Background: Many college and departmental units award scholarships to students using institutional funds. To ensure fairness and equity in the awarding process, the college’s/department’s process must be documented.

Policy: Units that award scholarships to students using university/departmental funds must document and follow their process including the criteria for the award. Award documentation must include the application and selection process, how students are notified of the opportunity, and a procedure for formal notification to the awarded student regarding the terms and conditions of the award.

Each Vice-Presidential area is responsible for assuring that units reporting to them have the required award documentation and that such documentation is available for audit and financial reporting when requested.

In all circumstances, the total amount of financial aid awarded to any university student from institutional sources may not exceed limits identified under applicable law. Specific information on the process, limitations and procedures for awarding institutional financial aid is available from the Student Financial Aid Office.

Units have 6 months from the effective date of this policy to create and maintain such documentation. Units are required to follow standard university processes for awarding institutional financial aid.

Related links:

Phone Contacts:

Student Financial Aid Office 556-6982