Scholarships

Policy and Procedure
Policy .............................................................................................................................................. 3
Purpose ............................................................................................................................................. 3
Scope ............................................................................................................................................... 3
Scholarships Procedure ................................................................................................................... 4
Section 1: Scholarship Committee .................................................................................................. 4
Section 2: Application Process and Student Notifications ............................................................. 5
  Scholarship Notification ............................................................................................................. 6
  Donor Acknowledgement ......................................................................................................... 6
  Requests for Financial Support Outside the College of Nursing Scholarship Process ............... 6
Section 3: Scholarship Selection .................................................................................................... 7
  Merit Based Scholarships ........................................................................................................... 7
  Need Based Scholarships ......................................................................................................... 7
  Scholarships with Essay Requirements ...................................................................................... 8
  Sub-Committee Scholarships .................................................................................................... 8
  Reynolds Center for Nursing Excellence Scholarship .............................................................. 8
Revision History ............................................................................................................................. 9
  Updated to remove Communities Foundation of Oklahoma – Accelerated Masters Scholarship and per review per policy ................................................................. 9

Table of Contents
Scholarships
Policy and Procedure

Policy: Scholarships, based on need and ability, will be awarded in a fair and unbiased manner.

Purpose: The Scholarships policy and procedure are intended to:

- Ensure funds donated for scholarships are awarded
- Ensure that funds are awarded based on scholarship criteria
- Ensure fair and unbiased assessment of each applicant and their needs

Scope: Students, Office of Student Affairs
Scholarships Procedure

1. Scholarships are administered by the Scholarship Coordinator in the Office of Students Affairs at the Oklahoma City campus. All scholarships are processed by Students Affairs and prepared for review by the Scholarship Committee. All scholarships are subject to the availability of funds, may be awarded on a first-come basis, and may be subject to change. Any questions or comments regarding scholarships may be directed to the Office of Student Affairs in Oklahoma City.

2. The OU Foundation, Inc. holds the majority of the scholarship funds distributed by the College of Nursing and monitors disbursement to ensure scholarships are in line with donor intent. When the college requests money for scholarships, the college must include forms which address scholarship criteria, committee members, publicity and student information. Scholarship requirements are verified prior to disbursement of funds. The OU Foundation, Inc. also holds copies of agreements and paperwork in which the donor has outlined intent. For information on the OU Foundation, Inc. and their scholarship policies, please contact the Director of Development at the College of Nursing.

3. Additional scholarship funds may be held by other entities including the OU Regents and Grants and Contracts.

4. Scholarships that are awarded by outside sources and require the College of Nursing to nominate or recommend students for an award are routed to the External Affairs Committee for review. The Scholarship Coordinator in Student Affairs is the main contact for outside sources and administers these outside scholarships and awards.

5. Please see the College of Nursing website for details on available scholarships and awards.

Section 1: Scholarship Committee

1. The Scholarship Committee is selected by the Dean of the College of Nursing, with recommendations from the Assistant Dean for Student and Alumni Affairs and the Development Officer. Each committee member is asked to serve a term of two academic years. Absence from two committee meetings during a term or a majority of online votes during the academic year will result in removal from the committee. All communication to the Scholarship Committee will be through the Scholarship Coordinator in the Office of Student Affairs.

2. The Committee will have seven to nine voting members including faculty from all campuses/locations and a representative from the Office of Financial Aid. A representative from the Office of Financial Aid is asked to sit in on all committee meetings to assist in distribution of awards and understanding of the financial aid
policies, procedures and available financial aid options for students. Additional members may include College of Nursing staff, HSC campus representatives, College of Nursing alumni or community representatives. Members of the committee will be asked to sign a Confidentiality Agreement related to student records and information that may be revealed during the selection process. Signed Confidentiality Agreements will be held by the Scholarship Coordinator.

3. The Scholarship Committee meetings will be called a minimum of twice per academic year, for fall and spring awards. The Chair of the committee will lead all scholarship meetings.

4. The Assistant Dean for Student and Alumni Affairs will serve as Chair and will be a non-voting member. Other non-voting members will include the College of Nursing development officer and Scholarship Coordinator from the Office of Student Affairs. The OUCN Development Officer is responsible for representing scholarship donors and ensuring that donor intention is followed when scholarships are awarded.

5. The Chair of the Scholarship Committee will be responsible for conducting the meetings and assist the Scholarship Coordinator when needed.

6. The Scholarship Coordinator handles all administrative tasks associated with scholarships including but not limited to: update of the scholarship webpage, student communication, committee communication, scholarship online application, preparation for the committee meetings, and meeting minutes. The Scholarship Coordinator also keeps all records associated with scholarship awards to students.

