



# Best Practices Manual

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## **General Overview**

### **1.1 Hathaway Scholarship Program Overview**

The State of Wyoming established a scholarship program in 2006 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-based 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-based and need-based scholarships. The Hathaway program has helped all post-secondary institutions in Wyoming attract and retain larger numbers of students.

### **1.3 Hathaway Funding Source**

Hathaway endowment fund reports can be found [here](#).

## **Post-Secondary Use**

### **2.1 Eligible Institutions**

The 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
- Western Wyoming Community College

The scholarship cannot be used at any out-of-state colleges.

### **2.2 Honors, Performance, Opportunity Use at Eligible Institutions**

The following Hathaway Scholarship tiers can be used at either the University of Wyoming or one of the seven community colleges:

- Honors;
- Performance; and
- Opportunity

### **2.3 Provisional Opportunity Use at Eligible Institutions**

Provisional Opportunity scholarship recipients must first begin their education at one of the seven community colleges.

- Certificate completion: students who complete a certificate may extend the remainder of their scholarship funds/credits at a community college.
- Associate's degree completion: students who complete an associate's degree may extend the remainder of the scholarship funds/credits at the University of Wyoming or for an applied science baccalaureate program offered at a community college.

## 2.4 Available Credits: Honors, Performance, and Opportunity Levels

Students who receive the Honors, Performance, or Opportunity levels of the Hathaway Scholarship have eight (8) full-time semesters (up to 12 credits per semester), 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.

Community College and University of Wyoming	University of Wyoming	Community College: Professional Degree	Community College: Bachelor of Applied Science
48 credits	96 Credits	96 Credits	96 credits
48 credits			

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 or for an applied baccalaureate program at a community college.

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.

### [Professional Degree Information](#)

Note: If a student receives scholarships and other financial aid assistance to cover more than the cost of attendance at the post-secondary institution, the Hathaway Scholarship must be reduced so the student is not awarded more than the cost of attendance during that semester. The student may, however, use the scholarship amount that was reduced to cover any future credits at a post-secondary institution. The future credits must be used within the six-year timeframe from the date of initiation.

## 2.5 Available Credits: Provisional Opportunity Level

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.

- Certificate completion: may extend the scholarship at a community college for an additional forty-eight (48) credit hours to pursue an additional certificate, associate's degree, or an applied baccalaureate program offered at a community college.
- Associate's degree completion: can extend forty-eight (48) credit hours at:
  - The University of Wyoming for a bachelor's degree; or
  - For an applied baccalaureate program at a community college.

All awards 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.

Note: If a student receives scholarships and other financial aid assistance to cover more than the cost of attendance at the post-secondary institution, the Hathaway Scholarship must be reduced so the



student is not awarded more than the cost of attendance during that semester. The student may, however, use the scholarship amount that was reduced to cover any future credits at a post-secondary institution. The future credits must be used within the six-year timeframe from the date of initiation.

## 2.6 Remedial Credits

The scholarship cannot be used for remedial (courses below the 1000-level) courses.

- Example: if a student is enrolled in twelve (12) credit hours, but three (3) credit hours are remedial, Hathaway will only award the student for nine (9) credit hours.

## 2.7 Part-and Full-Time Enrollment Status

Students attending full-time (twelve (12) credit hours or more per semester) will be awarded at the full amount of the scholarship level.

- Example: students receiving the Performance Scholarship will receive a total of \$1,260.00/semester for twelve (12) or more credit hours).

Students attending part-time (six (6) to eleven (11) credit hours) will receive a portion of the scholarship.

- Example: if a student is enrolled in eight (8) credit hours and is a Performance level recipient, the award would be calculated as follows:  $\$1,260.00 \times (8/12) = \$840.00$ .

## 2.8 Eligible Programs (Degrees and Majors)

Students receiving any level of the scholarship must be degree-seeking. Students may use the scholarship toward any program, major or degree offered at one of the seven community colleges or the University of Wyoming; this includes any certificates, such as Auto-Body or Cosmetology, degrees, or graduate school offered by the post-secondary institutions.

## 2.9 Application and Initiation Timeline

Students must apply for and initiate the scholarship within the following guidelines:

### 1. High school students

- a. High school students must apply for the scholarship within forty-eight (48) months of the exact graduation date and initiate (begin using) the scholarship by the next eligible term of enrollment (not including summer term).
  - i. Example: a student graduates on May 25, 2019, the student must apply for the scholarship by May 25, 2023 and initiate (begin using) the scholarship by the next eligible term (not including summer term) in which the post-secondary program is offered.

