing:** Concise, cogent responses free of errors in spelling, punctuation, capitalization, and grammar;
- **Service:** Demonstration of level of service that is clearly related to the particular goals of the scholarship(s).

All other factors being equal, the MDECOE reserves the right to give preference to military veterans pursuing careers in education.

Once the application deadline has passed, the MDECOE Dean's office screens the submitted applications to ensure that each applicant has met eligibility requirements for each scholarship, including GPA verification. The applications are then converted to high-quality .pdf files and all personally identifiable information is redacted. Please note that we will not return any part of your application to you, so you should keep a copy of your completed application for your records.

The Equity and Student Affairs Committee (ESAC) within the MDECOE serves as a scholarship screening and selection committee for scholarships offered via the annual scholarship competition. Additionally, the CSUN Association of Retired Faculty serves as the screening and selection committee specifically for the ARF Hansen Scholarship in the Michael D. Eisner College of Education. Finalists for the Dan and Cindy Chernow, Rebecca Schrag, and Marilyn Joshua Williams scholarships may be asked to participate in a separately scheduled interview with the donor(s).

All applicants will be contacted during finals week of the fall semester by CSUN email with a notification of whether their application has been selected for an award.

Application Components

Your completed application to the MDECOE Scholarship Program will consist of an application form, a statement of financial need, at least two letters of recommendation, and one essay for each scholarship that you select on your application. If your application is missing any required information, your application will not be accepted.

You may apply for up to four scholarships using the same application form. Please note that applications not sent using the online form will not be accepted for consideration.

Essays

Your essay prompts are written on the scholarship profile for each scholarship that you select. For a list of currently available scholarships, please visit the MDECOE Scholarship web site at <https://www.csun.edu/eisner-education/scholarships>.

You have space for four essay responses on the application form. Your response to each essay question is limited to a maximum word limit published within each scholarship profile. Please review

each word limit for each scholarship profile closely. Applicants exceeding the word limits will be penalized ranging from point deduction to application disqualification. Please see each essay section below for additional information.

Letters of Recommendation

Your overall application must include at least two Letters of Recommendation, which you must upload to the online application in PDF format. Encrypted or password-protected files will not be accepted. Each letter must be written on official letterhead and dated within one year of the application deadline.

We accept up to two Letters of Recommendation per scholarship, up to eight (8) Letters of Recommendation for your entire application. We understand that some individuals will want to write one letter to address more than one scholarship on your application; if that is the case, please ask them to refer to them as "Michael D. Eisner College of Education Scholarships."

Keep in mind that some scholarships have specific requirements for their applicants' letters of recommendation. Please review each scholarship profile carefully before entering your recommenders and uploading your recommendation letters.

We recommend that you contact your references as early as possible to give ample time to those writing your recommendation letters. **We will not accept recommendation letters beyond the application deadline of October 31, 2023.**

Statement of Financial Need

All MDECOE scholarships are awarded to students as financial aid. You will have an opportunity to submit a statement, up to 250 words, outlining your need for financial assistance.

MDECOE Scholarship Program Online Application

Accessing the Application

To start an application, access the form using the link found in your CSUN e-mail, which is uniquely assigned to you. You may return as many times as necessary before submitting your application by the deadline. Once your application has been submitted, you will not be able to make any changes to the application. The online application will close at 11:59 p.m. Pacific Time on October 31, 2023, and MDECOE will not accept applications submitted after the deadline.

Although the application may be accessed on a mobile device, please note that the application is optimized for use with bigger screens, such as larger tablets, laptops, and desktop monitors.

While the application is time-sensitive because of the submission deadline, there are no timed sections on this application.

Saving Your Work

As you enter information into the online application, your work will be saved automatically every five minutes. However, the system will time you out after 25 minutes of inactivity and information may not have been saved prior to timing out. Unsaved work will be permanently lost and cannot be retrieved by staff. To access your saved application, use your assigned link.

Please enter all information using appropriate capitalization and punctuation throughout the application. For example, do not enter your name or any other information in ALL CAPS. The information provided in your online application form will be used for official communications and documents.

Scheduled Maintenance

There is no maintenance scheduled to take place on the application system. If you have trouble accessing the application, please ensure that you have a stable network connection before contacting the CSUN IT office for troubleshooting in Qualtrics.

IMPORTANT! Do not use your web browser's "Back" button to move between pages within this online form. This might erase information from your form that cannot be recovered. Use only the arrows at the bottom of the form, which includes the → (next) and ← (previous) arrows to switch to the next and previous sections of the form.

How to Apply

- Eligibility: Check the eligibility requirements on Page 2 of this manual.
- Online Application: Complete and submit the application form online, along with your letters of recommendation and statement of financial need. Letters of recommendation must be in PDF format and may not be digitally signed (digitally signed documents cannot be processed correctly). **Applications are due October 31, 2023 at 11:59 p.m. Pacific Time.**
- Technical Problems: Any technical problems with the application form should be reported by email to mdecoe.scholarships@csun.edu.

Do not wait until the due date to submit your application. Submitting your application before the due date allows time to resolve any technical difficulties or last-minute questions.

