

## Rutledge Institute Scholarship Application Steps & Checklist

**Submit the following items to:  
The Rutledge Institute Scholarship Program via email:  
[RutledgeProgram-Cal@pennwest.edu](mailto:RutledgeProgram-Cal@pennwest.edu)**

*If you are applying to the Bachelor's Degree Scholarship (Grades PreK-4 with teaching certification):*

- \_\_\_\_\_ 1. Apply to PennWest California and receive acceptance.
- \_\_\_\_\_ 2. Complete the Rutledge Institute Scholarship Application. Application opens on July 1. Applications received by November 15 will receive first consideration.
- \_\_\_\_\_ 3. Submit official high school transcript.
- \_\_\_\_\_ 4. Submit official score reports for SAT, American College Test (ACT) scores, or PAPA or Praxis Core Basic Skills Test Scores.
- \_\_\_\_\_ 5. Submit 3 letters of reference written by those qualified to assess the applicant's potential for undergraduate study. A link to an electronic form is provided for you on the webpage to share with your references to complete.
- \_\_\_\_\_ 6. Submit resume.

All documents in Phase 1 are to be sent to the Rutledge Institute Scholarship Program email as a packet even if test scores have been sent to the University Admissions Office. You will be considered for the second round of the application process for the Rutledge Institute after careful review of your application (e.g., school records, academic coursework, test scores, letters of reference).

### **Additional Program Requirements**

#### Step 2

- \_\_\_\_\_ 7. Complete the writing task on campus or virtually to demonstrate professional writing skills and ideas and beliefs on a topic. This occurs during a 1-hour time period. Applicants will receive the reading materials and rubric prior to the interview day. The applicant's response is submitted to the Rutledge Institute Council according to a specific procedure that will be communicated on the day of the writing sample.
  - \_\_\_\_\_ 8. Participate in a on-campus or virtual interview with Rutledge Institute Council. Applicants will be interviewed by the Rutledge Institute Council, which is made up of faculty and administration from the College of Education and administration from PennWest Cal's partner schools.
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7/27/23

***If you are applying to the Associate's Degree in Early Childhood Education Scholarship:***

- \_\_\_\_\_ 1. Apply to PennWest California and receive acceptance.
- \_\_\_\_\_ 2. Complete the Rutledge Institute Scholarship Application. Application opens on July 1. Applications received by November 15 will receive first consideration.
- \_\_\_\_\_ 3. Submit official transcript or college transcript if you have attended high school, trade school, or university withing the last 5 years.
- \_\_\_\_\_ 5. Submit 3 letters of reference written by those qualified to assess the applicant's potential for undergraduate study. A link to an electronic form is provided for you on the webpage to share with your references to complete.
- \_\_\_\_\_ 6. Submit resume.

All documents in Phase 1 are to be sent to the Rutledge Institute Scholarship Program email as a packet. You will be considered for the second round of the application process for the Rutledge Institute after careful review of your application.

**Additional Program Requirements**

Step 2

- \_\_\_\_\_ 7. Complete the writing task on campus or virtually to demonstrate professional writing skills and ideas and beliefs on a topic. This occurs during a 1-hour time period. Applicants will receive the reading materials and rubric prior to the interview day. The applicant's response is submitted to the Rutledge Institute Council according to a specific procedure that will be communicated on the day of the writing sample.
- \_\_\_\_\_ 8. Participate in a on-campus or virtual interview with Rutledge Institute Council. Applicants will be interviewed by the Rutledge Institute Council, which is made up of faculty and administration from the College of Education and administration from PennWest Cal's partner schools.

7/27/23

***If you are applying to the Master's Degree in Early Childhood Education Scholarship:***

- \_\_\_\_\_ 1. Apply to PennWest California and receive acceptance.
- \_\_\_\_\_ 2. Complete the Rutledge Institute Scholarship Application. Application opens on July 1. Applications received by November 15 will receive first consideration.
- \_\_\_\_\_ 3. Submit official college transcript(s).
- \_\_\_\_\_ 5. Submit 3 letters of reference written by those qualified to assess the applicant's potential for undergraduate study. A link to an electronic form is provided for you on the webpage to share with your references to complete.
- \_\_\_\_\_ 6. Submit resume.

All documents in Phase 1 are to be sent to the Rutledge Institute Scholarship Program email as a packet. You will be considered for the second round of the application process for the Rutledge Institute after careful review of your application.

**Additional Program Requirements**

Step 2

- \_\_\_\_\_ 7. Complete the writing task on campus or virtually to demonstrate professional writing skills and ideas and beliefs on a topic. This occurs during a 1-hour time period. Applicants will receive the reading materials and rubric prior to the interview day. The applicant's response is submitted to the Rutledge Institute Council according to a specific procedure that will be communicated on the day of the writing sample.
- \_\_\_\_\_ 8. Participate in a on-campus or virtual interview with Rutledge Institute Council. Applicants will be interviewed by the Rutledge Institute Council, which is made up of faculty and administration from the College of Education and administration from PennWest Cal's partner schools.