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Macalester College Student Government

2017-2018 Session

A Bill to Improve Macalester Students' Access to Graduate School Education

WHEREAS Macalester College is a liberal arts college committed to academic excellence;

WHEREAS the College prides itself in sending many students to graduate schools all over the United States;

WHEREAS fourteen percent of Macalester graduates matriculate at graduate schools right after graduation;

WHEREAS sixty percent of Macalester graduates pursue or obtain an advanced degree within six years of graduating;

WHEREAS it is in the best interest for the college and its stakeholders to continue the support of Macalester students' dreams of pursuing graduate schools;

WHEREAS applying to graduate schools is a lengthy, difficult, and financially burdensome process;

WHEREAS registration fees for graduate school admission tests can be a burden to a student's financial situation;

WHEREAS it is possible to alleviate the financial pressure by awarding students grants to finance their graduate school admission tests because fees pose a significant barrier to their goals of pursuing high levels of education after Macalester;

Be it enacted by the Macalester College Student Government:

SECTION 1: Funding for Graduate School Admissions Tests (GSAT) Grants

1. For the pilot year of the 2017 - 2018 academic school year, in lieu of an additional allocation, this bill will give the Academic Affairs Committee (AAC) \$5000 from the Operating Fund to start the process in the Spring of 2018.
2. For future years after the 2017 - 2018 academic school year, the bill will give the Academic Affairs Committee \$5000 plus unused rollover funds from the previous year's grant budget to fund next year's grant budget. To ensure that the process begins by Spring 2018, the AAC will not be required to submit an additional allocation to receive funding.
3. The \$5000 will be used to fund fifty, \$100 grants that will be used to help fund the graduate school admissions tests for fifty students.
4. The Academic Affairs Committee, under the guidance of its Chair, will use the rollover funds from the previous year's grant budget to provide additional funding to applicants who request additional funding based on high need as determined by the Financial Aid Office and if needed, requests by staff/faculty members. At the discretion of the Committee, it may also use the funds to increase the number of grants or fund other endeavors that relate to increasing access to graduate school education.
5. Based on success of the program, the AAC, under the guidance of its Chair, will ask campus partners for funding to increase the funds available for grants, in hopes that the contributions from the AAC will go down in the long run.

SECTION 2: Eligibility

1. An applicant must be either a full-time or part-time Macalester College student.
2. Alumni that are auditing classes are not eligible to receive the grant.
3. An applicant must be at least in junior standing, not by the number of credits, but by graduation year, and in good standing with the Office of Student Affairs.
4. The application for the grant will open every Fall and Spring semester with 25 grants available per semester. Both Fall and Spring grant recipients have until the last day

classes of their respective semesters to submit reimbursement forms. The AAC will send communication at the beginning of each semester to announce the opening of the application.

5. For the 2017 - 2018 academic school year, the application will open at the beginning of the Spring semester and fifty grants will be available, instead of the usual 25 as the 2017 - 2018 is the pilot year and the program was not open in the Fall.
6. The Academic Affairs Committee will process all completed applications and send them to the Financial Aid (FA) Office. The Office will then send back to the AAC a list of 25 applicants who are in most need of the grant.
7. Only one grant is allowed per student during their entire Macalester enrollment.
8. One must fill out an application form online that will be created and administered by the Academic Affairs Committee, prior to being considered for the grant.

SECTION 3: Review Process

1. The AAC will receive a list of potential grant recipients from the Financial Aid Office after the Financial Aid Office have selected the 25 students.
2. The AAC will then send the list to the Office of Student Affairs.
3. The Dean of Students and their staff will check the conduct standing of each potential grant recipient.
4. Any potential grant recipient with an unsatisfactory standing will not be eligible to receive the grant.
 - a. If this is the case, then the AAC will request the Financial Aid Office for additional candidates for the grants to undergo the same process until all 25 potential grant recipients are in good standing.
5. The AAC will send communication to the 25 grant recipients.
6. The AAC will send communication to applicants who were not selected.
7. The recipients will be notified within a timely manner to ensure enough time is available to take the tests and/or receive reimbursement within the semester.
8. The Academic Affairs Committee, under the guidance of its Chair, have broad authority to make sound changes to the program as needed based on students' input and changes in school policy.

SECTION 4: Reimbursement Process

1. After the list of grant recipients is finalized, the AAC will deliver this list to the Director of Campus Activities and Operations.
2. A grant recipient may receive the grant by submitting a reimbursement form and attaching the printed receipt of the test registration e-mail to the reimbursement form. The information on the reimbursement form must match the information provided on the grant application form. In addition, the test registration e-mail or any forms of receipt must have payment information that shows the exact cost of the test.
3. The reimbursement form (check request form) must be turned into the Campus Activities and Operations (CAO) Desk.
4. The forms are available online or available in print at the CAO Desk.
5. Tests taken before the submission date of the application form will not be considered for reimbursement.
6. During the reimbursement form, the grant recipient will have to fill out a check request form and put down a FOAPAL number that is specifically for the grant reimbursement process.
7. Campus Activities and Operations (CAO) will process the paperwork and if approved, the grant recipient will receive either a check in the mail or the funds via direct deposit, if the grant recipient had set up direct deposit prior to the process.
8. It is incumbent upon the grant recipients to complete the reimbursement process in a timely fashion within the semester, knowing that the process could take more than several weeks.
9. It is incumbent upon the grant recipients to complete the reimbursement process accurately and only request reimbursement for the amount of the grant that they received.
10. The following tests are eligible for reimbursement by the grant: Medical College Admission Test (MCAT), Law School Admission Test (LSAT), Dental Admissions Test (DAT), Graduate Record Examinations (GRE), Pharmacy College Admission Test (PCAT), and the Graduate Management Admission Test (GMAT).
11. Other tests may be eligible for reimbursement with the approval of the Academic Affairs Committee and its Chair.

12. The AAC will follow up with any recipients of any unclaimed grants before the semester their ends.
13. Grant recipients will lose their grants if they do not use them within the semester they were awarded.
14. Fall grant recipients may register for tests that take place in the following Spring and turn in reimbursement forms before the last day of classes to receive funding.
15. Spring grant recipients may register for tests that take place over the summer and turn in reimbursement forms before the last day of classes to receive funding.
16. If an applicant is not chosen for the grant, they may choose to apply again next year.
17. An applicant may not submit reimbursement process using a proxy.