



# **Hathaway Scholarship Program**

Policy and Procedure Manual

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# Program Overview

## 1.1 Hathaway Scholarship Program Overview

The State of Wyoming established a scholarship program that rewards eligible Wyoming students with scholarship money to attend the University of Wyoming or one of Wyoming's seven community colleges. The program provides both merit and need-based awards to eligible students, with four different tiers of scholarship funding based on varying requirements.

## 1.2 Stan Hathaway

More than three decades after Governor Stan Hathaway created the state's Permanent Mineral Trust Fund, in which income pays for state government operations, the Wyoming State Legislature adopted the idea to support higher education in Wyoming.

In 2005, state lawmakers created a scholarship fund with a \$400 million permanent endowment. The income generated from the endowment funds scholarships for qualified Wyoming high school graduates to attend the University of Wyoming or any of the state's seven community colleges. They honored Hathaway's many contributions and accomplishments to the state by naming the scholarship program after him.

Born in 1924, Stan Hathaway grew up without many advantages. After attending the University of Wyoming and serving his country in World War II, Hathaway returned to Wyoming and established himself as a successful attorney in Torrington. In the following years, Hathaway became a prosecuting attorney for Goshen County and was subsequently elected governor of Wyoming from 1967-1975.

At his 1970 inauguration, Hathaway said, "We must all work together to build a better Wyoming." The Hathaway Scholarship program makes attending college possible for Wyoming high school graduates who qualify with both merit and need-based scholarships. The Hathaway program has helped all post-secondary institutions in Wyoming attract and retain larger numbers of students.

Hathaway died in October 2005 at age 81.

## 1.3 Use of the Scholarship

The Hathaway Scholarship includes four varying tiers of the merit-based scholarships. Those tiers are: Provisional Opportunity, Opportunity, Performance, and Honors levels. Students who qualify for either the Opportunity, Performance, or Honors levels of the Hathaway Scholarship may use their scholarship at one of Wyoming's seven community colleges or the University of Wyoming. Students who qualify for the Provisional Opportunity level may use their scholarship at one of Wyoming's seven community colleges; an additional provision may allow students to continue use of the scholarship at the University of Wyoming providing requirements are met. Students who qualify for one of the levels of the merit-based scholarship may also qualify for the need-based portion of the Hathaway Scholarship providing financial need requirements are met; students would be able to use the need-based portion of the scholarship in the same manner as the merit-based portion of the scholarship.

#### 1.4 Funding Source

State lawmakers created a scholarship fund with a \$400 million permanent endowment in 2005. The income generated from the permanent endowment funds the scholarships for qualifying Wyoming students. Endowment fund reports at the following link:

[https://statetreasurer.wyo.gov/assets/reports/Treasurer%2027s\\_Annual\\_Report\\_FY\\_16.pdf](https://statetreasurer.wyo.gov/assets/reports/Treasurer%2027s_Annual_Report_FY_16.pdf)



## **HATHAWAY SCHOLARSHIP USE**

### **2.1 ELIGIBLE INSTITUTIONS**

The Hathaway Scholarship may be used at one of the seven community colleges across the state or the University of Wyoming. The seven community colleges include: Casper College, Central Wyoming College, Eastern Wyoming College, Laramie County Community College, Northern Wyoming Community College District, Northwest College, and Western Wyoming Community College. The scholarship cannot be used at any out-of-state colleges or any other Wyoming institutions not included in the preceding list.

[Use Chart](#)

### **2.2 Scholarship Level Use at Eligible Institutions**

The following Hathaway Scholarship tiers can be used at either the University of Wyoming or one of the above seven community colleges: Honors, Performance, and Opportunity levels. Those students qualifying for the Provisional Opportunity Scholarship tier must first begin their education at one of the seven community colleges; if a student completes a certificate, the student may extend the remainder of the scholarship funds/credits at the community college; should the student complete an Associate's Degree, the student may extend the remainder of the scholarship funds/credits at the University of Wyoming. Please see the following topic for a breakdown of credit-hour usage at the post-secondary institutions.

### **2.3 Available Credits**

According to W.S. 21-16-1304, students who receive the Honors, Performance, or Opportunity levels of the Hathaway Scholarship have eight (8) full-time semesters, or a total of ninety-six (96) credit hours, to use at either one of the community colleges, the University of Wyoming, or a combination of a community college and the University of Wyoming. If students opt to use one of the above scholarships at a community college, a maximum of four (4) semesters, or forty-eight (48) credit hours, may be used at a community college before continuing to the University of Wyoming. An exception may be granted for students who are pursuing a Professional Degree and wish to extend the scholarship at a community college longer than the four (4) full-time semesters, or forty-eight (48) credit hours; please see the Hathaway Scholarship Exceptions tab: Professional Degree Extensions for more information on this topic.

According to W.S. 21-16-1305(a)(ii), students receiving the Provisional Opportunity level of the Hathaway Scholarship shall receive a maximum of the equivalent of four (4) full-time semesters, or forty-eight (48) credit hours. Should students receive a technical certificate (e.g., an Auto-Body Certificate) at one of the seven Wyoming community colleges during those four (4) full-time semesters, the scholarship may be extended at the community college for an additional forty-eight (48) credit hours to pursue an additional certificate or Associate's Degree. Should students receive an Associate's Degree during the four (4) initial full-time semesters, students may extend the scholarship at the University of Wyoming for an additional forty-eight (48) credit hours to pursue a Bachelor's Degree.

Please note that all reimbursements for the Hathaway Scholarship are calculated per credit hour. Students have a maximum use of up to twelve (12) credit hours per semester, and an overall total of ninety-six (96) credit hours over eight semesters, for reimbursement purposes.

## 2.4 Student Enrollment Status

Students may utilize the Hathaway Scholarship for both full-time or part-time status. Students attending at a full-time status (twelve (12) credit hours or more per semester) will be reimbursed at the amount of the Scholarship awarded (e.g., students receiving the Performance Scholarship will receive a total of \$1260.00/semester for twelve (12) or more credit hours).

Students attending at a part-time status (six (6) to eleven (11) credit hours) will receive a portion of the scholarship equivalent to the following calculation: The amount of the scholarship awarded (e.g., \$1260.00 for the Performance level) times a fraction, the numerator of which is the number of hours for which the student is enrolled and the denominator is twelve (12), if enrolled at an eligible institution for at least six (6) and less than twelve (12) semester hours. For example, if a student is enrolled in six (6) credit hours, the formula would be calculated as follows:  $\$1260 * (6/12) = \$630.00$ .

Remedial courses (courses below the 1000 level) are not reimbursed under the Hathaway Scholarship and are not included in the calculations.

## 2.5 Eligible Programs

Students receiving any level of the Hathaway Scholarship must declare a degree and become degree-seeking students to receive the funds. In addition, students may use the scholarship toward any program or degree offered at one of the seven community colleges or the University of Wyoming; this includes technical certificates, such as Auto-Body or Cosmetology, offered by the post-secondary institutions.

In addition, should students have scholarship credit hours remaining after the completion of a Bachelor's Degree, and have not surpassed the six-year timeline of use, the remaining credit hours of the scholarship may be used to pursue a Master's Degree at the University of Wyoming.

## 2.6 Initiation

Students utilizing the Hathaway Scholarship must apply and initiate the scholarship within the following guidelines:

1. **High school students:** high school students must apply for the scholarship within twenty-four (24) months of graduation date and initiate (begin using) the scholarship within twenty-eight (28) months of graduation. For example, if a student graduates on May 25, 2015, the student must apply for the scholarship by May 25, 2017 and initiate (begin using) the scholarship by fall semester of 2017.
2. **High school equivalency certificate (HSEC) students:** students who have received an HSEC must apply within twenty-four (24) months of their ninth grade cohort graduation date and initiate the scholarship within twenty-eight (28) months of their ninth grade cohort graduation.

3. **Home-schooled students:** students who have graduated from a home-based educational program must apply for the scholarship prior to their 21st birthday.

## **2.7 Deferrals**

Students have the option to defer the scholarship once initiated, however, students must keep in mind that there is a timeframe (discussed below) in which the scholarship must be used once initiated.

## **2.8 Scholarship Use Timeline**

Students have six (6) years to use the scholarship once the scholarship has been initiated. For example, if a student initiates the scholarship on September 1, 2015, the student would have until September 1, 2021 to use all ninety-six (96) credit hours. There are exceptions, or clock-stoppers, that would stop the clock on the timeline. Those exceptions are discussed in the Hathaway Scholarship Exceptions tab under the Clock-Stoppers section.

## **2.9 Early Initiation of the Scholarship**

**High school students:** students must graduate high school and receive their final GPA on their final transcripts in order to initiate the Hathaway Scholarship. Should students graduate early, they may initiate their scholarship so long as they meet all eligibility requirements and submit all required documentation to the post-secondary institution. In some instances, school districts may not be able to produce a final transcript of early graduates until the original graduating date of that class; should this be the case, postsecondary institutions may award the scholarship to the student and allow initiation so long as the district provides the most up-to-date transcript available and a letter signed from district personnel stating that the submitted transcript will be the final transcript once the district can provide the transcript for all graduating students.

**Home-schooled students:** home-schooled students have until their 21st birthday to initiate the scholarship. Should the student graduate early from the home-based educational program, students may initiate their scholarship providing they can submit all required documentation.

**HSEC students:** Per W.S. 21-16-1308(b)(iv) students receiving a high school equivalency certificate (e.g., GED) may not initiate the Hathaway Scholarship prior to the student's natural graduation date of his/her ninth (9) grade cohort unless:

1. It has been court ordered for the student to complete an HSEC; or
2. The student has been emancipated; or
3. The student is a parent or legal guardian of a minor; or
4. The student has shown other good cause (as determined by the WDE).