7. Scholarship Committee member information will not be made available to the public. Any request for this information or communication with the Scholarship Committee must go through the Assistant Dean for Student Affairs.

Section 2: Application Process and Student Notifications

Application Process

1. The Office of Students Affairs will notify current and new incoming students when the scholarship applications are available. Current students are notified by their OUHSC email account and the new incoming students are directed in their admission letter to review the OUCN Orientation website which provides information about the scholarships.

2. Students are asked to complete an online application, allowing them to apply for multiple scholarships at one time. Students are asked for information including contact numbers, program level, campus and professional goals. Some scholarships may require additional information on employment or community service, as well as a reference letter or proof of ancestry. Any requested materials that cannot be submitted online must be sent to the Scholarship Coordinator prior to the deadline or postmarked by the deadline.

3. While each scholarship has its own set of criteria which has been predetermined by the donor, the College of Nursing has established the following eligibility requirements for all nursing scholarships:

4. Applicant must be admitted to one of the College of Nursing programs

5. Applicant must enroll in the term that the scholarship will be awarded

6. Applicant must have a FAFSA on file with the Office of Financial Aid by the application deadline. Individuals who are not eligible for FAFSA completion are encouraged to
contact the Office of Student Affairs. The Assistant Dean for Student and Alumni Affairs will review each request on a case by case basis and determine if the student is eligible to be excused from the FAFSA requirement.

7. Scholarships are awarded during the fall and spring semesters only unless otherwise stated. The deadline for general College of Nursing fall scholarships is July 1 and the deadline for spring scholarships is November 1. At midnight on the day of the deadline the application will no longer be available. Any additional documentation that needs to be submitted will not be accepted if it is not received by the deadline or postmarked the day of the deadline. Scholarships may also require additional information including a letter of recommendation or an interview. Sub-Committee Scholarships and those directed to the External Affairs Committee may have separate application deadlines. These will be communicated directly to the students and on the OUCN Scholarship website.

8. The Scholarship Committee will meet and review the applications that have been received. Each application is reviewed to make sure that the applicants meet the criteria of the scholarship. The committee will then vote on who is awarded scholarships. The Scholarship Committee usually meets within two to three weeks of the application deadline.

9. Scholarships awarded through the College of Nursing are monetary scholarships and are applied to the students’ bursar account. Any overpayment to the students’ bursar account will be refunded to the student. Transfer of scholarship funds to the students’ bursars’ accounts will be requested, by the Scholarship Coordinator, during the first week of each semester after enrollment is verified. Scholarships will not be disbursed to any student who is not enrolled. Funds may also be withdrawn if the student no longer meets the scholarship requirements at the time of disbursement. The funds will be returned to the OU Foundation.

Scholarship Notification
1. All scholarship applicants will be notified by their OUHSC e-mail as to whether they are awarded or not awarded a scholarship for each application that was received by the Office of Student Affairs. All scholarship recipients will also be notified by letter, to their home address, regarding the scholarship received. The Student Affairs Office will post the expected award announcement date on the scholarship page of the website. Students are expected to go to the website, prior to contacting the Scholarship Coordinator. The Scholarship Coordinator will not be available to speak with any parents regarding scholarships for a particular student – the coordinator may only speak with students regarding individuals concerns.

Donor Acknowledgement
1. Scholarship recipients may be asked to provide a thank you note or letter to the scholarship donor. The card or letter will be directed to the College of Nursing Development Office. All acknowledgements will be forwarded to the donor by the Director of Development.

Requests for Financial Support Outside the College of Nursing Scholarship Process
1. Students who experience extreme financial difficulties, that may keep them from continuing in the nursing program, will be asked to contact the OUHSC Office of
Financial Aid. Students will speak with a counselor about their situation and possibilities for increased financial aid.

2. Following their meeting with the Office of Financial Aid, the student may contact the Office of Student Affairs to discuss funding outside of the normal scholarship period. Students will be asked to submit a Request for Financial Support application to the Scholarship Coordinator. Requests will be reviewed by the Assistant Dean for Student Affairs and members of the Scholarship Committee may be consulted if additional discussion is needed. Funds may be awarded pending availability and final approval by the Dean of the College of Nursing or a designee. Student need, academic standing and previous OUCN scholarship applications will be reviewed.

3. Emergency funding preference will be given to students who face the possibility of leaving the nursing program due to lack of funds for tuition, fees and other academic needs.

