

## VIRGINIA STATE UNIVERSITY

<b>Section:</b>	Administration and Finance
<b>Procedure Number:</b>	501
<b>Procedure Name:</b>	Award of Scholarships
<b>Applicability:</b>	All Scholarships awarded to students, regardless of source of funds
<b>Effective Date:</b>	April 1, 1998
<b>Review Date:</b>	February 27, 1998 - Supersedes Executive Memorandum Number 92-AA-1, issued on February 14, 1992 and entitled " Policies and Procedures Governing Scholarships and Achievement Grants at Virginia State University"
<b>Revision Date:</b>	September 1, 1999

### I. Purpose

Scholarships are primarily designed to recognize and reward students who have consistently demonstrated high academic achievement through the awarding of monetary grants that do not require repayment.

The University must, when awarding scholarships and other financial aid, comply with various federal regulations that are designed to ensure fairness, equity and responsiveness to individual students. These federal policies, in part, require the University:

- C to coordinate aid from Title IV programs with the University's other federal and non-federal student aid programs.
- C to properly package and effectively use the various types of student assistance (federal, state, institutional, private, etc.); and
- C to ensure that a student's financial aid package does not exceed his or her need.

### II. Procedure

All awarding and communication to students regarding eligibility and award of any scholarship, regardless of the source of funding, will be made only through the Financial Aid Office to ensure (1) compliance with all federal regulations, (2) scholarship awards must meet University criteria or criteria established by donors of the scholarship fund; and (3) aid is most effectively

distributed so as to maximize individual student financial aid packages while not exceeding the student's calculated need.

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A. Scholarship Committees

1. Scholarship Review Committee

The Scholarship Review Committee will provide administrative oversight of the scholarship process to ensure compliance with these procedures.

a. The Scholarship Review Committee will be comprised of the Executive Director of Enrollment Management, who shall serve as Chair, the Director of the Honors Program, the Director of Financial Aid and selected faculty members, as appointed by the Provost.

b. The Scholarship Processing Committee shall inform the Scholarship Review Committee of all decisions to award specific scholarship funds to specific students.

c. The Scholarship Review Committee shall select the student to receive a particular award when the Scholarship Processing Committee or an individual department is unable to distinguish between the credentials of competing students sufficient to make a recommendation or decision.

d. The Scholarship Processing Committee shall submit annual reports for review by the Scholarship Review Committee.

e. The Scholarship Review Committee shall report to the President through the Provost.

2. Scholarship Processing Committee

The Scholarship Processing Committee shall screen applicants for selected scholarships and match specific scholarship funding resources to students meeting the University's criteria for the receipt of scholarships, or criteria established by donors of scholarship funds. This will be the basis for awarding specific scholarships to specific students.

a. In cases where a clear distinction cannot be made between the candidates'

credentials, the relevant information will be forwarded to the Scholarship Review Committee. The Scholarship Review Committee will evaluate this information and award the scholarship in question.

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b. The Processing Committee shall develop and implement procedures that are consistent with the University's policy to guide its selection efforts.

c. The Processing Committee's screening and matching efforts shall be particularly applied but not limited to the selection of Presidential Scholars, Provost Scholars, and University Scholars. In addition, the Processing Committee shall review scholarships awarded by individual departments and take these awards into consideration when determining or adjusting other scholarship awards made.

d. The Processing Committee shall be comprised of the Director of Financial Aid, who shall serve as Chair, Executive Director of Enrollment Management, Director of the Honors Program, Director of Development, University Treasurer and University Cash Manager.

**B. Processing Scholarship Awards**

**1. Student Eligibility**

a. Only those individuals who have applied to the University, been accepted for admission to the University, have submitted all required scholarship application forms and requested materials and meet the minimum scholastic and other requirements specified in the University's published descriptions of these scholarship programs will be considered eligible for any one of the University or department based scholarships, including the Presidential and Provost scholarships. The primary publication listing University scholarships and the requirements for consideration shall be the University publication "Your Guide to Scholarships and Financial Aid." Failure to comply with any one of the above requirements is sufficient basis to exclude a student from consideration when scholarships are awarded.

b. Presidential, Provost and University Scholars must maintain the minimum required cumulative grade point average established for their respective scholarships each semester. However, their eligibility may be extended by the

Scholarship Processing Committee, maintained by the Financial Aid Office, for the Spring semester as a probationary period, should their cumulative grade point average for the Fall Semester drop below the required level.

