The Division of Student Affairs manages scholarships that are available from numerous sources and students compete for these scholarships through an application process at the department level.

Incoming freshman or transfer students complete an application for Admissions through the Admissions website. This combined application allows incoming applicants to be considered for general USU Scholarships. Continuing students are not eligible for Admissions scholarship.

Continuing students are encouraged to apply through Student Affairs departments as well as their major departments. Most graduate scholarships will be awarded from the prospective student’s department.

Scholarship-granting departments will utilize the AwardSpring web based system to solicit scholarship applications for their respective scholarships. At a minimum, departments will complete the following:

a) Post or otherwise communicate scholarship availability and criteria to students.
b) Ensure students are aware of department application process, deadlines, etc.
c) Use the AwardSpring application that solicits the same information from each student and addresses pertinent criteria for scholarship awarding.
d) Set application deadline to meet departmental needs and university (Scholarship & Financial Aid, Student Business Services) timelines.
e) Monitor application submission as needed.
f) Compile applications and/or student data from applications.
g) Submit applications to department scholarship committee for review/award selection.
h) Document the application process.
2) DEPARTMENTAL SCHOLARSHIP COMMITTEE

The scholarship-granting department will have a designated scholarship committee to assist with the evaluation and selection of their respective scholarship recipients. Each committee will:

- a) Consist of a representative group of people (i.e., faculty, staff, donors where applicable) with interest in the department’s scholarship program.
- b) Coordinate regular and timely communication between the departmental scholarship committee and the Business Services staff to ensure efficient implementation of scholarship awards by the committee chair, or designee.
- c) Review of recipients will be blind and all applicants reviewed by the entire committee.
- d) Convene and deliberate in a timely fashion that allows the department to meet Financial Aid award notifications.
- e) Operate within guidelines that adhere to donor specifications and ensure an overall fair and equitable process in compliance with pertinent rules and regulations.
- f) Understand pertinent rules, the division process, scholarship committee scope and structure and their individual role and responsibilities.
- g) Discuss and/or formally acknowledge potential conflict of interest and confidentiality issues will.
- h) Consider deliberations, recommendations, and applicant information to be confidential and will not be disclosed outside of the committee.
- i) Document award criteria for each scholarship and the respective weight of criteria in the case of multiple criteria.
- j) Document the overall award process to comply with audit and record retention requirements.
- k) Retain the following scholarship data:
  1. Conflict of Interest/Confidentiality Statement from each committee member.
  2. Written procedure for award process.
  3. List of selection committee members.
  4. Donor’s intent and criteria (if applicable).
  5. Number of applications.
  6. Weight or value given each criteria.
  7. Ranked list of applicants.
  8. Justification of decision.
  10. Amount (dollars) for the award period (academic year, semester, etc).
  11. Awards offered.

3) AWARD NOTIFICATIONS

Once the departmental committee has completed its deliberations, the scholarship recipients must be notified of their respective award(s) along with any requirements for acceptance or decline of the award. The approved notification methods include:

- a) AwardSpring
- b) An award letter sent through the U.S. postal service (mailed) to the recipient and/or
- c) An award letter sent electronically through the student’s official USU e-mail account.

Recipients will be given a response deadline that ensures adequate time to either post the scholarship in INB or award a declined scholarship to another applicant.
The award notification letter will include, at a minimum, the following elements:

a) Recipient name and A#  
b) Full name of scholarship  
c) Amount of award  
d) Disbursement schedule (one-time, once at beginning of each semester, monthly, etc)  
e) Award criteria (requirements to receive full award)  
f) Renewal criteria, if applicable to maintain multi-year awards  
g) Deadline for acceptance or decline  
h) Donor contact information if requiring student to send written thank you note  
i) Departmental contact information in event the student has questions

The department will have procedures in place to notify recipients in a timely manner, monitor and document student response (acceptance/decline), and award funds to alternate applicant in event of initial decline.

Recipients of any type of scholarship, corporate sponsorship or any other award from a source other than Utah State must report the award to Financial Aid as soon as possible. An adjustment in the student’s financial aid offer may be needed according to the guidelines of the aid programs currently offered. The student may be required to repay financial assistance already received if they are no longer eligible for those aid programs.

