

## College of Education Scholarship

### Policies and Procedures

1. The COE Scholarship Committee meets in January to review the process and prepare any necessary materials and determine available funds.
2. If funds are available, the Office of the Dean will announce any scholarship opportunities to all COE students (graduate and undergraduate).
3. Minimum requirements for awards:
  - a. 3.0 GPA
  - b. Five completed hours of service within Chicago State University
4. Applications are submitted online by the due date of April 15 2020.
5. The Office of the Dean will submit names of applicants to the Office of Financial Aid to determine need.
6. The Scholarship Committee (one chair appointed by the dean and one-two faculty members appointed by the dean) and the dean will meet to make award decisions.
7. The Office of the Dean will submit the decisions of the committee to the OFA to ensure that awards are aligned with the students' need.
8. The Office of Financial Aid will complete the forms and return them to the Office of the Dean.
9. The Office of the Dean will inform the committee members of the final distribution of funds and send award letters to the students with copies to OFA (have to check with OFA if they need this since they will have the forms). Copies will be sent to the Chicago State University Foundation when funds are in the Foundation's purview.
10. It is understood that any funds awarded to students will be considered part of their total grant/loan package not to exceed 'need' as determined by the Office of Financial Aid.

In the event that the College with the assistance of the CSU Foundation can establish a merit scholarship to support outstanding students, the process will be the same, but the application will be different.

*Coe scholarship p&p approved 2020*

SCHOLARSHIP APPLICATION—COLLEGE OF EDUCATION

COMPLETE APPLICATION DUE APRIL 15, 2020

Send to [ehawth20@csu.edu](mailto:ehawth20@csu.edu)

NAME:

STUDENT NUMBER:

PHONE NUMBER:

EMAIL:

#CREDITS COMPLETED BY END OF SPRING SEMESTER: \_\_\_\_\_

Will you be student teaching either in Fall or Spring next year? Yes \_\_\_\_\_. No \_\_\_\_\_

How much support are you requesting? \$ \_\_\_\_\_

Where did you do your volunteer service?

What did you do?

How many hours did you complete?

In the following space, please explain why you need the funds and how you will be using them (do not add any pages):

Please attach the following:

1. Brief letter of recommendation from a faculty member or department chair in the College of Education supporting your financial need.
2. A letter from the individual who supervised your volunteer service identifying the nature of the service and the number of hours completed.
3. Copy of your CSU transcript showing your earned credits and grade point average.