### 2. High school equivalency certificate (HSEC) students

- a. HSEC students must apply within forty-eight (48) months of their ninth grade cohort graduation date and initiate the scholarship by the next eligible term (not including summer term).
  - i. Example: if a student's natural graduation date would have been May 25, 2019, the student must apply by May 25, 2023 and initiate the

scholarship by the next eligible term (not including summer term) in which the post-secondary program is offered.

### **3. Home-schooled students**

- a. Home-schooled students must apply for the scholarship prior to their 21st birthday and initiate the scholarship by the next eligible term (not including summer term) in which the post-secondary program is offered.

Exceptions to the above timelines can be found [here](#).

## **2.10 Initiation Requirements**

### **1. High School Graduates**

- a. Graduate high school.
- b. Receive their final GPA on their final transcripts.
- c. Supply their highest composite ACT/WorkKeys score if it is not located on the final transcripts.

### **2. Early High School Graduates**

- a. Students who graduate early may initiate their scholarship so long as they meet all eligibility requirements, including providing final transcripts with the graduation date, and submit all required documentation to the post-secondary institution. Districts that are not be able to produce a final transcript must provide:
  - i. The most up-to-date transcript available.
  - ii. A letter signed from district personnel stating that the submitted transcript will be the final transcript.

### **3. Home-schooled Graduates**

- a. Produce transcripts stating the courses they have completed.
- b. GPA is not required on transcripts.
- c. Provide their highest composite ACT/WorkKeys score.

Post-secondary institutions may contact the district in which the student registered the home-school curriculum. 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.

### **4. High School Equivalency Certificate Students**

- a. Supply their highest composite ACT/WorkKeys score.
- b. GED, HiSet, or TASC scores.

HSEC students may not initiate the Hathaway Scholarship prior to the student's natural graduation date of his/her ninth (9) grade cohort unless:

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

Documentation must be provided in all cases.

## 2.11 Deferrals

Students have the option to defer the scholarship once initiated, however, there is a time-frame of six (6) years of use once initiated.

## 2.12 Scholarship Use Timeline

Students have six (6) years to use the scholarship once they have begun using it. 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. Please see [here](#) for exceptions.

# Award Requirements

## 3.1 Hathaway Scholarship Requirements

Students must meet the scholarship requirements as follows:

### High School Students

- [Hathaway Success Curriculum](#);
- Grade point average (GPA)+; and
- Composite ACT or cumulative WorkKeys Score\*

### Home-Schooled Students

- [Hathaway Success Curriculum](#); and
- Composite ACT or cumulative WorkKeys Score\*

### High School Equivalency Certificate Students

- GED, TASC or HiSET score; and
- Composite ACT or cumulative WorkKeys Score\*

*+Certain high school courses are weighted on a five-point (5.0) scale to account for rigor. In addition, the Hathaway GPA must be labeled on the high school transcript as such. Please see [here](#) for more information regarding grade weighting.*

*\*The WorkKeys test is only applicable for students earning the Provisional Opportunity level of the scholarship.*

For students who have taken ONLY the SAT, please refer to the [SAT- ACT concordance table](#) for 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).

## 3.2 Additional Eligibility Requirements

In addition to the above requirements, 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 (there are certain exceptions);
  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 Scholarship Award Level

Once a student initiates and begins using the scholarship, the scholarship level cannot be changed. 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.

Students may change their scholarship level if:

- **The scholarship has not been initiated.**
- ACT/WorkKeys:
  - Changes can occur to the ACT/WorkKeys score up until initiation.
- GPA and/or High School Courses:
  - Changes can occur only if a final graduation date has not been listed on the final high school transcript.

Once the final high school transcript has been provided, no changes to course information or high school GPA may occur.

### 3.4 Students with Disabilities

Students with disabilities must meet all requirements of the Hathaway Scholarship Program. 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. Modified courses meeting these requirements that also align to the Wyoming Content Standards at each grade level will meet the requirements of the Hathaway Success Curriculum per W.S. 21-16-1307(f)(iii).

### 3.5 Border Schools

Students who attend a high school border school (a high school that is located outside of Wyoming) may be eligible for Hathaway Scholarship consideration. In order to qualify, students must

complete all requirements of the program.

