



Undergraduate Scholars Handbook

Summer 2024

Section 01

Introduction to Your Cooke Scholarship

01 Introduction to Your Cooke Scholarship

Cooke Scholarship Components

Educational Advising:

You'll work closely with your assigned Dean of Scholar Support as you make the transition to your four-year institution, navigate resources on your campus, pursue for internship, research, and summer opportunities, prepare for your first post-college landing spot, and learn how to maximize your time in the program.



Cooke Scholar Community:

Through Scholar-generated and Foundation-led events and activities, and virtual hangouts and small group meetings, you'll build strong connections and create community with other Cooke Scholars and Alums.



Program Finances:

Your Cooke scholarship can support educational expenses like tuition, room and board, living expenses, books, required fees, and more. Your annual award is based on the cost of tuition as well as other grants or scholarships you may receive. The Foundation's Cost of Attendance (COA) process will help determine how much Cooke funding you receive each year.

Section 02

Scholarship Program - Advising

Deans of Scholar Support

As a Cooke Scholar, you will be assigned a dedicated Dean of Scholar Support who works closely with a group of 80-100 Scholars to ensure your overall success. Deans help students to set and achieve academic goals, navigate campus resources, explore career interests, and brainstorm solutions when problems arise. You will communicate with your dean through one-on-one advising sessions at least once per term, plus in-person campus visits, virtual group hangouts, and email.

Dean of Career Services

The Dean of Career Services is here to help you identify summer internships, attend professional conferences, connect with Alums working in different industries, and explore career development opportunities. Career services begin when you start your college journey so that you are prepared to choose a career path that aligns with your strengths and interests.

Program Associate, Graduate Advisement

The Associate for Graduate Advisement supports Cooke Graduate Scholars and helps undergraduates prepare for graduate and professional school. They share resources and tips on selective graduate fellowships, test preparation for graduate entrance exams, choosing the right graduate program for you, and more.

Section 03

Scholarship Program - Community

03 Scholarship Program - Community

Connecting In-Person

Thrive Together

Thrive Together is a Scholar-led, Foundation-supported community building program that encourages you to spend quality time with fellow Scholars doing no- or low-cost activities on your campus or in your area. The goal is for you to engage in, give to, and draw from a strong Cooke Scholar community. Meet up with other Scholars for a barbecue in the park, to visit a museum, or volunteer at a local food bank!



03 Scholarship Program - Community

Connecting In-Person

Regional and Campus Events

The Cooke Foundation hosts regional events across the country and internationally to foster community among groups of Scholars living in the same area. Cooke Scholars and Alumni attend to strengthen personal connections with their fellow Scholars and build their professional networks.



Connecting Virtually

Social Media and Cooke Connect

The Cooke Foundation offers you many ways to stay connected to your fellow Scholars. The Foundation is active on a variety of social media channels. Like, follow, and watch us on:

- **Instagram** - [@theJKCF](#)
- **LinkedIn** - Join the [Cooke Scholars & Alumni Group](#) or follow the Foundation [page](#)
- **YouTube** - [Jack Kent Cooke Foundation](#)
- **Compass** - Interactive [video platform](#) of Scholar and Alum stories

Cooke Connect - Cooke Connect is the official networking platform for Cooke Scholars and Alumni. You can sign up [here](#).

Ongoing Engagement with the Cooke Scholar Community

Cooke Scholar Alumni Community

Once you graduate, you shift to a new, special status as a Cooke Scholar Alum. As such, you are afforded a wide array of opportunities to mentor current Scholars, network with other Alums, engage in outreach to spread the word about Cooke scholarships, and serve as speakers, representatives and ambassadors of the Cooke Foundation. As you will continue to add tremendous value to our community, we hope that all Alums will remain actively engaged with us.



Section 04

Scholarship Program - Finances

Your Annual Scholarship

Your Cooke scholarship is intended to cover a share of your educational expenses —including tuition, room and board, living expenses, books, and required fees. Awards vary, based on the cost of tuition as well as other grants or scholarships you may receive. You will work with your financial aid office each year to complete the Cooke Foundation's Cost of Attendance (COA) process.

You will learn all about how your scholarship finances work in the separate Scholarship Finances handbook, which can be located [here](#).

