



Scholarship Award Best Practices

COLLEGE CONTACTS:

- Each College will designate one contact person for the College to receive the award forms
- Distribute the award forms to the appropriate departmental personnel for decision making
- Collect the award forms from the departments
- Verify current award form was used provided by the Scholarship office
- Review the award forms and determine the award criteria was met
- Return forms to departments if criteria was not met
- Send copies of the signed award forms to Scholarship and Advancement offices
- Enforce deadlines

DEPARTMENTS:

- Adhere to new deadline- selections completed by March 15th
- Follow the award criteria when making selection
- Submit the committee's alternate choices to the College contact – to expedite selection process when initial choice is not eligible for the scholarship
- Use the current award form provided from the Scholarship office
- Send unofficial notification to student (see below) and copy the College contact

STANDARDIZED DEPARTMENT UNOFFICIAL AWARD NOTIFICATION:

- A standardized award notification letter will be created for assisting with the department notifications with some guidelines
 - Statement added indicating this is not the official notification – 'you have been recommended for the xxxxx scholarship – depending on funding and eligibility'
 - State exactly what the student will receive per semester (fall, spring), per year

OFFICIAL AWARD NOTIFICATION:

- Scholarship Office will send an official email to the College Contacts in order to inform departments that the awards have been finalized

SCHOLARSHIP CANNOT BE AWARDED:

- If a scholarship cannot be awarded to a qualified student- recommend that it be held until the next award period

COMMON SCHOLARSHIP AWARD CALENDAR:

- Adhere to the common calendar deadlines