CLARK ATLANTA UNIVERSITY

Policy 8.10.17: Non-Federal Student Aid Awards & Administration

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1.0 Policy Statement

The Clark Atlanta University (University or CAU) awards academically talented and exceptionally skilled students with a variety of scholarships and awards. These funds assist in student recruitment, retention, and graduation, which are key measures to the University's achievements and sustainability. While scholarships and grants-in-aid do not need to be repaid, the student recipients will have to maintain specific criteria (i.e. grade point average, major, etc.) to remain eligible to receive institutional support. The rules and administrative processes set forth in this policy are subject to change and update, as needed.

2.0 Procedures Narrative

The procedures provide the fundamental process affecting non-federal institutional student aid (scholarship and grant-in-aid) to ensure an overall fair and equitable process exist in compliance with University rules and regulations. Further, the procedures serve as a resource guide to the policy for awarding non-federal student aid (institutional scholarships and grant-in-aid) in all steps of the award process - from identification of scholarship and grant-in-aid funds through the award process to post award activities For purposes of this policy, the term "student aid" refers to non-federal institutional scholarships and athletics grant-in-aid.

The University monitors, awards, and administers institutional student aid primarily through three committee levels. Three levels of committees offer required documented internal procedures that reflect clearly the institutional scholarship and grant-in-aid award process and administration requirements. The committees are: (a) University Student Aid Committee, (2) Academic Council's Committee on Admissions, Student Financial Planning, and Scholarships, and (3) school/department/unit Applicants Evaluation and Selection Committee. Awarding scholarships and awards are made at the school/department, or unit level.

The Office of Scholarships and Awards coordinates with the Office of Student Financial Aid to ensure the effective and efficient administration of institutional policies and full compliance with federal and state regulations, which includes donor requirements.

2.1.0 University Student Aid Committee

Clark Atlanta University designates a University Student Aid Committee (USAC) as an oversight committee in matters related to institutional academic scholarships and athletics grants-in-aid. USAC will monitor the overall process to ensure: (i) student aid awarded met scholarship criteria, donor intent, or intercollegiate athletics requirements; (ii) schools, departments and units awarding student aid maintained appropriate documentation; and (iii) the University used funds optimally, fairly, consistently, and equitably. The USAC's monitoring activities that occur annually, or more frequently, depending on the circumstances presented. All student appeals to institutional scholarships and grant-in-aid awards are reviewed or heard by the Academic Council's Committee on Admissions, Student Financial Planning, and Scholarships for timeliness, fairness, and completeness of those appeals, (see Section 2.17 on Scholarship and Grant-In-Aid Appeal Process).

Specific responsibilities and activities of the University Student Aid Committee include:

1. The encouragement, development, and evaluation of University scholarship and grants-in-aid programs, *(The committee may propose new or recommend changes to existing policies and procedures to the President regarding scholarships and grants-in-aid programs to ensure alignment with the University strategic plan and compliance with*

regulatory agencies.);

2. The frequent review of University's scholarship-and grants-in-aid award practices to ensure (a) compliance with regulatory agencies and University policies, (b) adequate documentation of award processes in the selection of scholarship and grants-in-aid recipients, and (c) adherence with University record retention policy;
3. The intervention between the Scholarships and Awards Office and Schools/ Departments/ Units on matters relating disputes over award amounts, the adherence to award criteria, the compliance with regulations and policies, and the availability of supporting documentation; and
4. The constant review of the timeliness and fairness of the student aid appeal process.

The membership of the USAC includes University administrators and the Executive Vice President, who chairs the committee and coordinates the agendas while presiding over committee meetings. Except for the Director of Scholarships and Awards, all committee members have voting privileges. The Director of Scholarships and Awards serves as Recording Secretary to the University Student Aid Committee.

The members of the University Student Aid Committee include:

Ex Officio Members (voting):

1. Executive Vice President/CFO (Chair)
2. Director of Student Financial Aid
3. Vice President of Student Affairs, or designated representative
4. Executive Director of the Center for Academic and Student Success
5. School Dean Representative from the Council of Deans
6. Dean of the Office of Graduate Studies
7. Associate Vice President, Treasury and Budget
8. Director of Admission and Recruitment
9. Director of Athletics, or designated representative (grants-in-aid)
10. University Registrar
11. Director of Institutional Advancement and University Relations

Ex Officio Members (nonvoting):

Director of Scholarships and Awards *(Recording Secretary)*

USAC will review responses in detail, follow up on any missing information, or indicate whether the department/school's explanatory-information is sufficient. After adequate review and clarification sought, USAC will make final deliberations on recommended scholarship awards.

2.2.0 Academic Council's Committee on Admissions, Student Financial Planning, and Scholarships

The Academic Council's Committee on Admissions, Student Financial Planning, and Scholarships, besides recommending policies for planning, admissions standards and scholarship award programs, is responsible for reviewing and hearing (when requested) appeals for the cancellation or reduction (Athletics) of non-federal institutional student aid. Specifically, the committee serves as the University's appeal body for student non-federal grant-in-aid and scholarship award issues.

The members of the Committee on Admissions, Financial Planning, and Scholarships include:

Ex Officio Members (voting):

1. Executive Director, CASS **(Co-Chair)**
2. Dean of the School of Arts and Sciences (or Designee)
3. Dean of the Office of Graduate Studies (or Designee)
4. Director of Student Financial Aid **(Co-Chair)**
5. University Registrar
6. Director of Scholarships and Awards
7. Director of Admissions
8. Director of Athletics (or Designee)
9. Director of Alumni Relations

Elected Members (voting):

1. Four elected faculty members, one each from the Schools of Arts and Sciences, Business, Education, and Social Work
2. One elected faculty representative from the Faculty Assembly

Ex Officio Members (Nonvoting):

Associate Vice President for Academic Affairs

The Provost's Office will provide assistance (recording secretary), in (i) convening the meeting, (ii) establishing hearing opportunities for appeals from student athletes, (iii) and providing assistance to the co-chairs, as they preside over the meetings of the committee.

See Section 2.17.0 on the Student Aid Appeal Process.

2.3.0 School/Department/Unit Applicants Evaluation and Selection

Scholarship and grant-in-aid awards are made at the schools, departments, or units scholarship committee level, where students can receive student aid from multiple sources. The school, department, or unit must have consistent, fair, and equitable documented processes for the evaluation and selection of respective award recipients. University Student Aid Committee reviews annually the documented procedures and communicates back to appropriate level of the committee on any noted deficiency. The school's, department's or unit's scholarship committee will consist of a representative group of people (i.e., faculty, staff, donors (where applicable) to assist in the evaluation, selection, and recommendation of award recipients. The recommendations are made to the Scholarships and Awards Office for review, final approval, and posting. The deans, departments, or unit heads will communicate regularly and timely to the Awards Office to ensure efficient and effective implementation and posting of student aid awards. Any disputes with the process will be communicated to the University Student Aid Committee for resolution.

The respective school, department, or unit should convene and deliberate their scholarship committee in a timely fashion to meet university scholarship and grants-in-aid award deadlines. Award recipient recommendations must be provided to the Scholarships and Awards Office by May 1st for the fall semester, November 1st for the spring semester, and April 1st for the summer sessions in order to ensure student eligibility and posting. Schools/departments/units must operate within respective guidelines that adhere to donor intent and criteria, ensure an overall fair and equitable process, and operate within compliance of pertinent rules and regulations. The schools/departments/units must submit at least annually to the Office of Institutional Advancement and Office of Scholarships and Awards a written report on how the donor funds were used, which

will include the scholarships recipients' information (e.g. name, grade point average, major, classification, and amount received).

The school, department or unit must document selection criteria for each scholarship with respective weighted criteria, in the case of multiple criteria. The overall evaluation and selection process must be documented to comply with record retention requirements. The school, department, or unit will set general operational guidelines that include retention of the following scholarship data for a period of three years from the time of award:

1. Donor's intent and criteria (permanent file)
2. Number of applications
3. Weight or value given each criteria
4. Ranked list of applicants
5. Amount (dollars) for the award period (academic year, semester, etc.)
6. Awards accepted
7. List of School/Department evaluation and selection members

2.4.0 University Scholarships & Awards Administration

Clark Atlanta University awards scholarships and grants-in aid to assist students with the costs of their education. While scholarships and grants-in-aid do not need to be repaid, the recipients must meet specific criteria (i.e. grade point average, major, class attendance) to remain eligible to receive the awards. As such, the Office of Scholarships and Awards is responsible for maximizing available scholarship and award funds and actively monitoring the use of the funds to ensure efficient and effective administration of awards.

2.4.1Scholarships and Awards Office

The University's Office of Scholarships and Awards is the central point of coordination for awarding scholarships and grants-in-aid. The office oversees awards, provides information and coordination with schools, departments, and units, and forwards student financial award notifications to recipients (with the exception of Athletics Grants-In-Aid). The Athletics Department sends their own notification of awards to student athletes. The Scholarships and Awards Office also sends notifications of scholarship award cancellations and coordinates appeals when recipients do not meet scholarship criteria and awards are reduced. Student appeals are reviewed and/or heard by the Academic Council's Committee on Admissions, Student Financial Planning, and Scholarships.

The Office of Scholarships and Awards will provide all Schools/Departments/Units with a listing of students who are eligible for *Institutional Scholarships and Grant-In-Aid*. Schools/Departments/Units will have *seven (7) business days* to identify award recipients and submit the completed *Schedule of Initial and Modified Scholarships and Grants-in-Aid Roster* (*See Appendix D*) to the Budget Office (Unrestricted Aid) or the Office of Grants and Contracts Accounting (Restricted Aid). The *University Scholarship Committee* will confirm award amounts and provide Schools/Departments/Units with a final roster following posting awards to students' accounts. Unrestricted aid is applied toward tuition costs first. The Office of Scholarships and Awards will reconcile awards each semester following the end of the academic Add/Drop Period.

The Scholarships and Awards Office will also:

- Manages the scholarship application process
- Maintains scholarship and award information including criteria for awards on the CAU website,
- Collects and disseminates scholarship information/applications to the Schools/Departments/Units
- Communicates scholarship award criteria to the ***University Student Aid*** and the Schools/Departments/Units
- Monitors and reports scholarship information to the ***University Student Aid Committee***
- Posts and adjusts scholarships and awards and submits final rosters (*See Appendix D*) to the ***Budget Office and Grants and Contracts Accounting Office*** at the end of each academic term
- Verifies that scholarships awards meet the criteria established by donors
- Maintains records of ***Conflict of Interest and Confidentiality Statements*** by members of the University Scholarship Committee and School/Department/Units Scholarship and Award Committees.
- Coordinates and collects recipients' letters of appreciation to donors and forwards them to the ***Office of Institutional Advancement and University Relations***
- Coordinates with the ***Office of Student Financial Aid*** and ***Student Accounts Receivable*** regarding disbursements of scholarship awards.

The office is located:

Physical Location
2nd. Floor, Room 211 of the Haven Warren Building (map on website)
223 James P. Brawley Drive, S.W.
Phone: (404) 880-6378, Fax: (404) 880-8070

Mailing Address
Clark Atlanta University
Scholarships and Awards
Student Financial Aid Office
211 Haven-Warren Building
223 James P. Brawley Drive, S.W.
Atlanta, Georgia 30314

(Note: The scholarship donors are not permitted to send external checks to the Scholarships and Awards Office or the Student Financial Aid Office. Institutional Advancement Office initiates the processing of all external scholarship checks for students.)

2.4.2 Institutional Advancement

Institutional Advancement and University Relations coordinates the University's fund raising activities and matches donors and their interests with the University's strategic priorities The University establishes fund sites to account for the receipt and disbursement of scholarships and grants-in-aid in accordance generally accepted accounting standards for non-profit organizations.

2.4.3 Student Accounts

The University's Scholarships and Awards Office, (a unit within Student Financial Aid) works in conjunction with Student Accounts Receivable (an office within the Division of Finance and

Business Services) in the disbursement of scholarship/ fellowship awards at CAU. The Scholarships and Awards Office should be contacted for questions regarding scholarships and other awards (application, selection, and award processes). Since a scholarship or grant-in-aid award will have direct impact on a student's overall financial aid package, schools/departments/units must deliberate and submit award information to the Scholarships and Awards Office in a timely manner for posting according to the Student Financial Aid Department deadlines outlined in University procedures.

2.4.4 University Treasurer

The Office of the University Treasurer/Budget Planning calculates the amount of funds allocated for scholarship and award expenditures based on Investment Policy 14.0. The Executive Vice President/CFO approves all student non-federal aid and related transactions.

