

Collegiate Purple Star of Indiana (CPSI) Award Upload Checklist

Provided below are instructions and tips for what needs to be uploaded for your institution's CPSI Award Submission. **Please read through this page first** before proceeding to the upload documents checklist starting on page 2.

The institution may not use its own upload portal or other data hosting system such as Drop Box or Google Docs as they are not recognized as secure systems by the Indiana Office of Technology.

Directions

- At this time, **only** upload the requested items on the CPSI Award Upload Checklist (page 2).
 - Refer to the [CPSI Field Guide](#) Standards for suggested documents to upload. Please note, however, that the provision of suggested documents does not guarantee alignment with a given standard.
 - If your institution has other types of supporting documents, provide those under the appropriate standard.
 - Submit relevant documentation for standards that you believe are not applicable to your institution, so they are confirmed and removed from performance scoring.
 - Each standard and corresponding checkbox has its own unique upload(s).
 - It is possible to upload one item to multiple standards to demonstrate the objective has been achieved.
 - Provide information that is current and accurate.

Tips

- **Highlight**, when able, specific information within documents; this will aid the evaluators in quickly determining if your institution is following the standard.
- If possible, for large documents or when highlighting is not practical, upload searchable items.
- Double check all links, prior to uploading, to ensure they are correct and still active.
 - The link should take you to a specific location or document and not a general page.
- Provide documentation only for actions that are occurring/have occurred, not planned or budgeted. For example:
 - A meeting agenda only demonstrates what was planned; providing the meeting minutes demonstrates actions taken.
 - A budget only demonstrates an intention to accomplish an objective; showing a photo of a completed project is one way to demonstrate action.

Naming Convention & Examples

- Start with the associated Standard number; Please keep the document name concise.

Single Upload Item for a Standard

X.X [Add brief document name]	Ex: 1.3 CPL Policy
X.XA [Add brief document name]	Ex: 6.4A CAC Reader
X.X [Add brief document name] (Institution-Wide)	<i>Applies to multiple campuses</i>
X.X [Add brief document name] (Requested)	<i>Future upload request by the evaluation team</i>

Multiple Upload Items for a Single Standard

X.X.1 [Add brief document name]
X.X.2 [Add brief document name]

A checkbox has been provided to assist in tracking progress as documents are uploaded.

CPSI Field Guide Part Two: Award Criteria Submittals

Legend

MAS Military-Affiliated Student

Standard X.X The standard may not be applicable to all institutions, refer to CPSI Field Guide

Standard Number	General Documentation Description
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Category One: Core Requirements

- Standard 1.1 Designated liaison/employee or permanent office/center
- Standard 1.2 Admission application
- Standard 1.3 Credit for Prior Learning (CPL) policy
- Standard 1.4 MAS definition
- Standard 1.5 MAS pathways data gathering system(s)
- Standard 1.6 Institution formal support statement
- Standard 1.7 Host military recognition event

Category Two: Marketing and Communication Strategies

- Standard 2.1 MAS webpage link
- Standard 2.2A Promoting MAS financial assistance opportunities
- Standard 2.2B Utilizing GI Bill Trademark- sample materials (*GI Bill Institutions Only*)
- Standard 2.3 MAS focused communication (at least three months; June-Dec. 2024)

Category Three: Admission and Enrollment

- Standard 3.1** MAS admissions application fee exemption policy
- Standard 3.2** MAS priority admission policy
- Standard 3.3A MAS excused absence/leave policy
- Standard 3.3B Return from absence policy
- Standard 3.4 MAS priority enrollment/course registration policy
- Standard 3.5 Methods for communicating how military credit will be applied
- Standard 3.6 MAS Orientation approach(s) [incoming & transfer students]

Category Four: Financial Support

- Standard 4.1** MAS residential (in-state) tuition rate policy
- Standard 4.2 [No documentation required](#)
- Standard 4.3 Tuition rates
- Standard 4.4 MAS tuition discount policy
- Standard 4.5 MAS delayed payment policy

Category Five: Institution Support Systems

- Standard 5.1 [Not applicable for academic year 2024-2025 \(fiscal year 2025\)](#)
- Standard 5.2 Established group discussing MAS issues (at least once in 2024)
- Standard 5.3 Employee professional development training(s) related to MAS

Category Six: Student Support Services

- Standard 6.1 MAS peer support initiatives
- Standard 6.2 MAS institution support system(s)
- Standard 6.3** MAS special/discounted tutorial rate(s) or practices
- Standard 6.4A** Dedicated computer with a Common Access Card (CAC) reader
- Standard 6.4B** Department of Defense (DoD) licensed software (current version)

Category Seven: Student Engagement

- Standard 7.1A MAS designated social gathering space
- Standard 7.1B Advertising MAS designated social gathering space
- Standard 7.2 Active MAS sanctioned organization/chapter
- Standard 7.3** Designated MAS governing body representative
- Standard 7.4A Military service permanent and visible recognition
- Standard 7.4B If physical space; map/description of location at the institution
- Standard 7.5** Military-affiliated graduates sanctioned alumni subgroup/activities

Category Eight: Career and Community Engagement Opportunities

- Standard 8.1 [Not applicable for academic year 2024-2025 \(fiscal year 2025\)](#)
- Standard 8.2 [Not applicable for academic year 2024-2025 \(fiscal year 2025\)](#)
- Standard 8.3 MAS career coaching services
- Standard 8.4 MAS post graduate employment services

Category Nine: Beyond Expectations (Bonus)

- Standard 9.1A** Number of the institutions current full-time SCO's
- Standard 9.1B** Number of GI Bill students (most recent data reporting)
- Standard 9.2** An institution MAS support initiative (beyond the CPSI Standards)