

**Law Center Policy Statement Number:** PS-106LC

**Title/Topic:** Administration of Scholarship, Fellowship, and Fee Exemption Programs

**Effective Date:** March 2, 2009

This policy statement offers guidance to LSU Law Center personnel concerning their responsibilities for administering scholarship, fellowship and fee exemption programs ("awards"). The Law Center strives to utilize awards to attract students with exceptional academic ability, leadership skills, unique talents and other characteristics that further the Law Center's mission and strategic goals. These resources motivate students to strive for reaching and maintaining their academic goals, and help students fund their education without performing a service in return.

Public confidence in Law Center stewardship of these resources is achieved when the highest ethical standards of impartiality and fairness are maintained through all stages of processing awards and when internal controls operate effectively. The internal control structures for awards depend heavily on the Chancellor's appointment and supervision of the selection committee members and independent reconciler. Those assigned these duties must effectively discharge their responsibilities according to these directives. The independent reconciler for the Law Center is the Comptroller/CFO. Monthly reports are generated of awards which are entered into the Office of Student Aid and Scholarships system by the Associate Director of Admissions. These reports are verified independently by the Associate Director of Admissions and Comptroller/CFO.

LSU A&M, through the Office of Undergraduate Admissions and Student Aid, provides support to the Law Center through utilization of its mainframe for the financial aid/scholarship database. LSU A&M is also responsible for administration of the needs-based component of financial aid as well as disbursement of all needs-based and scholarship funds. All scholarship programs (which includes tuition waivers) offered through the Law Center are administered through the Law Center Faculty Scholarship Committee. This Scholarship Committee is comprised of 2-3 full-time faculty members of the Law Center and the Director of Admissions. This committee is appointed by the Chancellor of the Law Center at the beginning of each academic year. A listing of available scholarships offered through the Law Center is listed on the LSU Law Center website. (NOTE: Other scholarships may be available to law students but not issued through the Law Center.) Law students are automatically considered for scholarships issued through the Law Center – no special application is required. For a limited number of scholarships with special requirements, students are required to submit documentation if they meet the requirements for special consideration.

Law Center personnel who seek private donations to fund awards should be aware that there are constraints on how these funds may be accepted and used. Every reasonable effort should be made to honor a donor's request for restricting awards.

Appropriate restrictions may include academic merit, special talents and other characteristics that are consistent with the Law Center's mission and goals. Donations should not be accepted that are based solely on such factors as age, disability, gender, marital status,

national origin, race, religion, sexual orientation, veteran's status and other characteristics that are inconsistent with the constraints of policy and law. A donor also may not name recipients nor participate in the selection process.

Law Center personnel who intend to seek donations for awards should obtain approval of the language for the proposed restrictions from the Chancellor or the LSU Foundation, as applicable.

## **QUESTIONS**

Any questions regarding this policy should be directed to the Vice Chancellor for Business Affairs at (225) 578-8491.

## **TUITION SCHOLARSHIP PROCEDURES (Office of Admissions and Student Records)**

Prior to admitting students in the first-year class, the Chancellor with the assistance of the Vice Chancellor for Business and Financial Affairs of the Law Center determines how many tuition scholarships are available for the next fiscal year.

1. After a student is admitted as a first-year student to the Law Center, the applicant's file is automatically considered for available tuition scholarships. Tuition scholarships are administered through the Faculty Scholarship Committee which is appointed by the Chancellor of the Law Center (2-3 faculty members and Director of Admissions). These scholarships are awarded primarily to outstanding applicants to the Law Center. In some cases, upperclass students may be considered for tuition scholarships.
2. Tuition scholarship recipients are notified of their award by the Chair of the Scholarship Committee. Copies of the following documents are maintained in the Office of Admissions/Records:
  - a. copy of scholarship letter in each student's file
  - b. copy of scholarship letter to Associate Director of Admissions for maintaining permanent scholarship binder in Admissions/Records Office. This binder is used by auditors in verifying scholarship information.
  - c. copy of scholarship letter to Chancellor's Office for permanent Law Center files.
  - d. Freshman Scholarship Recipients ONLY - make notation on outside of applicant's folder indicating which tuition scholarship they received.
3. Update Scholarship Excel File. The independent reconciler (Comptroller/CFO) updates the excel file of all tuition scholarship awards (recipient's name and ID), amounts, account numbers, and criteria for retention. This file is maintained for collection of scholarship data and awards for each academic year.

4. Excel Spreadsheet. Maintained by Admissions Office from data imported from SRR database and data collected from freshman applications. Individual data which may qualify students for particular scholarships must be keyed in. Final copies are distributed to members of the Scholarship Committee.
5. Advanced Billing System (ABS). Each tuition scholarship award must be entered on the ABS system database since the awards are applied to the fee bill of the student. This amount acts as a credit towards a student's tuition for the semester.