

Chancellor's Memorandum

CM-72 – Administration of Institutionally-Funded Scholarship Programs

By: Steve Nelson, MD, Interim Chancellor

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I. PURPOSE

In order to ensure prudent, effective, and ethical use of institutional resources for need-based grants, merit-based scholarships, and special purpose scholarship programs, this policy establishes guidelines for the development, approval, awarding, and monitoring of institutional funds for such purposes. Using scholarships and financial aid, LSU Health Sciences Center at New Orleans (LSUHSCNO) strives to recruit the best possible students with exceptional academic ability, demonstrated leadership skills, unique talents, and diverse perspectives to further the University's mission while serving the needs of Louisiana.

II. DEFINITIONS

1. **Merit-Based Scholarship** – Financial support based on academic achievement or other specified meritorious criteria, which may be awarded on a one-time or renewable basis pursuant to specified criteria.
2. **Special-Purpose Scholarship** – Financial support designed to sustain specific institutional goals related to enrollment and retention as well as programs to assist students committed to specified priority practice and service pursuits.
3. **Need-Based Scholarship (Grant)** – Financial support based on defined criteria established by the institution that includes financial need, usually awarded for a specified enrollment window, which may be re-awarded for continuing enrollment windows if recipient continues to meet specified eligibility criteria.
4. **Externally-Mandated Scholarship** – Financial support using institutional funds established and administered by authorities external to LSUHSCNO such as the Louisiana Legislature or the LSU Board of Supervisors. Such scholarships shall not be subject to the review and approval processes established herein but shall be included in the required annual institutional scholarship report to the LSU President.
5. **Award(s)** – collectively a reference to all institutionally-funded Merit-Based Scholarships, Special-Purpose Scholarships and Need-Based Scholarships (Grant).
6. **Institutional Scholarship Committee** – an LSUHSCNO standing committee appointed by the Chancellor to approve new and revised Awards programs, including but not limited to eligibility criteria for Awards and specified methods for selection of Award recipients from a pool of eligible candidates. To ensure broad representation and diverse perspectives, this Committee shall include the Student Financial Aid Director and Bursar Operations manager, and also shall include one appointee as recommended by each of the Vice Chancellor for Academic Affairs, Vice Chancellor for Administration & Finance, and the Faculty Senate.

III. GENERAL POLICY ON AWARDS

1. All new Awards as well as modifications to any existing Awards must be approved by the Chancellor, pursuant to the procedures established below, before any Award may be made.
2. Awards shall comply with all federal and state laws and regulatory guidelines, including but not limited to those regarding non-discrimination.
3. Awards shall have clearly defined criteria for initial and continuing eligibility, consistent with authorizing documentation.
4. Awards shall have a clearly defined term or duration, consistent with authorizing documentation.
5. Awards may not be made by a single individual based upon their sole discretion.
6. Members of the Institutional Scholarship Committee as well as members of each school's scholarship committee may not participate in any Award decision which involves a member of their immediate family, as defined in the Louisiana Code of Ethics.
7. The Chancellor shall have the authority to commit total Award funding amounts for an upcoming academic year up to an amount not greater than a thirty-three percent (33%) increase from the amount of institutional Awards provided in the current academic year, unless otherwise authorized by the LSU Board of Supervisors for a larger total Award funding amount.
8. This CM-72 applies ONLY to those Awards funded by LSUHSCNO. This policy does not apply to donor-funded scholarships administered under CM-63 or to Externally-Mandated Scholarships except as to the inclusion of those in the required annual reporting of all Awards below.

IV. AWARD DEVELOPMENT, REVIEW & APPROVAL

1. Academic and student affairs administrators and faculty within each school, in consultation with business managers and other relevant parties, may develop written proposals for new or revised Award programs using the template provided in Appendix I, and shall present such proposals to their Dean for preliminary approval.
2. Award proposals must demonstrate that the proposed use of institutional funds will (i) be effective in meeting LSUHSCNO goals and student needs, (ii) establish eligibility criteria, and, (iii) if applicable, define a specific method of selecting individuals from a pool of candidates.
 - a. Merit-Based Scholarship program proposals must clearly define (i) how merit will be determined, (ii) how prospective applicants will be ranked, and (iii) how the program will promote academic excellence. If renewable, these must have defined criteria for retention (usually defined in terms of GPA and academic progression) and specified limits as to maximum number of terms or credit hours covered by the Award.
 - b. Special-Purpose Scholarship program proposals must clearly define the goals of the program and their importance to LSUHSCNO, the students and the state of Louisiana.
 - c. Need-Based Scholarship (Grant) program proposals must define (i) how financial need will be evaluated and ranked, (ii) how the program will optimize access by eligible students to LSUHSCNO academic programs, and (iii) how to best make LSUHSCNO a viable choice for qualified needy students. Such programs must include the analysis of student financial need based on the Free Application for Federal Student Aid (FAFSA) and the LSUHSCNO Cost of Attendance budgets. Financial need may also be a qualification and/or ranking factor for Merit-Based and Special-Purpose scholarships.
3. Proposals for new or revised Awards must designate the scholarship committee or similar administrative body within the school that will select Award recipients.

4. Proposals for new or revised Awards programs must be approved by the Dean of the applicable school, the Institutional Scholarship Committee, and the Chancellor before any Award may be made to a student under that program.

V. INSTITUTIONAL SCHOLARSHIP COMMITTEE OPERATIONS

1. The Institutional Scholarship Committee (ISC) will meet annually, no later than the end of each calendar year, to receive and review Award proposals and to vote by simple majority to recommend approval, revision, or denial of those Award proposals to the Chancellor, who will make the final determination on each proposal.
2. Awards approved according to this process will be eligible for allocation to eligible students in the subsequent academic year according to procedures established by the scholarship committee of each school, which shall each administer all Awards consistent with the guidance of this policy and the Award authorizing documentation.
3. Annually, the ISC also will evaluate the total projected cost of all pending Award proposals to ensure that amount does not exceed the allowable thirty-three percent (33%) year-over-year increase limit for institutional spending on Awards.
4. The ISC will ensure written policies and procedures are developed, approved, and implemented as needed to ensure that:
 - a. Origination documentation which establishes and authorizes all Awards (i) is maintained for the required time periods, and (ii) includes, at a minimum, the eligibility criteria, term of the award, and the Award amount.
 - b. Each School makes efforts to maximize Awards to its eligible students, consistent with available funding.
 - c. Documentation is maintained by each School's scholarship selection committee which demonstrates an unbiased selection process in the evaluation and selection of all Award recipients.

VI. AWARD MONITORING AND REPORTING

1. The ISC will meet annually to review and approve an annual institutional scholarship activity report, prepared by the Offices of the Bursar and Student Financial Aid, and at other times as directed by the Chancellor.
2. This annual institutional scholarship activity report will include, at a minimum, (i) data on the number and cost of each category of Awards as well as Externally-Mandated Scholarships, (ii) a review of the demographics of all Award recipients, and (iii) a description of any newly-approved Awards as well as changes to existing Awards in the prior fiscal/academic year.
3. The ISC will submit this annual institutional scholarship activity report to the Chancellor in sufficient time for his/her review and required submission by August 15 to the LSU President as required by the Rules and Regulations of the LSU Board of Supervisors.

VII. REFERENCES

LSU Board of Supervisors Rules and Regulations Article V, Section 11

Louisiana Code of Ethics: LA RS 42:1101 et. seq