
**California State University Dominguez Hills
Policy on Scholarships and Grants**

The University regularly has opportunities to receive funds to encourage and reward students. These funds come from different sources and sometimes contain restrictions on their use. Funds are termed "scholarships" when the primary criterion is performance, and "grants" when the primary criterion is financial need. The acceptance and awarding of scholarship and grant funds shall be in accordance with the mission and goals of California State University Dominguez Hills.

I. Acceptance of Funds

The University shall permit donors to place reasonable conditions upon the award of their funds, providing they do not violate existing regulations. For instance, a scholarship or grant may be restricted to a certain major; to those proposing to enter a certain profession; to those with a particular handicap; or to those participating in a particular sport.

II. Award of Funds

The University Scholarship Committee makes recommendations on University-wide scholarships and grants. Recommendations for recipients of departmental or school scholarships or grants (i.e., theatre scholarship, athletic grants-in-aid) may be made by the appropriate school or department, subject to approval of the Dean of University College*

Announcement of scholarships and grants shall be timely and widespread. At least once every academic year, a list of scholarship and grant opportunities shall be compiled, distributed to the campus community, and made available to applicants.

The information on the list should include:

1. The amount
2. The donor or source
3. The conditions to be met by applicants
4. Application procedures and deadlines
5. Dates of selection and disbursement
6. Application procedures [*sic*]

A. Departmental and School Scholarships and Grants

Schools or departments should submit the criteria to be used to the Dean of University College* through the Director of Student Aid** prior to setting up scholarships or grants. The criteria will be reviewed to determine that it is not in

violation of state or federal requirements.

***Currently, Vice President for Academic Affairs**

****Currently, Director of Financial Aid**

School or departmental committees or officials will select recipients to be recommended based upon the established criteria.

B. University – wide Scholarships and Grants

Unless the conditions of a scholarship specify otherwise, academic scholarship applicants must have a cumulative grade point average of 3.0 or higher and be enrolled at least half-time (weighted units) during the term of the scholarship.

C. Performance Scholarships

Applicants for performance scholarships must have a cumulative grade point average of 2.5 or higher and be enrolled at least half-time (weighted units) during the term of the scholarship.

Grants

Unless the conditions of a grant specify otherwise, grant applicants must have a cumulative grade point average (including work at other institutions) of 2.0 or higher and be enrolled at least half-time during the term of the grant. Primary consideration will be given to student financial need among applicants who meet the basic criteria of the grant.

In cases where the school or department does not wish to recommend recipients, the appropriate Dean may ask the Dean of University College* to assign responsibility for the selection process and recommendation of recipient to the University-wide scholarship committee.

III. Administration of Scholarships and Grants

A. Dean of University College*

The Dean of University College* has overall responsibility for scholarships and financial aid.

The Dean of University College* will be responsible for issuing, each January, a statement of procedures to be used in the administration of scholarships, which will be used for the following academic year.

B. The University Scholarship Committee

The University Scholarship Committee is charged with recommending policy concerning the University-wide scholarship and grant program. Actions of the Committee are in the form of recommendations to the Dean of University College* The Dean of University College* reviews, recommends and forwards them, with comments, to the Vice President Operations** for further consultation, review or action. The Committee also makes recommendations of

*** Current title is Vice President for Academic Affairs**

**** Current title is Vice President , Administration & Finance**

recipients for University-wide scholarships and grants. The membership of the University Scholarship Committee includes a faculty member from each School appointed by the appropriate Dean for staggered two-year terms. The terms begin on September 1. The Director of Student Aid* is ex officio Executive Secretary of the Committee. The Executive Dean for University Relations ** or a designee is ex officio a member of the Committee.

Director of Student Aid*

The Director of Student Aid* receives funds and deposits them with the Director of Business Affairs, and administers the scholarship and grant funds in accordance with University policy and procedures. He/she works with prospective donors in establishing scholarships and grants.

Director of Business Affairs**

The Director of Business Affairs deposits, maintains custody of, and disburses scholarship and grant funds as approved. Some funds may be deposited first with the Foundation.

Executive Dean, University Relations***

The Executive Dean, University Relations shall be consulted, consistent with procedures outlined in the Faculty Handbook, concerning solicitation of funds for scholarships. The Executive Dean is informed by the Student Aid Office of all

scholarships received. University Relations will prepare for the president letters of acknowledgement of all scholarship gifts to the University.

Any restricted student scholarship funds or accounts that drop below \$100 in the account for a period of one year—unless there is reason to do otherwise—will be consolidated into the General Unrestricted Scholarship account of the University. This is to be incorporated into the solicitation acceptance process.

An annual report concerning scholarship matters within the University will be prepared each year by the Scholarship Committee and transmitted to the Dean of University College**** by August 1 for the previous academic year.

IV. Funds Administered by Outside Agencies

The University will accept and disburse scholarship or grant funds for students from outside agencies and will post notices of outside scholarship and grant opportunities.

Agencies may not use the name of California State University Dominguez Hills in connection with their scholarships or grants.

*** Current title is Director of Financial Aid**

**** Current title is Vice President, Administration & Finance**

***** Current title is Vice President, University Advancement**

******Current title is Vice President, Academic Affairs**