CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

<u>SCHOLARSHIP GUIDELINES</u>

These guidelines are designed to best serve our scholarship recipients and to strengthen the administration of scholarship funds for all administrative and academic departments involved in scholarship administration. These guidelines are designed to ensure consistency, objectivity, and transparency in the administration of scholarship funds. These guidelines apply to the University, its colleges, departments, programs, institutes, and centers. The guidelines will also apply to all auxiliaries and recognized clubs, chapters, and organizations (both student and alumni).

Scholarship Master List
The University will compile a master list of all scholarship funds controlled and administered by the campus, including auxiliaries. This master list will be jointly administered by the Financial Aid and Scholarships Department and the CSUN Foundation.

The information to be compiled for each scholarship and available through the master list must include, at a minimum, the following pertinent information for each scholarship:
- The full name of the scholarship
- The name(s) of the campus area and appropriate administrator responsible for administration of each scholarship.
- The funding mechanism for the scholarship
- The methodology for the determination of the amount and number of each scholarship
- The auxiliary in which the funds are on deposit
- The criteria for selection of scholarship recipients

An annual review of this master list will be conducted by the Financial Aid and Scholarship Department, on behalf of the Division of Student Affairs, and by the CSUN Foundation, on behalf of the Division of University Advancement. The annual review will include verification of personnel changes for the appropriate administrators and a review of the funds available and scholarships awarded. This annual review will be documented and provided to the Vice Presidents for Student Affairs and University Advancement.

Scholarship Awards Administration
For each scholarship award, the University will have transparent, consistent, and unbiased written details on the application process, timeline, selection criteria, award restrictions, and disbursement for each scholarship award. For each scholarship award, a written portfolio will be compiled with the following pertinent information related to the administration of the scholarship award:
- The unit, college, department, program, institute, or center for which responsibility of administrative oversight is assigned. The appropriate administrator by title, who will serve as the Fund Manager will also be included.

- A clear method for students to apply for the scholarship award, including when, how, and where each scholarship will be advertised to students.
- The scholarship application details and related deadlines. These details should be clearly defined.
- A documented process, schedule, and composition for convening a scholarship committee.
- Awarding criteria and restrictions and the appropriate process for documenting award decisions.
- The disbursement methodology, including academic term.
- Record retention responsibility and location (see below)

Specific Areas of the Scholarship Process
Criteria for Scholarship Awards

- Scholarships will not have criteria related to protected classes, including race, religion, sexual orientation, national origin, among others. Adherence to Federal and California law and the policies of the Trustees of the California State University and the University is expected.
- Financial need analysis will utilize the Free Application for Federal Student Aid (FAFSA) or the California Dream Application (CADA). The analysis will be under the purview of the Financial Aid and Scholarship Department.
- Scholarships with a financial need criterion that are available to international or undocumented students must have a methodology for assessing financial need comparable to federal need analysis for those students who are not eligible to apply for financial aid using the Free Application for Federal Student Aid (FAFSA) or the California Dream Application (CADA). The scholarship's fund manager or designee is responsible for the creation, maintenance, and documentation of the methodology. The documentation shall be incorporated into the written portfolio for the scholarship.
- Documentation related to the scholarship criteria will clearly delineate, if applicable:
  - ✓ The academic course of study (declared major or minor)
  - ✓ Minimum grade point average (GPA)
  - ✓ Financial need
  - ✓ Academic year of study as stipulated by the number of units completed or by University denotation of class year
  - ✓ At a minimum, the criteria must include whether the student should be either full-time (minimum of twelve units) or part-time (minimum of six (6) units). The criteria may state the minimum number of units required during the scholarship period. Scholarships may not be awarded to non-students of the University.

Scholarship Application Software

- The University, under the direction of the Financial Aid and Scholarships Department, will ensure a scholarship application software is available to the campus as a whole. This software will allow for consistency in the scholarship application process, a single destination by the students for their scholarship applications, and allow for efficiency in the application process (single uploads of financial information and basic demographic

information). It is expected that all campus scholarships will utilize the scholarship application software by **December 2017**.
- Scholarship application software will be accessible by appropriate administrators across campus to ensure the administration and operation of the scholarship process. Members of scholarship committees will have appropriate access to the software application software. Given the confidential nature of the contents, appropriate information security techniques will be implemented and maintained within the software.

Advertisement of Scholarship Awards
- Advertisements of scholarship opportunities should be in an accessible public format with eligibility criteria detailed and deadlines clearly displayed.
- Advertisements should be both in written and electronic formats.
- In addition, the Office of Marketing and Communications will utilize CSUN Media and the campus newspaper to raise awareness about the scholarship software and process each year in January.
- Additional targeted communications can accompany public advertisements.

Scholarship Committees
The objective of the scholarship committee is to identify eligible recipients and, from a pool of applicants, select the best candidate(s) for the scholarship.
- The scholarship record should detail that a scholarship committee must be composed of at least three persons and include the names and titles of the committee members.
    - ✓ An annual review of the composition of scholarship committee members may be required to account for personnel changes.
- It is important to note that scholarship committee members are appointed by the university or auxiliary organization, not a donor.
- No combination of donors or donor advisors (or related persons) directly or indirectly will control the committee.
- A donor and their representatives may not represent a majority of the committee.

