



Policy Title: AA3036-University Administered Aid Programs

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Financial Aid

Policy Statement

The University administers a number of financial aid programs for the purpose of assisting students with their educational expenses. This policy applies to University-administered scholarships, fellowships, grants, awards, and other similar programs. This policy does not apply to programs which involve employment or the performance of significant services by the recipient.

Definitions

Award – An award is a type of financial aid awarded to a student for the purpose of assisting the student financially to attend the University and supporting their future/continued education. An award is a broad term that includes grants, fellowships, scholarships, and can be a standalone award. The basis for an award can vary widely depending on the purpose of the award. Some criteria for awards are academic merit, performance, grade point average, enrollment, involvement, service requirements, financial need, field of study, test scores, completion of a specific requirement, participating in a specific program, or geographic location of domicile or high school. This list is not exhaustive. Awards should be used to recruit, recognize, or retain a student.

Fellowship – A fellowship is a type of financial aid awarded to a student for the purpose of assisting the student financially to attend the University and supporting their future/continued education within. A fellowship is primarily awarded on the basis of exceptional academic or other achievement (academic merit, performance, grade point average, involvement, service requirements, field of study, test scores, or similar criteria) and meant to recruit and/or recognize a student in a common field of study or purpose.

Grant – A grant is a type of financial aid awarded to a student for the purpose of assisting the student financially to attend the University and supporting their future/continued education. A

grant is primarily awarded on the basis of financial need but may also have other criteria. Grants are meant to recruit and/or retain a student.

Scholarship – A scholarship is a type of financial aid awarded to a student for the purpose of assisting the student financially to attend the University and supporting their future/continued education. A scholarship is primarily awarded on the basis of academic or other achievement (academic merit, performance, grade point average, service requirements, field of study, test scores, or similar criteria) and meant to recruit and/or recognize a student.

University-Administered Aid Program – A University-administered student financial aid program is one for which the University has total control of the process of selecting individual recipients and has financial responsibility for the program, or the responsibility for administration of the program pursuant to an established agreement with wide discretion on how it is administered.

Coordinating Office/Official – An office or official designated to coordinate and manage a University-administered aid program.

Policy

All University-administered aid programs subject to this policy shall have a designated coordinating office or official. In the event a coordinating office or official no longer exists or is vacant, the Vice President or designee for that division assumes responsibility for coordinating the program until a new coordinating office or official is designated.

University-administered aid programs should be created and administered to ensure they complement and further institutional goals.

Roles and Responsibilities

The following responsibilities for administering this policy have been established.

Coordinating Office/Official – The coordinating office or official will:

- 1) Ensure all federal, state, university, program-specific regulations, guidelines, and policies are met;
- 2) Ensure funding source requirements are sufficient to meet expenses;
- 3) Coordinate regular updates and maintenance with the Office of Student Financial Aid and Scholarships;
- 4) Maintain records and justification for the University-administered aid program;
- 5) Provide reports and analysis for the University-administered aid program; and
- 6) Ensure the aid program is administered effectively to achieve the intended purpose.

Office of Student Financial Aid & Scholarships – The Office of Student Financial Aid and Scholarships serves as the central administrator of all University-administered aid programs and will:

- 1) Ensure University-administered aid programs comply with federal, state, and university regulations, guidelines, and policies (program specific requirements are the responsibility of the coordinating office);
- 2) Provide administrative guidance for the creation, maintenance, and execution of University-administered aid programs;
- 3) Ensure all systems are set up and maintained to effectively award University-administered aid programs; and
- 4) Serve as the final authority on questions regarding eligibility and appropriateness of University-administered aid programs.

Office of Financial Planning – The Office of Financial Planning will:

- 1) Coordinate regularly with the coordinating office, Office of Student Financial Aid and Scholarships, and others to ensure funding sources are sufficient for expected expenditures;
- 2) Provide projections for multi-year financial planning; and
- 3) Coordinate budget and financially related reporting for University-administered aid programs.

Chief Financial Officer – The Chief Financial Officer will:

- 1) Meet with the coordinating office, the Office of Student Financial Aid, and others to ensure University-administered aid programs are meeting institutional needs and expectations;
- 2) Collaborate with the coordinating office, the Office of Student Financial Aid and Scholarships, the Vice President for Enrollment Management, and others on significant changes to University-administered aid programs; and
- 3) Communicate significant changes or updates to the President and Provost.

Last Revision Update Log: 05/03/2024