## 2.10 Study Abroad Programs

Students who participate in study abroad programs that are provided at one of the seven community colleges or the University of Wyoming may utilize the scholarship for those credits providing that the credit received will ultimately be a Wyoming community college or University of Wyoming credit. The study abroad program, however, cannot be factored into the cost of attendance (COA) if the student is eligible for the Hathaway need-based award.



### 3.1 Award Requirements

Students who participate in study abroad programs that are provided at one of the seven community colleges or the University of Wyoming may utilize the scholarship for those credits providing that the credit received will ultimately be a Wyoming community college or University of Wyoming credit. The study abroad program, however, cannot be factored into the cost of attendance (COA) if the student is eligible for the Hathaway need-based award.

#### [Hathaway Scholarship Requirements](#)

Note: For students who have taken ONLY the SAT, the following link to the SAT-ACT concordance table may be used in determining eligibility in regards to the standardized test score. Please utilize Table 1 in determining the SAT-ACT score. Regarding students who have taken both the ACT and the SAT, the highest ACT score would be the score that is used to determine eligibility regarding the standardized test score (the concordance table would not be utilized in this instance).

#### [SAT⇔ACT Concordance Table](#)

### 3.2 Additional Eligibility Requirements

In addition to the above requirements, per W.S. 21-16-1303, a student is **not eligible** for the Hathaway Scholarship if:

1. The student has not demonstrated Wyoming residency as determined by the eligible institution;
2. The student has not successfully completed a Hathaway Success Curriculum;
3. The student has not graduated from an eligible Wyoming high school (for exceptions to this, please see the tab Hathaway Scholarship Exceptions, and the section Other Requirement Exceptions: Eligibility Exceptions for High School Students);
4. The student is not a United States citizen or a permanent resident alien who meets the definition of an eligible non-citizen under federal Title IV requirements;
5. The student has not complied with United States selective service system requirements for registration, providing the requirements are applicable to the student (should a student be eligible to begin receiving funds for the scholarship prior to age 18 for any reason, the student must register as soon as he is eligible to do so or the student would lose eligibility to receive the scholarship);
6. The student is in default on a federal Title IV education loan;
7. The student owes a refund under a federal Title IV student financial aid program or a subsequently enacted similar federal student financial aid program;
8. The student is incarcerated; or
9. The student has been convicted of a felony in this state or another jurisdiction and has not been granted an exception by the WDE.

### **3.3 Application and Initiation Requirements**

Students utilizing the Hathaway Scholarship must apply and initiate the Scholarship within the following time periods:

1. High school students: high school students must apply for the scholarship within twenty-four (24) months of graduation date and initiate the scholarship within twenty-eight (28) months of graduation. For example, if a student graduates on May 25, 2015, the student must apply for the scholarship by May 25, 2017 and initiate (begin using) the scholarship by fall semester of 2017.
2. High school equivalency certificate (HSEC) students: students who have received an HSEC must apply within twenty-four (24) months of their ninth grade cohort graduation date and initiate the scholarship within twenty-eight (28) months of their ninth grade cohort graduation date.
3. Home-schooled students: students who have graduated from a home-based educational program must apply for the scholarship prior to their 21st birthday.

Once a student initiates (begins using) the scholarship, students may not change/enter varying tiers of the scholarship. For example, if a student initiated the scholarship and was awarded at the Performance level, the student would not be able to retake the ACT to move to the Honors level. If a student has not initiated the scholarship, he/she may retake the ACT or try to increase his/her high school GPA (as long as the final high school transcript has not been completed with a graduation date) for a higher level of Hathaway.

### **3.4 Students with Disabilities**

Students with disabilities must meet all requirements of the Hathaway Scholarship Program, however, school districts shall provide appropriate accommodations, related services, specialized instruction, and supplementary aids and services to students with an individual education program (IEP) or a federal 504 designation pursuant to state and federal law. Courses meeting these requirements that also align to the Wyoming Content Standards at each grade level satisfy the requirements of a modified course within the Hathaway Success Curriculum per W.S. 21-16-1307(f)(iii).

### **3.5 Border Schools**

Students who attend a high school border school, as defined in the Hathaway Chapter 38 rules, may be eligible for Hathaway Scholarship consideration. In order to qualify, students must complete all requirements of the Program, including the Hathaway Success Curriculum, ACT score, and GPA. In addition, students who attend a border school must be a Wyoming resident. Wyoming school districts must ensure that any out-of-state placement of students who reside in their district is accompanied by a placement agreement that assures the out-of-state school district will provide student transcripts to the school district and post-secondary institution as required by W.S. 21-16-1308(a)(ii) and that the out-of-state school or district will cooperate in verifying that its coursework will satisfy the Hathaway Success Curriculum requirements established under W.S. 21-16-1307.

Currently there is not an approved list of border schools, however, there are common schools, such as Gardiner, Montana, that Wyoming students do attend beyond state lines. For questions, please contact the WDE Hathaway consultants.

### **3.6 High School Equivalency (HSEC) and Tests**

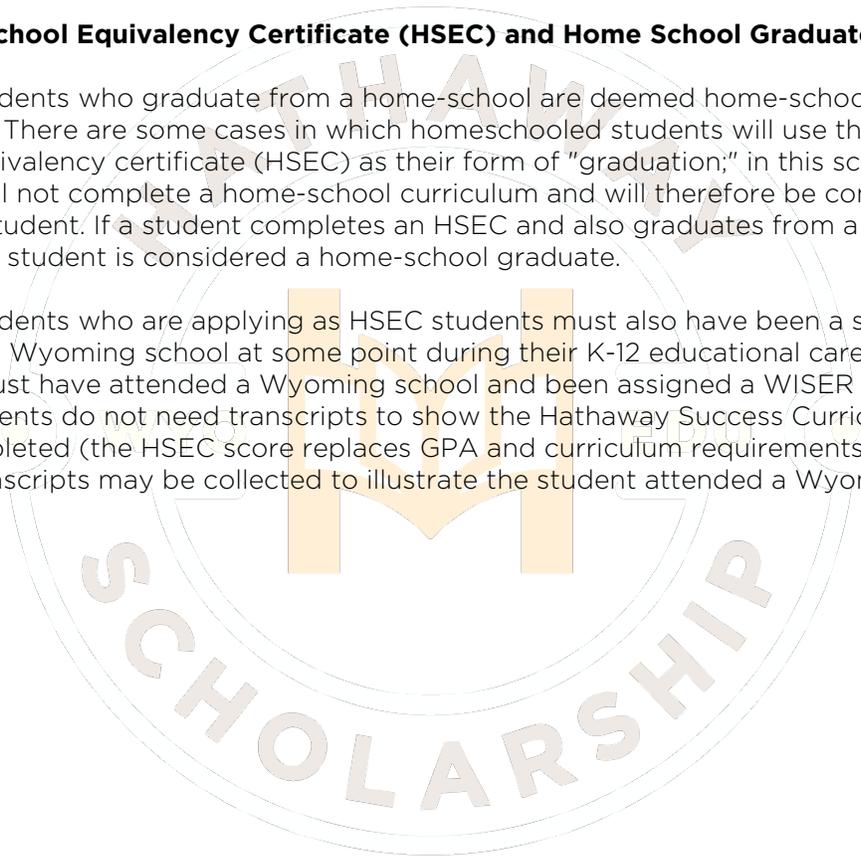
Currently, HiSet and GED are the only two HSECs that have cut scores, which are used to determine the level of the Hathaway Scholarship for which the student qualifies. The Wyoming Community College Commission works in conjunction with the HSEC companies in order to determine each of the cut scores that are used for each level of the Hathaway. In the future, TASC will be an additional test option for HSEC students, however until cut scores are determined and released by the WCCC, HiSET and GED will be the only tests considered Hathaway Scholarship awarding purposes. For a list of the HSEC cut scores for both HiSet and GED, please see the following link:

[HSEC Cut Scores](#)

### **3.7 High School Equivalency Certificate (HSEC) and Home School Graduates**

Students who graduate from a home-school are deemed home-school graduates. There are some cases in which homeschooled students will use the high school equivalency certificate (HSEC) as their form of "graduation;" in this scenario the student will not complete a home-school curriculum and will therefore be considered an HSEC student. If a student completes an HSEC and also graduates from a home-school, the student is considered a home-school graduate.

Students who are applying as HSEC students must also have been a student of record at a Wyoming school at some point during their K-12 educational career (i.e. a student must have attended a Wyoming school and been assigned a WISER ID). While HSEC students do not need transcripts to show the Hathaway Success Curriculum has been completed (the HSEC score replaces GPA and curriculum requirements), high school transcripts may be collected to illustrate the student attended a Wyoming high school.



# Hathaway Need-Based Amounts

## 4.1 General Overview

In addition to the four levels of the merit scholarships, students may qualify for a need-based portion of the Hathaway Scholarship. In order to qualify for the need-based portion, students must first qualify for one of the tiers of the merit-based scholarship. In addition, students must also qualify for federal financial aid (i.e. complete and qualify through the FAFSA).

## 4.2 Eligibility Requirements

Once students have qualified for one of the merit-based tiers of Hathaway and completed the FAFSA, students must also meet the following requirement:

1. Have unmet financial need greater than two thousand dollars (\$2,000.00).

The eligible institution shall determine unmet financial need annually for each student no later than the end of the third week of the semester in which the student first enrolls for the academic year. Half of the award is provided to the student at each semester.