4) POSTING SCHOLARSHIP AWARDS

Once students have been selected for their scholarship, the responsible departmental representative will submit to Business Services the award per recipient utilizing ServiceNow. Business Services personnel will verify documentation, funding and submit award to the Scholarship Office via ServiceNow.

5) SCHOLARSHIP POST-AWARD ADMINISTRATION

Several post-award processes must take place. These include active donor stewardship and monitoring of scholarship accounts, scholarship awards and recipients.

6) ACCOUNT RECONCILIATION

Each department is responsible for maintaining proper departmental fiscal records for all department accounts. The department must regularly reconcile/verify each account and resolve any discrepancies in a timely manner. Scholarship account reconciliation ensures that scholarship funds are readily identified for maximum utilization and disbursed in accordance with all pertinent rules and regulations. Regular reconciliation also provides timely identification and resolution of problems. Guidelines include, but are not limited to:

a) Monthly reconciliation within 30 calendar days of available e-prints.  
b) Verification of appropriateness and accuracy of all transactions recorded in Finance for the given month.  
c) Documentation of outstanding items and actions to correct as needed.
d) Review of outstanding items/problems from previous month to see if they have been resolved; additional documentation of actions to correct if necessary; resolution of outstanding items within 90 days of the end of the month in which the transaction occurred.
e) Documentation (signature and date) of preparer and reviewer.

7) DONOR RELATIONS/STEWARDBSHIP

Each department is encouraged to have mechanisms in place to ensure the following:

a) Donor wishes and instructions are carried out to the fullest extent possible. Care is given to maintain these criteria in considering applicants. In cases where these criteria are difficult or impossible to fulfill, the department will take the necessary steps to make changes so that the funds can be used.

b) Donors are routinely informed about how their funds are being utilized. The department should maintain ongoing communication with donors to assure that they are informed of updates, current awards, etc. The chair of the departmental committee or department director might send an annual letter of thanks to donors whose funds are being used for departmental scholarships.

c) Donors are included in award ceremonies and invited to attend whenever possible. Recipients should be required to attend the events to meet the individual who make scholarship funds available.

d) Donors are recognized as is appropriate at departmental events, in publications, and through regular communications such as webmail or departmental newsletters.

e) Scholarship recipients appropriately thank donors for awards in a timely manner. Students should be required to send written acknowledgement to donors – not a form letter, but a personal note that conveys sincere thanks.

f) Division establishes minimum requirements for award recipients so that each must comply before funds are made available. Non-compliance should result in the loss of the scholarship award.

g) Department must monitor academic progress of student to affirm that no changes have occurred and that student remains in good standing. A proactive approach is likely more productive to assure that students are successful and continuing progress toward a degree.

h) Business Services establishes a monitoring schedule to confirm that all requirements have been met prior to the release of funds to assure donors are appropriately recognized by the recipients. It is important that minimum requirements are monitored and students are held accountable for their part in this process.

8) ELIGIBILITY

Scholarships are designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. While scholarships do not need to be repaid, there may be specific criteria set for the recipient in order to remain eligible for the scholarship funds (i.e. grade point average, major, credits completed, etc.).
Unless specified by the donor (in the Statement of Agreement), all scholarships awarded by a department within the Division of Student Affairs will be to students who meet and maintain the following minimum requirements:

a) Be a first time undergraduate degree-seeking student.

b) Be in “good standing” with the University at the time of disbursement of funds (i.e., not on conduct probation).

c) Meet Scholarship Academic Progress Policy requirements:
   1. Encouraged to enroll for and complete 15 credits per semester.
   2. Maintain a 2.75 cumulative GPA.
   3. Enrolled on Utah State University main campus or RCDE.
   4. Scholarships will be prorated based on enrolled credits.
   5. Students taking less than 9 credits will not receive scholarship.

Special considerations must be submitted to the division Financial Officer to be considered, approved and documented by the Vice President for Student Affairs on a case by case basis. The department is responsible for monitoring their students’ scholarship eligibility for its respective scholarship awards. Business Services will assist where and when appropriate.