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. The out-of-state school or district must cooperate in verifying that its coursework will satisfy the scholarship requirements.

Currently there is not an approved list of border schools. For questions, please contact the WDE Hathaway consultants.

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

Students who are applying as HSEC students must have been a student of record at a Wyoming high school and have been assigned a WISER ID. HSEC students do not need to provide high school transcripts, but they may be collected to illustrate the student attended a Wyoming high school.

Currently, TASC, GED, and HiSet are the only 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 determines HSEC cut scores. Please refer to [the website](#) for the HSEC cut scores.

### **3.7 Home-School Graduates**

Students who graduate from a home-school are deemed home-school graduates. Home-schooled students who use the high school equivalency certificate (HSEC) as their form of "graduation" are not home-schooled graduates and will be considered an HSEC student (provided the student meets [these requirements](#)). If a student completes an HSEC and also graduates from a home-school, the student is considered a home-school graduate. A high school GPA is not required for home-schooled graduates.

### **3.8 Study Abroad and Online 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.

Online programs offered at one of the seven community colleges or the University of Wyoming are eligible for students to receive Hathaway funds provided those programs provide Wyoming community college or University of Wyoming credits.

# Hathaway Need-Based Award

## 4.1 General Overview

In addition to the four levels of the merit-based 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

Students must:

- Qualify for one of the levels of the scholarship;
- Complete the FAFSA; and
- Have unmet financial need greater than two thousand dollars (\$2,000.00).

## 4.3 Need-Based Amounts

If a student qualifies for a need-based award, 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 will receive an award amount equal to the annual unmet financial need exceeding \$2,000.00.
2. Provisional Opportunity, Opportunity, and Performance Scholarships: students 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 examples of the need-based calculations for the Honors Scholarship and either the Provisional Opportunity, Opportunity, or Performance Scholarships. The cost of attendance (COA) calculation is before adjustments.

The eligible institution shall determine unmet financial need annually for each student no later than the end of the sixth 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 pro-rated merit award (less than full-time), institutions must use the pro-rated COA amount and the pro-rated appropriate Hathaway merit award throughout the calculation beginning with the Fall 2017 need awards.

## 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 Need-Award Adjustments**

There may be instances in which students receive the Hathaway need-based award for the school year and their financial circumstances change between semesters during one school year (e.g., students may have received additional scholarships for the spring semester that were not awarded for the fall semester). In such cases, the need-based award may be re-calculated for that semester at the post-secondary institution's discretion; Wyoming Statute only requires the calculation to be performed once per year.

# Exceptions

## 5.1 Clock-Stoppers

High school students, HSEC students, and home-schooled must initiate and use the scholarship within certain time-frames. There are exceptions within Wyoming Statute that allow the specified time frames to be paused (i.e., "clock- stoppers"). Please see below for the exceptions.

## 5.2 Military Service, Religious Missions and Good Cause

Military service and religious missions are considered clock-stoppers. 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.

- Example: if a student receives orders for a mission or joins the military in July 2019, the clock would be stopped on the first day of classes for Fall 2019. Upon the return of the student, the clock would resume and the student would have to meet all time-frame requirements.
  - If the same student graduated on May 25, 2019, the clock stops the first day of classes for Fall 2019. The student would have used an estimated three months of the 48 month time-frame to initiate.
  - Once that student returns from military or religious service, the student would be required to apply for the scholarship within 45 months of the return date to ensure the student did not miss the 48 month application requirement. If the student does not apply for the scholarship within that time-frame, the student will lose eligibility.

Students must appeal to the institutions for good cause exceptions.

## 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 coordinators so it can be determined that the student will still meet eligibility. It is recommended that a copy of the documentation be kept with the student file for future reference.

## 5.4 Appeals

There are certain instances in which students may appeal the award or other decisions of the post-secondary institutions. There are procedures outlined below that discuss the proper processes that need to be met in order to submit those appeals.



## 5.5 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 to appeal to the WDE. Contact the Hathaway consultants for the WDE form.

## 5.6 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 ([example](#)). 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.

The WDE will review the appeal and issue its final decision within the time-frames specified on the form. While there are no specific time-frames for appeal submissions, it is recommended that the request is submitted as soon as possible for the student. Contact the Hathaway consultants for the WDE form.

## 5.7 Appeal Requests

Students may submit an appeal review for **any** decision regarding their Hathaway Scholarship award. Common reasons for review include: incorrect awards, taking time off for medical purposes and not going through a regain semester, or not being able to maintain SAP due to good cause.