## 4.3 Need-Based Amounts

If a student qualifies for a need-based scholarship, the award amount will vary depending on the merit-based tier in which the student qualifies. Please see the following information:

1. Honors scholarship: students receiving an Honors Scholarship tier of Hathaway and qualifying for a need-based scholarship will receive an amount equal to the annual unmet financial need exceeding \$2,000.00.
2. Provisional Opportunity, Opportunity, and Performance scholarships: students receiving either the Provisional Opportunity, Opportunity, or Performance scholarships and qualifying for a need-based scholarship will receive an award equal to 25% of the annual unmet financial need in excess of \$2,000.00, but not to exceed \$1,575.00, per year. In addition, students shall receive a minimum of \$105.00 for each semester of qualification.

#### **4.4 Need-Based Award Calculation**

Please refer to the following link for example need-based calculations of both a student receiving the Honors scholarship and a student receiving either the Provisional Opportunity, Opportunity, or Performance scholarships. The cost of attendance (COA) is defined on the form; as such no adjustments to the calculation may be included. Please note the eligible institution shall determine unmet financial need annually for each student no later than the end of the third week of the semester in which the student first enrolls for the academic year. Half of the award is provided to the student at each semester.

Important note regarding the calculation: If a student receives a prorated merit award (less than full-time), institutions must use the prorated COA amount and the prorated appropriate Hathaway merit award throughout the calculation beginning with the Fall 2017 need awards.

[Need-Based Calculation](#)

#### **4.5 Study Abroad Programs**

Students who participate in study abroad programs that are provided at one of the seven community colleges or the University of Wyoming may utilize the scholarship for those program credits providing that the credits received will ultimately be a Wyoming community college or University of Wyoming credit. The program, however, cannot be factored into the cost of attendance (COA) if the student is eligible for the Hathaway need-based award.

#### **4.6 Changing Circumstances for Students**

Students who participate in study abroad programs that are provided at one of the seven community colleges or the University of Wyoming may utilize the scholarship for those program credits providing that the credits received will ultimately be a Wyoming community college or University of Wyoming credit. The program, however, cannot be factored into the cost of attendance (COA) if the student is eligible for the Hathaway need-based award.

## **Exceptions**

### **5.1 Clock Stoppers**

Typically, high school students, HSEC students, and home-schooled must initiate and use the scholarship within certain timeframes. There are instances within Wyoming Statute that allow the specified time frames to be paused (i.e. "clock-stoppers"). Please see below for instances in which clock-stoppers come into effect.

### **5.2 Military Service, Religious Missions and Good Cause**

Student who serve in the military or a religious mission are allowed to effectively "stop the clock" on the Hathaway time limits in regard to initiation and use of the scholarship. Once the student receives the orders for military or religious service, the clock will be stopped at the beginning of the following semester the student could have enrolled in; for example, if a student receives orders for a mission or joins the military in July 2015, the clock would be stopped on the first date of classes for Fall 2015. Upon the return of the student, the clock would resume and the student would have to meet all timeframe requirements. For example, if the same student as mentioned above graduated on May 25, 2015, and the clock stops the first day of classes for Fall 2015, the student would have used an estimated three months of the twenty-four (24) month timeframe to initiate. Once that student returns from military or religious service, the student would be required to apply for the Scholarship within twenty-one (21) months of the return date to ensure the student did not miss the twenty-four (24) month application requirement. If the student does not apply for the scholarship within that timeframe, the student will lose eligibility.

Students may be able to stop the clock for other purposes, known as good cause, but would be required to go through the appeal process to illustrate good cause. Please see the section Hathaway Scholarship Appeal Requests for processes and required documentation. All approved appeals will be granted in accordance with Wyoming Statute.

### **5.3 Required Documentation**

Students must present documentation (i.e. religious mission or military service return papers with specific dates) to the post-secondary institution Hathaway Coordinator so it can be determined that the student will still meet eligibility with the timeframe for application. It is recommended a copy of the documentation be kept with the student file for future reference.

### **5.4 Appeal Requests**

Under certain circumstances an applicant/student may request the Wyoming Department of Education review the decision of an eligible institution to deny initial or continuing eligibility for the Hathaway Scholarship. Those instances are dictated by Wyoming Statutes and are contained in Chapter 38 of the Wyoming Department of Education's rules and regulations.

## 5.5 Potential Reasons for Appeal Requests

1. An applicant/student may request the Department review the decisions made by eligible institutions that deny initial scholarship eligibility based on:
  - a. Incomplete or inaccurate information; or,
  - b. Failure to qualify under any provision of W.S. 21-16-1303(b)(i) through (iii) and (c) through (e), W.S. 21-16-1307(a)(i) and W.S. 21-16-1308(b)(iii), (iv) and (v), including failure to grant an exception where the authority to grant an exception is specifically provided for in the law.
2. An applicant/student may also request the Department review the decisions made by eligible institutions concerning continuing eligibility for:
  - a. Failure to grant an exception for good cause to continue scholarship eligibility where the student has not maintained satisfactory academic progress;
  - b. Failure to extend scholarship eligibility timeframes based on military service, religious service, or other good cause; or,
  - c. Decisions made with incomplete or inaccurate information.

In some instances, students may have received an Associate's Degree in addition to their high school diploma (or received an Associate's Degree at an out-of-state institution during the two-year time period after graduation) and qualified to receive the Provisional Opportunity Scholarship. If this is the case, and the student wishes to begin the use of the scholarship at the University of Wyoming as opposed to a Wyoming community college, as stated as a requirement in Wyoming Statute, the student would need to appeal to the University of Wyoming. The University of Wyoming should, in this case, deny the appeal and send the appeal to the WDE.

[Appeal Request Processes](#)

## 5.6 Student Process for Appeals

Aside from cases regarding felony appeals, all students must first directly appeal to the institution and complete the institution process for review. Only upon initial denial from the institution would the student be able appeal to the WDE. Should the student wish to appeal to the WDE for final determination, the student must fill out and sign the student portion of the form attached to this manual. It is recommended supporting documentation be submitted for the request. Upon completion, the student would then return the form to the institution and the institution would complete its portion and submit the form to the WDE.

## **5.7 Institutional Procedure for Appeals**

Each institution must initially review all appeal requests, aside from felony appeals, and approve or deny as deemed appropriate. It is recommended each institution develop its own methods to process such requests. Should the institution approve the appeal, it is recommended documentation of the approval be filed; should the institution deny the appeal request, students have the right to appeal to the WDE. In instances where the appeal is denied at the institution level and the student would like to further pursue the process, it is required that the institution submit all appeals to the WDE.

The appeal form is attached to this manual and the most recent form must be used for submission to the WDE. The student must complete the student portion as notated on the form, and the institution must complete the institution portion as notated on the form. Once all areas are completed, signed, and additional documentation is gathered, the institution must submit the appeal request to the WDE per the instructions located on the form.

The WDE will then review the appeal and issue its final decision within the timeframes specified on the form. While there are no specific timeframes for appeal submissions, it is recommended that the request is submitted as soon as possible for the student. Please see the following example of a post-secondary appeal form.

[Casper College Appeal Form](#)

## **5.8 WDE Appeal Request Form and Submission Procedure**

Please see the following link for the WDE appeal form. Instructions regarding appeal requests can be found on the attached appeal form. Please note, there is no specific due date for the submission of appeals, however, the WDE would encourage submission as soon as possible to ensure students have an adequate amount of time to receive the appeal decision and make any future decisions based on the appeal approval or denial.

[WDE Appeal Form](#)

## **5.9 Waiver Requests**

Per Wyoming Statute 21-16-1307(b) - 21-16-1307(e), students must meet certain success curriculum (high school courses) requirements in order to qualify for a varying tier of the Hathaway Scholarship. In addition, W.S. 21-16-1307(f)(ii) states: "...The department shall by rule and regulation establish exceptions as necessary due to good cause to specific coursework with the success curriculum specified under this article for students attending or graduating from an eligible high school or a home-based educational program." Based on this statute, the WDE has provided a form for students and districts to submit should they wish to apply for a waiver from specific coursework requirements.

## **5.10 Waiver Request Uses**

In some cases, students are unable to meet all requirements of the Hathaway Scholarship Program. An approved waiver from the WDE would be required to waive any requirements.

### **5.11 Waiver Process Overview**

The WDE provides a waiver form to interested students and school districts should they wish to apply. Please see below for the required processes.

### **5.12 Student Procedure- Waiver**

The student requesting the waiver is required to fill out all applicable information, attach any supporting documentation, and sign under the certification area of the form. In addition to the student signature, the waiver form requires a signature from the parent/guardian as well.

### **5.13 District Procedure- Waiver**

The district may assist the student in the waiver process by providing the form and any supporting documentation. In addition, the school counselor must sign the waiver form under the certification area.

### **5.14 Waiver and Submissions Processes**

Please see the following link for the waiver form. Instructions regarding waiver submissions can be found on the attached waiver form. Please note, there is no specific due date for the submission of waivers, however, the WDE would encourage submission as soon as possible to ensure students have an adequate amount of time to receive the waiver decision and make any future decisions based on the waiver approval or denial.

[Hathaway Course Waiver Form](#)

### **5.15 Other Exceptions for High School Students**

According to W.S. 21-16-1303(iii)(A), the student must have graduated from an eligible high school or be otherwise eligible for the scholarship. The department shall by rule and regulation establish exceptions to the requirements for students who have attended an eligible high school in Wyoming, but who subsequently graduate from a secondary educational institution in another state or a foreign country that is equivalent of a high school. An exception under this subparagraph may be granted only if:

1. The student's custodial parent or lawful guardian is a Wyoming resident at the time of application for a scholarship under this article and was a Wyoming resident during the student's attendance at the eligible high school;
2. The student's absence from this state was due to the custodial parents or lawful guardian's employment requirements or was necessitated by other conditions beyond the reasonable control of the parent;
3. Neither the student nor the student's custodial parent or lawful guardian claimed residency in another state or foreign country for any purpose during the student's high school attendance; or
4. A student whose custodial parent or guardian is in active military service and maintains Wyoming as the parent's or guardian's state of domicile is deemed to be a Wyoming resident.

