

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Scholarship Awarding and Distribution Process</b>		<b>SOP #: ES.003.08</b>
Effective Date	11.21.2019	
Last Revision/Review	3.30.26	

### **1. Purpose**

In administering scholarships, the College adheres to the federal requirements for all scholarship funds to maintain the charitable nature of institutional scholarship programs and ensure compliance with the guidelines and eligibility requirements set forth by governing donor agreements.

### **2. Related Policy/Authority**

34 CFR 673.5(c)

Burrell Policy B9500: Title IV Compliance Policy

Burrell Policy B9550: Scholarship Award Policy

### **3. Faculty/Staff Responsibilities**

COE:

- COE DH will secure and manage new student scholarship support and manage donor stewardship.
- COE DH will finalize donor agreements, inclusive of amendments and extensions, will route for COE acceptance.
- COE Accountant will maintain financial records and provide regular financial reports of all Funded Scholarships. The COE DH is responsible for budgetary oversight of award of funds in accordance with donor agreements.
- COE Accountant will provide a Funded Scholarship Report containing a summary description of the requirements, terms, and budgetary information pertaining to Funded Scholarships to the ES DH and OFA.
- COE DH will distribute completed student thank-you notes to donors.

OFA

- Maintain database of all scholarships and eligibility requirements to include posting on the College website.
- Coordinate the process for awarding scholarship funds which includes management of timeline for application materials and deadlines for submissions in accordance with the Award Cycle, and coordination of the award process.
- Provide the Scholarship Committee with the following information for each scholarship requiring Committee action: eligibility criteria for each award, amount available to be awarded per student and in total, and a list of eligible students.
- Notify students of scholarships when they become available and are open for awarding by COE DH based upon the Award Cycle. Notification includes eligibility and application requirements.
- Award scholarships to individual students on behalf of the College following the process outlined below, process award of scholarship funds in the student information system.
- Provide a report to COE of scholarship recipient information for each scholarship awarded.
- Collect thank-you notes from each awardee to be submitted to the COE DH.

Bursar

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- Will process distribution and posting to student accounts in the student information system. Invoice COE Accountant for transfer of funds awarded.

Scholarship Committee

- Review eligible scholarship applications and make recommendations for approval, based on the criteria of the award.

### **4. Definitions/Abbreviations**

COE: Southwest Foundation for Osteopathic Education and Research dba Coalition for Osteopathic Excellence

COE DH: COE Department Head

ES DH: Enrollment Services Department Head

OFA: Office of Financial Aid

SC: Scholarship Committee

Funded Scholarship: A COE scholarship for which funds have been designated by COE to be awarded during the award cycle.

College Scholarship Agreement Acceptance Form: A College approval routing form required for the establishment of scholarship awards within the College; it will include at minimum the executed approvals of the COE DH, ES DH, College President, and School Dean(s).

Retention scholarship: Awarded to continuing students (all scholarships that are not Recruitment scholarships)

Recruitment scholarship: Awarded to incoming students (all COE general scholarships without award criteria)

Award Cycle:

<b>Award Cycle Event</b>	<b>Fall/Spring New Awards</b>
COE Affirms Donor Intent for Funding	15-Jan
Funding Cut Off Date	1-Mar
Funded Scholarship Report Provided	31-Mar
Scholarship Committee Selection Deadline	30-Apr
COE Award Approval Deadline	31-May
College Award Deadline	1-Jun

### **5. Procedural Steps**

- 1) Process overview: All scholarship awards will be made for a full academic year (FA/SP). . Scholarships awarded to students who either withdraw permanently or temporarily from the College, or who fail to maintain eligibility criteria during the fall term will be re-awarded for the spring term by the OFA from the alternate list approved by the Scholarship Committee. Student applications for scholarships will be received in the month of February for the upcoming academic year. The SC will award both recruitment and retention scholarships during April for the upcoming academic year, subject to final approvals as indicated below, limited to funds available as reported to the SC. All scholarships will be for an amount per student as defined in the COE agreements based on funding as reported by the COE DH.
  
