



National Association of Historically Black Colleges and Universities
Title III Administrators, Inc.



Executive Board
2021– 2023

Dr. Demetria Johnson-Weeks
President

Dr. Katrina Miller
Vice President

Ms. LaTashia Swain-Gilliard
Secretary

Ms. Tarshua Teresa Mack
Treasurer

Mr. Ronald E. Range
Financial Secretary

Dr. Kim Chavis
Parliamentarian

Ms. Yolanda A. Bonnette
Member-at-Large

Dr. Mitchell M. Shears
Member-at-Large

Ms. Mililani Sinclair
Member-at-Large

Mr. Samuel T. Rhoades, Esq.
President Emeritus

Dr. Erick Akins
Immediate Past President

August 4, 2023

Dear Title III Administrators:

The 2023-2024 academic year is swiftly approaching as we prepare for one of the most fulfilling activities of the year. The Association has annual scholarships and expects to award between \$500 and \$1,000 to undergraduate students at HBCUs who submit competitive applications. Preferably, a scholarship will be awarded to at least one (1) applicant in each of the eight (8) regions.

All applicants are encouraged to work closely with the Title III Administrator on your respective campus. The Scholarship Committee is requesting that the Title III Administrators review scholarship packets and certify that they are complete.

The deadline for submitting scholarship applications is **Friday, September 15, 2023**. All applications must be submitted via email to nahbcut3ascholarship@gmail.com. You may send questions to the email or contact Dr. Libby A. Thigpen at (404) 270-5234 or (404) 964-8706.

We appreciate your cooperation and wish you the best.

Regards,

Demetria Johnson-Weeks

Demetria Johnson-Weeks, Ed.D.
President

NAHBCU Title III Administrators, Inc.



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

TIMELINE 2023 SCHOLARSHIP PROGRAM

Date(s)	Task(s)
August 4, 2023	Email sent to all Title III Directors
August 4 - September 15, 2023	<ul style="list-style-type: none"> • Answer questions via emails and calls. • Collect applications via email. • Collect official transcripts via postal mail or e-transcript. • Send confirmation emails upon receipt of documents.
September 15, 2023	<ul style="list-style-type: none"> • Deadline to receive application packets and transcripts.
September 18-22, 2023	<ul style="list-style-type: none"> • Print and organize all applications received. • Attach the rating sheet to each application packet.
September 23-24, 2023	<ul style="list-style-type: none"> • Arrive in Washington, D.C. • Review applications on-site at the White House Initiative Conference. • Prepare Announcement of Winners.
September 24-28, 2023	<ul style="list-style-type: none"> • White House Initiative Conference.



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

CRITERIA FOR THE 2023 SCHOLARSHIP PROGRAM

Eligibility

At a minimum, an eligible applicant must:

1. be an undergraduate student;
2. not be a former National Association of HBCU Title III Administrators Scholarship recipient;
3. be enrolled full-time as an undergraduate at one of our member institutions and must have completed at least 15 credit hours at the undergraduate level prior to submission; and
4. have a (minimum) cumulative GPA of 2.5 or better on a 4.0 scale.

Application Submission Requirements

- Applicants must submit their application via email to nahbcut3ascholarship@gmail.com by **Friday, September 15, 2023.**
- It is recommended that **all required documents** are sent in one email. You may submit the documents as separate attachments or you may submit all the typed documents in one attachment and the photo in a separate attachment.
- Incomplete or late applications will not be accepted, and the application period is not anticipated to be extended.
- A printed transcript may require a few days or a week or more to be prepared and issued to you and may involve some expense. It is highly recommended not to wait until the application period is ending to request a transcript.
- **The official transcript is the only document that will be accepted via postal mail or a separate email as an e-transcript.**
- Mailed application packets will not be accepted.

To successfully complete and submit the application packet, you must provide the following:

- ✓ Applicant Information Form (*with Campus Involvement, Community Service and Other Activities attached*)
- ✓ Essay (not exceeding 700 words)
- ✓ Two (2) Letters of Recommendation (on letterhead)
- ✓ High-resolution headshot photo of yourself
- ✓ Official transcript (e-transcript or mailed copy)
- ✓ (optional for veterans) a copy of the government-issued DD-214.
- ✓ Statement of Accuracy (signed by the Institution's Title III Director)



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

Essay

You must submit an essay not exceeding 700 words.

The applicant's name and address must appear on the top right corner of each page of the essay. The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).

The essay should clearly address the following:

- A. Tell us about yourself, including your background and interest.
- B. What is your ultimate educational goal and how will you achieve it?
- C. Why did you choose the HBCU you currently attend?
- D. How will you give back (including to your alma mater) or influence others as a result of your education?
- E. Why should you be awarded the scholarship (e.g., financial need, family responsibilities, etc.)?