Should the student not fall into one of the above categories, the student may choose to appeal according to the above processes.

### **5.16 HSEC Initiation Requirement Exceptions**

Per W.S. 21-16-1308(b)(iv) students receiving a high school equivalency certificate (e.g., GED) may not initiate the Hathaway Scholarship prior to the student's natural graduation date of his/her ninth (9) grade cohort unless:

1. It has been court ordered for the student to complete an HSEC;
2. The student has been emancipated;
3. The student is a parent or legal guardian of a minor; or
4. The student has shown other good cause (as determined by the WDE).

### **5.17 Professional Degree Extension**

Ordinarily, the Hathaway Opportunity, Performance, and Honor scholarships are available to community college students for a maximum of four full-time semesters. W.S.21-16-1304(b), subsection (g), however, provides for an extension of eligibility if the student "has earned a certificate or degree from a Wyoming community college or has otherwise successfully completed sufficient courses for eligibility to enroll in courses within a program offered by a Wyoming community college which leads to a professional degree." W.S. 21-16-1304(b). The final sentence of this provision states that the scholarship "shall not support enrollment in coursework at an institution other than a Wyoming community college or the University of Wyoming." In order to qualify for this, both of the following components must be met:

1. The student must have completed the requisite academic program, that is, either received a certificate or degree, or be eligible to enroll in the requisite program; and
2. There must be a program that leads to a professional degree, and the program must be offered by a Wyoming community college.

The WDE, in conjunction with the Wyoming Attorney General's office, defines a professional degree as one that is generally both necessary and sufficient to enter a particular profession. For example, an M.D., J.D., or ADN are all considered professional degrees. In order for the extension to be completed at a Wyoming community college, the community college must offer a professional degree program that the University of Wyoming does not offer. Examples of such programs may include: Radiography or Dental Hygiene. If the University of Wyoming offers the program, the student would not be eligible to complete the extension at the community college.

[Professional Degree Extension Decision Tree](#)

# Post-Secondary Application

## 6.1 Application Requirements

The post-secondary institution determines students' Hathaway Scholarship eligibility. There are certain criteria that each student must meet in order to become eligible; that information is required to be included on the post-secondary application per Chapter 38 Hathaway Rules. Those requirements include, but are not limited to:

1. Student personal information, including: name, address, DOB, SSN (or student ID), and WISER ID;
2. Hathaway initiation date;
3. Previous use of Hathaway funds at another institution;
4. High school and HSEC student information, including: Wyoming high school attended and graduation (or anticipated graduation) date;
5. Home-schooled student information, including: city and state in which the student was home-schooled; and
6. General information covering the requirements as stated in W.S. 21-16-1303(e). This information includes: citizenship, selective service registration, student felony and incarceration, student default on a federal Title IV Education loan, and information regarding a student owing a refund on Federal Title IV Student Aid Program.

In addition to the above information, the WDE Hathaway application also provides a certification for the student to sign off ensuring the information provided is true and accurate.

## 6.2 Deadlines

Students wishing to utilize the Hathaway Scholarship must apply prior to certain dates. Please see the following information:

1. High school students: students must apply for the scholarship within two (2) years of the date of graduation and begin using the scholarship at the next term (i.e. apply within 24 months and initiate within 28 months). For example, if a student graduates on May 27, 2015, the student must apply prior to May 27, 2017, and must initiate by fall of 2017.
2. Home-schooled students: students completing a home-based educational program must apply prior to age 21.
3. HSEC students: generally students receiving a high school equivalency certificate must wait to apply until their ninth (9) grade cohort graduates, but no later than two (2) years of the date of graduation for their ninth (9) grade cohort. For example, if a student's ninth (9) grade cohort graduates on May 27, 2015, the student must generally wait to apply until May 27, 2015, but no later than May 27, 2017, and must initiate by fall of 2017. Please see the Hathaway Scholarship Exceptions tab for instances that would allow a student to apply for the scholarship earlier than the ninth (9) grade cohort graduation date.

In addition to the above requirements, students must apply for the Hathaway Scholarship prior to the first day of classes; once classes begin for that semester, the scholarship cannot be awarded for that semester.

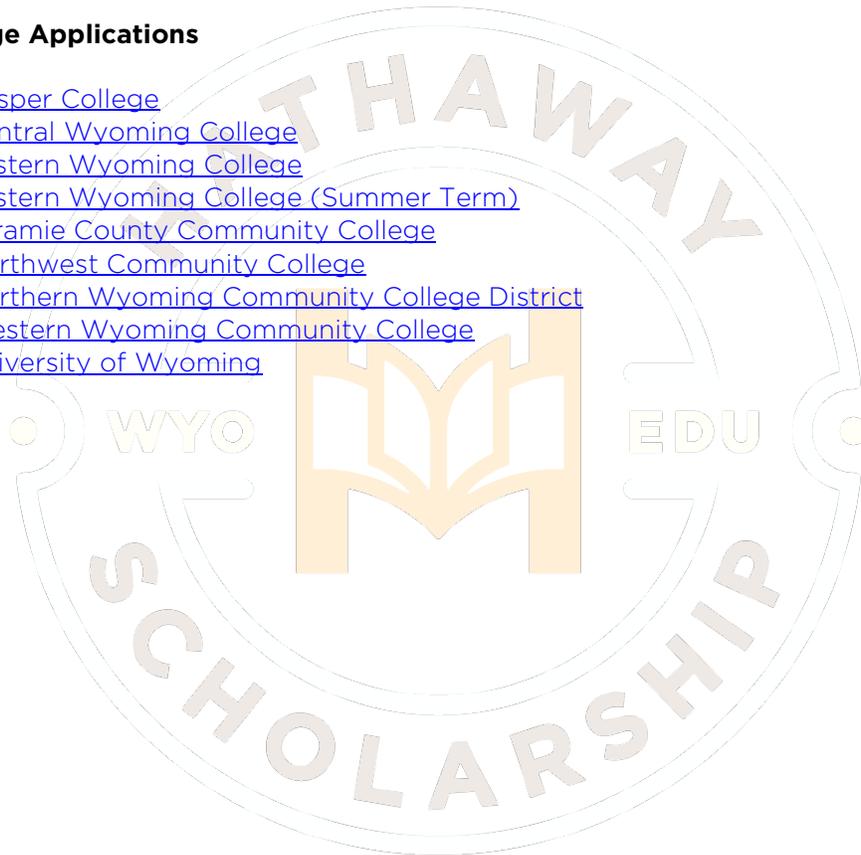
### 6.3 Accessing the Application

Post-secondary institutions may decide if they would prefer the Hathaway application to be located within their admissions application or if they would prefer to have the application separate from the admissions application. In either instance, at minimum, the questions and information requested on the application released by the WDE must be included within the post-secondary application. Post-secondary institutions utilizing a separate application may also use the application as released by the WDE. Please see the following link for the most current WDE Hathaway application form.

[WDE Hathaway Application](#)

### 6.4 College Applications

- [Casper College](#)
- [Central Wyoming College](#)
- [Eastern Wyoming College](#)
- [Eastern Wyoming College \(Summer Term\)](#)
- [Laramie County Community College](#)
- [Northwest Community College](#)
- [Northern Wyoming Community College District](#)
- [Western Wyoming Community College](#)
- [University of Wyoming](#)



# Scholarship Awarding Procedures

## 7.1 Provisional Scholarship Awarding

Provisional eligibility shall be determined by the eligible institution. For high school and home-schooled students, provisional eligibility must be based on the following:

1. Curriculum;
2. The GPA evident in the student's most current transcript; and
3. ACT or WorkKeys scores from the state-sponsored test day or highest score listed on the transcript or submitted to the eligible institution.

For HSEC students, provisional eligibility must be based on the following:

1. HSEC score; and
2. ACT or WorkKeys scores.

Students may request that their high school submit their most current transcript to the eligible institution at the time of their first application, but no sooner than completion of the equivalent of their sixth (6th) high school semester.

## 7.2 Final Scholarship Awarding

Final eligibility shall be determined by the eligible institution. For high school and home-schooled students, final eligibility must be based on the following:

1. Verified completion of the curriculum;
2. Verified GPA, evident on the student's final transcript; and
3. Verified ACT or WorkKeys scores from the state-sponsored test day or highest score listed on the transcript or submitted to the eligible institution.

Student high school transcripts must contain the above information; please see the tab High School Transcripts for more information on this topic. If there are questions or concerns with student information, the eligible institution shall confer directly with high schools to resolve any issues.

For HSEC students, final eligibility must be based on the following:

1. Verified HSEC score; and
2. Verified ACT or WorkKeys scores.

Final awards must be awarded to students prior to the first day of classes. In addition, once students receive Hathaway funds, the Hathaway Scholarship level may not be changed or revised (e.g., if a student receives funds for the Opportunity level, then re-takes the ACT and receives a score that would qualify him/her for the Performance level, the student is not able to change levels since he/she already received funds for the Opportunity level).

### **7.3 Final Award Notification**

At the time the institution officially notifies students of their Hathaway Scholarship award, the institution shall include with the notification information on the origin of the Hathaway Scholarship program and Stanley K. Hathaway, including biographical data and a description of his commitment to the state of Wyoming and to the promise of the youth of the State.

