

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

BCOM Policy: B9550

TOPIC: Scholarship Awards

Approval Date: 11/22/19

Effective Date: 11/22/19

Approved: Signature on File

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POLICY

BCOM shall provide for the coordinated processing, awarding and disbursement of college scholarships, institutional grants and outside scholarship funds managed by BCOM.

RESPONSIBLE OFFICIAL(S):

Vice President of Enrollment Services
Assistant Vice President of Multicultural Inclusion

PROCEDURE:

1. The process of awarding scholarships shall be an interdepartmental process involving the Office of Financial Aid, the Finance Office, the Office of Institutional Advancement and the Scholarship Selection Committee.
2. The BCOM Scholarship Selection Committee shall be responsible for reviewing scholarship applications and recommendations and selecting recipients for college scholarships. The Dean of the College shall approve the members of the Scholarship Selection Committee prior to the beginning of the fall semester.
3. Student eligibility for endowed and current-use-funded scholarships/awards established by private donors shall be determined per the guidelines approved by both the donor and the College.
4. Student eligibility for institutional scholarship/awards established by BCOM shall be determined per the guideline criteria and agreed upon by the administrative unit allocating the funds.
5. The Office of Financial Aid shall maintain a written awarding procedure.
6. BCOM shall have mechanisms for reconciling scholarship accounts and balances and complies with records retention requirements per the College records retention policy.
7. Scholarship policies, procedures and opportunities shall be available on the College website and reviewed annually.

CROSS-REFERENCE:

Policy B2090 Record Retention
Enrollment Services Standard Operating Procedures