Letters of Recommendation

You must include in your application packet two (2) letters of recommendation, one of which must be from your current institution such as your advisor, a faculty member or an administrator on institutional letterhead.

The letters should reflect:

- ✓ the applicant's involvement in extra-curricular and/or leadership activities; and
- ✓ a description of the applicant's work ethic, initiative, responsibility and your creativity (specific examples should be cited).

Photo

You must submit a high-resolution headshot photo of yourself.

Transcript

You have the option to submit an official electronic transcript (e-transcript) or mail an official sealed transcript.

If you choose to provide an e-transcript, please contact your institution's Office of the Registrar (or Student Records Office) to order the e-transcript. Please have your e-transcript emailed to: nahbcut3ascholarship@gmail.com. **Please make sure that our email address is correct.**



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

If you provide the wrong email address and 1) the email address is a valid address and 2) the transcript is delivered and opened, you will probably need to request a new transcript. This may result in another charge. If the transcript has not been opened, your Registrar's Office should be able to resend it to the correct address at no additional charge.

If you choose to mail an official sealed transcript, please send the transcript to:

*Spelman College
Title III Programs
Attention: Dr. Libby A. Thigpen
350 Spelman Lane, Box 1525
Atlanta, GA 30314*

The Federal Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, all students (or parent/guardian if 18 years of age or younger) must provide consent for release of their academic records. Submission of a transcript for consideration of being awarded a scholarship constitutes this consent for internal use of that particular record.

Verification of Veteran Status (Optional)

You can provide verification of your status by attaching a copy of your government-issued DD-214. On the copy that you will attach to your application packet, cross out your social security number as well as other information you deem sensitive with a black marker. We do NOT need your social security number to verify your status.

REMEMBER

- The deadline for the application to be received is **Friday, September 15, 2023.**
- The completed application packet must be emailed to nahbcut3ascholarship@gmail.com.
- The only item that should be sent as a separate document is the official transcript. It may be sent via postal mail or sent as an e-transcript. All other application material must be submitted via email.



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

Scholarship Applicant Information Form

Personal Information

Full Name: _____ Date: _____
Last First M.I.

Mailing Address: _____
Street Address (or P.O. Box) Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Educational Background

College/University: _____

College/University's Region: _____

Major: _____ Minor (Optional): _____

Anticipated Graduation Date: _____ GPA (minimum 2.5 or equivalent required): _____

Campus Involvement, Community Service and Other Activities

Please attach a separate list of your responses to the following statements. Your responses should include related activities that you have been involved in throughout your college life.

1. *List your honors, awards, and leadership/membership activities (including offices held).*
2. *List your community and/or campus service activities. For each activity, include your role and number of hours you volunteered.*
3. *List your extra-curricular activities and/or employment (including work-study and internships).*

Military Service (Optional)

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

REMEMBER

The deadline for the application packet is to be received via email no later than **Friday, September 15, 2023**. The completed application packet must be emailed to nahbcut3ascholarship@gmail.com.



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

Statement of Accuracy

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge. I also consent that my picture may be used for any purpose deemed necessary to promote this scholarship program.

Signature of scholarship applicant: _____

Date: _____

I, _____, certify that I have reviewed the application packet

(Title III Administrator Please Type or Print)

and all items are complete to the best of my knowledge.

Signature of Title III Administrator (Project Director): _____

Date: _____

REMEMBER

- The deadline for the application to be received is **Friday, September 15, 2023.**
- The completed application packet must be emailed to nahbcut3ascholarship@gmail.com.



**National Association of
Historically Black Colleges and Universities
Title III Administrators, Inc.**
www.hbcut3a.org

2023 SCHOLARSHIP SCORING RUBRIC

Applicant's Name _____

Title III Reviewer _____

a. Academic Merit (30 Points)

___ 4.0 to 3.7 gpa (30) ___ 3.6 to 3.0 gpa (25) ___ 2.9 to 2.5 gpa (20)

b. Two Letters of Recommendation (20 points)

___ At Least One is From the Applicant's Institution (on official letterhead) (10)
___ Evidence of Work Ethic, Initiative, Responsibility, Creativity (10)

c. Essay (30 points)

___ Must include educational goals, interests, why attending the HBCU
 why the scholarship is needed, and ways applicant plans to give back (10)
___ Correct usage and grammar (5)
___ Correct spellings (5)
___ Appropriate sentence structure and logical progression of ideas (5)
___ Well organized (5)

**d. Campus Involvement, Community Service & Other Activities (20 points)
(Found on applicant's application)**

___ Evidence of Honors, Awards & Leadership/Membership (4)
___ Evidence of Community or Campus Service Activities (10)
___ Evidence of Extra-curricular Activities and/or Employment (6)

e. ___ Evidence of Military Service (10 points)

Total Score _____

Reviewed by _____