

**MAXINE GOODMAN LEVIN COLLEGE OF URBAN AFFAIRS
OFFICE OF STUDENT SERVICES**

SCHOLARSHIP AWARDS

Policies and Procedures

Policies: The policies governing scholarship awards in the Maxine Goodman Levin College of Urban Affairs are predicated upon furthering the goals of recruiting, retaining, and graduating students. As a practice, the scholarship awards must adhere to the guidelines established for each fund. The administration of the awards must be equitable and fair. Eligible students will have an equal opportunity to apply for scholarship funds. In addition, the following rules will apply:

- Scholarship awards will be applied to expenses allowed by the terms of each endowment.
- Students are eligible to receive scholarship support equivalent to two four-credit courses while pursuing one degree.
- Should a student receive an assistantship or a paid internship and scholarship concurrently, he/she will be expected to relinquish one or the other.

The following students are eligible for scholarships:

1. Degree seeking students enrolled in the Levin College of Urban Affairs.
2. Incoming freshmen who meet the criteria.
3. Incoming graduate students who meet the criteria.
4. Full-time and part-time students.

The following students are not eligible for scholarships:

Graduate assistants during the term of the graduate assistantship.

Graduate assistants during the summer of the academic year.

Non-degree students.

Students who are not in good standing.

Application Process:

1. A deadline date for scholarship awards shall be established by the Assoc. Dean for Student Services each term. Students may submit applications at any time, however, they will be considered in accordance with the aforementioned deadline.
2. Application information (degree status, academic standing) will be verified. Students deemed ineligible at this time will be notified and their applications held for future consideration.
3. The following information will be forwarded to the appropriate academic program administrator for an award decision:
 - scholarship applications
 - scholarship dollars available
 - eligibility criteria

4. Recommendations shall be returned to the Assoc. Dean for Student Services for the following verification (if needed):
 - income eligibility
 - updated academic status
 - availability of scholarship funds
5. If financial need is a criterion for the scholarship awarded, the student must submit verification such as the most recent federal tax return, year-to-date pay statement, W-2 form, or other documentation.
6. Students will be officially notified by mail of their scholarship awards. Where applicable, awardees will be advised to send an acknowledgment letter to the benefactor.
7. Notification of the awards shall be sent to the following offices:
 - Levin College Development Office
 - Financial Aid Office
 - Bursar's Office