

Chancellor's Memorandum  
CM-63 – Scholarship Policy

**To:** Vice Chancellors, Deans, Administrative Staff, and Department Heads

**From:** LSU Health Sciences Center - New Orleans Chancellor

March 13, 2017

## SCHOLARSHIP POLICY

### I. PURPOSE

To offer guidance to Health Sciences Center personnel regarding their responsibilities for administering scholarship and exemption programs (awards).

### II. DEFINITIONS

**AUTHORIZATION DOCUMENTATION.** Documentation that establishes the rules and criteria for making an award.

**SCHOLARSHIP.** An award which may be a cash award or tuition/fee exemption, granted for academic excellence or on the basis of need or other criteria specified.

**SELECTION COMMITTEE.** The responsible party designated to select students to receive an award based on criteria defined in the originating document for the award.

**TUITION.** A charge to students for instructional services that may be charged per semester.

### III. PROCEDURES

The subsections below provide guidance in accordance with the following:

#### A. Approval by Proper Authorities

Awards funded from institutional sources are approved by the Louisiana Legislature, the Louisiana Board of Regents, the LSU Board of Supervisors, or other designated authorities. Awards from private sources may be approved by the LSU Health Sciences Center Foundation, the LSU Medical Alumni Association, or other private entities.

All awards, regardless of the source of funds, must follow the procedures outlined in this policy statement. All new scholarships, as well as any changes in eligibility criteria, require approval by the Office of Student Financial Aid and must be reported to the Vice Chancellor for Academic Affairs.

#### B. Eligibility Criteria

Eligibility criteria are those standards that each recipient must meet to qualify for a given award. Financial aid applications will be made available to students via materials such as the student catalog and/or HSC/School website. Documentation of financial need may include completion of the Free Application for Federal Student Aid (FAFSA). Award applications will be kept on file within each school for 5 years after a student's last semester of attendance.

### **C. Scholarship Committee**

Award decisions will be made by a scholarship selection committee within each School, appointed by the Dean. The scholarship committee must include the Director of the Office of Student Financial Aid, as well as representatives from various departments within the School. It is recommended that scholarships are awarded by May 1<sup>st</sup> preceding the academic year in which the award will be disbursed.

### **D. Private Donations**

University personnel who seek private donations to fund awards should be aware that there are constraints on how funds may be accepted and used. Every reasonable effort should be made to honor a donor's request for designating an award. Appropriate award restrictions may include academic merit, special talents, financial need, and other characteristics consistent with the university's mission and goals. Donations should not be accepted that are based solely on factors such as age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran's status. A donor may not name recipients nor participate in the selection process.

### **E. Budget Considerations**

Award programs are fiscally managed by various administrative units, as appropriate. Before awards are made it is the responsibility of each awarding authority to ensure adequate funding is available within designated award accounts.

### **F. Disbursement, Delivery, and Coordination with Other Financial Aid**

Student Financial Aid Office personnel post scholarship awards in a process which includes coordination with other aid sources to ensure recipients' total aid remains within applicable student budget and financial need limits. Posted awards are processed to credit to the recipients' Customer Account Record in the Bursar Operations (Cashier's) Office, which disburses any resulting overpayment checks (funds in excess of applicable fee bill balances).