### **7.4 Final Award Calculations**

Students may utilize the Hathaway Scholarship for both full-time or part-time status. Students attending at a full-time status (twelve (12) credit hours or more per semester) will be reimbursed at the amount of the scholarship awarded (e.g., students receiving the Performance Scholarship will receive a total of \$1260/semester for twelve (12) or more credit hours).

Students attending at a part-time status (six (6) to eleven (11) credit hours) will receive a portion of the Scholarship equivalent to the following calculation: The amount of the Scholarship awarded (e.g., \$1260 for the Performance level) times a fraction, the numerator of which is the number of hours for which the student is enrolled and the denominator is twelve (12), if enrolled at an eligible institution for at least six (6) and less than twelve (12) semester hours. For example, a student taking six (6) credit hours would be calculated as follows:  $\$1260 * (6/12)$ .

In addition, remedial courses (courses below 1000 level) are not reimbursed under the Hathaway Scholarship and are not included in the calculations.

[Hathaway Proration Chart](#)

### **7.5 Summer Term**

Wyoming Statute 21-16-1304(h)(i) allow for students to take less than six (6) credit hours during the summer term and still receive Hathaway Scholarship funds. The summer term is the only term in which a student is allowed to take less than six (6) credit hours and receive funding. Students are not limited to a maximum of six (6) credit hours and may take more if they wish. Should students take less than twelve (12) credit hours, the award will be prorated according to the calculations found under the above section.

# Hathaway Success Curriculum

## 8.1 General Overview

Students who are attending a Wyoming high school or receive a home-based education must complete coursework requirements, known as the Hathaway Success Curriculum (HSC), in order to qualify for one of the scholarship tiers. The information below discusses the varying requirements. Please note this section will not apply to students receiving a high school equivalency certificate (HSEC).

## 8.2 Requirements

For the Honors and Performance tiers of the Hathaway Scholarship, students, except for those who have received an HSEC, must meet all requirements for coursework as outlined in W.S. 21-16-1307. Those requirements are as follows:

1. Math: four years of math, which includes the following: Algebra I, Algebra II, Geometry, and an additional math course taken in grades nine (9) through twelve (12); the additional math course varies by district.
2. Language Arts: four years of language arts in grades nine (9) through twelve (12) to include reading, writing, and speaking. ELA courses vary by district and must be approved by the WDE content specialists as a Hathaway-approved course (see below).
3. Science: four years of science in grades nine (9) through twelve (12) to include three years of the following: Physics I, Physics II, Chemistry I, Chemistry II, Biology I, Biology II, Geology I, Computer Science I, or Physical Science. The fourth year of science may come from the category of additional science; this course varies by district.
4. Social Studies: three years of social studies in grades nine (9) through twelve (12) to include a combination of the following: World History, Geography, American Government, and Economic Systems.
5. Foreign Language: two (2) sequenced years of the same foreign language which need not be taken consecutively, with at least one of those years taken in grades nine (9) through twelve (12) (the foreign languages can be Eastern Shoshone, Northern Arapaho, or American Sign Language so long as the district submits for approval as specified in the below topics).

Additionally, for 2016 graduates, pursuant to W.S. 21-16-1307(b)(vi), students qualifying for the Honors or Performance tiers shall take an additional two (2) years of career and technical education (CTE) courses, two (2) years of fine arts (FA) courses, or two (2) additional years of foreign language.

- (i) Career and technical education (CTE) courses and fine arts (FA) courses shall be taken in grades nine (9) through twelve (12). CTE and FA courses shall be listed on the HSC and verified by the districts.
- (ii) Additional foreign language courses shall be taken in grades nine (9) through twelve (12) and do not need to be sequenced.

For the Opportunity tier of the Hathaway Scholarship, students, except those who have received an HSEC, must meet all requirements for coursework as outlined in W.S. 21-16-1307. Those requirements are as follows:

1. Math: four years of math, which includes the following: Algebra I, Algebra II, Geometry, and an additional math course taken in grades nine (9) through twelve (12); the additional math course varies by district.
2. Language Arts: four years of language arts in grades nine (9) through twelve (12) to include reading, writing, and speaking. ELA courses vary by district and must be approved by the WDE content specialists as a Hathaway-approved course (see below).
3. Science: four years of science in grades nine (9) through twelve (12) to include three years of the following: Physics I, Physics II, Chemistry I, Chemistry II, Biology I, Biology II, Geology I, Computer Science I, or Physical Science. The fourth year of science must come from the category of additional science; this course varies by district.
4. Social Studies: three years of social studies in grades nine (9) through twelve (12) to include a combination of the following: World History, Geography, American Government, and Economic Systems.

Additionally, for 2016 graduates and later, pursuant to W.S. 21-16-1307(b)(vi), students shall take an additional two (2) years of career and technical education courses, two (2) years of fine arts courses, or two (2) sequenced years of foreign language.

1. Career and technical education (CTE) courses and fine arts (FA) courses shall be taken in grades nine (9) through twelve (12). CTE and FA courses shall be listed on the HSC and verified by the districts.
2. One year of the sequenced foreign language may be taken before grade nine (9) (the foreign languages can be Eastern Shoshone, Northern Arapaho, or American Sign Language so long as the district submits for approval as specified in the below topics).

For the Provisional Opportunity tier of the Hathaway Scholarship, students, except those who have received an HSEC, must meet all requirements for coursework as outlined in W.S. 21-16-1307. Those requirements are as follows:

1. The required curriculum for high school graduation.
2. Two of the three required years of math in two of the following areas: Algebra I, Algebra II, or Geometry.

For 2016 graduates and later, pursuant to W.S. 21-16-1307(b)(vi), students shall take an additional two (2) years of career and technical education courses, two (2) years of fine arts courses, or two (2) sequenced years of foreign language.

1. Career and technical education (CTE) courses and fine arts (FA) courses shall be taken in grades nine (9) through twelve (12). CTE and FA courses shall be listed on the HSC and verified by the districts.
2. One year of the sequenced foreign language may be taken prior to grade nine (9) (the foreign languages can be Eastern Shoshone, Northern Arapaho, or American Sign Language so long as the district submits for approval as specified in the below topics).

In addition, the WDE does consider any approved college course by the Department that is 1000-level or above equivalent to one-year of content (for those college courses that are below the 1000-level, .5 credit would be awarded). Students must pass each semester of the course to count as credit for the curriculum requirements.

### **8.3 Success Curriculum Course Submission**

Each school district is required to submit an HSC in an acceptable format to the WDE for approval on an annual basis. The WDE notifies all school districts of the timeframe to submit courses for Hathaway approval. While the WDE will allow updates to the HSC at any time for the current school year, in order to provide students with the Hathaway-approved courses prior to the next school year registration dates, school districts generally submit the majority of their courses for approval for the following school year during December-January of the current school year. For example, the WDE will request districts to submit their requests and required documentation for the 2016-2017 school year during December-January of the 2015-2016 school year.

The WDE reviews and approves/denies all Hathaway courses for the following content areas:

1. Math;
2. Science;
3. Language Arts;
4. Social Studies; and
5. Foreign Language.

The WDE requires all school districts to submit documentation for the above subject areas for approval. The required documentation can be found at the WDE's Hathaway webpage at: <http://edu.wyoming.gov/downloads/college-career-readiness/hathaway/2015/success-curriculum/2016-Hathaway-Curriculum-Checklist-Districts.pdf>. Please note that all courses for which the district requests approval, including AP, IB, and Dual/Concurrent courses, must be approved by WDE content specialists.

The school districts approves all Hathaway courses for the following content areas at the local level:

1. Career and Technical Education (CTE); and
2. Fine Arts.

### **8.4 Verification**

The WDE approves all Hathaway courses for the following content areas:

1. Math;
2. Science;
3. Language Arts;
4. Social Studies; and
5. Foreign Language.

The WDE requires all school districts submit documentation for the above subject areas for approval. The required documentation can be found at the WDE's Hathaway webpage at: <http://edu.wyoming.gov/downloads/college-career->

readiness/hathaway/2015/success-curriculum/2016-Hathaway-Curriculum-Checklist-Districts.pdf.

Please note that all courses for which the district requests approval, including AP, IB, and Dual/Concurrent courses, must be approved by WDE content specialists.

The school districts approves all Hathaway courses for the following content areas at the local level:

1. Career and Technical Education (CTE); and
2. Fine Arts.

If a course is not listed on the district's HSC then it is not an approved Hathaway course. Should a course not be shown on the HSC as an approved course, and it is shown on the student transcript as a Hathaway-approved course, it is recommended the post-secondary institution contact both the WDE Hathaway Team and the school district in regards to the particular student/course in question.

#### **8.4 Location**

The HSCs for each Wyoming school district can be found on the WDE Hathaway webpage. The HSCs collected for the 2008-2009 SY through the 2015-2016 SY can be viewed at: <http://edu.wyoming.gov/beyond-the-classroom/college-career/scholarships/hathaway/student-information/9-12/success-curriculum/>; each district will be listed under the corresponding school year. The 2016-2017 HSCs and beyond will be posted once the information is collected. The WDE periodically updates the HSCs throughout the year to ensure the most recent HSC is located on the website.

#### **8.5 Home-Schooled Students**

Home-schooled students are required to complete the Hathaway Success Curriculum in accordance with the above requirements. Home-schooled students are not, however, required to obtain a certain GPA to qualify for one of the Hathaway Scholarship merit tiers. Post-secondary institutions are required to determine that home-schooled students have met the Hathaway Success Curriculum at each of the Scholarship tiers. Post-secondary institutions may contact the district in which the student registered the home-school curriculum. Per Wyoming Statute, home-schooled students are only required to report compulsory attendance (curriculum included) until the age of 16 and their curriculum may not be available from the district after this age.

