

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON SCHOLARSHIPS &amp; FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	<b>July 11, 1995*</b> <i>(*Procedural/Title Update 6/26/14; Title Updates 6/7/12, 2/24/05)</i>
<b>CANCELLATION:</b>	DCI 1626.1C (3/22/88)
<b>CATEGORY:</b>	Student Affairs (SA)

**CHARTER**

**FUNCTION**

The Committee on Scholarships and Financial Assistance will work closely with the College-wide Director of Student Financial Assistance and the College-wide Director of Admissions and Enrollment Services in carrying out assigned committee functions. Specifically, the Committee on Scholarships and Financial Assistance will:

1. Evaluate and validate criteria for all scholarships.
2. Recommend/select recipients for academic and leadership scholarships for enrolled students.
3. Study and develop more effective means of recognizing student achievement in scholarship and leadership for enrolled students.
4. Establish, review, and/or recommend changes to procedures and standards for granting student aid, academic scholarships and awards, when these are not set by law or the donor.
5. Serve as a resource for information on scholarships available at Delgado Community College for enrolled students, and provide input for the College's financial assistance and scholarship programs.
6. Review and recommend recipients selected by the Office of Admissions and Enrollment Services for new student scholarships.
7. Review and approve all outside donor scholarships submitted to any office of Delgado Community College.
8. Review functions of this Committee for recommendations to the Executive Dean, West Bank Campus annually.

## **MEMBERSHIP**

The Committee on Scholarships and Financial Assistance will be appointed by the Chancellor and will be composed of representatives from each campus and site.

The Executive Dean, West Bank Campus, who oversees the Office of Student Financial Assistance for the College; the Director of Student Financial Assistance; the Director of Student Life or designee; the Director of Admissions and Enrollment Services; and the Controller will serve as ex-officio members.

## **TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Executive Dean, West Bank Campus, appoints the Chair.

## **MEETINGS**

The Executive Dean, West Bank Campus directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings are called by the Chair as required to accomplish the responsibilities of the Committee.

## **REPORTS**

The Chair of the Committee will prepare and submit the [required report forms](#), according to the timeline published in the yearly *Operational Guidelines* [Yearly Committee Report Calendar](#), documenting the progress of the committee, with copies to the committee members.

## **CANCELLATION**

This policy and procedures memorandum cancels DCI 1626.1C, *Charter: Committee on Scholarships and Financial Assistance*, dated March 22, 1988.

### *Attachments:*

[Committee Standard Forms](#)

### *Review Process:*

Student Affairs Council 6/27/94

Executive Council 7/11/95

Vice Chancellor for Learning and Student Development Approval - Title Updates 2/24/05

Vice Chancellor for Student Affairs Approval - Title Updates 6/7/12

Executive Dean, West Bank Campus Approved - Procedural/Title Updates 6/26/14

### *Distribution:*

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