4. Requests for Financial Support may not exceed $1,500.00 per semester.

Section 3: Scholarship Selection

1. Scholarship recipients are chosen based on donor wishes and scholarship intent. Students are considered ineligible for all College of Nursing scholarships if they have not completed the Free Application for Federal Student Aid (FASFA) or they have not been admitted to the University of Oklahoma College of Nursing. There are additional requirements set forth by the donors for each scholarship which may leave the student ineligible, should those specific requirements not be met.

2. After all applications have been received, the Scholarship Coordinator in the Student Affairs Office will compile information sheets with applicant information for each available scholarship. Information sheets should include only the necessary information to award the scholarship. Names and other identifying information shall be excluded to maintain student confidentiality. All spreadsheets will show both eligible and ineligible applicants, as well as reasoning as to why an applicant has been determined as ineligible. If scholarships have previously been awarded to the student, this information will also be provided and considered when making additional scholarship decisions.

3. Per the OU Foundation, Inc., scholarship donors may be involved in scholarship selection processes, but may not be the majority vote on the award decision.

Merit Based Scholarships

1. Merit based scholarships are awarded on the basis of academic achievement. Financial need will not be considered when awarding these scholarships. Scholarships will be considered by cumulative grade point average, unless otherwise specified by the donor. Scholarships will be awarded beginning with the highest grade point average first, taking into account other requirements of the scholarship.

Need Based Scholarships

1. All applicants are asked to complete the Free Application for Federal Student Aid (FASFA). Student Affairs will verify completion with the Office of Financial Aid. The Office of Financial Aid will provide a list to the College of Nursing including all the students who demonstrate need based on their completed FASFA. Once this information
is obtained, students who demonstrate need will be ranked by grade point average for each scholarship. Awards will be given based on grade point average once financial need has been established, also taking other scholarship requirements into account.

**Scholarships with Essay Requirements**

1. College of Nursing Scholarships that have essay requirements will be reviewed by the Director of Development to ensure donor intent before being submitted to the Scholarship Committee for review. The committee will be allowed sufficient time to review and recommend their top choice for the scholarship.

**Sub-Committee Scholarships**

1. Certain scholarships may require a specialized sub-committee to make initial recommendations for ultimate approval by the College of Nursing Scholarship Committee. These instances will be determined by the scholarship intent or donor recommendation.
2. All instances in which a sub-committee is requested for scholarship decisions must be approved by the Dean of the College of Nursing and the Assistant Dean for Student and Alumni Affairs. Clear procedures, including sub-committee members, application processes, and scholarship requirements, must be submitted to the Assistant Dean for Student and Alumni Affairs and arranged with the Scholarship Coordinator.
3. Scholarships must still follow all College of Nursing Scholarship procedures including use of the online application and final approval by the scholarship committee. All recommendations must be submitted to the Scholarship Coordinator, including a list of all applicants (both selected and not selected).
4. The information presented must display a clear explanation to the committee to help understand why recipients were chosen over the other applicants. Please allow the Scholarship Committee five business days to make a decision and report back to the sub-committee.

**Reynolds Center for Nursing Excellence Scholarship**

1. This scholarship is funded by the Donald W. Reynolds Foundation and supports full time PhD education for nurses committed to careers in academic geriatric nursing.
2. The Reynolds Scholars are required to enroll full-time, focus research and dissertation in an area within the Center’s community-based aging in place focus, and work in an academic faculty position in baccalaureate or graduate nursing programs within the state of Oklahoma for two years upon graduation.
3. Scholars will design and implement a tailored professional development plan, to be completed during the two year award, which supports development of new competencies and enhanced effectiveness as an academic leader.
4. The specific nature of this scholarship and the reporting requirements of the DWR Foundation, requires a committee that is knowledgeable about the PhD program and the Reynolds Center objective and goals.
5. This committee will make the scholarship decisions based on an application and interview. Recommendations will be submitted to the college Scholarship Committee for final approval.
### Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>06/25/2010</td>
<td>Initial Release</td>
<td>Heath Burge</td>
<td>Dean</td>
</tr>
<tr>
<td>2.0</td>
<td>06/25/2010</td>
<td>Inserted into Policy and Procedure Standard format</td>
<td>Heath Burge</td>
<td>Dean</td>
</tr>
<tr>
<td>3.0</td>
<td>10/8/2013</td>
<td>Updated to remove Communities Foundation of Oklahoma – Accelerated Masters Scholarship and per review per policy.</td>
<td>Heath Burge</td>
<td>Dean</td>
</tr>
</tbody>
</table>