2.5.0 Family Educational Rights and Privacy Act of 1974 (Federal)

The University's and departments/units' scholarship committees will adhere to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. The federal law is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

2.5.1 Release of Information

FERPA allows release of specified items but does not require it. Items that may be released are called directory information. Clark Atlanta University has classified these items as directory information: student's name, address, telephone number, email, date and place of birth, major field of study, current enrollment status, dates of attendance, most recent educational agencies/institutions attended, degree(s), academic honors and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Items that can never be identified as directory information are a student's social security number, race, religion, national origin, gender, grades, or GPA. If there is any doubt, contact the Registrar's Office at 404-880-8938 for clarification.

2.5.2 Letters of Recommendation to the University Scholarship Granting Office

Statements, made by a person making a recommendation, are made from that person's personal observation or knowledge and therefore, do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's educational record is included (GPA, grades, etc.), the writer is required to obtain a signed release from the student. This letter would become a part of the student's educational record and the student has the right to read it unless he/she has waived that right.

The staff members of the Office of the Registrar are available to answer any FERPA related questions. Detailed ***FERPA rules and*** guidelines appear under the Office of Registrar's website:

http://www.cau.edu/CMFiles/Docs/FERPA%20Guide%202011.pdf

2.5.3 Records Retention

The award and administration of scholarships must comply with the University's Record Retention Policy.

A. Applications of students that were not selected for an award have to be maintained for the scholarship cycle plus one year.
B. Applications and support for awarded students must be maintained for Academic Cycle + 1 year, which are interpreted as a year following completion of the award process for non-enrollees and 1 year after graduation for enrollees.
C. Student Financial Aid audit documents must be retained for a minimum of three years after annual audit acceptance. It is also interpreted to include the retention of the following scholarship data:

1. Donor's intent and criteria (permanent file)
2. Number of applications
3. Weight or value given each criteria
4. Ranked list of applicants
5. Awards offered
6. Amount (dollars) for the award period (academic year, semester, etc.)
7. Awards accepted
8. List of evaluation and selection committee

Student Accounts Receivable should be contacted (tel. 404-880-8033 or FAX 404-880-6317) for questions relating to a student's bill and/or refund status.

2.6.0 Estimated Costs of Attendance

Estimated 2014-2015 Cost of Attendance for Undergraduate Students (fall and spring)

Undergraduate	Semester	Year
Tuition & Fees (12-18 Hrs.) *	$10,743	$21,487
Room & Board **	4,565	9,130
Books and Supplies	900	1,800
Transportation	1,200	2,400
Personal & Miscellaneous Expenses	300	600
Estimated Total ***	**$17,708**	**$35,417**

***** The tuition rate for undergraduate students is $**828**/per credit hour for 1-12 credit hours, which includes mandatory Health Insurance Premium, and Undergraduate tuition rate for 19+ hours is an additional **$544**/credit hour. The above tuition and fees are estimates and subject to change.

Description of Each Estimated Costs

a) Tuition and Fees

The average cost of tuition and fees for a typical student is based on enrolling for 24 hours per year. The actual costs that a student incurs will vary depending on the student's degree or certificate program.

b) Room and Board

A reasonable estimate of what it would cost to live in student housing while attending school. Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, snacks, household supplies, and utilities.

c) Books and Supplies
The average cost of books and supplies for a typical student for an entire academic year. Typically includes books, educational supplies, course materials, and computer-related expenses excluding the purchase of a personal computer.

d) Transportation
Represents travel four times from and to parent's residence and transportation costs to and from class and work (e.g., bus fare, gasoline, tolls, parking)

e) Personal Expenses and Miscellaneous
Estimate of costs for clothing, haircuts, entertainment, and other miscellaneous expenses. What you actually spend on these types of items may be higher or lower depending on your own lifestyle.

2.7.0 Non-Federal Student Aid Award (Scholarships & Grants-In-Aid) Criteria

Through University gift agreements or other means (pledge cards, letters, etc.), donors may establish criteria to be used in the selection of their respective scholarship recipients. Criteria can run the spectrum from very general (e.g. a student in good standing at the university pursuing a degree in a specific college) to very specific, (e.g. student must be from a specific school or program, geographical region or county; pursuing a specific degree; or pursuing a career in a specific industry). The department/unit must make every effort to honor donor preferences in the selection of scholarship recipients.

In the case of highly restrictive criteria preventing full utilization of the scholarship funds, the unit or Institutional Advancement - Development officer may wish to consult the donor to change criteria and/or allow the unit some flexibility if no applicant meets original donor criteria.
Scholarship awarding departments/units may define specific criteria for otherwise unspecified scholarship funds. Each department/unit must develop a general philosophy regarding their individual scholarship programs and develop criteria that advance it. They may choose to impose higher standards for students in whom these scholarships are invested. They may choose to direct scholarship support to students who show financial need or those that demonstrate leadership in addition to academic achievement. Once the philosophy is well defined and criteria are set, the scholarship award process within each department/unit can be designed to find students who meet these requirements.

Basic University criteria include:

- Full-Time Enrollment at the University [nine (9) hours graduate) and twelve (12 hours Undergraduate) to be eligible for unrestricted awards
- Good standing with the University
- Academic eligibility to receive scholarship

As noted above, more specific requirements and/or preference criteria may be established. Other common criteria include financial need, service, academic achievement, leadership, and/or extra-curricular activities. In all cases, the criteria for each specific scholarship should be clearly defined and documented. Any exceptions to these criteria should likewise be fully defined and documented.

2.7.1 Guidelines for Accepting Scholarship, Grant, and Loan Donations

When Clark Atlanta University accepts donations for scholarships or other forms of student financial aid, is obliged to administer them in accordance with the donor's directions. Nevertheless, the University is also obligated to function with federal, state, and local laws, rules, and regulations. The following guidelines are adopted to facilitate the negotiation of such gifts and to ensure that the University can administer them.

A. Acceptable Selection Criteria

While maximum benefit to students is derived from scholarships, grants, and loans given without restriction, the following selection criteria are acceptable:

1. Academic Record: grade point ratio, but not excluding any courses taken at CAU: class rank, high school record; standard test scores
2. Financial need as determined by the Scholarships & Awards Office, Student Financial Aid
3. Course of study or school major
4. Classification: freshman, upperclassmen, etc.

B. Other Selection Criteria

The best interests of the student body will be served when the donor specifies preferences as presented below:

1. U.S. resident
2. Georgia resident
3. Geographic area (if a substantial number of students come from that area)
4. Demonstration of leadership skills/extracurricular activities
5. Participation in recognized University activities or organizations
6. Letters of recommendation (if person to write the letter is not specified)
7. Gender

C. Unacceptable Selection Criteria

The University will not accept gifts that use the following criteria to exclude recipients:

1. Age
2. Educationally unrelated handicap
3. Personal characteristics or appearance
4. Marital status
5. Require participation in varsity athletics (except funds administered through the Athletic Department).
6. Designate a relative as a recipient.

2.8.0 Gap Student Aid Funding

Gap Student Aid funds are lump sum awards provided to students based on satisfactory academic progress and unmet financial needs. Gap Student Aid Funds are offered to continuing sophomores, juniors, and seniors. To be considered, students must complete the FAFSA (Free Application for Federal Student Aid) and a General Scholarship Application no later than March 1st. Gap Student Aid Funds are considered a secondary resource and are credited to a student's account after all other Federal and State Grants, Private Scholarships, and loans have been applied. The Gap Student Aid Funds may not be refunded for cash.

2.9.0 Scholarship Funds

Scholarships are established and awarded to assist students with the cost of their education at Clark Atlanta University. While scholarships do not need to be repaid, the recipient will have to maintain specific criteria (i.e. grade point average, major, class attendance, etc.) to remain eligible to receive the funds. As such, Office of Scholarships and Awards seeks to maximize the scholarship funds available to assist eligible students and actively manage and monitor the funds to ensure maximum utilization and efficient administration of awards. Alumni, donors, prospective employers, and others provide both endowed and one-time scholarship funds to the university, as well as to individual schools, departments, and other units. The proper stewardship of these generous donors should be maintained. Depending on the nature and size of the gift or other designated scholarship funding, appropriate fiscal accounts are set up to segregate scholarship funds for disbursement in accordance with donor preferences and the scholarship award program. While funds may initially reside in accounts in various fundraising or administrative entities, University scholarship funds are disbursed through designated scholarship accounts set up in BANNER, the University's official financial accounting system. Departments/units that administer, award, and/or disburse scholarship funds must manage their respective scholarship accounts in accordance with all pertinent university policies and administrative procedures. This includes regular and timely reconciliation of scholarship accounts and funds.

2.9.1 Donors/Fund-Raising Entities

The University has a network of Alumni and friends of the University who generously donate gifts of all types and sizes to the university or one of its schools, departments, administrative units, or programs. However to avoid conflicts and confusion, all fund-raising activities conducted on behalf of or in the name of the University by any school, department, administrative unit, or program shall be subject to the coordination of the Division of Institutional Advancement and University Relations. The University may not accept grants or gifts unless approved by the Vice President for Institutional Advancement and University Relations or his/her designee. The Division of Institutional Advancement and University Relations must pre-approve all external corporate, foundation, and individual solicitations.

2.9.2 Clark Atlanta University – Institutional Advancement Office

As reflected on their website, the Clark Atlanta University, Institutional Advancement/University Relations spearheads the university's fundraising efforts and matches donors and their interests with the university's priorities. Institutional Advancement Office directs the major gift fund in support of educational excellence at the University. All gifts given directly to the University or one of its schools, departments, or administrative units are receipted through Institutional Advancement Services Office. Institutional Advancement Office manages gifts of all types and sizes with a financial focus on managing major gift endowments, in this case, individually named endowed scholarships. Scholarships may be funded, however, as either one-time (non-endowed pass-through) or perpetual (endowed).

a) Giving through the *Institutional Advancement Office* allows donors to designate their gift for a specific purpose. Donors can give gifts outright or pledge gifts to be funded over a period up to five years. Institutional Advancement Office also works with donors interested in gift planning for the future through a charitable trust or bequest.

b) Formal gift agreements that outline the purpose, form, schedule, and administration of the gift are written for all gifts and pledges of $25,000 or more. Donors document their preferences with pledge cards, letters, or notations on checks for smaller gifts. Operational accounts are established for each gift whether endowed or non-endowed.

1. The Director of Advancement Services serves as the designated development officer of the University, academic schools, or departmental gift giving. Prospective donors interested in giving a specific purpose scholarship should contact the Director of Advancement Services at 404-880-8935. See website http://www.cau.edu/institutional-advancement-and-university-relations/index.html

CAU Alumni Association

Gifts can also be made through CAU's Alumni Affairs Office or the CAU's Alumni Association. The Alumni support benevolent, charitable, and educational undertakings by extending financial and other aid to students of Clark Atlanta University. Volunteers serving on the Association committees represent the alumni network worldwide. Through the support of Alumni and friends of Clark Atlanta University, Association conducts annual drives for unrestricted funds to support student programs and services, student activities, scholarships and financial aid, faculty enrichment programs and many other critical projects CAU.

CAU Athletics Boosters

The CAU Athletics Boosters Association, Inc. (http://www.caubooster.com) raises support for student athletes and funds scholarships, programs, and facilities in support of championship athletics. Athletic Boosters provides funding for athletic scholarships the University offers in its men and women sports. The University Athletics department and the Scholarships and Awards Office jointly administer these scholarships.

University System

The University Office of the Treasurer oversees the endowment fund and cash concentration pool for endowments held by University.

a) Treasury reconciles the investment account (related to the endowment funds) on BANNER to the Endowment Schedule and investment reports from investment manager at least on a quarterly basis and processes the necessary journal entries to the investment accounts on Banner.
b) Treasury calculates the amount of funds allocated for scholarship expenditure based on the Investment Policy - 14.0 Spending Policy and updates the Endowment Schedule. The results are reviewed and approved by the University's Chief Financial Officer.

2.10.0 Scholarship and Grant-In-Aid Accounts

In order to appropriately track and report fund activity, funds are segregated in a separate designated account or accounts depending on type of funds and unit's scholarship and grant-in-contract administrative procedures. While department/unit funds may initially reside in accounts in various fund-raising or administrative entities, scholarship funds are disbursed through designated CAU scholarship accounts set up in BANNER, (BANNER is the official administrative accounting information system of the University).

