Scholarship Committee	SOP #: ES.002.04
Effective Date	11.21.19
Last Revision/Review	2.9.23

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 to the Dean 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

SWFOER ED: Southwest Foundation for Osteopathic Education and Research Executive Director.

Award Cycle:

Award Cycle	Award Committee Selection Date	Award College Approval Date	SWFOER Approval Date	Financial Report Date
Fall Term	April 31	June 15	April/May Meeting	March
Spring Term	December 18	January 1	Dec/Jan Meeting	Dec

5. Procedural Steps

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

   Composition:

   Chair – Chief Diversity Officer, or other position as designated by the Dean
   At least 2 Faculty (1 basic science, 1 clinical)
   1 Admissions Representative
   1 Student Affairs Representative
   1 Financial Aid Representative (non-voting member)
   1 Bursar (non-voting member)

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 held by the Committee's Chair.

    a. When a COI is disclosed, the Chair will confer with the Dean, and, at the discretion of the Dean, recuse and find a suitable replacement.

3. The Scholarship Committee will meet as necessary and after application deadlines that are determined by OFA consistent with the award cycle.
4. The Scholarship Committee will receive a list of eligibility requirements for each scholarship to be awarded from the Office of Financial Aid.
5. The Scholarship Committee will be provided all eligible applications for a scholarship by the OFA to review.
6. The Scholarship Committee will review all eligible applicant applications and recommend scholarship recipients for those scholarships that require a selection by the College, in accordance with scholarship eligibility requirements.
7. The Scholarship Committee will send their recommendations to the Dean for approval in which the Dean will send to SWFOER ED for final approval by the SWFOER Board.
8. The SWFOER ED will send final approval notification to the Dean and Scholarship Committee Chair who will email a list of recipients approved by the SWFOER 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 and approval by the Dean.

8. Signature

Approved by	2.9.23
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
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