



SCHOLARSHIP POLICY

Effective Date: July 1, 2010

Revised Date: March 30, 2022

Responsible Office: Financial Aid

Division: Academic Affairs

I. PURPOSE/OBJECTIVE

To establish procedures that will ensure equality in the awarding of Institutional Scholarships (Academic, Donor, Departmental, etc.).

II. STATEMENT OF POLICY

- A. The Scholarship committee is appointed by the President of the University.
- B. The Scholarship Committee shall consist of representatives from various areas across campus
- C. The Scholarship Committee can be modified at any time at the discretion of the President.
- D. The Scholarship Committee Chairperson, shall be elected by the Scholarship Committee and approved by the Associate Vice President for Enrollment Management.
- E. The Director of Financial Aid along with the Associate Vice President for Enrollment Management may make decisions on “Donor Scholarships” listed on the institution’s scholarship [page](#) in the absence of the Scholarship committee, when all applicants meet established criteria of scholarship. Documented decisions made by this group will be reviewed with the committee at the next scheduled meeting.

III. Notification Policy

The official notification of academic scholarships will be distributed to eligible students by the Director of Financial Aid or her/his designee. The Scholarship Committee will confirm student eligibility before the Fall disbursement of each academic year. Eligibility is noted on the institution’s scholarship [page](#). Each department awarding departmental scholarships will establish criteria, and notification is the responsibility of that department. All awards made should be posted in the Banner system by the Director of Financial Aid or an appointee.

IV. Cancellation/Reduction of Scholarships

Students must be notified of any institutional scholarship cancellation or reduction. The Office of Student Financial Aid will notify students of cancellation or reductions

of Athletics, Academic and Donor Scholarships. The responsible department will notify students of cancellation of departmental scholarships.

The cancellation of awards from the Banner system will be made by the Director of Financial Aid or an appointee. Scholarship recipients are not allowed to exceed the financial aid cost of attendance budget. The cost of attendance budget is defined as the maximum amount of financial aid that a student can receive in a given academic year. Awards will be reduced or cancelled to avoid over-awards. If a student is already awarded to his or her cost of attendance budget, the scholarship will replace other financial aid awards. The only award that cannot be altered is a Federal Pell Grant.

V. REVISION/REVISED HISTORY

May 1, 2016- Revision

October 1, 2021 Revision