

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: Administration of Scholarships and Exemptions Policy

PURPOSE: This policy statement offers guidance to university personnel for the administration of scholarships and exemptions to students enrolled at LSU Alexandria. The university strives to utilize awards to attract students with exceptional academic ability, leadership skills, unique talents, and diverse perspectives that further the university's mission and strategic goals. These resources are intended to motivate students to reach and maintain their academic goals, and to provide access to education to students.

Public confidence in university stewardship of these resources is achieved when the highest ethical standards of impartiality and fairness are maintained through all stages of processing awards and when internal controls operate effectively. The internal control structures for awards depend heavily on the Scholarship Coordinator's appointment and supervision of the selection committee members. Employees assigned these duties must effectively discharge their responsibilities in accordance with this policy.

DEFINITIONS

Award: cash or an exemption from paying tuition, fees, housing cost, books, and/or other cost incurred as a direct result of attendance at the university given to a student in recognition of their performance or financial status.

Types of Awards:

Scholarship: awards which may be either a cash award and/or a tuition or fees exemption; frequently given for academic excellence but can be awarded on the basis of need or other criteria as specified.

Exemption: an award which allows the university to pay all or some portion of an assessed tuition or fee. The value of an exemption cannot exceed the value of the assessed tuition or fee.

Cash: an award which is given to a student by crediting his or her account at the university. The cash award may be the value of tuition or fees or a fixed amount.

PROCEDURES

With regard to students, this policy shall be administered and enforced by the Division of Finance and Administration, or other University officials as shall be designated by the LSUA Chancellor. Individual students or student organizations violating these regulations may be subject to action by the Division of Finance and Administration.

With regard to faculty and staff, this policy shall be administered and enforced by the Division of Finance and Administration.

The subsections below provide procedural guidance in accordance with the components of the general policy:

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 University designated authorities. Awards made from private sources are approved by the LSUA Foundation, the Generals Athletic Foundation, or other private entities and must follow all university guidelines.

All awards, regardless of the source of funds, must follow the procedures outlined in this policy statement. Proposals for any new award program must be routed through the Office of Financial Aid and Scholarships for approval by the Division of Finance and Administration. The Division of Finance and Administration will submit the final proposal, when necessary, to the Senior Leadership Team. Awards made from sponsored agreements are approved by federal, state, or private sponsors.

B. Documentation of Proper Approvals

In order for an appropriate university account to be established for an award program, all documentation supporting the approved award program must be submitted to the Division of Finance and Administration for routing to the LSU Office of Budget & Planning for unrestricted and auxiliary funds, or to the LSU Office of Accounting Services, Financial Accounting & Reporting staff for endowments and non-sponsored agreement restricted funds. The Office of Budget & Planning or the Office of Accounting Services will submit the newly created award program number (PG) to the LSUA Division of Finance and Administration.

C. Eligibility Criteria

Initial eligibility criteria are those standards that each recipient must meet to initially qualify for an award. Continuing eligibility criteria are those standards that each recipient must meet on a continuing basis to retain the award for subsequent semesters.

E. Selection Committee

Scholarship awarding requires the use of a selection committee unless the process is system automated based on established, defined criteria, leaving it free of biases. The committee must include at least three full-time employees. The Scholarship Coordinator typically serves in an oversight role, which includes appointing and instructing selection committee members and ensuring that established directives are followed. All scholarships must be awarded based on the criteria listed in the originating documentation. The Scholarship Coordinator may serve on the selection committee as one of its members. Documentation of members comprising the selection committee must be kept with the awarding support documents. It is recommended that scholarships are awarded by August 1 preceding the academic year in which the award will be issued.

F. Private Donations

University personnel who seek private donations to fund awards should be aware that there are constraints on how these funds may be accepted and used. Every reasonable effort should be made to honor a donor's request for making an award assuming the requests meets the university and LSUA Foundation requirements.

