



Below are some of our frequently asked questions for completing a submission to Examples of *Excelencia*. If you do not find the answer you're looking for here, please contact our Program Manager:

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### 1) What types of programs are eligible

Programs eligible for Examples of *Excelencia* are programs focused on Latino student success in higher education. These programs can be part of an institution or a state community based organization. Programs that are nominated should fall under one of the following four academic categories.

- **Associate:** Programs that are part of an institution that awards 2-year associate level degrees. Typically community colleges
- **Baccalaureate:** Part of a traditional 4-year institution, this program focuses on helping students attain bachelor's degrees.
- **Graduate:** Programs focused on post-baccalaureate success.
- **Community-based organization:** Organizations that are not part of an institution of higher education but are focused on helping students get into and/or be successful in higher education.

### 2) What is the difference between a nomination and a profile submission?

**Nomination:** A program in the above categories can be nominated by anyone. Using the information provided in the nomination form, *Excelencia* will contact the program representative to submit a detailed profile. The deadline to submit a nomination is: March 7

**Profile:** The profile is to be completed by the program representative. The form will be directly sent to the program's point of contact provided in the nomination form. The profile is reviewed by *Excelencia* staff and a set of program finalists are selected. Finalists are forward to an external selection committee for selection of the Examples of *Excelencia*. Deadline to submit a profile is: April 12

### 3) Can I nominate my own program?

Yes. Anyone can nominate a program or self nominate.

**4) Can a program be nominated multiple times? Will it affect the selection of the program?**

A program with multiple nominations has no advantage over a program with one nomination.

**5) Do I need to submit a nomination and a profile for my program?**

Yes. All programs must first submit a nomination. Once the nomination is received, an email will be sent to you or the program contact with information on submitting a profile.

**6) What is the deadline for submissions and when will I be notified?**

Submission deadlines:

March 7, 2017 - Nominations must be received by 5pm EST.

April 12, 2017 - Profile submissions must be received by 5pm EST.

Notification:

August 2017 - *Excelencia* in Education will notify programs of their status.

**7) What is the process for submitting nominations and program profiles to Examples of *Excelencia*?**

- a) Nomination: Nominate a program/department you believe is effective in accelerating Latino student success in higher education. You can nominate more than one program, your own program or one for which you do not have specific program information.
- b) Profile: An email containing a weblink will be sent to the contact designated in the nomination. The link will take them directly to a page on *Excelencia* in Education's website where they can submit profile information.
- c) Selection: Once the profile submission closes April 12, *Excelencia* staff will begin the review process to select a set of finalists in each category. The list of finalists will be forwarded to an external committee of national experts for final review and selection of the Examples of *Excelencia*.

**8) Can previously recognized programs submit a nomination for consideration?**

You may submit a nomination if your program is a past Examples of *Excelencia* **Finalist** or **Honorable Mention**. However programs previously recognized as **Examples** cannot be recognized again. We encourage you to include the most recent evidence of effectiveness when writing your profile.

**9) Can programs that work with high school students and college students be nominated?**

Programs that work with high school students as well as college students can be nominated as long as the program's mission is tied to success in higher education and it is connected with an institution of higher education or a community-based organization (CBO)

**10) Are doctoral-level programs considered for nominations?**

Yes. The graduate level category includes master's, first-professional, and doctorate programs and departments.

**11) Is there a limit on the length of my profile?**

Yes, each section of the profile (description, staff, goals, and evidence) has a character limit.

**12) Do the character limits include spaces and punctuation?**

Yes, character limits include letters, punctuation, and spaces. For example the phrase: "The dog runs." has 13 characters.

**13) If I exit the browser mid-way through completing my nomination, will my work be saved?**

No, if you exit the browser your work will not be saved. Once a nomination is submitted you will be redirected to a page thanking you for your nomination, this serves as confirmation that your nomination was received.

**14) Is there a time limit on the submission forms?**

Yes. The system will eventually time out and no progress will be saved. We suggest completing the questions in a separate document then copy and pasting your responses in the forms.

**15) Can I include charts and graphs in my profile submission?**

No. Profiles must be a narrative of your program's success. When charts or graphs are copied into the form they do not properly translate and we are unable to read them. Please summarize data showing success as best you can. Refer to our completion guide for an example of how to do this.

**16) Can I forward charts, graphs, or additional text?**

No, only the information included in the online form will be reviewed. *Excelencia* staff will follow up with you directly should we need additional information

## 17) How will I know if my submission was received?

After submitting the nomination or profile form you should be redirected to a screen thanking you for your submission. You will also receive an email confirming that the form was submitted. If you do not receive a confirmation page or email please resubmit and contact the program manager

For more detailed information regarding the nomination process, the criteria, the review process, as well as other areas of interest, please refer to our completion guide or contact the Program Manager:

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