

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

SCHOLARSHIP CRITERIA DEFINITIONS		SOP #: ES.007.02
Effective Date	3/10/25	
Last Revision/Review	08/25/2025	

1. Purpose

The purpose of these procedures is to provide consistent and clear verbiage to donors seeking to establish scholarships for students enrolling at Burrell College (College). The definitions provided here comply with current compliance regulations and guidance from various agencies and accrediting bodies related to institutional scholarship programs. The criteria also should reflect the mission of the College and its goal of providing physicians dedicated to improving the quality and access to healthcare.

2. Related Policy/Authority

Burrell Policy B9120: Academic Standing

Burrell Policy B9500: Title IV Compliance Policy

Burrell Policy B9550: Scholarship Award Policy

3. Faculty/Staff Responsibilities

COE DH:

- COE DH will work with prospective donors to establish acceptable criteria for each scholarship program.
- COE DH will finalize the donor agreement making sure the desired scholarship criteria meet the definition(s) set forth herein.
- Prior to finalizing any Scholarship Donor Agreement, the COE DH will route the Scholarship Donor Agreement Designation of Purposes and related addenda for review and acceptance by the ED DH making sure the criteria listed on the College Scholarship Agreement Acceptance Form clearly articulate the desired criteria from the donor in line with the definitions herein.

ES DH:

- ES DH will maintain the approved criteria definitions reviewing at least annually guidelines put forth by the entities establishing such items, such as, but not limited to, the Department of Education, Internal Revenue Service, and accrediting bodies.
- ES DH will review each Scholarship Donor Scholarship Agreement Designation of Purposes Section to verify the criteria meet the College's established guidelines herein.

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

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Academic Achievement Metrics: Scholarships may consider the following indicators of academic achievement and set specific targets for awarding:

- Grade Point Average Thresholds – articulated clearly as to their scope, such as science grade point average, overall grade point average, etc.
- Academic Rigor – Classification of coursework that indicates the difficulty of the courses taken (e.g. advanced placement, honors, etc.)
- Standardized Test Scores – we recommend standardized test scores not be used to assign academic achievement.

Financial Need Assessment: Scholarships may consider the following indicators to assess financial need and set specific targets for awarding:

- Free Application for Federal Student Aid (FAFSA) Integration – Use the Student Aid Index to objectively measure a student’s ability to fund their education costs.
- Income Thresholds – Clear family income requirements with specific ranges based on data provided on federal tax forms such as Adjusted Gross Income.
- Cost of Attendance Gap – Use the difference between the federal aid available to a student and the total costs of attendance. The gap can be identified from the student’s FAFSA information.
- Other Obligations – Build into the financial needs assessment to allow students to indicate when there are other financial constraints on their ability to fund their education.

Leadership Components: Scholarships may consider other characteristics that could demonstrate the impact an awardee may have on the institution meeting its mission.

- Extracurricular Activities – Examine the type of involvement required for the specific activity and the impact involvement will have on the student’s possible impact at Burrell College.
- Community Service – Evaluate the sustained commitment the student demonstrated to a particular group or community whether through length of time or number of hours completed.
- Leadership roles – Consider both the formal and informal leadership positions students held in their various activities/groups.

Geographic Considerations: Scholarships can designate that an awardee be from a specific geographic region to target areas from which the College would like to impact as defined by directional area, state lines or other geographic boundaries.

Good academic standing: For initial award to Burrell College students and subsequent renewal of all awards, a recipient must be in good academic standing as determined by Burrell College policy.

Essay questions: Criteria that require a student to articulate a response through extended verbiage can be proposed. The donor should ask the applicant to describe any unique contributions they could make to Burrell College. Or they could ask the applicant to explain how they may contribute to a health school’s ability to graduate physicians who are committed to providing medical services in areas and to populations that are underserved to strengthen healthcare access, health, and wellness.

5. Procedural Steps

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

1. The COE DH will work with the donor to finalize the donor agreement verifying the criteria for awarding a scholarship meet the definitions established by the College.
2. The donor agreement Designation of Purposes Section will be submitted to the ES DH by the COE DH prior to agreement finalization to verify the criteria for the scholarship meet the definitions herein.
3. If the criteria are not compliant, the ES DH will work with the COE DH to revise the criteria to meet Burrell College guidelines and donor goals.
4. If criteria are compliant, the ES DH will notify the COE DH to complete the approval process in accordance with the Scholarship Awarding and Distribution Process SOP#: ES.003.

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

College Scholarship Agreement Acceptance Form

7. Maintenance

The SOP will be reviewed by the Enrollment Services Department Head annually.

8. Signature

Approved by	08.25.2025
Enrollment Services Department Head	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
03/10/2025	All	Establishment of the SOP	New	3/18/2025
08.05.2025	All	Insert correct position names;		8.18.2025
08.25.2025	All	Update specifics regarding scholarship donor agreement processing.		08.25.2025