School/Departments that evaluate and select scholarship recipients and make recommendation as to amounts must manage their respective scholarship accounts in accordance with all pertinent University policies and procedures. This includes regularly and timely reconciliation of scholarship accounts and funds using BANNER reports [e.g. Budget Status (FGRBDSC)]

While most scholarship funds are received as gift funds with a specific purpose, scholarship funds may also be identified and allocated from a number of other fund types including state (e.g. Hope)

funds, designated or other local funds, restricted contract and grant funds and other restricted or unrestricted gift funds. Since funds may only be disbursed through a designated CAU account, the department/unit may have to establish a separate designated scholarship account in the appropriate account fund range, transfer funds between an existing CAU account to the designated scholarship account, and/or transfer funds from a university-affiliated organization account to a CAU designated scholarship account.

Departments/units may choose to establish unique designated scholarship accounts for each individual scholarship fund (one to one relationship) or might set up a general scholarship account utilizing support accounts to segregate discrete scholarships or some combination of these. Units must establish a general scholarship disbursement account or designated scholarship accounts depending on the nature of funds. Scholarship funds will be disbursed through expense account #7823 account and stipends through #6241 (undergraduate students) or#6243 (graduate students). Scholarship funds from CAU designated accounts will be disbursed through an 110000 (unrestricted) fund account, other gift funds used for scholarships will be disbursed through a 2xxxx restricted fund account, which may be awarded through restricted contract and grant accounts.

Once scholarship funds are identified, the department/unit must notify the Scholarships and Awards Office and the Grants and Contracts Accounting Office to establish the scholarship in the BANNER database and set up a FOAPAL (acronym for the account numbers that will be used in BANNER as defined as: Fund, Organization, Account, Program, Activity, and Location.

The fund code (restricted or unrestricted) ties the scholarship to the given disbursement account and the detail code sets the scholarship parameters (scholarship, graduate or undergraduate, semi-monthly disbursements, etc.). The department completes and submits a request for a new scholarship BANNER Account for each new endowed scholarship and other unique scholarships that the department wishes to track separately. The Scholarships & Awards Office and Student Financial Aid Department work in conjunction with Grants and Contracts of the Controller's Office to establish scholarship fund and detail codes. Schools/Departments are responsible for ensuring BANNER information accurately reflects the scholarship award criteria, etc. If inaccuracies are noted, corrections are made by submitting a notification to the Scholarships and Awards Office and Student Financial Aid Office.

2.11.0 Identifying Available Scholarship Funds

Scholarships are established and awarded to assist students with the costs of their education at Clark Atlanta University. Identifying all scholarship funds available in a given academic year helps departments/units maximize this financial assistance for their respective students.

Units should utilize available fiscal and budget reports to ascertain current balances and predict cash flow for the coming award period. Other factors in determining anticipated available funds include the prior commitment of funds for multi-year awards, endowment pooled unit payout rate, and timing and type of award. Based on available funds, the unit's scholarship committee determines which scholarships can be awarded and at what level for the coming academic year or term.

2.11.1 The School/Department can identify available scholarship funds through the following steps:

A. Determine when funds will be disbursed (anticipated date of scholarship payments);

B. Verify earmarked one-time or external scholarship funds and current location (type of funds, type of account where funds are currently located);
C. If necessary, follow-up on any scholarship funding commitments that have not been received by unit (determine if funds are committed, if they will flow through unit or be awarded by another entity, when funds should be available, etc.);
D. Transfer one-time or pass-through funds to designated scholarship account(s) as committed or required:
    1. This step can also be accomplished after scholarship recipients have been determined; however, sufficient time must be allowed for the transfer.
E. Verify scholarship endowments and current location;
F. Obtain current fiscal and budget reports and/or review other pertinent information as needed (endowment pooled fund unit payout rate, etc.);
G. Ascertain current balance of scholarship accounts and/or support accounts;
H. Adjust for (subtract) multi-year or other previously committed scholarship award(s) if unit financial obligations are not used and award has not yet posted;
I. Compare calculated available funds with anticipated award amount (if stipulated by donor or set by department/unit); and
J. Provide summary of available scholarship funds to unit's scholarship committee.

2.11.2 Types of Scholarships and Discounts

A. Institutional Scholarships for First-Year Students at Clark Atlanta University

Institutional Scholarships under this award category include the Dean's Scholarship Program, Provost's Academic Achievers Program, Presidential Scholarship Program, and Merit Program. The Scholarships and Awards Office will notify recipients prior to the respective award year.

Type of Academic Scholarships	Eligibility Criteria	Educational Expenses Covered
Dean's Scholarship**	• Minimum Core High School Grade Point Average: 3.25 on a 4.0 scale • Minimum SAT Score of 1100 (verbal and math score combined only) or 24 ACT ***number of new scholars may vary based upon the recommendations of the respective scholarship selection committee**	**Up to the cost of Tuition.**
Provost's Academic Achievers Scholarship**	• Minimum Core High School Grade Point Average: 3.5 on 4.0 scale • Minimum SAT Score of 1200 (verbal and math score combined only) or 27 ACT ***number of new scholars may vary based upon the recommendations of the respective scholarship selection committees**	**Up to the cost of Tuition/ Fees, Meal Plan, $500 Book Store Credit**
Presidential Scholarship**	• Minimum Core High School Grade Point Average: 3.75 on a 4.0 scale (core GPA) • Minimum SAT Score of 1300 (verbal and math score combined only) or 29 ACT	**Up to the cost of Tuition/ Fees, Traditional On-Campus Housing, Meal**

	***3 New scholars will be added each academic year**	**Plan, and $500 Book Store Credit.**
First-Year Merit Scholarship**	• Recipients are selected by the Office of Recruitment and Admissions • Minimum Core High School Grade Point Average: • 3.0 on a 4.0 scale • Minimum SAT Score of 900 (verbal and math score combined) or 19 ACT • Non-renewable ***Award amounts will vary based upon the recommendations of the respective scholarship selection committees**	**Up to ½ the cost of tuition may be awarded**

****Please Note:** The University applies Federal and State grant awards toward tuition and fees first before institutional awards are applied to the students' account.

2.11.3 Scholarship Selection Process (Dean's Scholarship Program, Provost's Academic Achievers Program, and Presidential Scholarship)

Candidates for First-Year Student Awards at Clark Atlanta University must apply for scholarships by completing an extensive application and review process (Appendix C). All available institutional scholarships are advertised through a variety of media. The Office of Scholarships and Awards and the Office of Recruitment and Admissions will inform high school scholarship coordinators and guidance counselors of all institutional scholarship opportunities. A representative of the Office of Recruitment and Admission and/or the Office of Scholarships and Awards will visit eligible high schools to give information presentations on the scholarships that are available to students attending that particular high school. At the presentations, University representatives will advise students on how to best complete the application and answer questions relating to the application process.

Online applications will be available on CAU website on November1st each year. The deadline for completing the application is February 1st of the following academic year. Once completed, the applications are processed and delivered to the Office of Scholarships and Awards for Review by the University USAC.

1. Each committee member is assigned applications, which are reviewed and ranked in the appropriate areas. The rankings are then submitted to the Office of Scholarships and Awards, where they are entered into final ranking order based on award criteria to ensure that every applicant is being equally assessed. Based on the rank from that scoring, the candidate is either declined or invited to interview.

2. The Office of Scholarships and Awards contacts students, who are selected for interview, via email, phone, and regular mail. For the interview, the committee is divided into teams. Each team interviews all the candidates assigned to their area and grades each individual candidate according to the results of their interview. During this process, the Office of Recruitment and Admissions and the Office of Student Financial Aid will obtain necessary information such as high school transcripts, student aid reports, and family tax returns that are used to substantiate information provided on the candidates application.

3. Applicants are informed of the committee's decision no later than the second week of February.

2.11.4 Institutional Undergraduate Studies Scholarship

Offered to continuing sophomores, juniors and seniors based on academic performance and unmet financial need. To be considered, the student must complete a FASFA by March 1st, and have a cumulative GPA of 3.0 or higher. There is an application required as part of an annual award. All recipients are notified the summer prior to the award year and are required to write a one-page thank you letter addressed to University Scholarships and Awards Office.

A. Sibling Discount

Offered to biological or legally adopted dependent sisters or brothers currently enrolled at Clark Atlanta University. Students must submit a copy of both birth certificates and parents' federal tax return along with the completed Siblings Application to the Student Financial Aid Department by August 1st. Independent students do not qualify for the Siblings discount, (Siblings receive a 33.3% tuition discount). This award may not be combined with any other general institutional award.

B. Ministerial Discount

Offered to dependents of United Methodist Church ministers enrolled at Clark Atlanta University. Students must submit a copy of the parents' tax return and a letter from the conference indicating that the Minister is in good standing with the United Methodist Church by August 1st. Members of the North Georgia Conference receive a 25% tuition discount, (members of other conference receive a 10% tuition discount).

C. Leonidas S. Epps, Jr. Endowed Scholarship

To continue the legacy of service, the University inaugurated the Leonidas S. Epps, Jr., Endowed Scholarship, which was initiated by Marvin Arrington so that needy students may have the opportunity to participate in the University's Intercollegiate Athletic Programs. As with all undergraduate scholarships, this scholarship program operates in accordance with the University's institutional undergraduate scholarship policies administered by the office of Executive Director of the Center for Academic and Student Success.

The Leonidas S. Epps, Jr. Scholarship Award Committee selects recipients. The committee is comprised of the University Athletic Director, a former male and female athlete, Executive Director the Center for Academic and Student Success or designee, and the Financial Aid Director or designee.

D. Other Scholarship Opportunities

- United Negro College Fund Scholarships
- The United Methodist Scholarship Programs
- The American Institute of Certified Public Accountants - John L. Carey Scholarships
- The Sallie Mae Fund
- Ron Brown Scholarships
- Gates Millennium Scholarships (Annual)
- College Board Scholarship Search
- DFW International
- Mach25 Scholarship Search

- NAFEO Scholarships
- Paralegal Scholarships
- Presidential Freedom Scholarship
- Princeton Review Scholarships & Aid
- Robert Noyce Math Scholars Program for Teachers
- Scholarships for Minority Accounting Students
- The Elks National Foundation Scholarships
- The Rotary Club-Ambassadorial Scholarship
- American Chemical Society Scholarships
- Lettie Pate Whitehead Scholarships *available to Christian women who resides in the Southern United States)*
- Reserve Officer Training Corps (ROTC) Programs

See Appendix I for listing of Clark Atlanta University Endowed Undergraduate and Graduate Scholarships.

2.12.0 Scholarship Application Process

CAU scholarships are available from numerous sources and students compete for these scholarships through an application process at either the University or department/unit level or both. Some scholarships are based on financial need that is determined by an application for financial aid, while others may be based on performance (band, choir, athletics, etc.). A scholarship application must be completed and returned before an award is made.

Students seeking financial aid, including scholarships from the University must also complete a FAFSA - U.S. citizens or eligible non-citizens. Most graduate scholarships will be awarded from the prospective student's department.

Scholarship-granting units solicit scholarship applications for the respective scholarships. The department/unit utilizes the University scholarship application (Appendix F) and may add customized questions to the University application. The School/Department provides a roster of selected scholarship recipients (Appendix D) to the Scholarships and Awards Office for the University's award notification process. At a minimum, School/Departments will do the following:

2. Communicate scholarship availability and criteria to unit's students.
3. Ensure students are aware of scholarship application process, deadlines, etc.
4. Use a scholarship application that solicits the same information from each student and addresses pertinent criteria for scholarship awarding.
5. Set the application deadline to meet School's/Department's needs and University (Scholarships and Awards, Student Financial Aid, and Controller's Offices) timelines, such as tuition and fee payment dates.
6. Monitor scholarship application submission as needed.
7. Compile scholarship applications and/or student data from applications.
8. Submit applications to department/unit scholarship committee for review/award selection.
9. Document the application process.
10. Convene and deliberate in a timely fashion that allows the department/unit to meet University scholarship deadlines.
11. Compile roster of students recommended for awards and submit schedule (Appendix D) to the Scholarships and Awards Office for student award notification.

2.13.0 Award Notification

Once the School/Department/Unit completes the deliberations, the Scholarships and Awards Office notifies scholarship recipients of their respective award(s) along with requirements for acceptance or decline of the award(s). Common notification methods used by the University include an award letter (Appendix A) sent through the U.S. postal service (mailed) to the recipient and/or an award letter sent electronically through the student's official CAU e-mail account. Recipients are given a response deadline that ensures adequate time to either post the scholarship in BANNER or award a declined scholarship to another applicant. The award notification letter shall include, at a minimum, the following elements:

1. Full name of scholarship,
2. Amount of award,
3. Disbursement schedule (one-time, once at beginning of each semester, monthly, etc.)
4. Award criteria (requirements to receive full award),
5. Renewal criteria, if applicable to maintain multi-year awards,
6. Deadline for acceptance or decline,
7. Donor contact information, if requiring student to send written thank you note to the donor,
8. Departmental contact information in event the student has questions, and
9. Duration of scholarship (one-year; four year).

