

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 33

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: University Scholarship Program

a. Purpose

To coordinate and administer the awarding of scholarships and awards from private donations in cases where recipients have not been designated by the donors.

b. Composition

- 1 rep - Financial Aid
- 1 rep - Enrollment Services (Chairperson)
- 3 - Faculty
- 1 - Development (non-voting)

c. Responsibilities

- 1) Prepare and maintain a complete list and calendar for all scholarships and awards administered by the USCC.
- 2) Identify and adhere to the eligibility criteria of recipients according to the wishes of the donors.
- 3) The USCC shall act as the review and selection body, or delegate this responsibility to a sub-committee.
 - (a) The USCC can appoint additional members to assist in the review and selection process.
 - (b) The USCC shall determine the appropriate composition of all sub-committees involved in the review and selection process.
 - (c) The USCC will insure that the review and selection process is fair, equitable, and reflects the wishes of the donor.
 - i) Require that application or nomination forms be developed and distributed

for all scholarships and awards.

- ii) Review the selection procedures and operational practices to insure that they are equitable.
- (d) The USCC will assist the subcommittees in developing schedules to complete the review and selection process.
- (e) The responsibilities of the selection body are as follows:
- i) Select a chairperson and secretary.
 - ii) Identify number of members to constitute a quorum.
 - iii) Record and submit minutes of meetings to chairperson of USCC.
 - iv) Identify recipient population and develop an application or nomination form.
 - v) Develop written procedures that will be used in the review and selection of the recipient.
 - vi) Conclude the review and selection process in a timely manner.
 - vii) Notify students, in writing, of decision.
- 4) Inform University Relations and the Development Office of scholarship and award recipients in a timely manner, to insure appropriate publicity, receipt, and follow-up efforts with the contributors.

d. Appeal

The USCC will act as an appeal body to deal with concerns and issues raised about the awarding of scholarships and submit its recommendation to the Executive Director of Marketing and Communications.