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

## 5.8 WDE Appeal Request Form and Submission Procedure

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 Statute and are contained in Chapter 38 of the Wyoming Department of Education's rules and regulations. 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. Please contact the Hathaway consultants for the WDE form.

## 5.9 Waiver Requests: High School Curriculum

If students are unable to meet all curriculum requirements during high school for the Hathaway Scholarship Program, an approved waiver from the WDE would be required to waive any requirements.

The official waiver form and instructions can be located [here](#). There is no specific due date for 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.

## 5.10 Other Exceptions for High School Students

The department has established 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.

If the student does not fall into one of the above categories, the student may choose to [appeal](#) according to the above procedures.

## 5.11 Professional Degree Extension

The Hathaway Opportunity, Performance, and Honor scholarships are available to community college students for a maximum of four full-time semesters. Statute does provide 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." To qualify, 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 including: 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.

## 6.2 Deadlines

Students must apply for the Hathaway Scholarship prior to the first day of classes. In addition:

1. High school students: students must apply for the scholarship within four (4) years of the date of graduation and begin using the scholarship next eligible term in which the program is offered.
  - a. Example: a student graduates on May 27, 2019, the student must apply prior to May 27, 2023, and must initiate by the next eligible term.
2. Home-schooled students: students completing a home-based educational program must apply prior to age 21 and initiate at the next eligible term.
3. HSEC students: students receiving a high school equivalency certificate must wait to apply until their ninth (9) grade cohort graduates; however, application must take place no later than four (4) years after the date of graduation of their ninth (9) grade cohort.
  - a. Example: a student's ninth (9) grade cohort graduates on May 27, 2015, the student must generally wait to apply until May 27, 2019, but must apply no later than May 27, 2023, and must initiate by the next eligible term.

Please see [Initiation Requirements](#) for exceptions.

## 6.3 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. At minimum, six semesters of high school/home-schooled curriculum (courses);
2. At minimum, six semester cumulative GPA\*; and
3. Composite ACT or cumulative WorkKeys scores.

*\*Home-schooled students are not required to submit a GPA (it is not factored into awarding)*

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

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

Provisional awarding means the award is subject to change based on final high school transcripts.

## 7.2 Final Scholarship Awarding

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

1. Completion of the high school curriculum (courses);
2. Final high school GPA\*; and
3. Highest composite ACT or cumulative WorkKeys scores.

Student high school transcripts must contain the above information. If there are questions or concerns with student information, the post-secondary institution shall confer directly with high schools to resolve any issues.

*\*Home-schooled students are not required to submit a GPA (it is not factored into awarding)*

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

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

### **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 awarded at the full amount of the scholarship level (e.g., students receiving the Performance Scholarship will receive a total of \$1,260.00/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.

- For example, if a student is enrolled in eight (8) credit hours and is a Performance level recipient, the award would be calculated as follows:  $\$1,260.00 \times (8/12) = \$840.00$ .

In addition, remedial courses (courses below 1000 level) are not awarded under the Hathaway Scholarship and are not included in the calculations. In order to receive scholarship funds, students must take at least six (6) college-level credit hours during fall and spring semesters.

### **7.5 Summer Term**

Students can 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 can take up to twelve credit hours during summer term. If students take less than twelve (12) credit hours, the award will be prorated.

# 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.

*Please note this section will not apply to students receiving a high school equivalency certificate (HSEC).*

## 8.2 Requirements

Except for those who have received an HSEC, students must meet all requirements for coursework:

### Honors and Performance Levels

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. Algebra I, Algebra II, and Geometry may all be taken prior to ninth grade.
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.
  - a. The fourth year of science may come from the category of additional science; courses vary by district. No more than one (1) year of an additional science course may be taken.
    - i. Additional science can include two semesters of different science courses (example: Biology and Chemistry); or
    - ii. Courses listed under the additional science category for each 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. Two years of **sequenced** courses in one of the following categories:
  - a. Career and Technical Education (CTE) courses; or
    - i. Courses must fall under one of the 16 career clusters.
    - ii. Must be equivalent to two years of content, regardless of seat-time for the student. Example: Welding I and Welding II offered over the course of one year may be considered two years' worth of content.
  - b. Fine and Performing Arts (FPA); or
    - i. Sequenced courses must fall under one of the three FPA "umbrellas": Dance and Theater, Music, or Visual Art to be considered sequenced.
    - ii. Must be equivalent to two years of content, regardless of seat-time for



- students.
  - iii. There are courses under the FPA category that aren't necessarily labeled as a sequence (examples: Band, Choir, Theater), but would be considered a sequence if taken multiple years.
  - c. Foreign Language
    - i. Must be equivalent to two years of content, regardless of seat-time for students.
6. Two **additional** years of courses in CTE, FPA, or foreign language. The courses do not need to be sequenced and can come from any of the categories (example: students can take Band and Spanish I to meet this **additional** two years of requirements).