The Scholarships and Awards Office will have procedures in place to notify recipients in a timely manner, monitor and document student responses (acceptance/decline), award funds to alternate applicants in event of initial decline, and ensure timely posting of final awards in BANNER.

Recipients of any type of scholarship, corporate sponsorship or any other award from a source other than Clark Atlanta University must report the award to Scholarships & Award Office as soon as possible. An adjustment in the student's financial aid offer may be needed according to the guidelines of the aid programs currently offered. The student may be required to repay financial assistance already received if they are no longer eligible for those aid programs. The student must report any award from an outside source through the Scholarships and Awards Office.

2.14 Posting Scholarship Awards

Once students have accepted their respective scholarship award(s), the Scholarships and Awards Office, utilizing Banner, will enter the award for the department/unit. In all cases, the school/department must verify the award has been entered correctly (student, scholarship, amount, disbursement schedule, etc.) and the accompanying tuition waiver, if any, has been properly applied.

- To post a scholarship award in BANNER, the scholarship must have appropriate fund and detail codes to tie the scholarship award to the pertinent disbursement account and to codify the details of the disbursement (graduate or undergraduate, one-time or monthly, etc.).
- These codes should be established when scholarship funds are identified and set up in a designated scholarship account (Completion of award entry and notification process) by university award notification deadlines (Scholarship award information must be provided to the Scholarships and Awards Office of Student Financial Aid by July 1st, for the Fall semester, November 1st, for the Spring semester, and May 1st, for the Summer sessions in order.

Best practices online resources:

National Association of Student Financial Aid Administrators
http://www.nasfaa.org/

National Association for College Admission Counseling Statement of Principles and Good Practices
http://www.nacacnet.org/PublicationsResources/Marketplace

National Scholarship Providers Association
http://www.scholarshipproviders.org/

2.15.0 Scholarship and Grant-In-Aid Post Award Administration

Effective scholarship and grant-in-aid post award administration does not end with the awarding of student aid, but includes several post-award considerations. These include active donor stewardship and monitoring of scholarship accounts, scholarship awards, and recipients.

2.15.1 Donor Relations/Stewardship

Each department/unit is encouraged to have mechanisms in place to ensure the following:

A. Donor wishes and instructions are carried out to the fullest extent possible. Care is given to maintain these criteria in considering applicants. In cases where these criteria are difficult or impossible to fulfill, the School/Department will take the necessary steps to make changes so that the funds can be used.

B. Donors will be informed routinely about how their funds are being utilized. The School/Department/Unit should maintain an ongoing communication with donors to assure that they are informed of updates, current awards, etc. The Dean of the School or department head might send an annual letter of thanks to donors whose funds are being used for departmental scholarships.

C. Donors are included in award ceremonies and invited to attend whenever possible. Recipients should be required to attend the events to meet the individual who make scholarship funds available.

D. Donors are recognized as is appropriate at School/Departmental/Unit events, in publications, and through regular communications such as webmail or department/unit newsletters.

E. Scholarship recipients appropriately thank donors for awards in a timely manner. Students should be required to send written acknowledgement to donors – not a form letter, but a personal note that conveys sincere thanks.

F. School/Department/Unit establishes minimum requirements for award recipients so that each must comply before funds are made available. Non-compliance will result in the loss of the scholarship award.

G. School/Department/Unit must monitor academic progress of student to affirm that no changes have occurred and that student remains in good standing. A proactive approach is likely more productive to assure that students are successful and continuing progress toward a degree.

H. School/Department/Unit, in conjunction with the Scholarships and Awards Office

establishes a monitoring schedule to confirm that all requirements have been met prior to the release of funds to assure the recipients appropriately recognize donors. It is important that minimum requirements are monitored and students are held accountable for their part in this process.

2.15.2 Continued Eligibility

Scholarships/fellowships are designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. While scholarships do not need to be repaid, there may be specific criteria set for the recipient in order to remain eligible for the scholarship funds (i.e. grade point average, major, full time enrollment, etc.). For most university scholarships awarded, the recipient must maintain the following minimum requirements:

- Be a degree-seeking student
- Be in "good standing" with the University at the time of disbursement of funds (i.e., not on conduct probation)
- Meet Scholarship Academic Progress Policy requirements:
  - Complete at least 24 hours in an academic year (fall-spring/summer in some instances)
  - Maintain the appropriate cumulative GPA.

Scholarships and Awards Office monitors a scholarship recipient's academic progress at the fall mid-term, end of the fall semester and at the end of the spring semester. Schools/Departments/Units may have other specific requirements to remain eligible for their respective scholarship awards (e.g. Higher GPA or specific major). The School/Department/Units is responsible for monitoring their students' scholarship eligibility for its respective scholarship awards.

When a student is at risk of losing a scholarship award for a future period, the Scholarships and Awards Office will send a Scholarship Ineligibility Alert Letter to the recipient (Appendix G). The Alert will inform the student of the pending risks of scholarship lost, recommend a review of the BANNER-web student's account, and provide procedures to appeal actual cancelation.

2.16.0 Awarding Student Athletes Grant-In-Aid

During the regular annual budget process, the University Student Aid Committee reviews request for the new budget year for athletics aid (grant-in-aid) and makes recommendations through appropriate Vice Presidents to the President. The President has final approval authority for the new budget, informing Vice Presidents of budgeted items. The Vice President for Student Affairs receives the overall Athletic Budget and reviews it with the Athletic Director, including the total available for athletic scholarships. The Athletic Director determines aid allotments for each team. The head coach for that sport recommends to the Athletic Director which student receives what amount. Coaches base their recommendations on the athletes' prior high school or university level performance both in the classroom and in the specific sport. Students compete for the scholarships by contacting the coach of the respective sport. Any current or prospective University student may try out as a "walk-on" and compete for athletic scholarships. Many athletic scholarships do not cover the full cost of tuition and living expenses. The head coaches present their recommendations to the University Athletic Director, Athletics Compliance Officer, and University Budget Office for approval. The Athletic Director or his designee will complete the Schedule of Initial and Modified Scholarships and Grant-In-Aid form (Appendix D) notify Scholarships and Award Office with the student's names and the amount of the athletic scholarship.

2.16.1 The following steps must be accomplished for the awarding of Athletic Grant-In-Aid:

A. The Coach of any given sport program will generate a "Recommendation for Athletics Grant-In-Aid " agreement which must be signed by the Coach, the Athletics Director or designee, the Director of Student Financial Aid and the Student-Athlete. This form must be done in triplicate with one copy doing to the Athletics Director, one copy to the Financial Aid Office and one copy to the Student-Athlete.

B. The Athletics Compliance Officer will keep the agreement on file to confirm the amount, the Student Athlete, the sport (account) and the semester that the scholarship will be awarded.

- No Student-Athlete may receive an Athletic Scholarship unless he or she has completed a FAFSA and must completely use all other applicable grants or scholarship prior to being awarded the Athletic Scholarship.
- No Student-Athlete may receive more total Financial Aid than the amount of their cost of education.
- After using other grants or scholarships, the amount of the Athletic Scholarship, as designated in the agreement, may be less but never exceeded.

C. Prior to the start of each semester, the Office of Scholarships and Awards in collaboration of the Student Financial Aid Office will generate a report on all Student-Athletes for that semester and submit it to the Director of Athletics, who in turn reviews the report and forwards it to the Provost and President for approval.

2.16.2 Estimated Cost of Attendance and Full Grant-In-Aid

Athletic scholarships are awarded as a percentage of the value of a full grant-in-aid. The full grant-in-aid amount is calculated annually based on the following costs determined by the Student Financial Aid Office (see Section 2.5 above for more detail information):

1. Tuition
2. Mandatory Fees
3. Room & Board
4. Required Textbooks

Per NCAA regulations, the full grant-in-aid amount does not cover the allowances for transportation and personal expenses included in the cost of attendance. Additionally, the full grant-in-aid calculation sets the value of mandatory books at $500. Students on athletic scholarships receive *all required textbooks* for their enrolled classes. The actual value of books received by students often exceeds $500 and is dependent on students' course schedules.

- Student must be enrolled at Clark Atlanta University and be a full-time student.
- Student must meet the CAU regular admissions requirements.
- Student must meet all NCAA Division II guidelines.
- Student must complete the FAFSA.
- Student must have full involvement in the CAU Athletic program.
- Director of Athletics or designee will recommend student(s).

2.17.0 Scholarship and Grant-In-Aid Appeal Process

The student has the right to appeal the cancelation, non-renewal, or reduction (Athletics) action of awards. However, this appeal process does not relate to academic appeals, which are addressed in University Policy 8.10.2 Satisfactory Academic Progress.

2.17.1 The Office of Scholarships and Awards will communicate by e-mail to the student award recipients that academic and enrollment records indicate non-compliance with the key scholarship criteria (e.g. GPA, full time enrollment, etc.), and that the award will not be renewed for the subsequent affected semester(s). The student has the right to appeal the cancelation or reduction action by completing and submitting the Student Aid/Grant-In-Aid Appeal form immediately to the Academic Council's Committee on Admissions, Financial Planning, and Scholarships via the Office of Scholarships and Awards, assuming the successful restoration of cumulative GPA.

University Academic Council's Committee on Admissions, Financial Planning, and Scholarships considers extenuating circumstances beyond the student's control that resulted in the inability to meet specific key scholarship criteria. The Committee reviews appeals on a case-by-case basis. If the student enrolls in summer courses (at CAU) and bring the overall CAU GPA up to the required level by the start of the next fall semester, the scholarship funding will probably be reinstated given that the submission of all necessary financial aid documents. Restoring the required cumulative GPA will be the minimum basis for an appeal prior to the restoration of the scholarship**.** The student must document fully the circumstances surrounding that inability, as well as an action plan to meet key scholarship requirements in the future academic periods. The University recommends third party documentation supporting the student's appeal. The committee's decision is final and there is no further appeal beyond the Committee on Admissions, Financial Planning, and Scholarships. The student will be notified of the committee's decision in writing.

2.17.2 Award Reinstatement due to Leave of Absence

Withdrawing from school for a semester or not returning a semester, will automatically forfeit a student's scholarship eligibility. In the event the student takes an approved leave of absence, the student may request to have the scholarship reinstated upon the return. The student must submit complete and submit Scholarship/Grant-In-Aid Appeal form (Appendix F), which should explain the circumstances around the leave of absence, e.g. for medical reasons or to participate in a study abroad program. The student must provide third party documentation, which will address and support the reason for the withdrawal and/or leave of absence.

2.17.3 Grant In-Aid Appeal (Student Athletes Hearing Opportunity)

In accordance with NCAA Bylaw 15.3.2.4 (Hearing Opportunity), Clark Atlanta University provides student-athletes the opportunity for conduct of an appeal hearing related to the cancellation, reduction, or non-renewal of athletics grant-in-aid. A student-athlete who wishes to appeal any decision related to his or her athletic grant-in-aid shall communicate that intention within 10 business days from the date on the non-renewal, cancellation, or reductions written notification by completing and submitting the Student Aid/Grant-In-Aid Appeal form (Appendix F). The Student Aid/Grant-In-Aid Appeal Form must be submitted to the Academic Council's Committee on Admissions, Financial Planning, and Scholarships via the Office of Scholarships and Awards. The Office of Scholarships and Awards will schedule a hearing promptly so that the student-athlete and Coach can state their respective sides. Meeting with the coach will be held separately.

The student-athlete will have the option to appear in person before the committee or allow the committee to make a decision based upon review of all submitted supporting documentation.

Should any necessary party not be able to attend, all efforts will be made to arrange for the absent party to participate via teleconference. Student-athletes may have parent(s) and/or legal counsel present; however, they will not be allowed to speak on the students' behalf what so ever during the hearing. The Academic Council's Committee Scholarship Committee will review all documentation submitted as well as any statements made during the appeal hearing to make a decision. The committee's decision is final without further appeal. The student-athlete will be notified of the committee's decision in writing.

3.0 Entities Affected by this Policy

This policy applies to all University trustees, officers, employees, donors, and students.