We strongly encourage you to submit your application well in advance of the application deadline. **The Michael D. Eisner College of Education and California State University Northridge bear no responsibility for data transmission problems in submitting the application.**

How to Use the Online Form

Moving from Section to Section

This online form includes several sections (pages). You may press the → (**next**) and ← (**previous**) arrows to switch to the next and previous sections of the form. **DO NOT** use your web browser's "Back" button. The final button has a "Submit" button in lieu of the → (**next**) arrow.

Completing Your Form in Multiple Sessions

It is not necessary to complete your online form in one sitting. The form has the "Save and Continue" feature enabled, so as long as you use the specific link you were provided you can access it at any time thereafter until the application deadline to complete your form.

Required Fields

A **red border** on a question indicates a required field. You must provide this information in order to submit your form. Please note that required fields have been disabled for letters of recommendation in order for you to view the entire form – as previously mentioned, letters of recommendation are required for your application.

Character Counts Used in this Online Form

Any minimum or maximum word or character counts specified in some scholarship profiles will be as indicated by the counter tool used in this form. Please note that this count may be different from those counts indicated by Word, OpenOffice, LibreOffice, Pages, or other word-processing tools. Plan extra time to submit your application if you are preparing your essay drafts in another program and copying them into the form.

Submitting Your Application

To submit your online form, you must press the "Submit" button on the last page. If you do not press the "Submit" button, your form will be considered incomplete and will not be considered for selection. You will not be allowed to make any changes after you submit your application. If there are any errors or required fields left blank in your application, you will be prompted to complete these before your application can be submitted. Be sure to allot time before the deadline in case you need to resolve any such errors.

Uploading Documents to Your Form

You will be asked to upload documents as PDF files. You may also be asked to limit the size of files that you upload to your form. **Encrypted or password-protected files will not be accepted.** A number of free online tools are readily available to convert or resize your files.

Section 1: Application Overview

The application overview page covers resources available to applicants, technical aspects of using the application, and due dates.

Section 2: Your Contact Information

Please note that nearly all the blocks in this section are required. The information that you provide will be matched with the information displayed in the myNorthridge portal for verification purposes.

Section 3: Eligibility

Please complete the questions regarding your eligibility to apply for our scholarships.

Please read the prompts carefully. A list of frequently asked questions is provided on our scholarship website at <https://www.csun.edu/eisner-education/scholarships>.

- 1) Enrollment:** Please answer questions about your enrollment status. If you are not found to have enrolled in the minimum number of units required after the application deadline, your application will not be considered. Students who are on a leave of absence, i.e., not enrolled in Fall 2023, are not considered eligible to apply for MDECOE scholarships.
- 2) Grade Point Average (GPA):** In nearly all cases, you must have a cumulative 3.0 GPA on a 4.0 scale as of the Spring 2023 semester, to include all coursework based on transcripts submitted for admission to CSUN. If you are in your first semester of a new program at CSUN, your calculated GPA used for admission to your current program will be used.
- 3) FAFSA/CADAA:** Applicants must have a Free Application for Federal Student Aid (FAFSA) for the 2023-2024 academic year on file at CSUN, even if there are no plans to take out a

loan. If you are a DACA or AB 540 student, you must have a current California Dream Act Application (CADAA) on file.

- 4) Citizenship:** While U.S. citizenship is not generally required to apply, students attending CSUN with F-1 or J-1 visas are not eligible to apply for MDECOE scholarships. **Please note that the Wells Fargo Scholarship is restricted to U.S. Citizens.**
- 5) Veteran status:** CSUN welcomes applicants who are either currently serving or are [veterans of the United States Armed Forces](#). Your status will be verified with the CSUN Office of Veterans Affairs. All other factors being equal, the MDECOE reserves the right to give preference to veterans pursuing careers in education.
- 6) Credential Program/Degree Program Selection:** Applicants must select their currently matriculated [degree or credential program\(s\)](#) from the options provided, which will determine eligibility for scholarships based on the responses. Applicants who choose programs that do not match with information in the myNorthridge portal will be disqualified from consideration. If you do not see your program(s), listed, please contact the Dean's office at mdecoe.scholarships@csun.edu.

Section 4: Campus Employment, Financial Information

Applicants who answer "Yes" to questions 1-4 will have additional questions displayed for you to provide more information.

- 1)** Current Employment as CSUN Student Assistant
- 2)** Current Employment as CSUN Staff
- 3)** Current Grant recipient
- 4)** Previous scholarship recipient (past two years)
- 5)** Statement of Financial Need: All MDECOE scholarships are awarded to students as financial aid. You will have an opportunity to submit a statement, up to 250 words, outlining your need for financial assistance.

Section 5: Previous Academic Information

You will be able to enter information for up to four (4) colleges/universities. You will be expected to enter:

- Institution Name
- Date(s) attended
- Degree (if not earned, enter "N/A")
- Units Earned
- GPA
- Program Major
- Program Minor

If this information is not known, please make entries to the best of your ability.

