

Chancellor's Memorandum

CM-63 – Scholarship Policy

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

From: LSU Health Sciences Center - New Orleans Chancellor

Effective Date: May 12, 2021

This memorandum supersedes CM – 63 dated March 13, 2017

I. PURPOSE

To offer guidance to Louisiana State University Health Sciences Center – New Orleans (“LSUHSC-NO”) 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 parties 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 (funds) may be established from private sources and established by the LSU Health Foundation- New Orleans (“Foundation”), the LSU Medical Alumni Association, or other private entities. Endowed awards will only be established by the Foundation.

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. Awards

Awards are offered through each School, the Office of Student Financial Aid, and the Foundation. Foundation scholarships, in addition to scholarships offered by the various schools of LSUHSC-NO, have specified criteria, and will be reviewed by the respective school's selection committee.

C. 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 through materials, such as, the student catalog and/or LSUHSC-NO/School website. Documentation of financial need requires completion of the Free Application for Federal Student Aid ("FAFSA").

D. Scholarship Committee

Award decisions will be made by a scholarship selection committee within each School, appointed by the Dean, and are subject to final approval by the respective school's 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. The Foundation administers an electronic scholarship application system to ensure applicants within each LSUHSC-NO school meet specific eligibility determination. This system will also assist the scholarship committees in ranking of scholarship candidates. The Foundation will make the final award once it is verified that the selected application meets all required eligibility for the scholarship. It is recommended that scholarships are awarded by May 1st preceding the academic year, in which, the award will be disbursed.

E. Private Donations

LSUHSC-NO personnel who seek private donations to fund awards must coordinate such solicitation with The Foundation as outlined in CM-46. 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 LSUHSC-NO'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. The Foundation will only establish scholarship funds, both endowed and non-endowed with the appropriate legal documentation. Funds establishing scholarship awards must be made payable to The LSU Health Foundation, New Orleans and must come from the individual establishing such a fund. The Foundation will manage and maintain donor funds and agreements.

F. 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. The Foundation manages the scholarship funds for all endowed scholarships from private sources, as well as for established scholarships funded by periodic donor contributions.

G. Disbursement, Delivery, and Coordination with Other Financial Aid

Office of Student Financial Aid personnel post all 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 overpayments (funds in excess of applicable fee bill balances).

H. Utilization Review

The Foundation must submit a report to the Vice Chancellor for Academic Affairs by July 31st of each year detailing the utilization of available scholarship funds administered by the foundation, along with projected utilization for the subsequent academic year. The report should include, but is not limited to: all award account balances, available award amount, amount awarded for the academic year, and the projected award amount for the subsequent academic year. The report must also include explanations of any underutilization or overutilization of specific award funds.

IV. DOCUMENT RETENTION

Award applications and support will be kept on file for five (5) academic years after a student's last semester of attendance.