4.0 Definition of Key Terms

- **Competitive scholarship –** A scholarship open to student applicants with award selection by the University, college, or departmental committee officially recognized by the administration and approved by the
- **Detail Code –** An alphanumeric description assigned to a scholarship that describes the scholarship attributes for entry into BANNER. Detail code is related to accounting functions.
- **Endowment –** An endowment is a permanent fund that generates interest income from investments for the department/unit to use for designated purposes.
- **Free Application for Federal Student Aid (FAFSA) –** The FAFSA is the basic student financial aid application form used by virtually all two and four-year colleges, universities and career schools for the awarding of federal student aid and most state and college aid.
- **Fund Code –** A numeric description assigned to a scholarship that ties the scholarship award in BANNER disbursement account.
- **GPA or GPR –** Grade point average or grade point ratio - a measure of scholastic attainment
- **Scholarship** - funds awarded to students with the intent to support the educational expenses of the recipient. Scholarships include funds awarded for tuition, fees, room, board, travel related to educational opportunities (other than Reimbursable Expense Awards), books, and other educational expenses. Scholarships may be either merit or need-based.
- **Financial Aid** - funds awarded to a Student from external funding sources or with University internal funds. Aid is also funds borrowed with federal and commercial student loans.
- **Loans** – Student loans are a form of self-help that enables students to borrow funds for education- related costs. Loan sources, eligibility requirements, and terms for repayment vary. Some qualify for forgiveness programs.
- **Satisfactory Academic Progress (SAP) -** the minimum level of academic performance financial aid recipients must achieve to remain eligible for financial aid

Clark Atlanta University
Scholarships and Awards

Office of Scholarships and Awards

(DATE)

John Doe
123 Your Street
Hometown, TX 12345

Dear John:

We are pleased to learn of your interest in Clark Atlanta University. Clark Atlanta University understands that the decision where to pursue your higher education is important to you future. We are known for our tradition and grounded in our core values: excellence, integrity, accountability, ethics, respect, diversity, and student-centered. To help make this difficulty decision easier, and in recognition of your outstanding academic achievement, college entrance tests scores, recommendations, and leadership and community service, we are pleased to offer you a (Full Name of Scholarship) Scholarship. This scholarship covers *(tuition, etc.* for the *2015-2016* academic year(s).

You will find our 37 academic programs are first-rate, our students are high achievers, our faculty and staff members are committed to uncompromising standards of excellence, and our University produces recognized leaders in their professions who are empowered to change their communities, the nation, and the world.

[(Language for Merit Scholarship) This scholarship is nonrenewable and is contingent upon your full time enrollment in a degree-seeking program at Clark Atlanta University.] [*Language for Three Tier* - This scholarship may be renewed for eight (8) consecutive semesters provided you maintain a _____ or better cumulative grade point average, earn at least thirty (30) semester hours per academic year, and meet the financial aid application requirement delineated below. Your grade point average will be evaluated at the end of each spring semester. *]*

Enclosed is a Scholarship Acceptance Form. To accept you must complete and return the original acceptance form no later than *(Enter Due Date)* (**No Faxes**). If not returned by Due Date, the assumption will be the University's offer is declined.

We look forward to welcoming you into Clark Atlanta University's community of scholars and to our family as a member of the "Panthers" Class of (Enter *Class Year*).

Best Wishes,

Mrs. Teyana Chaney, Director
Office of Scholarships and Awards
223 James P. Brawley Drive, S,W; Tel. 404-880-6378
Atlanta, GA 30314

Clark Atlanta University

University Scholarship Award Acceptance Form

1

Office of Scholarships and Awards

Again, congratulations on your acceptance to Clark Atlanta University! It is necessary that you carefully read, initial, sign, and mail-in this CAU Scholarship Acceptance Form to accept officially your scholarship offer. Failure to submit this form by February 1, 2015, will result in the withdrawal of all institutional scholarship offers.

Name: _____ 900#_____

Address:_____State: City:_____Zip___

Telephone No.: _____, GPA_____, SAT or ACT Score_____

Intended Major:_____

_____ **I accept the academic scholarship offered for $_____ .**

_____ **I decline the academic scholarship offered.**

Important Action Items:
To process the scholarship offer, you must:

- **(1)** complete the Free Application for Federal Student Aid (FAFSA) no later than (Due date), in order to receive an institutional award, (failure to complete the FAFSA by the indicated deadline will result in the forfeiture of all institutional scholarship awards);
- **(2)** pay a $475 confirmation fee no later than (Due date), or will forfeit all institutional scholarship awards;
- **(3)** enroll in a minimum of 12 credit hours in order to be eligible for institutional scholarships; and
- **(4)** maintain the required Grade Point Average (GPA) for the scholarship award
- **(5)** send written thank you letter to the scholarship donor, if applicable.
  Donor's Contact Information:

Clark Atlanta University reserves the right to reduce institutional scholarship awards by any state/federal grant(s) as well as any external awards. The scholarship award covers the academic year(s) _____, and divides between two semesters (fall 2015 /spring 2016). In no instance will this scholarship result in cash refund. The University will apply all aid you receive toward the total cost of on-campus room and board, fees, and other expenses you may incur.

Student Signature:_____, Date:_____

Parent/Guardians Signature (where applicable)_____, Date:_____

Please be sure to keep a copy of this document for your records and mail-in the original form to the address below. Please note that emails, calls, and/or faxes will not be accepted.

Clark Atlanta University
ATTN: Office of Scholarships and Awards
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Clark Atlanta University
Scholarship Granting Department/Units
Conflict of Interest and Confidentiality Statement

Appendix B

(To be completed by each staff member that reviews scholarship applications and submitted annually to the Director of Scholarships and Awards prior to receiving or reviewing scholarship applications.)

A conflict of interest can occur when an action of a staff member reviewing and/or recommending a scholarship award results in a direct financial benefit to a person closely affiliated to the staff member. A conflict of interest may also occur if a staff member exerts influence to select a recipient without considering objective criteria for the scholarship.

Scholarship committee members are often asked to serve because of their knowledge of local communities or connection with schools and departments. In some cases, scholarship donors may act in an advisory capacity to a scholarship committee as well. Members may be familiar with individual scholarship applicants or their families or in some cases, related to the applicants. Staff members must be able to make independent decisions on behalf of the scholarship office and Clark Atlanta University without potential or perceived influence caused by conflict of interest. They must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship. Scholarship committee members should avoid any situation where personal and business relationships could have, or give the appearance of having, influence on the member's judgment in matters under consideration.

In case of a potential conflict of interest, the member shall declare the conflict to the Department/unit head and the University Scholarship Committee and not review the scholarship application and/or leave the meeting until deliberations on the applicant are complete. The member shall not influence the discussion or decision-making process where there is a potential conflict of interest.

As a member of the selection committee, I confirm that:

1. I have received, read, and understand the Policy 8.10.17 Policy on Scholarship Awards and Administration applicable to Clark Atlanta University scholarships.
2. I will maintain selection committee discussions confidential.
3. I affirm that the selection committee is not directly or indirectly controlled by the donor(s), donor advisor, or their family members.
4. The review of applications will be based on objective criteria reasonably related to the purposes of the scholarship. The scholarship applications will be distributed to a broad class of eligible individuals and no individual is earmarked to receive a scholarship award.
5. I affirm that I will not recommend that any scholarship be awarded to a student who is my employee or family member.
6. I understand the Conflict of Interest policy set forth above and agree to adhere to this policy.

Signature_____ Date_____

Printed Name:_____

CLARK ATLANTA UNIVERSITY ACADEMICS EXCELLENCE SCHOLARSHIP APPLICATION

I _____, understand my applying for a Clark Atlanta University Scholarship affirms my wish to be considered. Permission is hereby given to officials of my institution to release transcripts of my academic record and other requested information for consideration to the Clark Atlanta University scholarship program. I understand that this application will be available only to qualified people who need to see it in the course of their duties. I affirm that I plan to pursue a course of study leading to a degree.

This application, including the essay, is my own work or formally cited from other sources. I affirm that the information contained herein is true and accurate to the best of my knowledge and belief.

Signature: _____

Please Note: Students seeking financial aid from the university must complete a Free Application for Federal Student Aid (FAFSA).

U.S. Dept. of Education Website: *Https://fafsa.ed.gov/FAFSA/app/fafsa*

Biographical Questionnaire (Please type)

1. **You, the Nominee**

Legal name in full:

LAST _____ **FIRST** _____ M.I.___

Permanent Residence:

STREET AND NUMBER

_____

_____

CITY _____ **STATE** _____ **ZIP CODE** _____

(Permanent residence is established by at least two of the following: home address for school registration; place of registration to vote; family's primary residence.). If you are selected as a scholar, you will receive notification by mail. Send notification of award in April to: (if different from permanent address above):

STREET AND NUMBER _____

CITY: **STATE:** **ZIP CODE:**

BEST TELEPHONE:

BEST EMAIL ADDRESS:

(Permanent Residents must include a letter stating your intent to become a U.S. citizen and a copy of your Permanent Registration Card.)

Which year will you be in the current academic year?

☐ **FRESHMAN** ☐ **SOPHOMORE** ☐ **JUNIOR** ☐ **SENIOR** ☐ **GRADUATE**

1. What are your professional aspirations? What issues, needs, or concerns do you hope to address? Specify how your academic program and your overall educational plans will assist you in achieving your goals. (Limit 2000 characters with spaces)

---

2. Your Education, Instruction, and Training

What is your undergraduate major(s)**?**

What is your cumulative GPA? On a scale of**:**

How many credits does your school require for graduation?

How many total credits towards graduation have you earned as of January 1?

When do you expect your baccalaureate or master's degree?

Are you are currently enrolled in a two-year institution?

☐I HAVE APPLIED, ☐ I HAVE BEEN ADMITTED

What graduate degree, if any, do you plan to pursue?

A. Beginning with the school you currently attend, list all schools you attended in the last four years, including any for summer or special courses. You will have space to list four schools.

SCHOOL	LOCATION	DATES ATTENDED	GPA/ GPA SCALE

B. **List any awards, honors, or scholarships you have received in the past four years. Please list in descending order of significance. You will have space to list up to six awards.**

NAME **DATE**
DESCRIPTION

4. **Your Programs and Activities**

A. **List any programs and activities in which you have participated on campus or in your community while in school (such as clubs, publications, debate, dramatics, music, art, student government…). Please list in descending order of significance. You will have space to list up to 11 college activities and 4 high school activities.**

UNIV. /HIGH SCHOOL ACTIVITY	DESCRIPTION / OFFICE HELD	DATES PARTICIPATED

B. **List public service and community activities. Do not repeat items listed previously. Please list in descending order of significance. You will have space to list six activities.**

ACTIVITY	ROLE	DATES	#WEEKS

C. **Describe briefly any leadership experience in which you made a difference. (Limit 2400 characters with spaces)**

D. **Essay (Please attach) In 800 words or less, discuss a significant public speech, legislative act, book, or public policy statement its impact on your field of study, interests, and career goals.**

Clark Atlanta University

Academic Year

Schedule of Initial and Modified Scholarship and Grant-In-Aid Awards

2014-2015

School/Department:		Budget Account Code:		Sport, if applicable:		Comments

#	Student's Identification #		Student's Name					Expenses Covered by Award				
	Student 900#	NCAA #, if Applicable	Last	First	Term	Type	Award Amount	Tuition & Fees	Room	Meals	Books	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Etc.												
					TOTAL AWARDS:							

SAMPLE

Awards are made without regard to race, religion, educationally unrelated handicap, personal characteristics or appearance, marital status or personal biases. The amount of award follows University Policy 8.10.17 Scholarships and Administration. Awards are based on the academic year and will be disbursed in equal amounts for fall and spring semesters. Adjustments will be made to prevent over awards. The schools or departments are responsible for monitoring their respective scholarship or grant-in-aid accounts. The amount of the award must follow the University Scholarship Awards Guidelines.