Section 05

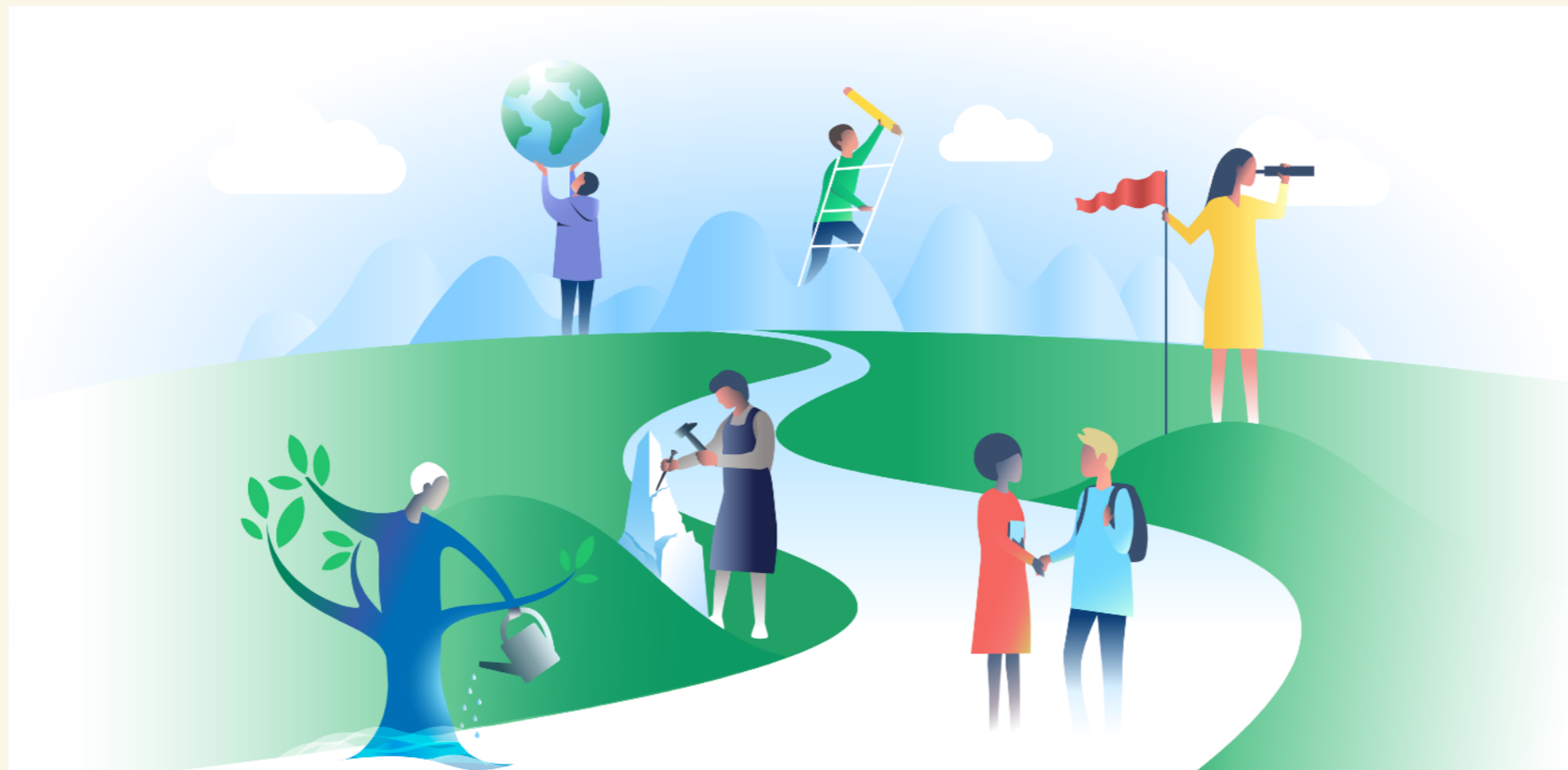
Cooke Scholar Goals and Critical Actions

05 Cooke Scholar Goals and Critical Actions

Think Big

Our Think Big goal for all Cooke Scholars is that you will thrive in college and lead fulfilling professional lives through which you make significant contributions in whatever you choose to do.

We focus our programming, advising, and services on six Critical Actions that Scholars engage in throughout their journey in college, graduate school, and beyond.



Critical Actions

Care for Yourself

College life can be stressful. Your well-being matters most. This means that caring for your mental, physical, and emotional health is as important as doing well in classes. Some ways you can care for yourself as a Scholar include:

- Utilizing your campus counseling services, student health center, tutoring service, academic advising, and other resources. Your Cooke dean can help connect you to campus services.
- Getting enough sleep, eating nutritious foods, and engaging in physical activity.
- Balancing your schedule of courses and activities to make space for downtime to rejuvenate.
- Letting people know you need help.
- Tapping into positive family, friends, and mentors who lift you up and nurture you.
- Practicing thankfulness, service, and mindfulness to connect with your sense of purpose.
- Using the Student Assistance Program (SAP), a free and confidential resource for all Cooke Scholars and eligible family members. Through SAP you can access mental health services, financial and legal consultations, and get help developing personalized wellness programs. To access these and other resources, call 1-800-EAP-CALL or visit <http://www.nexgeneap.com/> and use company ID 8774.