[Homeschool Tips \(Not produced by WDE\)](#)

# WISER IDs

## 9.1 General Overview

WISER IDs, or Wyoming Integrated Statewide Education Record Identifier, allow for the tracking of individual student records from secondary institutions to post-secondary institutions for the Hathaway Scholarship Program studies and reporting per W.S. 21-16-1308(c). All students receiving Hathaway are required to have an assigned WISER ID.

## 9.2 Students and Wiser IDs

All students receiving the Hathaway Scholarship are required to be assigned a WISER ID for Hathaway reporting purposes. All Wyoming high school students should already have a WISER ID assigned to them when applying for the Hathaway Scholarship. Students who have received a high school equivalency certificate (HSEC) must have been students of record at a school in Wyoming and would also have a WISER ID already assigned to them. Students who would not have WISER IDs already assigned to them upon application would be students who have received a home-based educational program and never attended a Wyoming school or students who are Wyoming residents, but may have attended/graduated from an out-of-state school for approved purposes (i.e. border school students or students whose parents maintained Wyoming residency while serving in the military).

## 9.3 WISER ID Search

While student transcripts should already contain the student's WISER ID, post-secondary institutions may need to search for student WISER IDs via the WDE's FUSION system. Once logged into the WDE's FUSION system, please utilize the following steps for searching WISER IDs:

1. Click the Admin tab (located at the top of the page);
2. Click the State Registration System tab (located on the left side of the screen);
3. Click the Student Administration System tab;
4. Click the Student ID Assignment tab;
5. Search for the student. It is recommended to first begin searching via last name only; if the student cannot be found, then add first name, SSN, etc.

The WDE assigns all post-secondary personnel their FUSION login. For those personnel needing login credentials, please contact Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).

[WDE Fusion Website](#)

#### 9.4 Requests for Students

Should institutions need to assign WISER IDs to home-schooled students, border school students, or students whose parents maintained Wyoming residency while serving in the military, a request must be sent to the WDE for the WDE to assign the ID. The WDE's FUSION system requires certain information to assign a WISER ID to students; therefore, the attached form must be filled out and sent to the WDE via the Wyoming Transcript Center (WTC) to ensure the student information is sent securely. The WDE's WTC account to send information to is: WDE-Hathaway Unit.

[WISER ID Request Form](#)



# Wyoming Transcript Center

## 10.1 General Overview

The Wyoming Transcript Center (WTC) is a system provided by the National Student Clearinghouse that enables institutions to exchange information regarding students' progress and competencies with other academic and co-academic institutions. The WTC's main function is to provide a secure, convenient, and easy to use interface that enables users to:

1. Request records/transcripts from other institutions;
2. Send records/transcripts to other institutions;
3. Fulfill requests initiated by other institutions;
4. Receive records/transcripts transmissions initiated by other institutions; and
5. Track inbound and outbound transaction progress.

The WTC allows Wyoming post-secondary institutions to receive student transcripts for Hathaway Scholarship awarding purposes securely. Each institution, as well as each Wyoming school district, has an account that is set-up with participant access. That account is then used to send and receive student-level information securely. While most institutions and school districts use the accounts to send and receive student transcripts, any student information item that needs to be sent securely can be uploaded and sent via this platform.

## 10.2 Access

The WTC may be accessed at the following address: <https://wy.transcriptcenter.com/login> For those needing access to the system, please contact the WTC directly at 703.742.4211.

The WTC is provided and owned by the National Student Clearinghouse, which is a third party vendor; therefore, the WDE does not have access to provide login or password information.

## 10.3 Use- Items Collected

The main function the WDE, Wyoming school districts, and postsecondary institutions utilize the system for is the transmission of student transcripts. The WDE provides the WTC for statewide-use to ensure items are transmitted securely and encourages both the post-secondary institutions and Wyoming school districts to utilize the system for student transcripts. In addition to the system providing a secure platform for student information, the transcripts should have the Hathaway award level recorded on the transcript. Please note that the Hathaway award level notated on the transcript is only based on the Hathaway coursework completed, not taking into account the student's GPA or the ACT score with the designation. The main purpose of providing the coursework level achieved is to streamline the process for post-secondary institutions and only require the institutions to verify the GPA and ACT scores in addition to the level notated on the WTC transcript. Please see the tab Evaluating Transcripts for more information in regards to requirements of student transcripts. Wyoming school districts can upload student transcripts in one of two ways:

1. The district may just upload the student information system (e.g., PowerSchool or Infinite Campus) PDF copy of the student transcript; or

2. The second option of uploading the information is the process the WDE recommends districts utilize. The most important reason behind this recommendation is that the WTC-specific upload process requires districts to specify the Hathaway Scholarship level received based on the coursework only (as discussed above); should districts just upload the the PDF version from their own student information system, this may or may not be on the transcript. While it is recommended post-secondary institutions complete spot checks on transcripts to ensure district accuracy, this process would save the post-secondary institution time when granting the award. The process for the school districts to upload the transcripts in this manner is outlined on the WDE's website and can be located at: <http://portals.edu.wyoming.gov/dcsdocs/WDE950Guidebook.pdf>; districts are notified of this guidebook and process each year and must utilize this exact process when submitting student transcripts for a WDE-required collection as well.

#### **10.4 Use- Personnel**

It is recommended that those who work directly with student files, for example, those in the Admissions or Financial Aid departments at each institution, and will be dealing with awarding the Hathaway Scholarship to students have access to the Wyoming Transcript Center.

#### **10.5 Use- Navigating the System**

Once logged into the system, there are several tools that may be utilized. The most common tools will be the inbound/outbound documents as these are the tools to send and receive documents. The WDE arranges annual trainings that the National Clearinghouse performs for all users. Such trainings are useful for new coordinators or those who would like a refresher course on the information. Should post-secondary institutions or new coordinators miss the annual trainings, please contact the WDE Hathaway Team and another training may be arranged.

#### **10.6 Discrepancies with Uploaded Documents**

Each Wyoming school district uploads their own information; therefore, if there are questions, concerns, or suspected discrepancies with the information, it is recommended the post-secondary institution contact the school district the information was received from as the WDE cannot change the documents and does not have access to that student-level data. If there are school districts that have several common issues with discrepancies/information, please contact the WDE Hathaway Team and they will reach out to the school district to offer any technical assistance necessary. Should there be an issue with the WTC system as a whole, please contact the WDE Hathaway Team or directly contact the WTC for assistance.

## 10.7 Resources/Contacts

The National Student Clearinghouse can be reached via phone at 703.742.4211. They can only be emailed directly once participants are logged into the system under the "contact us" tab. The homepage that requests login credentials is: <https://wy.transcriptcenter.com/login>

Please send student information intended for WDE's Hathaway Team to the following account: WDE-Hathaway Unit.



# DataStation

## 11.1 General Overview

The Hathaway Scholarship Program DataStation (HSP DataStation or DataStation) is a place where users from Wyoming post-secondary institutions can locate information related to students receiving Hathaway awards.

## 11.2 Included Data

The data included within the student profile is both the student's high school and postsecondary data, both of which are utilized directly from the submission of the post-secondary institutions' end-of-term files.

## 11.3 User Instructions

All users must have a Wyoming Department of Education FUSION login username and password in order to access the DataStation. Please contact Jennifer Peterson at [jennifer.peterson@wyo.gov](mailto:jennifer.peterson@wyo.gov) for assistance in providing login information or issues with an assigned login. The following processes provide an overview in regards to navigating the site.

### [Hathaway DataStation](#)

1. Login to the DataStation with the assigned username and password at the following link:
  1. Hathaway DataStation
2. The homepage of the Data Station is the Student Lookup page. This page allows for several search and filter features. Students may be searched by: last name, first name, WISER ID, Social Security Number, or any combination of the preceding tools. Student may then be filtered by: institution, cohort, consortium, and transfer students.
3. Once the student and filter search information is entered, a list of possible student matches will appear. To select a student, click "view" next to the student whose profile should be reviewed.
4. This resulting page displays the details of the selected Hathaway Scholarship Program recipient. This page will illustrate student information such as name and WISER ID. In addition, it will provide high school information (GPA, high school attended, ACT, HSEC (if applicable), and graduation date) and post-secondary end-of-term records. The HSP clock will displayed will notate the progression of the student within the six-year time limit of scholarship funding; please note that it will not accurately portray the six-year time limit if the student has left for military or religious mission purposes.
5. In order to log out of the DataStation, simply close the application (there is no other logout listed in the application).

#### 11.4 Updates

The DataStation is updated upon each receipt of the end-of-term data. Therefore, it will be updated twice yearly; once in the fall term and once in the spring term to reflect both the spring and fall end-of-term submissions. Please note that the DataStation lags by one full semester due to the dates that the institutions send the WDE their data (End-of-Term or EOT) files. For example, the DataStation will be updated in March of each year with the previous fall term's EOT data (i.e. it will be updated March 2016 with fall 2015 EOT data and again in August 2016 with the spring 2016 EOT data). In addition, all EOT files are validated to ensure the information is accurate once submitted to the WDE; since WISER IDs are used in this validation process, all students must be assigned WISER IDs and all error reports received by the post-secondary institution must be corrected prior to the upload of EOT files into the DataStation.



# High School Transcripts

## 12.1 General Overview

Hathaway applicants must request that their high school submit their most current transcript to the eligible institution at the time of their first application. A preliminary transcript may be provided to the eligible institution in order to preliminarily award students. Final high school transcripts must be submitted for the final awarding of the scholarship.