Approvals:

Coach/Dean/Department Head	Date	University Budget Office, Grants & Contracts	Date

Budget Monitoring By School or Department	
Annual Budget Allocation:	
Less Total Awards Made:	
Remaining Balance:	

Director of Athletics When Applicable to Athletics Department	Date	Athletics Compliance Officer, When Applicable to Athletics Department	Date	

SAMPLE

Clark Atlanta University
RECOMMENDATION FOR ATHLETICS GRANT-IN-AID

Appendix E

_____ (Full Name of student)

_____ (Date)

_____ (Mailing Street address)

_____ (900# and NCAA ID)

_____ (City and State)

_____ (Sport)

MAXIMUM AMOUNT OF AWARD RECOMMENDED: $_____

Tuition:	$	Meals:	$	Room:	$	Fees:	$	Books:	$

(Each above entry must show a specific dollar amount)

Period of Award: ☐ **FALL** ☐ **SPRING** **Type of Award:** ☐ **Initial** ☐ **Renewal**

Conditions of Athletic Grant are as follows: (Check Box)

- ❑ I understand that to qualify for this athletic grant, I must fulfill the admission requirements of Clark Atlanta University,
- ❑ I must meet and maintain the eligibility requirements for athletic participation and financial aid as established by rule of the NCAA, the SIAC and Clark Atlanta University, and
- ❑ **I must apply, accept, and utilize Federal Student Aid each year I am to receive Athletic Aid. I must complete a *Free Application for Federal Student Aid (FAFSA)* and submit to the U.S. Dept. of Education** *(Https://fafsa.ed.gov/FAFSA/app/fafsa)*

NCAA regulations restrict the total amount of financial aid a student-athlete can receive. If I receive a Federal, State, or Institutional Grant or some other scholarship or financial aid, I will notify the Student Financial Aid Office. The funds listed above, may replace a portion of my athletic grant to meet NCAA and conference regulations.

I am aware that the amount of this aid may be reduced or canceled during the term of this award if: (Check Box)

- ❑ I become academically ineligible for intercollegiate competition:
  - by failing to maintain a cumulative 2.0 grade point average,
  - by failing to meet the satisfactory progress requirement of averaging 6 hours in previous full-time semester and 12 credit hours for each full time semester enrolled
- ❑ I give false information on my application, letter of intent, or Student Financial Aid Agreement,
- ❑ I fail to apply for student financial aid by March 1st each year,
- ❑ I engage in serious misconduct that brings disciplinary action from this institution,
- ❑ I fail to participate in the year round requirements of the entire Student Athletics Program and Sport,
- ❑ I voluntarily withdraw from the sport for any reasons.

Signature: _____ Student-Athlete **Date**: _____

Signature: _____ Parent (if student is a minor) **Date**: _____

_____ **Head Coach** **Date**: _____

_____ **Director of Athletics or Designee** **Date**: _____

_____ **Director of Scholarships and Awards** **Date**: _____

Please Sign, Copy, and Return Original within (14) days of receipt to: Clark Atlanta University, Department of Athletics, 223 James P. Brawley Dr. SW, Atlanta, GA 30314;

Appendix F

OFFICE USE ONLY

Petition Action of Committee:
☐Approved; ☐Rejected:
☐Required More Information
Comments:

SCHOLARSHIPS & AWARDS OFFICE

Clark Atlanta University

223 James P. Brawley Dr. S.W., Atlanta, Georgia 30314
Fax (404) 880-8070· Phone (404) 880-6378 · http://www.cau.edu/financialaid/

2014-2015 Student Aid/Grant-In-Aid Appeal Form

Student Name _____ **Student ID#** _____
Please print name as it appears on your Panther Pawl ID Card Please print

Student wishing to submit a student aid/grant-in-appeal must complete this form. Please allow 10-15 days to review your appeal by the respective appeals committees. The respective Undergraduate and Graduate Councils of the University Academic Council may hear or review certain scholarship appeals. The appeals committees will consider extenuating circumstances beyond the student's control that resulted in the inability to meet specific key scholarship criteria. Extenuating circumstances may include: serious illness of student or immediate family member, death of immediate family member, Supporting documentation should accompany this completed form and may consist of a statement from a professional doctor, counselor, or advisor who assisted you, physician's statements with dates of treatment, court records, obituaries, email correspondence with course instructor, etc. Office of Scholarships and Awards will notify you of the results of your appeal via your student e-mail.

A student athlete has 10 days to request a hearing from the date of the Office of Scholarships and Awards notification of a non-renewal, cancellation, or reduction of athletic aid. If the student athlete does not appeal within this appeal window or informs the Office of Scholarships and Awards in writing that he/she will not be submitting an appeal, then the hearing opportunity will be forfeited. Student ~~athlete has the option to appear in person before the appeals committee o~~r allow the ~~committee to make a decision base~~d upon supporting documentation,

Step 1: INDICATE FOR WHICH SCHOLARSHIP/GRANT-IN-AID YOU ARE SUBMITTING THIS APPEAL

1. Scholarship/Grant-in-Aid Name – [Please circle one: Probation / Cancellation/Non-renewal/Reduction]

2. Scholarship/Grant-in-Aid Name – [Please circle one: Probation / Cancellation/Non-renewal/Reduction]

3. Scholarship/Grant-in-Aid Name – [Please circle one: Probation / Cancellation/Non-renewal/Reduction]

STEP 2: INDICATE WHY YOU NEED TO APPEAL - mark all that apply

( ) My CAU cumulative grade point average is below the GPA required to maintain my scholarship(s).
( ) My course load is/was below the minimum required credits to maintain my scholarship(s).
( ) My total eligible semesters or allowable total credits have been or will be soon exceeded.
( ) Reinstate a reduction, cancellation, or non-renewal of athletics grant-in-aid
( ) Other (explain briefly)

STEP 3: COMPLETE YOUR APPEAL EXPLANATION AND DOCUMENT YOUR CASE

If you have a **GPA deficiency** or **have not completed the required credits,** include in your appeal all of the following:

- Why you became deficient,
- How you plan to resolve the deficiency,
- Why you were unable to resolve the deficiency during your probationary semester (if applicable); and
- Provide appropriate documentation of the special circumstances mentioned in your letter of appeal.

2014-2015 Scholarship/Grant-In-Aid Appeal Form

Student Name_____ **Student ID#**_____

Please print name as it appears on your Panther Pawl ID Card Please print

Please explain the circumstances related to this appeal. Use additional paper if necessary, and attach documentation.

STEP 4: SIGN AND SUBMIT FORM AND RELATED DOCUMENTS TO CAU SCHOLARSHIPS& AWARDS

CERTIFICATION: I certify the information on this Scholarship/Grant-in-Aid Appeal Form, which includes my explanation, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by CAU Scholarships and Awards Office. I realize that a final decision may not be made unless all steps above are complete and until I submit any additional requested information. I understand any false information may be cause for the denial, reduction, and/or repayment of financial assistance.

Student Signature_____ Date_____, Email:_____@cau.edu

FOR INTERNAL USE ONLY

Cumulative Grade Point Average as of (date:): _____

Receiving Counselor (Please Print): _____ Inc. Docs (circle) Narrative / Supporting Docs

Received in Scholarships & Awards Office (Please Print): _____ Date: _____

Clark Atlanta University
General Scholarship Application

Appendix G

Please type or print your answers clearly. Application will be returned, if illegible. **Date:** ,

Last Name	First Name:	MI:		Date of Birth:
Permanent Address:	City:	State:		Zip:
Permanent Phone:	Email Address:	Cell Phone:		School Major:
College Classification: ☐ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR	SAT/ACT Score (Reading & Math Combined only):	Citizenship:	GPA:*	GPA Scale of:

Your Awards, Honors and Scholarships

List any awards, honors, or scholarships you have received in the past four years. Please list in descending order of significance. You will have space to list up to three awards.

NAME/DESCRIPTION	DATES:
1.	
2.	
3.	

Your Programs and Activities

List any programs and activities in which you have participated on campus or in your community while in school (such as clubs, publications, debate, dramatics, music, art, student government…).

ACTIVITY	DESCRIPTION/OFFICE HELD	DATES

In two sentences or less, please explain why you are the best candidate for this award.

I understand my applying for a Clark Atlanta University Scholarship affirms my wish to be considered. Permission is hereby given to officials of my institution to release transcripts of my academic record and other requested information for consideration to the Clark Atlanta University scholarship program. I further affirm I plan to pursue a course of study leading to a degree and that the information contained herein is true and accurate to the best of my knowledge and belief. The minimum requirements for scholarship award consideration are 3.0 GPA, and ACT-19/SAT-900.

*Please Note: Students seeking financial aid from the university must complete a Free Application for Federal Student Aid (FAFSA). U.S. Dept. of Education Website: Https://**fafsa.ed**.gov/**FAFSA**/app/**fafsa***

Return completed application to:

Clark Atlanta University, Office of Scholarships and Awards, 211 Haven-Warren Bldg., 223 James P. Brawley Dr., S.W. Atlanta, Georgia 30314

*(GPA Core Courses Inclusion: English, Math, Sciences, Foreign Language, Social Studies, Fine Arts, Health, etc.)

You will receive a response from CAU within 2 weeks.

Applicant's Signature:	Date:

Clark Atlanta University

University Scholarships and Awards

Office of Scholarships and Awards

(Date)

John Doe
(Current Address)

Re: Impending Scholarship/Grant-In-Aid Ineligibility - Notification

Dear John,

You are currently at risk of losing your scholarship. Clark Atlanta University (CAU) awards scholarships with the requirement that recipients continue to meet key scholarship criteria, which includes maintaining at least a CAU cumulative [____] Grade Point Average (GPA), and/or full enrollment status. The Office of Scholarship and Awards reviews, after the posting of spring semester grades, the scholarship eligibility of recipients. If your academic record indicates that you did not meet key scholarship criteria, the scholarship award will not be renewed for the subsequent fall semester.

The Office of Scholarship and Awards strongly recommends that you review your BANNER-web student account to determine your academic standing at the end of each semester that which would affect award eligibility for the following academic year. This will allow time for you to prepare financially should your cumulative GPA fall below the required GPA. You have a right to appeal the determination leading to your scholarship funding cancellation.

Procedure for Scholarship Reinstatement due to Ineligibility
If your scholarship funding is canceled because you did not meet the required cumulative GPA and you desire reinstatement, you must file a formal letter of appeal immediately to the University Scholarship Committee through Office of Scholarships and Awards, assuming the successful restoration of cumulative GPA. You will also receive notification of scholarship ineligibility from the Office of Scholarships and Awards via your CAU e-mail account. If you enroll in summer courses (at CAU) and bring your overall CAU GPA up to the required level by the start of the next fall semester, your scholarship funding should be reinstated given that you have submitted all necessary financial aid documents.

CAU respective scholarship committee considers extenuating circumstances beyond your control that resulted in your inability to meet the required cumulative GPA, as basis for appeal prior to the restoration of the required GPA**.** However, it is essential that you document fully the circumstances surrounding that inability, as well as your plan to meet these requirements in the near future. Third party documentation supporting your appeal is strongly recommended.

Please note that an email, phone call, in-person request or a request from someone other than the student will **not** be responded to and will be an inappropriate steps toward scholarship reinstatement.

Procedure for Scholarship Reinstatement due to Leave of Absence

Withdrawing from school for a semester or not returning a semester, will automatically forfeit your scholarship eligibility. In the event that you take an approved leave of absence, you may request to have your scholarship reinstated upon your return. You must submit a written letter explaining the circumstances around your leave of absence, e.g. for medical reasons or to participate in a study abroad program. You must provide third party documentation, which will address and support the reason for the withdrawal and/or leave of absence. Upon return, you must submit a written letter alerting the Office of Scholarships and Awards that you had previously requested a leave of absence and would like to have your scholarship reinstated.