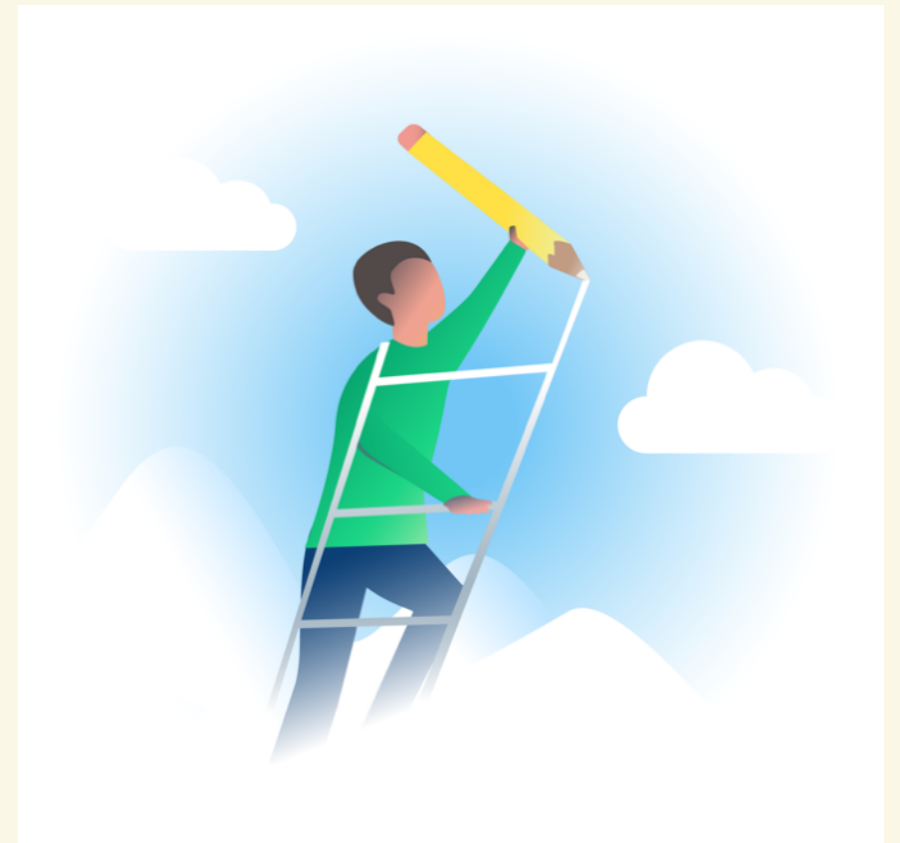


Critical Actions

Own Your Learning

College is less about how smart you are when you arrive on campus, but how ready you are to learn and grow every day. Set goals that matter to you and take in a deep breath of confidence to meet inevitable challenges. You can own your learning by:

- Choosing courses and co-curricular activities with your goals in mind. Use the Cooke Scholar Strategic Plan (CSSP) to map out a course of study that aligns with your goals.
- Challenging yourself with experiences that stretch you beyond your comfort zone.
- Addressing obstacles that come your way.
- Advocating for what you need. Meet with your professors during office hours.
- Getting connected to tutoring resources.



Critical Actions

Connect with Others

Oftentimes, the real magic of what you learn comes from connecting with other people – by asking questions, being curious, seeking to understand, and offering to give of your services. As a Cooke Scholar, some ways you can connect with others are:

- Introduce yourself to the many people on your campus who can support you. Go to faculty office hours. Get to know a student leader in a club of interest.
- Talk with your Cooke dean, who can help ease your transition to college and connect you with people on and off campus.
- Participate in fun Thrive Together meetups with Cooke Scholars and Alums in your local area.
- Join Cooke Connect for career mentoring from Scholars and Alums.
- Engage with peers, staff, and Scholars who have backgrounds and perspectives different from your own. There's much to be learned from thoughtful conversations with people who hold differing views. Learn more about our community commitment to diversity, equity, inclusion, and antiracism [here](#).

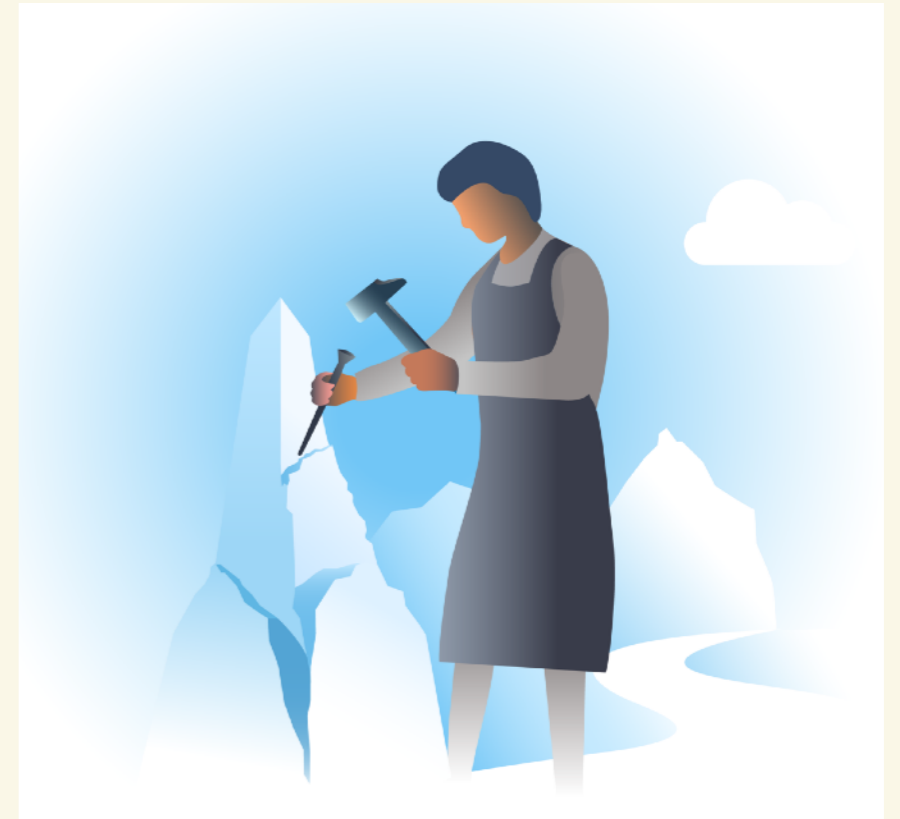


Critical Actions

Develop Your Talents

Use college to explore your interests and take intellectual risks. Developing your talents requires consistent effort and patience with yourself as you push through learning curves. It is NOT about being perfect. It's about stretching beyond your comfort zone and learning about yourself along the way. We encourage you to:

- Set goals each that inspire and challenge you. Use the Cooke Scholar Strategic Plan (CSSP) to identify actions to meet your goals.
- Seek out undergraduate research opportunities. Ask professors how you can get involved in their research or for referrals to other projects.
- Intern at least twice during your undergraduate career. Check out the Cooke Summer Internship Stipend.
- Study abroad. Meet early with your academic advisor on campus to plan how study abroad can fit into your course map.
- Present your work at professional conferences. Apply for the Cooke Conference and Travel Stipend to support your travels.

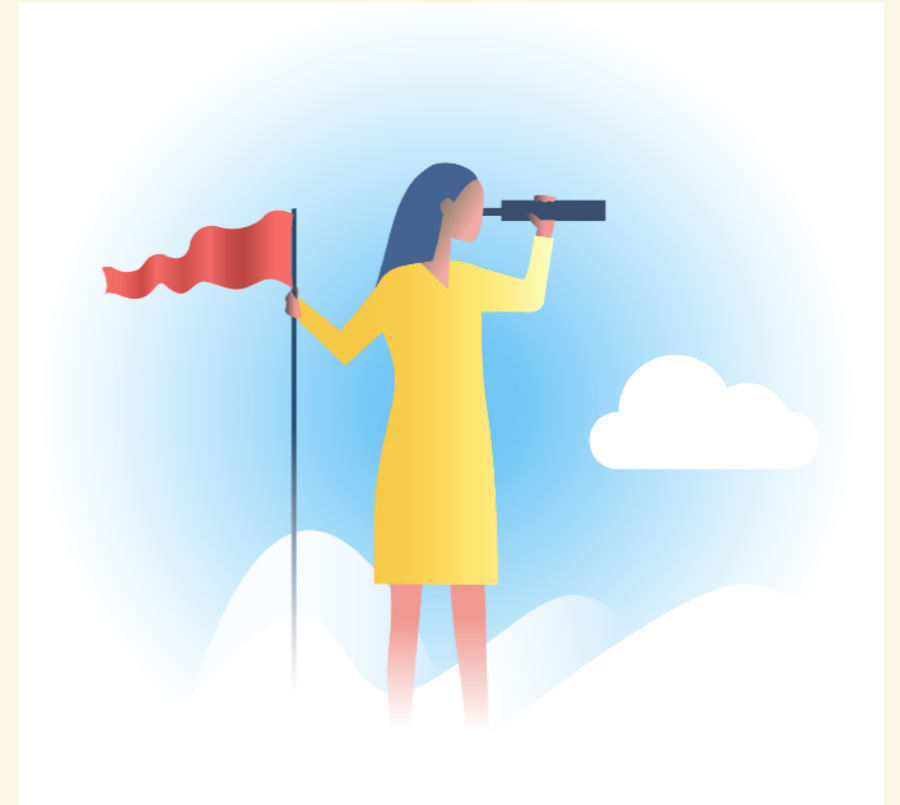


Critical Actions

Engage and Lead Purposefully

Cooke Scholars go beyond the classroom to pursue their passions through co-curricular experiences. Should you sign up for every activity or club you like? Absolutely not. Commit to interest areas that matter to you. To engage and lead purposefully:

- Try out new and different experiences. Look into both campus- and community-based organizations.
- Step forward to lead and contribute in meaningful ways when you find activities and issues you care about.
- If you are a transfer student, consider joining your campus transfer student organization to support other students going through similar experiences.
- Advocate for causes that mean something to you. Educate yourself on the issues and collaborate with others to advocate for change.
- Give back through service. Ask yourself: what do others need and how can I serve?
- Stick with your commitments.