***\*One year of CTE, FPA, or foreign language courses may come before ninth grade.***

## Opportunity Level

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. Algebra I, Algebra II, and Geometry may all be taken prior to ninth grade.
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.
  - a. The fourth year of science may come from the category of additional science; this course varies by district. No more than one (1) year of an additional science course may be taken.
    - i. Additional science can include two semesters of different science courses (example: Biology and Chemistry); or
    - ii. Courses listed under the additional science category for each 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. Two (2) years of either:
  - a. Career and technical education courses; or
    - i. Do not need to be sequenced or consecutive.
    - ii. Must be taken in grades nine through twelve.
  - b. Fine and performing arts courses; or
    - i. Do not need to be sequenced or consecutive.
    - ii. Must be taken in grades nine through twelve.
  - c. Two (2) sequenced years of foreign language.
    - i. One high school level year can be taken prior to grade nine.

## Provisional Opportunity

1. The required curriculum for high school graduation.
2. Two of the three required years of math in two of the following areas:
  - a. Algebra I;
  - b. Algebra II;
  - c. Geometry.
3. Two (2) years of either:
  - a. Career and technical education courses; or
    - i. Do not need to be sequenced or consecutive.
    - ii. Must be taken in grades nine through twelve.
  - b. Fine and performing arts courses; or
    - i. Do not need to be sequenced or consecutive.
    - ii. Must be taken in grades nine through twelve.
  - c. Two (2) sequenced years of foreign language.
    - i. One high school level year can be taken prior to grade nine.

## 8.3 Success Curriculum Course Submission

Each school district is required to submit courses to be reviewed and approved by the WDE prior to adding the courses to their Hathaway Success Curriculum.

The WDE notifies all school districts of the timeframe to submit courses for Hathaway approval via a superintendent's memo during the month of December. The WDE will allow updates to the **following** year's HSC during the months of January, May, and September. For example, the WDE will request districts to submit their requests and required documentation for the 2019-20 school year during January of the 2018-19 school year.

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

- Math;
- Science;
- Language Arts;
- Social Studies; and
- Foreign Language.

All courses for which the district requests approval, including AP, IB, and Dual/Concurrent courses, must be approved by the WDE. Processes for submission can be found on the [Hathaway Website](#).

Districts may approve at the local level and add course(s) to their HSC in the CTE or Fine and performing arts areas. Any courses in either of these subject areas must be added to the district's HSC in order to be represented and counted as Hathaway courses.

## 8.4 College Courses

The WDE considers any HSC approved college course 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). College courses must also be submitted for review to the WDE.

## **8.5 Hathaway Success Curriculum Location**

Current year HSCs for each Wyoming school district can be found [here](#); archived HSCs can be found [here](#).

If a course is not found on the list, the course has not been approved. Please contact your district curriculum coordinator or the WDE Hathaway Team for more information.

If a course does not appear on the district's HSC, but is shown on the student transcript as a Hathaway-approved course, the post-secondary institution should contact the school district in regard to the particular student/course in question.

## **8.6 Home-Schooled Students**

Home-schooled students are required to complete the Hathaway Success Curriculum in accordance with the HSC requirements. Post-secondary institutions are required to determine if home-schooled students have met the Hathaway Success Curriculum.

**[Homeschool Tips \(not produced by the WDE\)](#)**

## **WISER IDs**

### **9.1 General Overview**

Wyoming Integrated Statewide Education Record Identifier, or WISER ID, allows for the tracking of individual student records from secondary institutions to post-secondary institutions for the Hathaway Scholarship Program studies and reporting. All students receiving Hathaway are required to have an assigned WISER ID.

### **9.2 Students and Wiser IDs**

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 Wyoming school and should also have a WISER ID already assigned to them. Students who would not have WISER IDs already assigned to them upon application include:

1. Students who have received a home-based educational program and never attended a Wyoming school; or
2. 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).