Scholarship appeal letters should be mailed or delivered to the following address:

Academic Council's Committee on Admission, Student Financial Planning, and Scholarship
C/O Office of Scholarships and Awards, Student Financial Aid
Clark Atlanta University
Haven-Warren Room 211
223 James P. Brawley Drive S.W.
Atlanta, GA 30314

Scholarship appeals received by the Office of Scholarships and Awards will be acknowledged immediately and forwarded to the Academic Council's Committee on Admission, Student Financial Planning, and Scholarship

If you have any questions or concerns regarding your scholarship, be sure to contact Mrs. Teyana Chaney at 404-880-6378 or tchaney@cau.edu. All responses will be sent to your CAU student email.
Best Wishes,

Mrs. Teyana Chaney, Director
Clark Atlanta University
223 James P. Brawley Drive S.W.
Atlanta, GA 30314

c. University Student Aid Committee

CLARK ATLANTA UNIVERSITY
Endowed Undergraduate and Graduate Scholarships List
(As Listed in the CAU Student Handbook)

All **Schools and All Majors**

1. **CAU General Established** in 2001 by combining General scholarships at Atlanta University and Clark College; For Outstanding Students; Entering freshmen must have SAT of 1200+ or ACT of 20+. Available to all grades including Graduate who maintain 3.2 GPA or above, all majors

2. **Class of 1973** Funded by the graduating class of 1973; GPA 2.8, first-semester or above, financial need, all majors

3. **Clark College Class of `78 Established** in 2003 by the Clark College Class of 1978; GPA 2.3, any major, financial need, freshmen to seniors eligible

4. **James P. Brawley Endowed Scholarship Fund** Established in 1965 by the Clark College National Alumni Association in the name of the late President Emeritus. GPA 3.0 (2.0 if has special talent – e.g., artistic or athletic), Second Semester Freshman or above, Enrolled full-time, Good moral character, Involved in University Activities, Financial need, Strong Desire for an Education

5. **Consolidated Undergraduate** Established in 2001 by combining the corpuses of 34 scholarships with corpuses of $10,000 or less to form one significant scholarship; (Nellie D. Adams, Malcomb Boyd, John W. Cassidy, Helen C. Coburn, Cummings Memorial, Emeline Cushing, Marion Curtis, David L. Dennis, Jr., Melissa Dodge, William E. Dodge, President Garfield Memorial, Glenn Estate, Cuthbert Hall, C.E. Harris & C.E. Lewis, Hastings, Francis H. Keith, Sterling E. Kent, Clara B. Kimble, Sophie E. Lee, E.L. Lipscomb, Iris Frye Palmer, Plainfield (the first AU Scholarship), Regenstein Fund, Selma Richardson, Mather Rowland, Olive Phelps Stokes, Mary Woodman, G.C. Scarlett, Wiley Miller Bolden, Florine L. Bussey, Lois Walker Morris, National Association of Negro Business and Professional Women's Clubs, Ethel McMichael Johnson, and Henry M. White) GPA 2.8, sophomore or above, all majors

6. **Ford EEOC** Established by the Ford Motor Company and the Equal Opportunity Commission; GPA 2.75–after first year GPA must be 3.0; first semester or above, all majors, Preference to Ford employees and families

7. **Gaylord/Wolfe Donated** in 1994 by Mrs. Nellie Gaylord (CC '43, AU '50), in honor of her mother and father and her love of Clark College; GPA 2.8, sophomore or above, financial need, all majors

8. **Beatrice J. Gilliam** Established in 2002 by her son, William J. Gilliam, and her daughter Wilma J. Grayson; Mrs. Gilliam retired from CAU after 30 years as a beloved and respected Resident Dormitory Director. GPA 3.0, Junior or Senior, all majors

9. **Adrienne M. Herndon.** Established in her honor by donations from the Alonzo F. and Norris B. Herndon Foundation: Mrs. Herndon was a teacher at Atlanta University; GPA 2.8, sophomore or above, Financial need, All majors who are involved in a performing arts activity (drama, band, choir, etc.)

10. **Emma J. Morris** Clark Atlanta University Alumni Association past president and 1975 Graduate of Clark College; GPA 2.0, sophomore or above, financial need, all majors

11. **Pfeiffer Foundation.** Established by the Pfeiffer and Merner families who contributed to the construction of Pfeiffer and Merner residential halls; GPA 3.25, sophomores and above; all majors

CLARK ATLANTA UNIVERSITY
Endowed Undergraduate and Graduate Scholarships List
(As Listed in the CAU Student Handbook)

12. **John and Harriett Phillips** GPA 3.0, sophomore or above, all majors

13. **Presidential Consolidated Established** in 2001 by combining the corpuses of three scholarships of former Presidents (John Hope, Atlanta University; Dr. Benjamin E. Mays, Morehouse College, and Dr. Rufus E. Clement, Atlanta University); GPA 3.0, sophomore or above; all majors

14. **Barbara J. Hart-Redding (CC '70) – Aspiring Leaders** Established in 2004 by her husband Luther Rodgers Redding and their son, Dr. Damon G. Redding; GPA 3.0, first- year students, 40 hours documented community service each quarter; letter explaining career goals and plans to contribute to society; $1,250 per year, renewable one additional year

15. **Lauren H. Solomon** Established in 1994 in honor of Ms. Solomon by the Conference of Minority Transportation officials – Atlanta; GPA 2.5, sophomore or above, financial need, all majors with students interested in transportation fields

16. **Mark Alan Smith** A memorial fund established by his mother, Ms. Doris Smith, who worked in the University President's office for 30 years, and friends; GPA 2.5, sophomore or above, all majors, financial need, male from single-parent family preferred

17. **Elbert and Sarah Tuttle** A memorial fund established by gifts from friends of Judge Elbert Tuttle and his devoted wife; GPA 2.5, sophomore or above, financial need, all majors

18. **Edgar Webster** A memorial to Professor Webster who came to AU in 1887 as Head of the Normal Department and later became professor of Physical Sciences until retiring in 1926. GPA 3.0, sophomore or above; all majors

19. **Oziel Fryer Woolcock** Funded by a $25,000 gift from her estate. She was a 1932 graduate of Clark Atlanta University and was a teacher in the Atlanta Public Schools system and later became a "women's interest" editor with the *Atlanta Daily World newspaper*. GPA 2.5, sophomore or above; all majors

20. **Consolidated Graduate:** Established in 2001 by combining the corpuses of scholarships with corpuses under $5,000 to form one significant scholarship (Alma Herbert, Graduate Fund for Student Aid, Raymond Hughes, Ruby Tilden Payne, Emily Schoulder, Jimmy Ryan White, Thomas T. Wierman, and Richard A. Wright) GPA 3.0, Any Major, Full Academic work load(Graduate School)

21. **Howard R. Dobbs:** Established with a gift from Mr. Dobbs their class. GPA Upper 5%, Graduate or undergraduate, any major(Graduate School)

22. **Ford EEOC:** Established by the Ford Motor Company and the Equal Opportunity Commission. GPA 2.75 – after first year GPA must be 3.0, First semester or above, all majors, Preference to Ford employees and families. (Graduate School)

23. **Ford Foundation** – (DR. BOONE) (Graduate School)

24. **Tuthill King:** Mr. King, of Chicago, IL gave a $5,000 gift in 1882 to AU for this scholarship**.** GPA 3.0, Any Major(Graduate School)

CLARK ATLANTA UNIVERSITY
Endowed Undergraduate and Graduate Scholarships List
(As Listed in the CAU Student Handbook)

School of Arts and Sciences

1. **Joseph A. Bailey, Sr.** (**AU'31** Received first M.A. Degree given by AU) Established by Dr. Bailey in 1966 with continued funding from his son, Joseph A. Bailey II. GPA 3.0, sophomore or above, financial need, Humanities Majors

2. **Harry and Billie Pfiffner** Established by the friends as a 50th wedding anniversary gift for the Pfiffners and a bequest from the Pfiffners. Mrs. Pfiffner was a member of the Clark College Board of Trustees and both were members of the Board of Visitors; both received Honorary Doctorate Degrees; GPA 2.8, sophomore or above, financial need; all majors – Music and Art Majors preferred

3. **Edward L. Simon** A memorial fund in honor of Mr. Simon, a 1933 graduate of Clark College who served as Chairman of the Clark College Board of Trustees; GPA 3.0, sophomore or above, Business or Math majors, active in University activities

4. **CAU Guild/Brenda Cole Guild** founded in 1992 by Judge Cole (wife of first CAU President, Thomas W. Cole, Jr.). In 2001 Guild voted to include Judge Cole's name in scholarship; GPA 2.5, first year student or above, Arts and Humanities Majors

1. **W. H. Crogman** A memorial fund in honor of Dr. Crogman, the first African-American President of Clark College (1904 to 1910); Established by his daughter, Mrs. Edith Brown. GPA 3.0, sophomore or above, financial need, Humanities Majors

2. **J. J. Dennis** A memorial fund in honor of Dr. Dennis, a 1929 graduate of Clark College and an outstanding mathematics professor there from 1930 until 1975; selected by a special committee, GPA 3.25, junior or senior, Mathematics Majors

3. **Amaryliss Murphy Hawk** Established by family, colleagues, students and friends to honor Mrs. Hawk, who served 30 years as a speech teacher in the Mass Media Arts Department at CAU; GPA 3.0, sophomore or above, Mass Media Arts Major

4. **Health Professions** Established in 1999 by graduates of CAU who matriculated and pursued professions in the health sciences. James K. Bennett, M.D., CC '76, initiated the fund by challenging fellow alumni to donate; GPA 3.0, Sophomore or above - pursuing career in health professions; Application, including 500- word essay on "My career goals" required, Committee, headed by Associate Dean of Undergraduate Studies, selects
5. **Vivian Henderson** A memorial fund in honor of Dr. Vivian Henderson, President of Clark College from 1965 to 1976; GPA 3.0, sophomore or above, financial need, Economics Major

6. **Virginia Holmes/Lloyd Wolfe (CC '41 and CC '38** resp.**)** Established in 2001 by the Philadelphia Chapter of the CAU Alumni Association as a living tribute to these two, who for 50 years were devoted members of the chapter; Senior recommended by Department Chair, Mathematics, Home Economics, Public Policy, or Mass Communications Major, financial need

7. **Sylvester Kennedy, Sr.** Established in 2003 by Thelma Kennedy-Malveaux in memory of her father. GPA 3.0, all grades, financial need, Business, Math or Engineering Majors, students from Mobile, Alabama, preferred

CLARK ATLANTA UNIVERSITY
Endowed Undergraduate and Graduate Scholarships List
(As Listed in the CAU Student Handbook)

8. **Kiewit Companies** Established in 1995 by a gift from the Kiewit Companies Foundation GPA 3.0 at CAU (2.5 at Associated Engineering Schools) - if entering freshman then 3.3 high school or SAT 1100, Financial need, Civil, Mechanical or Electrical Engineering Major

9. **Jean West Lewis Established** by Ms. Lewis, a 1965 graduate of Clark College; GPA 2.8, sophomore or above; Biology Major

10. **Kathy E. Lewis Established** in 2003. Ms. Lewis received a Clark College- Georgia Tech Dual Degree in 1976 and an MS (Environmental engineering) from Georgia Tech; she spent her notable career with Proctor & Gamble in environmental engineering, manufacturing, purchasing and recruiting and was actively involved in community activities; she retired in 2003. GPA 2.3, freshman-senior, Science Major (Chemistry, Physics, Engineering, Math), financial need, renewable for 5 years if 2.5 GPA maintained

11. **Henry C. McBay** A fund initiated by a grant to Dr. McBay from the Camille and Henry Dreyfus Foundation, for receiving the 1995 American Chemical Society award for "encouraging disadvantaged students into careers in the Chemical Sciences;" Dr. McBay used the award money to set up this scholarship; Dr. McBay taught Chemistry to Atlanta University Center students for 40 years; He received his master's degree from Atlanta University. GPA 3.0, sophomore or above, financial need, Chemistry Major

12. **Dolphus Edward Milligan** Established in 2003 in his memory by his nephew, William Shack **(CC '65)**; Dr. Milligan was a nationally recognized scientist and Chief of the Photochemistry section of the National Bureau of Standards until his early death at age 45; GPA 2.8, sophomore or above, financial need, Chemistry or Mathematics Major

13. **James and Wilhelmina Miree (CC '47)** A memorial fund established in 1995 by the Mirees; 2.5 GPA, juniors or seniors, Science or Mathematics Majors, may apply for study abroad; 3.0 GPA, graduate students, Science or Mathematics majors, may apply for study abroad.

