I. Introduction
Several foundation scholarships are awarded at the university level as their criteria are not limited to particular academic units or disciplines. Many of these scholarships reference scholarship award committees in their governing documents (memoranda of agreement, endowment agreements, etc.). To facilitate compliance with donor intent, it has been determined that university scholarship committees shall be appointed annually according to the terms of this procedure. This procedure also institutionalizes the work of the committees and facilitates the flow of information back to the foundation so that awards may be efficiently processed.

Note: This is a foundation procedure and does not apply to scholarships which are awarded from funds provided by entities other than the Georgia State University Foundation.

II. Revision history
Original procedural statement.

III. Definitions
Honors scholarships. This group of scholarships includes Presidential Scholars, Berner Scholars, Goizueta Scholars, the Rice Scholarship in Support of Gerontology and other foundation scholarships designated by the president of the foundation (e.g., foundation scholarships included in the University Academic Merit Scholarships program). This committee may also award non-GSU Foundation scholarships (Netzel, for example).

Keep Hope Alive program (KHA). A group of foundation scholarships designated by the president of the foundation or his or her designee for assisting
students dropped from the HOPE scholarship program but have shown that have the potential to return to HOPE Scholar status.

IV. Persons affected
University staff in the Development Division (Donor Relations in particular) and Undergraduate Studies (the Honors Program, Student Affairs and Student Retention in particular).

V. Roles and responsibilities
Associate provost, academic programs/chief enrollment officer. The associate provost appoints committee members, chairs and staff support persons as defined in this procedure.

Vice president for student affairs. The vice president appoints committee members, chairs and staff support persons as defined in this procedure.

University scholarship coordinator. The coordinator provides overall coordination to university level scholarships. The coordinator provides staff support to the universitywide scholarship committee. The coordinator shall notify the associate provost, academic programs/chief enrollment officer and the vice president for student affairs, normally during the Summer term, that it is time to appoint committees. The coordinator shall provide staff support for the committee appointment and acceptance process. The coordinator shall serve as a resource on the foundation scholarship award process and donor intent as expressed in foundation documents. In consultation with other staff members, the coordinator shall annually review this procedure and make recommendations for changes, if any, to the president of the foundation.

VI. Procedures
A. Committees. Three university level scholarship committees will be appointed annually. The committees are:
   1. Honors scholarship committee
   2. Keep Hope Alive scholarship committee
   3. Universitywide scholarship committee

B. Purview of committees.
   1. Honors scholarship committee – honor scholarships.
   2. Keep Hope Alive scholarship committee – Keep Hope Alive program

C. Universitywide scholarship committee. Purview excludes honors scholarships and the Keep Hope Alive program. Purview includes all other
foundation universitywide scholarships, the Mu Rho Sigma Sorority Scholarship, the Nell Trotter Endowed Scholarship and other foundation scholarships designated by the president of the foundation. Other units of the university may grant award authority to the committee – the Library, for example.

D. **Appointments.** The associate provost, academic affairs/chief enrollment officer shall appoint the Honors scholarships and Keep Hope Alive scholarship committees. The associate provost, academic affairs/chief enrollment officer and the vice president for student affairs shall jointly appoint the universitywide scholarship committee. Committee members shall be notified of their appointments in writing. If agreeing to serve, committee members shall give their acceptances in writing. E-mail is deemed written communication.

E. **Composition.** Each committee shall be composed an odd number of members but no less than three members.

F. **Terms.** Each committee member shall have a term of one academic year and may be reappointed.

G. **Chairs.** Normally the appointing authorities shall designate the chairs of committees.

H. **Staffing.** The associate provost, academic affairs/chief enrollment officer shall designate the staff support person for the honors scholarship and Keep Hope Alive scholarship committees. The university scholarship coordinator shall provide support for the university scholarship committee. Normally, staff support persons shall have no vote in committee proceedings.

I. **Expectations.** Committees shall work collegially in the spirit of university service. Members shall act impartially and comport themselves according to the university code of conduct. Awards shall be made in accordance with donor intentions as documented by memoranda of agreement, endowment agreements or descriptions or similar documents.

J. **Information.** Each committee member shall annually receive a copy of this procedure. Upon request, committee members shall be provided copies of documents governing the award of specific scholarship funds.

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### HELP

#### People to contact

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<th>Campus Location</th>
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</table>
Additional information and resources

Scholarship section of university web site

Foundation Gift Acceptance Policy, Title V, Restrictions on Gifts – see foundation web site.