## ANNUAL REPORT STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE

K. Evaluation of the committee

appropriate and satisfictory.

- Date: April 27, 1984 1. To: James LeRoy Smith Chair of the Faculty however, would be helpful. From: William Bloodworth, chair
- Membership of the committee: 11.
  - A. Faculty

- - :

William Bloodworth, English, chair Frances Dudley, Math, vice chair Gay blocker, HPERS, secretary Gene Lanier, Library Sceince William Durham, School of Technology Lauretta Lewis, Allied Health Betty Petteway, Art Richard Shine, Allied Health

B. Ex officio Myra Cain, Academic Affairs Elmer Meyer, Student Life Charles Seeley, Admissions

> John Ebbs, Danforth/Woodrow Wilson representative Robert Boudreaux, Student Financial Aid Ernest Schwarz, Athletic Committee

C. Student Norma Louise Smith

#### III. Committee meetings

September 13 (Petteway, Shine) October 4 (Blocker) November 1 (Lanier, Durham, Lewis, Shine) April 12 (Lanier)

- IV. Reports to the Faculty Senate: None
- V. Additional instructions by the Faculty Senate: none
- VI. Organization, subcommittees, etc.: No applicable.
- VII. Committee accomplishments

A. Routine Business: approval of scholarships

B. Revised "Guidelines for Department, School, or College Scholarships" (attached)

C. Determined the structure, amounts, and criteria for the Lillian Jenkins Scholarship

Senate Resolutions: None VIII.

IX. Proposals and business carried over to next year: none X. Evaluation of the committee

The committee's structure, duties, functions, and personnel all seem appropriate and satisfactory.

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XI. Suggestions for improving the effectiveness of the committee: No specific suggestions are offered. Greater student participation, however, would be helpful.

> Frances Budley, Math, vice chair Gay blocker, HFERS, semretary Game Lamier, Library Sceince Mulliam Dorham, School of Technology Lauretta Lewis, Allied Health Estly Petteway, Art

William Bloodsorth, English, chair

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IV. Reports to the Faculty Sanste: None

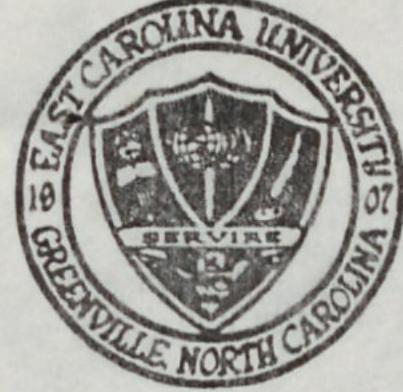
W. Additional instructions by the Faculty Senate: none

M. Onganization, subcommittees, sto.: No applicable.

VII. Consitted accomplishments

A. Routine Susides: approvel of scholarships.

B. Revised "Guidelines for Department, School, or Galier Scholarships" (attached)
C. Determined the structure, ascunts, and eriteria for the Lilian deakins Scholarship
Will. Senate Resolutions: None
IX. Proposits and business carried over to rest year, none



# Department of English

East Carolina University · Greenville, North Carolina 27834 · (919) 757-6041

MEMORANDUM

- All Academic Unit Heads TO:
- William A. Bloodworth, Chair FROM: Student Scholarships, Fellowships and Financial Aid Committee

### SUBJECT: Department, School or College Scholarships

#### November 2, 1983 DATE:

Since the SSFFA Committee serves as the University Appeals Board in all student financial aid matters, I am asking that you keep the Committee informed about all unit scholarships.

In the case of any scholarships offered by your unit, please make sure that the attached guidelines are followed.

Your assistance in this matter will help the Committee to fulfill its basic legal and procedural duties. If your unit has a scholarship committee or committees, please make sure that this information is passed on to the appropriate person(s).

Feel free to contact me if you have any questions concerning scholarship approval.

WAB:vmb

Attachment

#### **English Education** English and American Literature Folklore Writing Journalism Linguistics .

Phat Carolina University is a constituent institution of The University of North Carolina

#### Guidelines for Department, School or College Scholarships

- In general, make sure that all scholarship candidates are treated in a fair and equitable manner in accordance with published criteria. The basic legal responsibility for equality of treatment lies, of course, with the unit awarding the scholarship.
- 2. If students must apply for the scholarship, make sure that the scholarship and its criteria are announced at least 30 days before the application deadline in such a way that all potential candidates may learn of the scholarship.
- 3. Make sure that complete records are kept for the selection process. Student application forms for scholarships are available in the Office of Student Financial Aid. These forms, or some departmental equivalent, must be used for student application.
- 4. If the scholarship is not one for which students apply (e.g., if it is granted solely on the basis of g.p.a. among majors in the unit), make sure that the procedure is indicated in any communication with the SSFFA Committee or the Office of Student Financial Aid.
- 5. Make sure that a letter requesting approval to grant the scholarship be sent to the SSFFA Committee before the award is made known to any candidate. At the same time, send a copy of the letter to Mr. Robert

Boudreaux, Director of Student Financial Aid. The letter must include a statement indicating (1) that unit criteria and fair procedures were followed and (2) that the unit has material on file documenting equality of treatment in the selection process.

Under ordinary circumstances the SSFFA Committee will take up the unit request at the Committee's next meeting. In those cases where there is insufficient time for the Committee as a whole to consider the request, the Director of Student Financial Aid will have authority to approve the request.

Student Scholarships, Fellowships and Financial Aid Committee November 1983