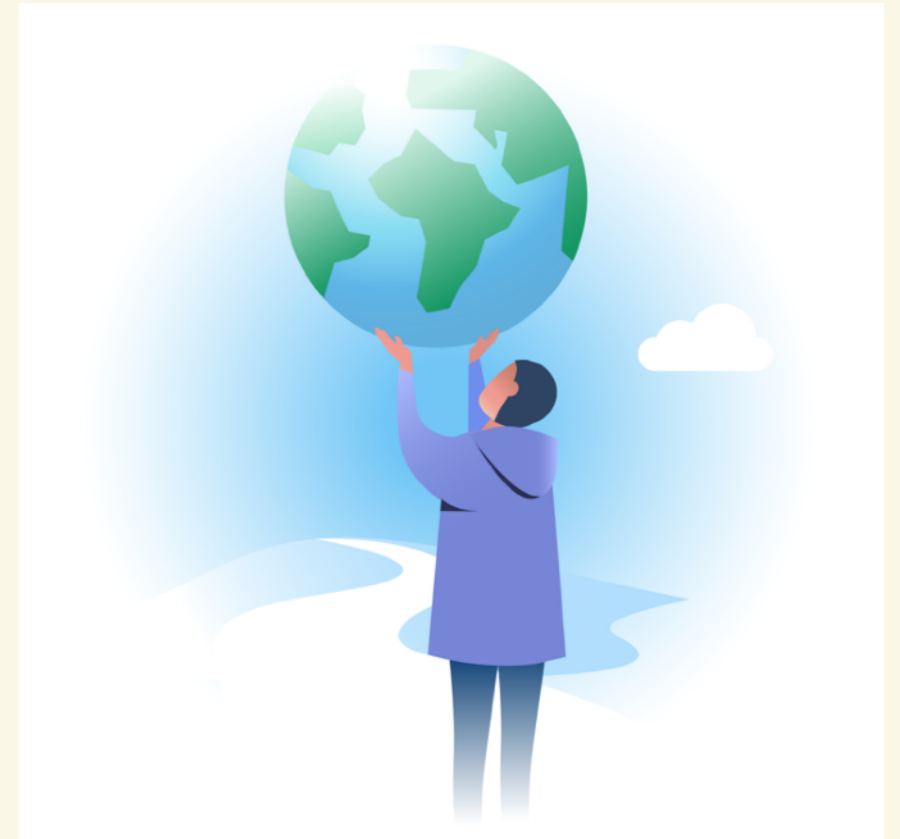


Critical Actions

Contribute to the World

Cooke Scholars contribute to the world through significant achievements and everyday actions. We are here to support you to discover your unique ways to make the world a better place. What are your aspirations, dreams, and goals? To contribute to the world, you can:

- Think big and start with one action today, no matter how big or small.
- Utilize your school's career services every year to get tips on career paths, skill building, and networking.
- Identify the values, attributes, qualities, and skills that you can bring to the world. Consider your strengths and build on them. You don't need to be perfect to have purpose.
- Pay it forward. As a Cooke Scholar, you have a community of peers to help you help others. Do something.



Section 06

Scholar

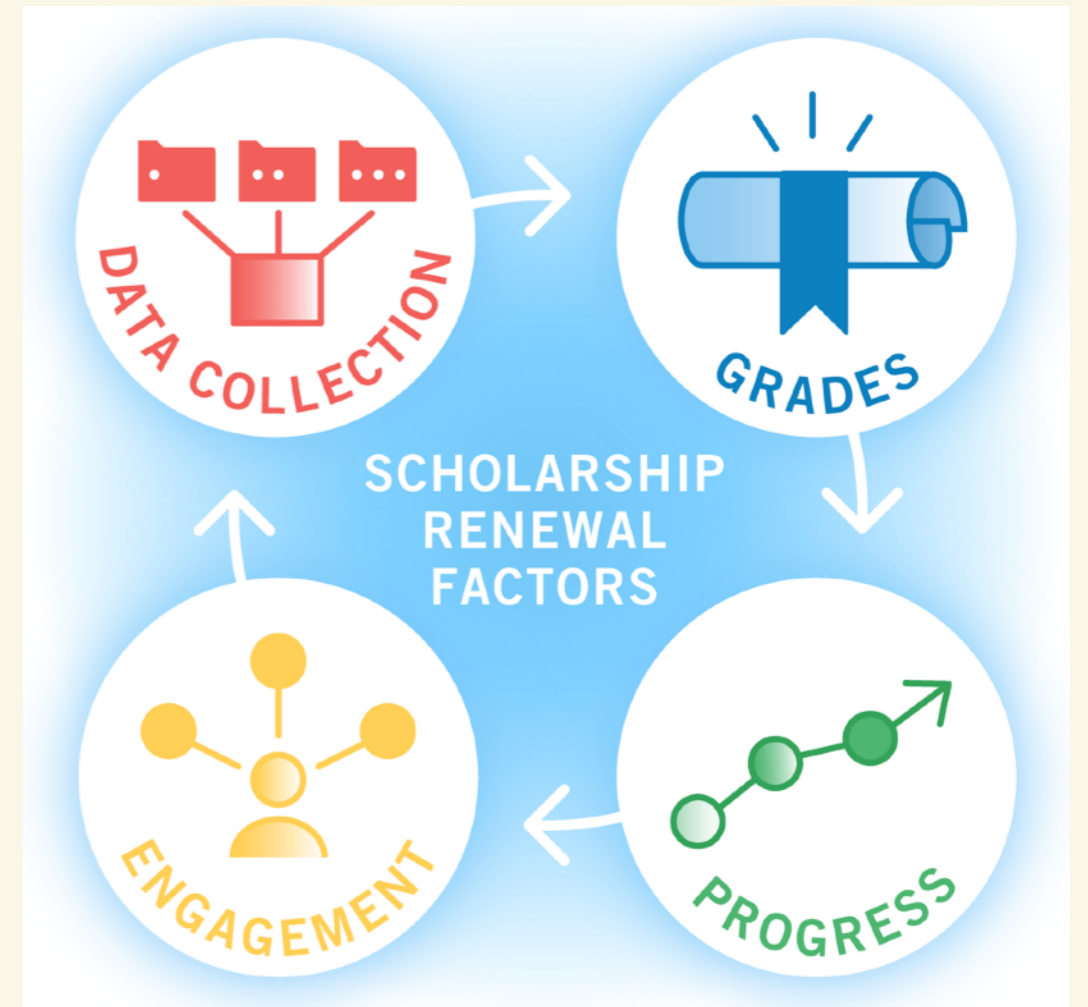
Responsibilities

06 Scholar Responsibilities

Scholarship Requirements

Throughout the year, there are a number of activities that require your participation to ensure the annual renewal of your scholarship.

