

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Students

Policy: B9550

TOPIC: Scholarship Awards

Approval Date: 11/22/19

Effective Date: 11/22/19

Approved: \_\_\_\_\_ Signature on File

Page 1 of 1

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**POLICY**

The College shall provide for the coordinated processing, awarding and disbursement of college scholarships, institutional grants and outside scholarship funds managed by the College.

**RESPONSIBLE OFFICIAL(S):**

Office of Financial Aid, Office of Finance, Scholarship Committee

**PROCEDURE:**

1. The process of awarding scholarships shall be an interdepartmental process involving the Office of Financial Aid, the Finance Office, the Office of Institutional Advancement and the Scholarship Committee.
2. The Burrell Scholarship Committee shall be responsible for reviewing scholarship applications and recommendations and selecting recipients for college scholarships. The Dean of the College shall approve the members of the Scholarship Committee prior to the beginning of the fall term.
3. Student eligibility for endowed and current-use-funded scholarships/awards established by private donors shall be determined per the guidelines approved by both the donor and the College.
4. Student eligibility for institutional scholarship/awards established by the College shall be determined per the guideline criteria and agreed upon by the administrative unit allocating the funds.
5. The Office of Financial Aid shall maintain a written awarding procedure.
6. The College shall have mechanisms for reconciling scholarship accounts and balances and complies with records retention requirements per the College records retention policy.
7. Scholarship policies, procedures and opportunities shall be available on the College website and reviewed annually.

**CROSS-REFERENCE:**

Policy B2090 Record Retention

Enrollment Services Standard Operating Procedures