## 12.2 Transcript Submission

The post-secondary institution may dictate how it accepts the submission of high school transcripts. For preliminary awarding purposes, students may not submit their transcripts earlier than the completion of the equivalent of their sixth (6th) high school semester. While the eligible institution may determine the forum for the district to submit the student transcripts, it is highly recommended by the WDE that the Wyoming Transcript Center (WTC) is used. The WDE provides the WTC as a means to securely send student information from one institution to another. In addition to the secure format, the WTC also provides the Hathaway Success Curriculum level achieved by each student if uploaded according to the WDE's guidebook and instructions. For example, students who have completed the Honors/Performance level of curriculum will have the "Honors/Performance curriculum level" notated on their transcripts; there are options for all levels of the Hathaway curriculum. Please note that the curriculum notated on the transcript only takes into account the curriculum completed and may not be the level of Hathaway the student qualifies for since it does not take into consideration GPA or ACT score.

## 12.3 Required Information

The high school sending the transcript to the eligible institution must:

1. Designate each course that satisfies success curriculum requirements for Hathaway Scholarships including foreign language or math courses taken before grade nine (9), if applicable. In addition, the school shall document foreign language proficiency on the official transcript for the opportunity and provisional opportunity levels, if applicable;
2. Include high school GPA;
3. Include an ACT or WorkKeys score;
4. Include the level of Hathaway Success Curriculum completed; and
5. Include the student's WISER ID.

Additionally, eligible institutions shall rely exclusively on the GPA calculated by districts to determine whether the student meets Hathaway GPA requirements.

## 12.4 Evaluation Timeline

Students may submit their preliminary transcript no earlier than their sixth (6th) semester of high school. Final transcripts must be submitted to allow institutions enough time to award the final scholarship prior to the first day of classes.

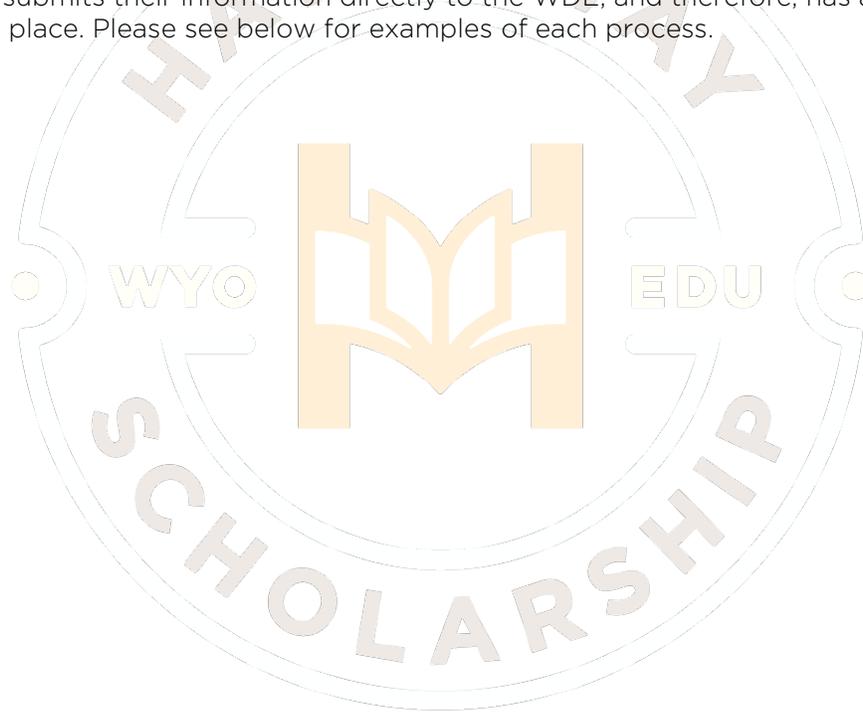
# Consortium

## 13.1 General Overview

There are instances in which students receiving the Hathaway Scholarship attend two or more eligible Wyoming institutions simultaneously, thus entering the student into a consortium agreement. In those cases, the following procedures have been set in place to ensure all institutions are consistently reporting such students and receiving the proper reimbursements from the WDE.

## 13.2 Home vs. Host Institutions

All institutions must designate within its reporting means a home and host institution for the student; this helps ensure that students are receiving the correct amount of funds throughout the duration of the Scholarship. The WCCC has provided a consistent platform for all community colleges to complete on their reports, as the WCCC is the reporting agency for all Wyoming community colleges. The University of Wyoming submits their information directly to the WDE, and therefore, has a different process in place. Please see below for examples of each process.



## Reporting Examples

### 13.1

Community College Reporting Example:			
Student	College	Colleague Field Values	Reporting Outcome
John Fulmer	CWC	TA.AW.ID is "CONHM", TA.TERM.ACTION is "A", and TA.TERM.ID is the reporting term.	In the CWC Hathaway Report, John's CONSORTIUM data element is set to "T", CONSORTIUM_HOME is set to "CWC", and CONSORTIUM_HOST is set to "EWC".
John Fulmer	EWC	TA.AW.ID is "CONHS", TA.TERM.ACTION is "A", and TA.TERM.ID is the reporting term.	In the EWC Hathaway Report, John's CONSORTIUM data element is set to "T", CONSORTIUM_HOME is set to "CWC", and CONSORTIUM_HOST is set to "EWC".
University of Wyoming Reporting Example:			
Student	College	Report Column Values	Reporting Outcome
John Fulmer	CC	WDE receives a Hathaway Report from WCCC & Casper College, including the Hathaway student John Fulmer. John's CONSORTIUM_HOME is set to "CC".	WDE updates John's CONSORTIUM_HOST to "UW" on the Hathaway Report from WCCC & Casper College. Note: if UW is the home institution and there are several host institutions, both host institutions would be listed in the same column (e.g., "CC", "LCCC").
John Fulmer	UW	WDE receives a Hathaway Report from UW, including the Hathaway student John Fulmer. John's CONSORTIUM_HOST is set to "UW".	WDE updates John's CONSORTIUM_HOME to "CC" on the Hathaway Report from UW. Note: if UW is the home institution and there are several host institutions, both host institutions would be listed in the same column (e.g., "CC", "LCCC").

### 13.4 Awarding Students

If it is determined a student is properly attending multiple eligible institutions, the WDE will award the entire Hathaway Scholarship for which the student qualifies to the eligible institution designated in the student's consortium agreement as the home institution.

# Transfer Students

## 14.1 Applying at the New School

Students are required to apply for both admissions and the Hathaway Scholarship at the institution to which they are transferring. Each institution has their own policies and procedures; for example, some institutions require a separate Hathaway application form, while some institutions include the Hathaway application with the admissions application as one application (see tab Scholarship Awarding Process for more information). While it is the student's responsibility to check with the institution to which he/she is transferring in order to determine the necessary procedures to complete all applications, the WDE does recommend the post-secondary institutions publicize their specific procedures so students are aware of the necessary steps.

## 14.2 Documentation Needed

Students will need the following documentation to complete the transfer:

1. Student transcripts illustrating college credits and Hathaway GPA;
2. Admissions application; and
3. Hathaway application (if separate from the admissions application).

In addition, the institution to which the student is transferring will need to ensure the reimbursable credits and timelines are calculated properly. The Hathaway DataStation may be used to gain some insight into previous semesters, however, please note that the Hathaway GPA is not calculated in the DataStation and the DataStation always lags by one semester due to final data submissions occurring at the end of the semesters.

## 14.3 Hathaway GPA

The student's Hathaway GPA may vary from the overall college GPA. One of the reasons this may occur is due to the fact that the Hathaway GPA does not include remedial GPAs within the calculation, and therefore differs from the overall cumulative GPA. Please refer to the tab Student Requirements-Maintaining the Scholarship for more information on the Hathaway GPA.

## 14.4 Funding and Total Use of the Scholarship

While students may transfer and use their scholarship at any eligible Wyoming institution, they may not receive an increase in eligible credit hours reimbursed, nor an increase in the six-year timeline of use (unless they qualify for an exception based on military service, religious missions, or a WDE-approved appeal).

# Maintaining the Scholarship

## 15.1 Maintaining the Scholarship

There are three areas of requirements students must meet in order to maintain and continue to receive the Hathaway Scholarship. Those three areas include: GPA, Continuous Enrollment, and Satisfactory Academic Progress. Please see the below information regarding each area.

## 15.2 Hathaway GPA Calculation

Post-secondary institutions must include a GPA, known as the Hathaway GPA (which may vary from the institutional GPA), for each student. The Hathaway GPA is calculated as follows:

UW and all community colleges: All courses taken after the scholarship has been initiated will be included in the calculation (this includes deferment semesters and semesters used to regain the scholarship); repeat courses are included in the calculation (the repeat course credit hours/grade replaces the original course credit hours/grade); remedial courses are not included in the calculation.

Hathaway GPA is calculated at the end of each spring semester.

## 15.3 GPA Requirements for the Honors and Performance Levels

For students who are receiving the Honors or Performance levels of the scholarship, a minimum Hathaway GPA of 2.5 must be maintained to receive funds. Should a student fall below the 2.5 GPA, but maintain at least a 2.25 GPA, the student may be awarded funds at the Opportunity level until the student has raised the GPA to at least 2.5 or above. Should a student fall below the 2.25 GPA, the student has lost funding until the the 2.25 or 2.5 GPA has been regained.

## 15.4 GPA Requirements for the Opportunity and Provisional Opportunity

For students who are receiving the Opportunity or Provisional Opportunity levels of the scholarship, a minimum Hathaway GPA of 2.25 must be maintained in order to receive funds. Should a student fall below the 2.25 GPA, the student has lost funding until the the 2.25 GPA has been regained.