- **Data Collection** - Scholars complete a required annual survey, called the Annual Report, each spring. This survey provides information we use to adjust our program services, better support you, and assess our effectiveness in meeting the Foundation's mission.
- **Grades** - Scholars submit their grades into the Cooke Access Portal (CAP) database each term. Grades for the spring semester or quarter must be on an official transcript issued from your school's registrar. Reviewing your grades with you helps us to support your progress to degree.
- **Progress** - Scholars log into [Canvas](#), a learning management platform, to access important programmatic information, complete activities and assignments, and engage in group discussions. Canvas is designed to ensure that you can find useful information, materials, and resources in one place as you move through your educational journey.
- **Engagement** - Scholars communicate regularly - at least one video/phone call per term - with their Cooke dean. Undergraduate Scholars get the most out of their scholarship program through consistent communication and one-on-one collaboration with their dean.



Scholar Responsibilities

Academic Commitment

Scholars are responsible for remaining dedicated to their academic studies. The Cooke Foundation encourages Scholars to maintain a strong GPA. We understand that exceptional circumstances can occur. Scholars are responsible for communicating academic challenges to the Foundation in a timely manner so that we can support your progress forward.

Scholars whose term GPAs fall below 3.0 or who earn Cs or below for a term are identified for academic support by our team. In these situations, deans work closely with the Scholar to understand the nature of the concern and identify strategies to encourage the student's success. We recognize that students experience challenges for a multitude of reasons and that every situation is unique.

If you encounter academic or personal difficulties during the year that are impacting your performance or progress, please contact the Cooke Foundation as soon as possible. Your dean will work with you to address the issue. We want you to succeed and can only help when you communicate with us.

Scholar Responsibilities

Conduct and Disciplinary Policy

As a Cooke Scholar, you are a representative of the Cooke Foundation, which means you should always act with honesty and personal integrity. We expect Scholars to be strong in character and leadership, show concern for their communities, maintain a good disciplinary record, and work cooperatively with the higher education programs staff.

Scholars are to meet the responsibilities as outlined in this Scholar Handbook and the signed Scholarship Agreement. In the event that a Scholar does not uphold their responsibilities, Staff may issue a verbal or written warning, place a Scholar on probation (with or without suspension of funding), or remove a Scholar from the program.

The Foundation may withdraw scholarship support at any time if you are involved in conduct that is criminal, convicted of a crime, found by your school to have violated academic standards, or engaged in conduct that reflects negatively on the Foundation. You must report any disciplinary actions or potential violations to your dean immediately after they occur. Repeated or significant violations of Scholar responsibilities will affect a student's standing and eligibility for a Cooke Foundation Graduate Scholarship.

We recognize that the Cooke Foundation condemns racism, racial violence, white supremacy, hate speech, and bigotry in all forms, and is resolute in our commitment to foster an inclusive educational environment where every Scholar, Alum, Staff member, and Grantee, or other member of its broader community is treated with dignity and respect. Our commitment to our diverse community celebrates the unique, collective and intersectional identities of our Scholars, Alums, and Staff. We commit to actively building a community where people of all races, genders, ages, sexual orientations, religions, abilities, socioeconomic statuses, nationalities, family compositions, citizenship statuses, and other characteristics feel safe, seen and celebrated. We will conduct ourselves in alignment with the Cooke Foundation's commitment to diversity, equity, inclusion, and antiracism.

Please contact your Dean of Scholar Support if you have questions or concerns about meeting your Cooke Scholar responsibilities.

06 Scholar Responsibilities

Maintaining Your Scholarship

Meeting Foundation Deadlines

You are responsible for submitting official documents to the Cooke Foundation by the appropriate deadlines. Failure to submit forms, transcripts, bills, and required annual reports will put your scholarship at risk, both in terms of getting your bills paid and in meeting the expectations set out in the Scholar Agreement. Scholars who consistently miss Cooke Foundation deadlines risk suspension of Foundation funding and possible removal from the program.

Continuous Enrollment

You are expected to attend each academic term/semester (not including summers) until you complete your degree. If some special circumstance makes it necessary or advisable for you to leave college for a period of time, you may request a deferral from the Cooke Foundation. In most cases, requests are considered on a term-by-term basis. If you wish to seek a deferral, please contact your dean immediately. You are required to obtain official approval from the Cooke Foundation before pursuing a deferral with your school.

Foundation Staff will ask you to submit your request using the Change of Program Request form (explained below). If the Cooke Foundation approves your request for a deferral, your scholarship payments will resume when you return to your studies at the agreed-upon date.

