# Standard Operating Procedure

##  Purpose

To have a written scholarship policy manual to ensure all College of Engineering scholarship policies and practices are clearly documented.

## Items Needed

* Authorization Form
* Forms are available on Box
* Date services are requested
* Foundation fund number
* Item Type Number
* Student First and Last Name
* Student NUID number

## Procedure

1. **New Student Scholarship Awarding Procedures:**
	1. Upon admission to the University of Nebraska-Lincoln, all students are automatically considered for university-based scholarships for their enrollment term.
		1. If a student is awarded a university-based scholarship, they are notified about their award and how to accept it within two weeks of their acceptance.
			1. All new students who are awarded a university-based scholarship can accept or decline the scholarship via their account in MyRed.
				1. If no action is taken by the student to accept or decline the scholarship by May 1, the scholarship offer is withdrawn.
		2. If a student does not receive a university-based scholarship, he/she can submit new information (updated test scores/transcripts) to the Office of Admissions to receive further consideration by January 15 of each year.
	2. In October and February of each year, the Office of Scholarships and Financial Aid sends a list of all admitted students, to include their university-based scholarship awards, to the College of Engineering Dean’s Office for further consideration for their enrollment term.
	3. The College of Engineering Dean’s Office considers scholarship awards and amounts for all college-based scholarships.
		1. The College of Engineering Dean’s Office fills out recommendation forms for each student, and forwards the information to the College of Engineering Business Office for award processing and record retention.
		2. For each award recipient, the College of Engineering Dean’s Office sends each award recipient a letter with the scholarship award offer, eligibility criteria, and how to accept or decline it.
			1. All new students who are awarded a college-based scholarship can accept or decline the scholarship via their account in MyRed.
				1. All new students can accept or decline their scholarship by May 1 of each year.
				2. If no action is taken by the student to accept or decline the scholarship by May 1, the scholarship offer is withdrawn.
			2. If a student does not receive a college-based scholarship, he/she can submit new information (updated test scores/transcripts) to the Office of Admissions to receive further consideration by January 15 of each year.
	4. In February of each year, the College of Engineering Dean’s Office forwards a list of qualified students to each academic department chairs for department award consideration.
		1. Each academic department retains their own process and communication guidelines for awarding new student scholarships.
			1. Once department-based scholarships are determined by the academic department, all academic departments will send copies of each scholarship recommendation forms to the College of Engineering Business Office for record retention.
2. **Current Student Scholarship Awarding Procedures:**
	1. Beginning in November, students can apply for any university-based scholarships for the following fall term by submitting the UNL current student scholarship application on MyRED by February 1 of each year.
		1. The Office of Scholarships and Financial Aid will award students if they meet criteria for specific university—based current student scholarships
		2. College of Engineering academic departments can choose use this application to consider students for department-based scholarships.
	2. College of Engineering academic departments determine process for their own scholarship promotion, application, deadlines, review, and selection process for their department-based awards.
		1. All academic departments will adhere to the acceptance guideline policy when communicating awards to students.
		2. Once department-based scholarships are determined by the academic department, all academic departments will send copies of each scholarship recommendation forms to the College of Engineering Business Office for record retention.
3. **Scholarship Renewal Procedure**
	1. Once term grades are posted in May of each year, the College of Engineering will request and receive report from the Office of Scholarships and Financial Aid for all college-based scholarship recipients in the College of Engineering.
		1. If the student received a renewable scholarship from the Dean’s Office, the College of Engineering will double-check eligibility requirements to ensure student is still eligible to receive award per the eligibility policy.
			1. If a student is not eligible, the Office of Scholarships and Financial Aid removes the scholarship from the student account.
			2. If a student remains eligible, the College of Engineering Dean’s Office forwards all students to the College of Engineering Business Office for recommendation form processing
				1. The College of Engineering Business office fills out and processes recommendation forms, and retains copies per the record retention policy.
				2. The student does not need to formally accept a renewal award, as it is automatically posted to their account.
	2. Each academic department is responsible for checking renewable award criteria for their own scholarships per the eligibility policy.
		1. Once department-based scholarships are determined by the academic department, all academic departments will send copies of each scholarship recommendation forms to the College of Engineering Business Office for record retention.