Section 6: Awards and Experience

- 1) **Awards Earned After High School:** Please name up to three awards that you have earned after high school.
- 2) **Professional Work Experience:** We recognize that not all applicants have had extensive experience in the education field. Please provide up to four relevant professional or work experiences, starting with the most recent experience.
- 3) **Organizations Relevant to Your Field:** Please list memberships of organizations and any positions you held within those organizations. You will have an opportunity to list organizations from the college, professional, and volunteer levels.

Section 7: Letters of Recommendation

1-8) Letters of Recommendation: Your overall application must include at least two Letters of Recommendation written on official letterhead, which you must upload to the online application in PDF format. **Encrypted or password-protected files will not be accepted.**

You should select people who know you well enough to be able to evaluate your potential success for a career in the field of education. Letters should state how long and in what capacity the writers know you and should reference the scholarship.

We accept up to two Letters of Recommendation per scholarship, up to eight (8) Letters of Recommendation for your entire application. We understand that some individuals will want to write one letter to address more than one scholarship on your application; if that is the case, please ask them to refer to them as "Michael D. Eisner College of Education Scholarships."

Keep in mind that some scholarships have specific requirements for their applicants' letters of recommendation. Please review each scholarship profile carefully before entering your recommenders and uploading your recommendation letters.

In addition to uploading your letters, you must enter these contacts into the online application, specifically:

- The writer's full name
- The writer's institution/organizational affiliation
- The writer's relationship to you
- E-mail address
- Phone number

If the writer's e-mail address and phone number are not listed on the letterhead, we will use the information you provide for verification purposes.

We recommend that you contact your references as early as possible to give ample time to those writing your recommendation letters. **We will not accept recommendation letters beyond the application deadline of October 31, 2023.**

All recommendation letters will be scored based on the following criteria:

- 1) **Adherence to requirements in scholarship profile** (if applicable);
- 2) **Written on official letterhead and dated within one year of application deadline;**
- 3) **Contains evidence of exceptional achievement and/or contribution to university and/or community and quality of work**

Section 8: Scholarship Selection and Short Essays

All scholarships are open to qualified applicants without regard to race, religion, gender, sexual orientation, ability, or other protected status. Based on the program information you provide in Section 3, you are potentially qualified to apply for the scholarships that are displayed to you.

You are allowed to apply for a maximum of four (4) scholarships where you meet all eligibility requirements. **Please choose carefully – applications for scholarships that fail to meet all eligibility criteria cannot be considered and will be disqualified without notice to you.**

Before you begin your essays, it is strongly recommended that you review the scholarship profiles on the MDECOE Scholarship website (<https://www.csun.edu/eisner-education/scholarships>) pertaining to your field of study and seek assistance for writing effective application essays from the Learning Resource Center (<https://www.csun.edu/undergraduate-studies/learning-resource-center>).

Applicants are encouraged to have an academic advisor, peer reviewer, or writing tutor review their essay responses in addition to attending our free writing workshop before submitting your application. **This virtual writing workshop, presented by the Equity and Student Affairs Committee (ESAC), will be held on Saturday, October 14, 2023 from 10:00 AM – 12:00 PM.**

Link to Registration: <https://tinyurl.com/2p8h2xzt>

All essays will be scored based on the following criteria:

- 1) **Persuasiveness of Writing:** Strong connection to scholarship prompt with clear and compelling supporting evidence
- 2) **Quality of Writing:** Free of errors in spelling, punctuation, capitalization, and grammar
- 3) **Service:** Demonstration of level of service that is clearly related to the particular goals of the scholarship

Your response to each essay prompt should follow the guidelines for each question regarding the number of maximum words as specified in the scholarship profile for your chosen scholarship. We recommend that you first type your essay into a word processing program, then copy and paste into the text box provided. Please note that the word-count software used by the online application may differ from the software used by your word processing program. Be sure to leave yourself time to edit and reduce your word count, if necessary. **A one-page, double-spaced essay is 250 words.**

If you have previously won an MDECOE scholarship, you may not reuse the same essay responses from your previous application(s). If you applied previously but were not selected, you may reuse material from your previous application(s) if you wish.

Section 9: Review and Submit

If any mandatory fields are missing, you must complete them before the application can be submitted. Not all questions are required – but at a minimum you must have the application components on page 4 to be considered a complete application.

Before you submit your application, please be sure to review all sections. Make sure you have answered all the questions and required fields, uploaded all the required documents, and that you are satisfied with your responses.

Once you submit your application, you will no longer be able to make changes to any section of the application. You will be able, however, to continue to view your application online via this system with your personal link. This link will remain live until the due date has passed. Additionally, you will receive a copy of your responses via your CSUN e-mail address.

If you are not ready to submit your application, log out of the system. You will be able to log-in at any time, thereafter, until the application deadline, and continue to complete or edit your application.

Before submitting your application, you will be asked to type your name as an electronic signature certifying that the material you entered into the online application is true and that you understand and agree to the terms of the application.

Please note: Your application is not submitted until you press the “Submit Your Application” button and you receive an email confirmation. You will receive an automated email confirming the submission of your application.

For assistance with the online application, or questions about the MDECOE Scholarship Program, please contact us at mdecoe.scholarships@csun.edu.