Appropriate award restrictions may include academic merit, special talents, financial need, athletic performance, and other characteristics consistent with the university's mission and goals. Donations should not be accepted that are based solely on such factors 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 except where applicable as defined by this policy.

University personnel who intend to seek donations for awards should obtain approval of the language for the proposed restrictions from proper university officials or the LSUA Foundation, as applicable.

It is recommended that all donations by private donors that will be used for scholarship purposes should establish a scholarship fund with the LSUA Foundation. In some cases, the university may accept private donations as approved by the Division of Finance and Administration.

G. Budget Considerations

Award programs are administratively and fiscally managed by the Division of Finance and Administration.

The LSUA Foundation shall provide the Scholarship Coordinator with a report of scholarships with expendable balances annually. LSUA will invoice the LSUA Foundation quarterly for LSUA Foundation Scholarships.

Attachment A
Athletic Scholarship Selection Guidelines

- Student Athlete must meet admission requirements set forth by Louisiana State University at Alexandria
- Student Athlete must meet eligibility requirements set forth by the National Association of Intercollegiate Athletics (NAIA)
- Student Athlete must sign a Letter of Intent (LOI) and Scholarship Agreement Form for the specified year of scholarship.
 - o The amount of the award may vary depending upon the availability of funding for the respective sport and other selection criteria. Once the standards are met and upon recommendation of the coach to the Athletic Director, scholarships are presented to the Scholarship Committee for approval. Once approved the scholarship is awarded to the student by the Scholarship Coordinator.
- Selection Criteria
 - o Potential for academic achievement at LSUA
 - o Athletic ability in his/her sport
 - o Personal qualities of character that will enable the student to be a credit to LSUA and the Athletic Department
- Guidelines for renewal, reduction of aid, or termination include:
 - o Graduation
 - o Withdrawal
 - o Transfer
 - o Loss of Eligibility
 - o Discipline
 - o Failure to Enroll
 - o Other
- Awards can be used for the fall, spring, and/or summer terms, including on-line classes. The LSUA Financial Aid Office holds the right to adjust in value or cancel scholarship if recipient is receiving other LSUA scholarships or Title IV Federal Student Aid.

Check the Circumstance(s) that Apply	Strongly Encouraged Documentation (must include dates)
<input type="checkbox"/> Severe illness, medical condition or injury	<input type="checkbox"/> Signed and dated physician statement verifying medical problem(s) experienced, treatment received, clearance to return to school/work; legible copy of accident
<input type="checkbox"/> Death of family member	<input type="checkbox"/> Copy of death certificate and/or dated obituary from newspaper
<input type="checkbox"/> Traumatic life-altering event such as fire, flood, hurricane, etc.	<input type="checkbox"/> Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Other (Please clearly state the circumstance if not listed above): _____	<input type="checkbox"/> Appropriate documentation which will verify the situation

Step 4: Appeal Letter

You must submit a typed and signed letter explaining why you should be granted an appeal. Address each reason(s) selected in Step 2 by answering the questions below. One or more circumstance may apply to your situation. Ex: If your GPA and Hours Earned are below the required minimum standards, answer only the questions pertaining to GPA and Hours Earned. Be thorough and include the circumstances that explain your situation.

GPA: You need to state/answer (A) what the problem was that did not allow you to meet the minimum GPA requirement;

(B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Hours Earned: You need to state/answer (A) what the problem was that did not allow you to meet the required number of hours; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Step 5: Checklist of Completion and Certification of Information


Please check the following to verify you have completed all steps prior to submitting your appeal.

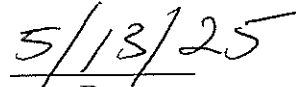
- ☐ I have completed the appeal form by following all steps.
- ☐ I have attached a **typed and signed letter** and all questions in step 4 above have been answered in depth.
- ☐ I have attached documentation to support my appeal.

Faculty Handbook
Louisiana State University at Alexandria

P.S. 282 (continued)

282-11

APPROVED: 
Paul Coreil, Ph.D., Chancellor


Date