Instructions for assigning WISER IDs can be found [here](#). Each college has an appointed staff member who can assign the IDs if needed.

### **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 WISER Registration System. Please refer to instructions and templates at the WDE's WISER Registration System.

**[WISER Registration System](#)**

# Wyoming Transcript Center (WTC)

## 10.1 General Overview

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.

## 10.2 Access

The WTC may be accessed [here](#). The WDE does not have access to provide login or password information; please contact the [National Student Clearinghouse](#) for this information.

## 10.3 Items Collected

The WTC allows districts to send their Student Information System (e.g., PowerSchool) produced transcripts or the WTC can generate a transcript from information provided.

The transcript generated by the WTC may provide the Hathaway Success Curriculum level achieved by each student. 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. The curriculum level achieved on the transcript only takes into account the curriculum completed and does not take into consideration GPA or ACT/WorkKeys score.

More information regarding the items collected in the WTC can be found [here](#).

## 10.4 Discrepancies with Uploaded Documents

Each Wyoming school district uploads their own information; therefore, if there are questions, concerns, or suspected discrepancies with the information, the post-secondary institution should contact the school district.

If there are any discrepancies between two transcripts (e.g., mailed transcripts vs. WTC transcripts), the post-secondary institution should use the transcript submitted via the WTC (this is the transcript that is used for accountability purposes for school districts).

If there is an issue with the WTC system as a whole, please contact the WDE Hathaway Team or directly contact the WTC for assistance.

## **High School Transcripts**

### **11.1 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. An unofficial transcript may be provided to the eligible institution in order to provisionally award students.

Final transcripts must include the official graduation date for final awarding of the scholarship.

### **11.2 Transcript Submission**

The post-secondary institution may dictate how it accepts the submission of high school transcripts. The WDE recommends the WTC is used to transmit transcripts.

### **11.3 Required Information**

The high school sending the transcript to the eligible institution must, at minimum:

1. Designate each course that satisfies success curriculum requirements for the Hathaway Scholarship, including courses taken before grade nine (9), if applicable.
2. Include high school "Hathaway GPA" (the GPA must be labeled as such as this indicates AP, IB, and Dual/Concurrent courses are weighted and included in the GPA calculation according to WDE policy);
3. Include an ACT or WorkKeys score;
4. Include the level of Hathaway Success Curriculum completed; and
5. Include the student's WISER ID.

Eligible institutions shall rely exclusively on the weighted "Hathaway GPA" calculated by districts to determine whether the student meets Hathaway GPA requirements. All AP (Advanced Placement), IB (International Baccalaureate), and Dual/Concurrent courses are weighted on a five-point (5.0) scale; all other courses taken during high school are calculated on a standard 4.0 scale.

If the "Hathaway GPA" is not included on the high school transcript, awarding should be based on the unweighted GPA.

### **11.4 Evaluation Timeline**

Final transcripts must be submitted to allow institutions enough time to award the final scholarship level prior to the first day of classes.

## **Consortium Students**

### **12.1 General Overview**

Students receiving the Hathaway Scholarship who attend two or more eligible Wyoming institutions simultaneously may enter into a consortium agreement between the institutions.

### **12.2 Home vs. Host Institutions**

All institutions must designate students as attending either a home institution or host institution, if applicable. This is required for all reports sent to the WDE for reimbursement of award payment.

## **Transfer Students**

### **13.1 Documentation Needed**

Students will need the following documentation to complete a transfer between institutions:

1. Completed Hathaway application (if separate from the admissions application);
2. College transcripts illustrating credits and post-secondary Hathaway GPA.

In addition, the institution to which the student is transferring will need to ensure the credit hours available and timelines (i.e., the six-year time limit to use all credit hours for the scholarship) are calculated properly.



## **Funding and Total Use of the Scholarship**

### **14.1 Hathaway Credit Use**

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

## Maintaining the Scholarship

### 15.1 Maintaining the Scholarship

There are three areas of requirements students must meet in order to maintain use of the Hathaway Scholarship:

- GPA;
- Continuous Enrollment; and
- Satisfactory Academic Progress (SAP).

Students who fail to maintain their scholarship in any of the above areas will lose the scholarship until it can be regained. Please see [here](#) for steps to regain.

### 15.2 Hathaway GPA Calculation

Post-secondary institutions must include a GPA, known as the post-secondary Hathaway GPA (H-GPA) for each student. Remedial courses are not included in the calculation. At minimum, H-GPA is calculated at the end of each spring semester.

