

Subject: Scholarships
Policy Number: S20
Date: December 2, 2008
Revised: December 15, 2008

POLICY:

Students are awarded scholarships by the academic year. Freshman applicants may apply only after being accepted as a student by university admissions. Continuing students apply in December. Students must apply in order to be considered for a scholarship.

PROCEDURE:

Upcoming freshmen:

1. The scholarship coordinator sends a letter after acceptance by admissions, which provide instructions to complete the scholarship application online.
2. The scholarship coordinator creates reports of those students who have applied for scholarships.
3. A committee of sequence heads, the director and the scholarship coordinator meet to discuss awards. Scholarships are awarded to students if the scholarship and university criteria are met.
4. Notification letters are sent to all applicants. If awarded a scholarship the recipient must accept by letter.

Continuing students:

1. Students apply online for scholarships from December 1 until January 19.
2. The scholarship coordinator creates reports of those students who have applied for scholarships.
3. A committee of sequence heads, the director and the scholarship coordinator meet to discuss awards. Scholarships are awarded to students if the scholarship and university criteria are met.
4. Notification letters are sent to all applicants. If awarded a scholarship the recipient must accept by letter.