06 Scholar Responsibilities

Maintaining Your Scholarship

Maintaining Full-Time Enrollment Each Term

Scholars are responsible for making substantial progress each term toward their degrees. Under this standard, you are presumed to be attending studies full-time, with summers free, unless you propose an alternative that the Cooke Foundation approves. If you find it necessary to drop below full-time enrollment before a term or semester ends, contact your dean as soon as possible to discuss the circumstances. For approved part-time study, the Cooke Foundation's award may cover tuition, required fees, and books only.

We expect that students will pursue an "on-time" graduation plan, defined as four years (eight semesters/twelve quarters) for College Scholars and between two to three years (four semesters/six quarters to six semesters/nine quarters) for Undergraduate Transfer Scholars.

It is your responsibility as a Scholar to know and adhere to your institution's degree requirements, including requirements for major and general studies, so that you graduate on time. We encourage you to review your institution's policies, learn about your department's major requirements, talk with your academic advisors, and ask questions of your campus resources, such as the registrar and student services.

To help you stay on track to graduate, we require all Cooke Scholars to complete a Cooke Scholar Strategic Plan (CSSP). The CSSP helps Scholars and their deans craft academic and career goals, identify action steps to take, and create course plans. More information will be shared about the CSSP at Scholars Weekend.

Maintaining Your Scholarship

Change of Program

If you would like to request a change to your program of study, you must submit an official Change of Program Request (COP) form to the Cooke Foundation seeking approval. Without prior approval, you should not expect the Foundation to recognize a course of study that varies from the program described in your Scholar Agreement.

Use the Change of Program Request form to seek approval to:

- Study abroad for a term or a year
- Defer your scholarship
- Transfer to a different institution
- Make changes to your academic program that will extend your scholarship for an additional term or otherwise change your graduation date

To obtain the COP, contact your Cooke dean. While you should feel free to call and discuss your ideas at any time, please submit the request only when you have made specific plans for your revised program of study (e.g., identified the exact study abroad program you wish to attend and can satisfactorily articulate why).

We review these requests on a case-by-case basis and consider the strength of your rationale for requesting the change, the financial implications of the change, and the solidity of your plans as they relate to your educational and career goals.

Transferring Institutions

You must request approval from the Cooke Foundation in advance before transferring from one undergraduate institution to another. The first step is to speak with your Cooke dean, who will advise you on your transfer options. Should you and your dean agree that transfer is a viable option, you will then submit a Change of Program Request. Please keep in mind that the Foundation may not pay for you to repeat credits that your new institution does not accept. Therefore, there is some financial risk involved with transferring. We retain the right to deny approval for transfers.

Communication and Contact Information

Communication with the Cooke Foundation

All Scholars are required to have at least one advisory call (video or phone) with their Dean of Scholar Support per term. Your dean is uniquely invested in your college experience. Reach out proactively to get input on academic and career decisions, brainstorm solutions to challenges, build your network, and talk through opportunities.

The Cooke Foundation will send you letters, emails, and CAP communications over the course of your college years, including award notifications, annual reports, graduation confirmation, and prize nominations. Please respond to the Foundation promptly for these important scholarship requirements.

Be on the lookout for text messages from the Foundation about overdue items, upcoming deadlines, and events.

The Cooke Scholar [homepage](#) on our website also houses Foundation contact information, Scholar resources, and other important program information.

06 Scholar Responsibilities

Communication and Contact Information

Cooke Access Portal (CAP)

The Cooke Access Portal (CAP) is a system created by the Cooke Foundation to help Scholars fulfill their scholarship requirements. Scholars will use CAP throughout their time as a Cooke Scholar to input grades, upload transcripts, complete the Cost of Attendance (COA) process, communicate with the Foundation, and perform other required tasks. Check your To Do List in the Cooke Access Portal (CAP) often to be sure you've completed all tasks and requirements on time. **You can access the CAP User Manual [here](#).**

Students are required to upload their grades to CAP within two weeks of completing each academic term.

Changes to Contact Information

You must ensure that your contact information is up to date at all times so that we can readily communicate with you. This information must include an email address that you check often and maintain, even during off times such as the summer. All Cooke Scholars can edit their email addresses, mailing addresses, and phone numbers in CAP. If you change your primary email address, please note that this will change your CAP username as well. If you have any trouble logging in, email CAP@jkcf.org.

Check that your email filter system will accept messages from the Cooke Foundation Staff. If you choose to use your school email address for communication purposes, this may mean working with your campus IT Department to add us to their whitelist to ensure our emails get to your inbox. Do not unsubscribe from Foundation emails during your time as a Scholar as we need to be able to communicate important information to you.

06 Scholar Responsibilities

Requests for Summer Study and Special Terms

The Cooke Foundation budgets scholarships to cover the standard academic year (approximately nine months; fall and spring semesters or the equivalent three quarters). The award does not automatically cover the costs of summer study or special terms such as January terms or “mini-mesters.” However, because this schedule does not suit every student’s situation, the Foundation will consider requests to fund these terms, as described below, on a case-by-case basis. It may take up to six weeks for the deliberation process so please plan accordingly.