Fund Management
It is the responsibility of the fund authority to assure that funds are used for their intended purposes. The CSUN Foundation is delegated by the President of the University for the receipt and stewardship of all gifts and grants to the University, including scholarships, and for ensuring that fund designations are clear and communicated to the fund authority, but it is the fund authority's responsibility to ensure the funds are used in accordance with their designated purpose. If this becomes untenable, they should consult with the CFO of the Foundation.
- The campus (Foundation) should maintain a record of gift funds, gift agreements, and other documents that indicate the intended purpose of the gift including any scholarship distribution preferences.
- Gifts restricted to scholarships will be maintained in separate funds as designated by the Donor. Each academic college and department shall maintain a scholarship fund for the administration of scholarships within the college or department. Policies regarding the

required minimum balances for the creation of a named scholarship fund will be within the purview of the CSUN Foundation.

- Maintenance of each scholarship requires periodic review for outdated policy or provisional requirements to which the campus cannot legally adhere.
  - When criteria become illegal or impractical, potential amendments to donor intentions should be reviewed first with the donor and executed through mutual agreement with the donor, or, if that is not possible, through unilateral amendment if the gift agreement contains the clause allowing the Foundation to do so, or through legal remedies through the California State Attorney General's Office or probate court.
- When scholarship restrictions and criteria exist, the scholarship's written portfolio (see above) should reflect those restrictions so that recipient selection is accurate. Updates should be incorporated in a timely manner.
- The Foundation, in coordination with the Office of Development, will work with donors to keep scholarship criteria as unrestricted as possible.
- For those funds held by other auxiliaries, they should be transferred to the Foundation for management by December 2018.
- The review of fund activity and balances within funds held by the CSUN Foundation will be conducted on an annual basis and shared with the Vice Presidents for University Advancement and Student Affairs. This review will include the reviews from the other auxiliaries.

Record Retention
Records pertaining to the application and awarding of funds for each scholarship paid must be retained.

- Similar to Section 4.2.8 of the Records/Information Retention and Disposition Schedule as referenced in California State University Executive Order 1031, campuses should retain student scholarship records for three (3) years from the end of the award year.
- Multi-year scholarship awards will be retained for three (3) years from the last disbursement.
- It should be documented in the scholarship portfolio which department is responsible for records retention and where they will be stored/accessible.

Scholarship Disbursement
The University has developed written policies and procedures for the authorization and disbursement of funds. Those policies and procedures apply to scholarship funds.

- Scholarships must be disbursed during the appropriate academic term as identified in the scholarship's written portfolio.
- Scholarship disbursements must adhere to the deadlines established by the fund authority and the Financial Aid and Scholarships Department.
- A scholarship check request, signed by the authorized signers for the funds, will be completed and submitted to the fund authority. The request will include the recipient's name, student identification number, the term for which the scholarship is awarded, the

number of units required, the amount of the scholarship, and the name of the scholarship being awarded. The check request form includes a statement wherein the signer acknowledges that the recipient(s) meets the intent of the scholarship agreement. A copy of this form will accompany the funds to the Financial Aid and Scholarship Department.
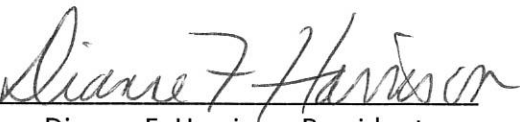
- Scholarship award disbursement requires an authorized signature or signatures as documented by Fund documents at the fund authority. The fund authority is responsible to ensure the actual approved signers, by name not just by title, have approved the request prior to any disbursement.
- The Financial Aid and Scholarship Department is responsible for the coordination of scholarship funds with other aid which may result in changes in financial aid award packages.
- The Financial Aid and Scholarship Department is responsible for the confirmation of financial eligibility at the time of disbursement. Students found to be ineligible may not be disbursed scholarship funds, i.e., non-enrollment, fully funded financial aid package, among others.
- The Financial Aid and Scholarships Department will work with the Office of Student Financial Services in the Division of Administration and Finance for the actual disbursement of scholarship funds.
- Scholarship payments may be subject to taxation due to federal and state law. The Division of Administration and Finance will provide the appropriate tax information, including non-resident alien taxation and 1098-T reporting, to recipients and other interested parties.

Dormant Scholarship Funds

The annual review by each fund authority will identify those funds for which no scholarship has been awarded during the previous twenty-four (24) month period.

- The fund authority and the unit to which administrative oversight has been assigned will review the scholarship documentation and financial records to develop a plan for award and disbursement, which will be submitted to the Financial Aid and Scholarships Department and the Foundation.
- The CSUN Foundation will work with the unit to determine an action plan when criteria or restrictions require modification. CSUN Foundation, as the fund authority, may engage legal counsel, as necessary, to complete the review or modification in these circumstances.

This annual review of dormant funds and the strategies for each fund will be reviewed by the Vice Presidents for Student Affairs and University Advancement, and their review will be documented.

Approved _Dianne F. Harrison_   Date _9/1/16_
Dianne F. Harrison, President