The H-GPA includes all courses taken after the scholarship has been initiated, including:

- Deferment semesters;
- Semesters used to regain the scholarship; and
- Repeat courses (the best or most recent grade, depending on institutional policy, will be used for repeat courses).

### 15.3 Minimum GPA Requirements

Students must maintain a cumulative post-secondary Hathaway GPA (H-GPA) of:

- Provisional Opportunity: 2.25
- Opportunity: 2.25
- Performance: 2.5\*
- Honors: 2.5\*

*\*Students who fall below a 2.5 H-GPA, but maintain a minimum of a 2.25 H-GPA, are eligible to receive the Opportunity scholarship award amount until the GPA is increased to 2.5.*

If students fall below the H-GPA of 2.25, the scholarship is not paid until minimum maintaining requirements are [regained](#).

## 15.4 Continuous Enrollment

Once the Hathaway Scholarship has been initiated, students must attend an eligible Wyoming post-secondary institution every fall and spring semester for at least one credit-bearing course (including pass/fail) to maintain continuous enrollment. [Exceptions](#) may be found here.

## 15.5 Satisfactory Academic Progress (SAP)

After initiation of the scholarship, students must take a minimum of six (6) college course credits (1000-level courses or above) in order to maintain SAP.

At minimum, SAP is calculated at the end of spring semester. SAP is calculated as follows:

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

For students entered into a consortium agreement, all courses taken at each institution must be included in the calculation.

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.

## 15.6 Summer SAP

Summer term is not included in the SAP calculations to maintain the scholarship. Summer term can be used to [regain](#) the scholarship.

## **Regaining the Scholarship**

### **16.1 Procedures and Requirements**

Students may be able to regain the scholarship if they lost it for not maintaining [GPA](#), [continuous enrollment](#), or [SAP](#). The regain PDF can be found [here](#).

### **16.2 Timelines**

Any semesters in which students are working to regain the scholarship count toward the [six-year timeline to use the scholarship](#).

### **16.3 Institution Procedure for Notification**

There are several post-secondary institutions that notify students who have lost the scholarship and may be able to regain it. In addition, institutions may require students to apply for scholarship reinstatement.

# Institutional Reporting and Payments

## 17.1 General Overview

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.

See general reporting timeline below. Please refer to the [Data Manual](#) for detailed dates.

<b>Term</b>	<b>Reports</b>	<b>Report Due Date</b>
Fall	Fall Midterm	Mid-October
Summer	Summer End-of-Term	Mid-October
Spring	Spring Midterm	Beginning of March
Fall	Fall End-of-Term	Beginning of March
Spring	Spring End-of-Term	End of June

## 17.2 Payments

Each institution will receive four reimbursements for Hathaway student payments throughout the fiscal year.

See general payment timeline below. Please refer to the [Data Manual](#) for detailed dates.

<b>Payment Type</b>	<b>Terms Included</b>	<b>Date Institution is Paid</b>
First Fall Payment	Spring End-of-Term; Fall Estimate	September 1
Second Fall Payment	Summer End-of-Term; Fall Midterm	Mid-November
First Spring Payment	Spring Estimate	January 1
Second Spring Payment	Fall End-of-Term; Spring Midterm	End of March

## **Eighth Grade Unit of Study**

### **18.1 General Overview and Requirements**

Each school district is required to provide a one (1) week unit of instruction to all eighth graders. Parents, guardians, and students are required to be informed of the following:

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).

Wyoming Statute requires districts to provide the one (1) week unit of study, however, it does not dictate when this should happen throughout the year. It is, however, required that the district send a certification to the WDE that states the instruction has been 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.

### **18.2 Available Resources**

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

## **Additional Resources**

### **19.1 WDE Hathaway Consultant Contact Information:**

- 307.777.6226; [hathawayscholarship@wyo.gov](mailto:hathawayscholarship@wyo.gov)
- 307.777.6840; [hathawayscholarship@wyo.gov](mailto:hathawayscholarship@wyo.gov)

### **19.2 Additional Information**

- [Wyoming Community College Commission Contact Information](#)
- [Wyoming Statute: Hathaway Scholarship Program](#)
- [Chapter 38 Hathaway Scholarship Program Rules](#)
- [Hathaway Website](#)
- [Hathaway College Coordinator Contact List](#)