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c. The University shall require students to signify their acceptance of admittance to the University in order to retain eligibility for the Presidential and Provost Scholars Program. Once a student is informed by the Office of Financial Aid of their qualification for scholarship support under these programs, the student shall be given thirty days to signify acceptance.

d. University scholars are not automatically renewable.

e. The maximum number of ROTC scholars each year is twenty.

f. The maximum number of USDA scholars each year is eight.

**g. Official notification of the final awarding of Presidential, Provost, ROTC, USDA and University scholarships may be communicated only through the University's Office of Financial Aid.**

h. Scholarship funds may be transferred to a student's account only upon their actual enrollment for classes and validation. The student must be enrolled in a minimum of 12 Virginia State University credit hours, and must earn 30 credit hours per academic year. Credit hours earned in the summer session will be retroactively applied to the prior academic year except for new students whose summer session hours will be applied toward the upcoming academic year.

## 2. Documentation Requirements

a. The awarding of an individual scholarship, to an individual student, may be made only after the Office of Financial Aid accumulates and certifies the availability and completeness of appropriate documentation. This documentation should include, but not necessarily be limited to, formal applications for scholarships from all students considered, a listing of all students who were considered for the scholarship being awarded and the criteria by which they were compared, and all supplemental information that might be required of those

applying for the scholarship.

b. Individual scholarship funds for which responsibility is assigned to the individual departments (i.e. Account Managers) must be disbursed in accordance with the stipulated wishes of the original donor or grantor. The selection process must ensure that all potential eligible candidates at the time the scholarship is awarded, are considered, based on documentation requested by the individual PAGE 5

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department from the Office of Financial Aid. Upon the decision to award, documentation supporting the award decision must be submitted to the Office of Financial Aid. The Office of Financial Aid will provide direct consultation on the award process to the Account Managers including date of submission of awardee names to the Office of Financial Aid. If the Scholarship Processing Committee identifies students who meet the criteria for a specific scholarship but have not been recommended by an Account Manager, the Processing Committee Chair will contact the Account Manager for their consideration of the award.

### 3. Notification of Eligibility and Award

a. The responsibility for communicating to a prospective student that they are potentially eligible to receive University scholarship or restricted scholarship support rests fully with the Executive Director of Enrollment Management or, upon the Executive Director's formal delegation, the Director of Admissions. Such communications must include written instructions on how the student can achieve full eligibility (1a), and compete for actual awards.

b. The Executive Director for Enrollment Management, or upon the Executive Director's formal delegation, the Director of the Honors Program, assumes full responsibility for communicating to a prospective student that they are potentially eligible to receive scholarship support as a Presidential or Provost Scholar. Such communications must include written instructions on how the student can achieve full eligibility (1c).

c. The Office of Financial Aid shall formally and expeditiously notify all prospective Presidential and Provost Scholars of their eligibility, or ineligibility, to be awarded scholarships based on the students' submission of required documents (1a). Such notice shall instruct the student on the necessity of accepting admission as a means of retaining eligibility for the Scholars Program and for reserving scholarship support.

d. There is no restriction on who may issue a congratulatory note or letter to students who have been awarded scholarships, including scholarships awarded to Presidential and Provost Scholars. **However, no such congratulatory notes can be issued until the formal award notification is issued by the Office of Financial Aid, which will bear the responsibility of informing the appropriate units of the University community when such award notices are**

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**issued.** Congratulatory letters from the Chairperson of the Scholarship Review Committee and letters from awarding Department Heads are suggested.

#### 4. Periodic Reporting

A formal report must be issued by the Office of Financial Aid midway through the Fall and Spring academic terms of each year listing each individual student within the University who has received scholarships, and the name of the scholarship fund or funds that they received.

#### 5. Establishing New Scholarships

Scholarships beyond those existing at the issuance of this policy, shall either be established by the wishes of donors, as specified in their gift instruments, after such gifts have been accepted under policies established by the Board of Visitors, or upon the approval of the President following his consideration of recommendations received from the Scholarship Review Committee and endorsement by the Provost.

#### 6. Approved Use of Auxiliary Funds

Auxiliary funds can be used for band scholarships, athletic scholarships, as determined by the Athletic Director and in compliance with NCAA regulations, and room and board waivers for scholarship recipients, including but not limited to Presidential, Provost, ROTC and USDA Scholars

### III. Exceptions

Requests for exceptions to this procedure must be presented, in writing, to the President.

APPROVED BY: \_\_\_\_\_

President

Date: \_\_\_\_\_