Total funding for the academic year, including these terms, may not exceed \$55,000, the maximum yearly scholarship amount. The summer term is considered part of the upcoming academic year. Please consider the anticipated cost of attendance for the regular academic year in deciding whether to apply for special term funding from the Foundation.

Section 07

Looking Ahead: Graduate School

Graduate School Resources

There are many places you can go for graduate school information and advice. The career center and fellowships office at your undergraduate institution are great places to start. You should also reach out to professors within your field for their input and advice. In addition, there are several Cooke Scholar community resources. Here are some:

1. **Cooke Foundation Staff** – contact your Cooke dean or the Program Associate for Graduate Advisement to discuss your plans and ask for feedback.
2. **Scholar community** – reach out to a current Graduate Scholar or Alum to get a fellow Scholar's perspective on potential fields of study, graduate and professional school options, and career goals. Utilize the Cooke LinkedIn [group](#) and [Cooke Connect](#) to make these connections.

Cooke Graduate Scholarship

As a Cooke undergraduate scholarship recipient, you may be eligible to apply for a graduate scholarship from the Cooke Foundation. The Foundation provides financial support of up to \$150,000 total for graduate studies to selected Scholars.

Interested Scholars must apply for the Graduate Scholarship before beginning graduate or professional school and must not have already begun a graduate degree program. Scholars have up to three years to apply for this award after graduating from their Cooke Foundation-funded undergraduate degree program with exceptions granted on a case-by-case basis. Program information and eligibility requirements are posted [online](#); the Graduate Scholarship application opens in the fall.

Section 08

Frequently Asked Questions - Scholarship Program

08 Frequently Asked Questions - Scholarship Program

Below are some questions most commonly asked by Cooke Scholars. Please review and if you still have questions, do not hesitate to contact us.

Can I double major or minor?

Yes, but only if by doing so you are not extending the time you need to complete your initial degree requirements. If your academic plan will extend your studies beyond the standard timeline (four years for College Scholars and up to three years for Transfer Scholars), the Cooke Foundation does not approve additional semesters to complete a double major or a minor. Contact your Cooke dean to discuss your plans and to obtain a Change of Program Request form.

There are so many exciting classes that I am thinking of enrolling in 20 credits. Is that possible? Will the Cooke Foundation pay for extra credits?

We encourage you to take a balanced approach to your studies. For the first term, we recommend that you register for the standard number of credits to be considered full-time at your college. We strongly advise you not to overload during the first term to ease your transition to a four-year university and allow you to take advantage of all that is available to you outside of the classroom. The Cooke Foundation will only pay for extra credits when it is required or appropriate for your major. For clarification on what is approvable, contact your Cooke dean.

What if I do not graduate on time?

Most Scholars graduate on time, but you may ask for an extension if you are not able to fit all of your required coursework in the time allotted to you. You must request an extension as soon as you know it is needed. If approved, your scholarship and loan repayment (if applicable) will be extended to your new graduation date. If you do not request an extension, you will be responsible for paying your tuition, fees, and expenses for the additional semesters needed to complete your degree. You may also be responsible for repaying the forgivable loan.

08 Frequently Asked Questions - Scholarship Program

Do I submit grades every term?

Yes. You are responsible for submitting your grades and uploading your transcript after every term enrolled in school. For those on a semester schedule, grades are due by January 14 for fall and May 31 for spring. Quarter or trimester schedule grades are due December 30, March 31, and June 30.

Unofficial transcripts or grade reports are acceptable for fall and winter terms. Grades submitted for the spring term must be through an official transcript from your school's registrar. All grade reports and transcripts must show your name and the name of your academic institution.

Can I work while I am in college if I want to?

You may work while you are in school, but we ask that Scholars limit outside work to 15 hours a week during the school year. Studies show that working more than 10-15 hours per week may hurt your grades, impede time to study or produce quality work, and/or prevent you from participating fully in campus activities and other enriching opportunities.

Will courses at my college or university during summer or special terms such as January term or “mini-mesters” be covered by the Cooke Foundation?

In most cases the Cooke Foundation's funding will cover only the standard fall/spring school year (fall/winter/spring for those Scholars on a quarter/trimester system). Summer study or funding for other special terms may be covered in some cases but must be pre-approved by the Cooke Foundation. Scholars must contact their Cooke dean to request funding for summer study or other special terms.

08 Frequently Asked Questions - Scholarship Program

Will the Cooke Foundation support study abroad?

The Cooke Foundation will consider all requests for study abroad on a case-by-case basis. Classes taken abroad must count towards degree requirements. Certain circumstances might preclude Transfer Scholars, in particular, from being able to study abroad during the academic year and the Cooke Foundation is willing to consider requests for summer study abroad in these instances. The first step is to have a conversation with your Cooke dean and then to complete a Change of Program form for regular academic year study abroad requests. A Summer Study form is required for summer abroad requests. A Change of Program form is required as a first step for regular academic year study abroad requests and a Request for Summer Study form is required as the first step for summer abroad requests.

Does the Cooke Foundation provide summer internship support?

The Cooke Foundation encourages students to seek internship opportunities to enhance their college experiences. We offer a summer [internship stipend program](#), and we have many Scholars who seek out opportunities funded through other means. We are here to help you strategize your summer internship experience.