## 15.5 Continuous Enrollment

Once the Hathaway Scholarship has been initiated, students must attend an eligible Wyoming post-secondary institution every fall and spring semester while receiving Hathaway funds, unless a "clock-stopper" has been initiated (please see the Hathaway Exceptions tab for more information on this topic) in order to maintain continuous enrollment. A student may maintain continuous enrollment by attending an eligible Wyoming post-secondary institution for at least one credit-bearing (including pass/fail courses) course per fall and spring semester.

## 15.6 Satisfactory Academic Progress (SAP)

Once the Hathaway Scholarship has been initiated, students must take a minimum of six (6) college courses (1000 level courses or above) in order to maintain SAP. SAP is calculated as follows:

- Part-time students (fall and spring semesters): part-time students must complete at least twelve (12) college-level credits by the end of spring semester;
- Part-and full-time students (one semester part-time status and one semester full-time status): students who attend one semester at part-time status and one semester at full-time status must complete at least eighteen (18) college-level credits by the end of the spring semester;
- Full-time students (fall and spring semesters): students who attend both semesters at full-time status must complete at least twenty-four (24) college-level credits by the end of spring semester.

SAP is calculated at the end of each spring semester; no changes to the calculation process can be made without prior WDE approval (for consistency purposes among post-secondary institutions). For those students who have entered into a consortium agreement with numerous post-secondary institutions, all courses taken at each institution must be included in the calculation. Per Chapter 38 rules SAP is calculated with credits earned; courses in which a student received an "F" or "W" are not factored into the earned/completed credits (but may be counted under the attempted credits); repeat courses may be factored into both attempted and earned credits for the calculation.

## 15.7 Summer SAP

Providing students are paid Hathaway funds for summer term, they would be accountable for the amount of credit in which they received funds. Contrary to fall and spring semesters, which are dealt with as part-time or full-time, summer terms are subsequently added into the SU/FA/SP total. To elaborate on summer part- and full-time statuses, students who takes 1-5 credits in the summer are expected to complete the amount they attempt; students who takes 6 (part-time) -12 (full-time) credits in the summer term will be considered as part-or full-time students and subject to the same requirements as those in fall and spring semesters.

[Summer SAP Example](#)

## 15.8 Failure to Maintain the Hathaway Scholarship Requirements

Students must maintain all of the above requirements (GPA, continuous enrollment, and SAP) in order to maintain eligibility for the Hathaway Scholarship. Should a student lose the scholarship for failure to maintain the requirements, the scholarship may be regained. Please see the Student Requirements - Regaining the Scholarship tab for more information.

# Regaining the Scholarship

## 16.1 Procedures and Requirements

In some instances, students may lose their scholarship if they are not able to maintain the requirements for GPA, continuous enrollment, or SAP. Students may be able to regain the Scholarship according to the following link:

[Regaining Eligibility Matrix](#)

## 16.2 Timelines

While students may be able to regain their scholarship once lost, please note that any semesters in which students are working to regain the scholarship do count toward the six-year timeline students have to use the ninety-six (96) credit hours; the timeline does begin once the scholarship has been initiated by the student and is not paused unless an approved "clock-stopper" or WDE-approved appeal has occurred.

## 16.3 Regaining- Institutions Procedure for Notification

There are several post-secondary institutions that utilize letters and forms to notify students who have lost the scholarship, but may be able to regain the scholarship providing certain criteria are met. Please see the following links for examples of those notifications:

- [EWC Loss of Eligibility Notification](#)
- [EWC Student Notification for Hathaway Regain Requirements](#)

In addition, there are post-secondary institutions that utilize forms for students to fill out and submit for scholarship reinstatement review. Please see the following links for examples of those forms:

- [Casper College Reinstatement Form](#)
- [EWC Reinstatement Form](#)

# Institutional Reports

## 17.1 General Overview

Per W.S. 21-16-1308 and the Chapter 38 Hathaway rules, each post-secondary institution is required to submit specific data to corresponding agencies on specified dates, and within a specified manner, in order to receive reimbursements for their Hathaway awards. Please see the Hathaway Data Manual for more information on the required information and submission processes.

[Data Manual](#)



# Institutional Payments

## 18.1 General Overview

Each institution will receive four reimbursements for Hathaway student payments throughout the fiscal year. Please refer to the Hathaway Data Manual for more information in regards to the reporting and payment cycles, as well as the payments each cycle includes.

[Data Manual](#)



# Common Data Questions

## 19.1

Question	Solution
<p>Will there be occasions where a student is in possession of Hathaway award funding before the census date? If so, how should attempted hours be defined?</p>	<p>Per Chapter 38 Hathaway Program rules, attempted hours are recorded as of the census date. Institutions should be aware that if they have granted the award prior to the census date and the award changes due to course withdrawals, then the institution will either have to ask the student to refund the portion of the award or cover the award that was granted to the student with their own funding (no reimbursement will be given by the WDE). For consistency purposes across all institutions, the census date is figured as the date that is 12% into the semester.</p>
<p>For those students completing an HSEC, does high school information need to be collected and reported (e.g., if the student attended 9th and 10th grade only)?</p>	<p>High school information does not have to be reported, however, the institution should have information on record for audit (the information needed would only include that the student was a student of record at a Wyoming school - no other information is needed). The high school and high school city fields may be left null on the submitted reports.</p>
<p>Can a student choose to exclude, or include, the writing portion of SAT for the conversion to ACT composite?</p>	<p>The writing portion is not included in the ACT, and therefore would not be included in the SAT conversion. The conversion chart without writing included should be used. Please see the following link for the ACT-SAT conversion table: <a href="#">ACT-SAT Conversion Table</a></p>
<p>Community college specific: How should community colleges store data in Colleague for CONSORTIUM_CC, CONSORTIUM_CWC, etc. so that all are post-secondary institutions are consistent with all consortium codes?</p>	<p>Please see the Consortium Agreements tab for more information on this topic.</p>
<p>Community college specific: TA.TERM.XMIT.AMT vs. TA.TERM.AMOUNT: Which one is best for MERIT_AWARD_AMOUNT and NEED_AMOUNT?</p>	<p>Community colleges should use the TA.TERM.XMIT.AMT.</p>
<p>Do we need the "going back only six years" rule regarding which Hathaway students to include in EOT reports?</p>	<p>Institutions should take off the six-year filter; this ensures all students are reported and students are not</p>

	excluded from the report (this is useful for students who qualify for a Hathaway exception).
HS_GRAD_DATE: currently colleges only store year, is the month crucial?	Yes, both month and year should be stored. According to W.S. 21-16-1303(iii)(B), the student must apply for the scholarship within two years (24 months) of the exact date of high school graduation.
For GED and HOME students on the Hathaway Report, does HS_CITY need to be reported or can it be null? It seems HS_CITY might just be the city of the high school the WYO_GRAD or OTR_GRAD student graduated from.	This field may be left null.
If HS_CITY is required for HSEC students, would it be the city they took the HSEC test in or the city in which they live?	N/A (the field may be left null)
If a student can receive a lower amount of the Hathaway Scholarship (e.g., the student qualified for Honors, but due to GPA will receive the award at the Opportunity level), should the original category or new category be reported? Would it be possible to report the scholarship category the student is currently receiving or should the field be left null if they don't have an award in the reporting term?	If students receive \$0.00, then the institution would enter \$0.00; if students receive scholarship funds, then the amount of funding and the category should be notated. In addition, if a student qualified for the Honors level, but dropped qualification at the Opportunity level, the scholarship category should be reported at the Opportunity level.
How should students who don't meet the criteria to have any of the existing SEMESTER_STATUS codes be reported? Should they have a null SEMESTER_STATUS, or a code for "OTHER", or something else?	The code "OTHER" may be used.
How long should institutions retain Hathaway records?	It is recommended that post-secondary institutions retain Hathaway records in accordance with their records retention policy.

## **Eighth Grade Unit of Study**

### **20.1 General Overview and Requirements**

Wyoming Statute 21-16-1308(b)(i) requires parents, guardians, and students be informed of the Hathaway Scholarship Program, other scholarships available, and information regarding post-secondary education. In addition to written communication and information available on the Internet, each school district is required to provide a one (1) week unit of instruction to all eighth graders. The unit of instruction must contain all of the following elements:

1. Curriculum necessary to be successful in post-secondary education;
2. Standardized test requirements;
3. Scholarships available for post-secondary education;
4. Earning differences anticipated at various post-secondary education levels; and
5. Counseling services to students in grades eight (8) through twelve (12).

Please note that while Wyoming Statute does require districts to provide the one (1) week unit of study, it does not dictate when this should happen throughout the year; the timeframe of this instruction is determined at the district level. It is, however, required that the district send a certification to the WDE that states it was provided. Should a district opt not to provide the unit of study or send in the certification, it could result in a lower Accreditation score for that district.

### **20.2 Available Resources**

Several resources, including sample curriculums for school district use, are available at the Hathaway website at [www.Hathawayscholarships.org](http://www.Hathawayscholarships.org). Additionally, charts and handouts of the requirements to receive the scholarship are available as well.

## Additional Resources

WDE Hathaway Consultant Contact Information:

- Bradley Barker III: 307.777.6226; [hathawayscholarship@wyo.gov](mailto:hathawayscholarship@wyo.gov)
- Jennifer Peterson: 307.777.6840; [hathawayscholarship@wyo.gov](mailto:hathawayscholarship@wyo.gov)

Additional Information

- [Wyoming Community College Commission Contact Information](#)
- [Wyoming Statute: Hathaway Scholarship Program](#)
- [Chapter 38 Hathaway Scholarship Program Rules](#)
- [WDE Hathaway Website](#)
- [Hathaway College Coordinator Contact List](#)
- [Up-to-date Policy and Procedure Manual](#)

