

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Scholarship Committee		SOP #: ES.002.07
Effective Date	11.21.19	
Last Revision/Review	08.18.2025	

1. Purpose

This procedure defines the composition of the Scholarship Committee and their work.

The BCOM Scholarship Committee is responsible for:

- Reviewing eligible scholarship applications and making recommendations for final approval, based on the criteria of the award
- Making recommendations for revision to scholarship policies and procedures that enhance the scholarship selection process

2. Related Policy/Authority

Burrell Scholarship Policy B9550

3. Faculty/Staff Responsibilities

Chair of Scholarship Committee to ensure procedure is followed.

4. Definitions/Abbreviations

OFA: Office of Financial Aid

COE DH: Southwest Foundation for Osteopathic Education and Research dba Coalition for Osteopathic Excellence Executive Director.

ES DH: Enrollment Services Department Head

5. Procedural Steps

1. The Scholarship Committee will be approved by the Dean and President prior to the start of the fall semester.

Composition:

- Chair – ES DH or another as designated by the President
 - At least 2 Faculty (1 basic science, 1 clinical)
 - 1 Admissions Representative
 - 1 Student Affairs Representative
 - 1 Financial Aid Representative (non-voting member)
 - 1 Member from the COE Board
2. All Committee members must immediately disclose all actual and/or perceived conflicts of interest in the scholarship selection process. All committee members are required to fill out an annual conflict of interest (COI) disclosure form which will remain on file and be held by the Committee's Chair.
 - a. When a COI is disclosed, the Chair will confer with the President, and, at the discretion of the President, recuse and find a suitable replacement.

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3. The Scholarship Committee will meet after application deadlines that are consistent with the award cycle.
4. The OFA will send a list of each scholarship's eligibility requirements to the Scholarship Committee.
5. The Scholarship Committee will be provided eligible applications for each scholarship by the OFA to review.
6. The Scholarship Committee will review eligible applicant applications and recommend scholarship recipients and alternates for each scholarship that requires a selection by the College, in accordance with scholarship eligibility requirements. Should a recipient not maintain eligibility from the fall to spring term, the OFA will select an awardee from the list of alternates and process their award for the spring term or decide to preserve funds for an award the following AY
7. The Scholarship Committee will send their recommendations to the COE ED for final approval by the COE Board at their next scheduled meeting.
8. The COED will send final approval notification to the Scholarship Committee Chair who will email a list of recipients approved by the COE Board to the OFA.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

This procedure will be reviewed annually by the Scholarship Committee with input from the Enrollment Services Dept. Head.

8. Signature

Approved by
Enrollment Services Department Head

08.18.2025
Date

9. Distribution List

External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/25/2021	All	Updated to ensure consistency with the scholarship and awarding process standard operating procedure; purpose and composition of the committee; COI disclosure		1/25/2021
2/2/2021	#5	Updated to include the procedural steps that will be taken if/when a conflict of interest is disclosed		
2.17.22	#5	Updated the Award Cycle Timeline to match the timeline provided in SOP.ES.003		2.17.22
2.9.23	#5	Change in title to Chief Diversity Officer		2.9.23
4.17.25	#5.1	Added 1 COE Board Member to the committee membership		4.17.2025
5.16.25	#5.1	Change the Chair to be designated by the President		5.16.25
08.05.2025	#4 & #5	Removed specific dates to allow for calendar changes year by year. Changed chair to ES DH; create a list of alternates to be awarded in spring if recipient does not maintain eligibility.		08.20.2025