- 2) Detailed procedures:
  - a) Upon receipt of a donor agreement, COE DH will finalize the terms of the scholarship agreement. The specific criteria for awarding the scholarship(s) will be provided to the ES DH.
  - b) COE Accountant will establish a scholarship fund within the COE accounting records following receipt of a fully executed scholarship agreement. No funds may be awarded until this step is complete.
  - c) COE Accountant will provide a Funded Scholarship Report in accordance with the Award Cycle Table.
  - d) For scholarship funds identified as available for the award cycle for the upcoming academic year, OFA will notify potential recipients through approved communication mediums the scholarships that will be awarded. Notification will include name of the scholarship, number of awards, award amount, eligibility criteria, application requirements, and deadlines for submission.
  - e) All scholarships will require an application with established deadlines.
  - f) Vetting of applications will be performed by the OFA based on each scholarships criteria with eligible applications forwarded to the Scholarship Committee for review.
  - g) The Scholarship Committee will review eligible applicant applications submitted from the OFA and recommend scholarship recipients and alternates for each scholarship.
  - h) The Scholarship Committee will send their recommendations to the COE DH who will provide the list to the Chairman of COE for approval in accordance with the timeline provided in the Award Cycle.
  - i) COE DH will send final approval notification to the Chair of Scholarship Committee who will submit the list to the OFA for processing.
  - j) The OFA will email the list of recipients approved by the COE to the Bursar, and COE Accountant.
  - k) The OFA will accept the Committee recommendation on behalf of the College following this review and approval.
  - l) The OFA will notify recipients of their selection and any terms and conditions of accepting the scholarship.
  - m) Once the scholarship recipients have acknowledged the terms and conditions, the OFA will process the award in the Student Information System and image supporting documentation.
  - n) The OFA will provide the Bursar notification of award recipients being processed in the Student Information System.

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- o) The Bursar will invoice the COE Accountant for the amount awarded and notify the OFA when funds are received. The Bursar will receive notification from the Student Information System for disbursement.
- p) The OFA, working on behalf of the COE DH, will notify other departments of the College of the scholarship recipients and eligibility requirements as deemed necessary (Program Director(s), Student Affairs, Clinical Education, Regional Assistant Deans).
- q) The OFA will also collect thank you notes from the awardees. The notes will be provided to the COE DH who will submit them to each donor.
- r) When fall term grades are posted, the OFA will review each scholarship recipient to verify they meet continued eligibility criteria for their scholarship. If they do not meet the criteria, the OFA will notify the student they have lost their scholarship, listing the criteria they no longer meet. The scholarship then will be awarded for the spring term only to the alternate selected by the Scholarship Committee. If no alternate is eligible, the scholarship will not be awarded for the spring term.

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

### **7. Maintenance**

Approved by	3.30.26
Enrollment Services Department Head	Date

### **9. Distribution List**

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1/25/2021	All	Complete revision of SOP including title		1/25/2021
2/26/21	4,5	Update the award cycle table and subsequent dating in section 5. Removed reference to waiver		2/26/21
7/8/2021	5	Updated information about who will email the list of scholarship recipients and who will receive the list.		7/8/2021
11/15/2022	All, 5	Updated SWFOER to read COE; added a line regarding a preliminary report being provided by Dec 1; Bursar notification by OFA regarding CAMS processing		11/15/22
6/12/2023	5	Approval of Dean submitted to COE by the Dean or designee, Changed Approval of COE Board to		6/12/23

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## STANDARD OPERATING PROCEDURES

		Approval by Chairman of Board of COE in accordance with COE.		
08.05.2025	All	Changed timeline to reflect no new awards for spring term, created opportunity for selection committee to choose alternates for each scholarship should the original awardee not maintain eligibility, removed approval of Dean. Committee selections will be sent straight to the COE for approval.		08.05.2025
08.25.2025	All	Update Thank You notes process between COE and OFA		08.25.2025
3.30.26	5	Updated Bursar actions and notification		3.30.26