14. **Humanities Endowed Scholarship** Established in 1995 by a gift from Manzanita Management Company. GPA 2.7, sophomore or above, financial need, Humanities Major (Art, Theater Arts, English, History, Music, Philosophy)

15. **Sylvester Kennedy, Sr.** Established in 2003 by Thelma Kennedy-Malveaux in memory of her father. GPA 3.0, all grades, financial need, Business, Math or Engineering Majors, students from Mobile, Alabama, preferred

16. **Kathy E. Lewis Established** in 2003. Ms. Lewis received a Clark College- Georgia Tech Dual Degree in 1976 and an MS (Environmental engineering) from Georgia Tech; she spent her notable career with Proctor & Gamble in environmental engineering, manufacturing, purchasing and recruiting and was actively involved in community activities; she retired in 2003. GPA 2.3, freshman-senior, Science Major (Chemistry, Physics, Engineering, Math), financial need, renewable for 5 years if 2.5 GPA maintained

17. **Henry C. McBay** A fund initiated by a grant to Dr. McBay from the Camille and Henry Dreyfus Foundation, for receiving the 1995 American Chemical Society award for "encouraging disadvantaged students into careers in the Chemical Sciences;" Dr. McBay used the award money to set up this scholarship; Dr. McBay taught Chemistry to Atlanta University Center students for 40

years; He received his master's degree from Atlanta University. GPA 3.0, sophomore or above, financial need, Chemistry Major

18. **Reader's Digest Formed** in 2001 by combining three gifts to Clark College and Atlanta University from Dewitt Wallace Fund, Inc., and the Readers Digest Foundation; GPA 3.0, Sophomore or above, financial need. Major in Mass Communications area with Journalism preferred

19. **Margaret and Cato Roach** Formed by a provision in Mr. Cato Roach's will in tribute to his wife, Margaret, who was a 1930 graduate of Clark University and later served on the Board of Trustees; SAT of 1050 or ACT of 17 and maintain a 3.0 with full load (13 hrs. +); First-year students or above; Majoring in Allied Health or Mass Communications

20. **Evelyn Ross Robinson Arts & Humanities Established** in 2001 by Mr. Edrich C. Davenport, Trustee of Mrs. Robinson's estate, and by Mrs. Nettie C. Washington, cousin of Mrs. Robinson to honor Mrs. Robinson; GPA 3.0 Cumulative, sophomore or above, Arts & Humanities Major

21. **Nathaniel and Gloria Welch** Established by the will of Mrs. Gloria Ljunglof Welch as a tribute to her husband. GPA 3.0, sophomore or above; financial need; Music, Art or Social Science Majors

22. **Westvaco Foundation Scholarship and Internship** Created in 1997 with $300,000 to encourage outstanding students to pursue science, engineering and business careers and with 8-10 week internships to give them working experience and exposure to Westvaco; GPA 3.0 (MBAs-no grade under a "B," Junior, senior or first-year graduate, financial need secondary; 8-10 week summer internship program at Westvaco required ***(Documentation requires)***

23. **Alma Williams Memorial** Established by faculty and friends of Ms. Alma Rene Williams who, from 1979 until her death in the year 2000, was a member of the faculty and History Department Head; GPA 3.0, sophomore or above, financial need. History major

24. **Adolphus Bell Wright** Established in 1998 by Mrs. Dorothy W. Wright in memory of her husband. Mr. Wright served as Chairman of the Clark college Department of Economics and business for many years; GPA 3.0, sophomore or above, financial need. Business/Economics Majors

25. **Adolphus Bell Wright** Established in 1998 by Mrs. Dorothy W. Wright in memory of her husband. Mr. Wright served as Chairman of the Clark college Department of Economics and business for many years; GPA 3.0, sophomore or above, financial need. Business/Economics Majors

26. **K. P. Carnes:** Transferred from Emory University in 1988. GPA 3.0, School of Library Science and Information Studies, Financial Need (Graduate School)

27. **Mary Rayford Collins:** Alumnae of Atlanta University School of Library Science. She purchased a life insurance policy with Clark Atlanta University as beneficiary. Ms. Collins passed away May 26, 1995 and the proceeds the policy established this scholarship. **GPA 3.5,** Mississippi resident and commitment to work in library service area is Mississippi for two years after receiving Masters in Library Science. Send application to School of Library Science along with written statement of innovative ideas for improving library services. (Graduate School)

28. **Lucy C. Grigsby – Not available until fall 2005**
1941 she was the first student offered employment immediately following graduation by the

university. GPA 3.3, English and Humanities, Commitment to service to mankind(Graduate School)

29. **William R. Hearst:** Established in 1985 by a gift from the William Randolph Hearst Foundation. GPA 3.0, financial need, Full-time load in Education, Social Work, or Humanities. (Graduate School)

30. **William R. Hearst:** Established in 1985 by a gift from the William Randolph Hearst Foundation. GPA 3.0, financial need, Full-time load in Education, Social Work, or Humanities. (Graduate School)

31. **Casper L. Jordan:** An associate professor in the School of Library and Information Atlanta University and University Librarian. Created in his honor by Linneaus and Phae Dorman. Mrs. Dorman was a student of Mr. Jordan. GPA 3.0, Financial need, School of Library Science(Graduate School)

32. **Adolphus Bell Wright** Established in 1998 by Mrs. Dorothy W. Wright in memory of her husband. Mr. Wright served as Chairman of the Clark college Department of Economics and business for many years; GPA 3.0, sophomore or above, financial need. Business/Economics Majors

33. **Dorothy Parker:** Established in the year 2000 by her estate for the School of Library and Information Services. GPA 3.2, Working towards a Specialist Degree(Graduate School)

34. **Evelyn Ross Robinson Endowed Scholarship Fund:** Established in 2001 by a bequest in her will in recognition of "Clark Atlanta University's commitment to educational excellence." School of Arts and Science, Financial Need(Graduate School)
35. **Philip and Hanna Shulhafer:** Established in 1986 as a Shulhafer trust bequeath of $100,000. GPA 3.0, Financial need, Political Science, Education, Sociology, or Social Work(Graduate School)

36. **Robert H. Tucker, Jr., CC'63 Pol. Sc. –Not Available in 2005**
Established by Mr Tucker in 2003, a member of the CAU Board of Trustees and President/CEO Of Integrated Logistical Support, Inc., New Orleans, LA, GPA 3.0, Pursuing Graduate degree in Political Science(Graduate School)

37. ***#615503*** **MAGNOLIA ECHOLS WILKINS/LESSIE CHANDLER ECHOLS:** Established in 1988 with a personal check and $172,000 was added in 2003 through an insurance policy, which listed CAU as beneficiary. Ms. Wilkins received a MA in French from Atlanta University in 1941. GPA 3.0, Graduate work in Foreign Languages, Brief essay on "How graduate work in foreign languages will help my career(Graduate School)

School of Education

1. **Burger King.** Donated in 1990 by Burger King, Inc. GPA 3.0, and sophomore or above, Business or Education Majors

2. **H. Claybourne Donated** by the Georgia Council of Deliberation, an organization of 32nd and 33rd degree Prince Hall Masons of Georgia.; GPA 2.8, sophomore or above, financial need, Education Majors, Georgia resident preferred

3. **Jessie P. Feacher** A graduate of Clark College who became a teacher in Jacksonville, Florida. She donated her modest home and much of her life savings to endow this scholarship; GPA 3.0, first semester students or above, financial need. English Majors with emphasis on Creative Writing

4. **Goizueta Foundation Scholars Fund for Teacher Preparation** Established in 2000 by a $1,000,000 gift from the Goizueta Foundation to encourage Teaching Careers; High School GPA 3.75 (4.0 scale), first-semester freshman, Education Major. See School of Education for materials required for application

5. **Goizueta Scholars Fund:** Created from a gift from the Goizueta Foundation in honor of Mr. Robert C. Goizueta**,** a Chairman of the Board and CEO of the Coca Cola Co. GPA 3.0, School of Education for students becoming teachers. (Graduate School)

6. **Augusta D. Palmer:** Atlanta University graduate in Reading who established this scholarship by a proviso in her estate. GPA 3.0, School of Education, Application sent to Curriculum Department, School of Education(Graduate School)

7. **William R. Hearst:** Established in 1985 by a gift from the William Randolph Hearst Foundation. GPA 3.0, financial need, Full-time load in Education, Social Work, or Humanities. (Graduate School)

8. **Philip and Hanna Shulhafer:** Established in 1986 as a Shulhafer trust bequeath of $100,000. GPA 3.0, Financial need, Political Science, Education, Sociology, or Social Work(Graduate School)

School of Social Work

1. **Mary E. Aldridge** Donated by Dr. Delores Aldridge (**CC '63** and **AU '66**), in honor of her mother; GPA 2.8, sophomore or above, Financial need, Social Work Major

2. **Carrie Thomas Jordan** Established in 1993 by the will of Alice J. Jordan (who attended Atlanta University School of Social Work) in memory of her mother, a graduate of Clark College; 3.0 GPA, First semester student or above, all majors, with preference to Social Work Majors

3. **Barbara J. Hart-Redding (CC '70) Academic Achievement Established** in 2003 by her husband, Luther Rodgers Redding, son, Damon G. Redding and friends; Barbara was a devoted alumna who stayed in contact with her college friends and returned often for her class reunions. She passed July 17, 2003. Mr. Redding is the brother of the late singer Otis Redding. GPA 3.0, juniors or seniors, Social Work majors; Nominated by faculty member, Letter to Department Head detailing career goals and plans to contribute to society; Renewable one year

4. **Avon/Whitney Young:** Established in 1973 by a gift from Avon Products, Inc. to honor Mr. Young who was Dean of the School of Social Work at Atlanta University from 1954 to 1960 and Executive Director of the National Urban League until his death in 1971. GPA 3.0, financial need, School of Social Work, one year, renewable for second year. (Graduate School)

5. **Albert and Ruby White Edwards:** Established in 2004 by the University and friends. Mr. Edwards (AU'22, class valedictorian). Ruby White Edwards ('17 AU Normal School). He passed away in 1988 (his beloved wife passed in 1933) and left $59,000 to CAU. The gift was used for operational

needs, in 2003 Mr. Louis Smith (AU '22) organized a group of friends to add $10,000 to a corpus of $15,000 from CAU undesignated scholarship funds to reach the $25,000 minimum for an endowed scholarship. GPA 3.0, School of Social Work. (Graduate School)

6. **Alva A. and William H. Evans Endowed Scholarship Fund:** Established in 2001 as a provision of the estate of Evelyn Ross Robinson in honor of Mr. and Mrs. Evans. Student must carry required minimum workload.
   GPA "in Good Standing, "Financial need, Accepted in School of Social Work. for students in the upper 5% (Graduate School)

7. **William R. Hearst:** Established in 1985 by a gift from the William Randolph Hearst Foundation. GPA 3.0, financial need, Full-time load in Education, Social Work, or Humanities. (Graduate School)

8. **Philip and Hanna Shulhafer:** Established in 1986 as a Shulhafer trust bequeath of $100,000. GPA 3.0, Financial need, Political Science, Education, Sociology, or Social Work(Graduate School)

9. **Pliny & Ethel Christler Jenkins:** Established in 1995 as a provision of their estate. Mrs. Jenkins was a member of the first graduating class of Atlanta University. GPA 3.0, Financial need, Social Work student (interest in the developmentally disabled preferred). (Graduate School)

10. **Wilma Van Dusseldorp:** Graduated from Atlanta University. Established as a provision of her estate.
    GPA 3.0, Financial need, School of Social Work(Graduate School)

School of Business

1. **Bank of America** Established in 1994 by Nations Bank (acquired later by Bank of America); GPA 3.0, Junior or Senior, Financial need, Business major ($2,500/year, renewable); Awarded by the School of Business Administration

2. **Lamond Godwin (CC '64)** Established by friends after his unexpected death on November 15, 1998; Mr. Godwin was an active alumnus and a member of the Board of Trustees. GPA 3.2, Undergraduate Business major, sophomore or above

3. **Burger King.** Donated in 1990 by Burger King, Inc. GPA 3.0, and sophomore or above, Business or Education Majors

4. **Marilyn Renée Teasley Carnegie** (**CC '83 and MBA, CAU '91**). Established in 2003 by her husband; David (CC '83) and friends; GPA 3.5, sophomore or above, financial need, Business Majors–Undergraduate or Graduate. Essay to Dean of Business School on "Increasing CAU's Endowment Funds"

5. **Gilliam Foundation** Established in 2001 by the Gilliam Foundation of Wilmington, Delaware; Ms. Leslie Gilliam was a 2001 Honors graduate with a B.A. degree in Marketing. GPA 3.0, sophomore or above, Business Administration/Marketing majors

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6. **Frank Jackson Lincoln-Mercury Entrepreneur Scholarship Established** in 2001 by a $25,000 gift from The Frank Jackson Family Foundation; No GPA or financial requirements, Business Administration Major–Awarded by the Dean of the Business School

7. **Herbert J. Miller, Sr.** A memorial fund endowed in 1998 in memory of Mr. Miller, a 1956 graduate of Clark College and founder of Social & Scientific Systems; GPA 2.8, sophomore or above, Business major, students from Maryland, Virginia, and Washington, DC, preferred

8. **Kibbie F. Payne, Sr.** A scholarship formed by a bequest from Ms. Jessie P. Feacher in honor of her brother, Mr. Kibbie Payne; GPA 3.0, sophomore or above, financial need, Business Administration Major

9. **Edward L. Simon** A memorial fund in honor of Mr. Simon, a 1933 graduate of Clark College who served as Chairman of the Clark College Board of Trustees; GPA 3.0, sophomore or above, Business or Math majors, active in University activities

10. **Nathaniel Thomas** A memorial fund established by the Philadelphia, PA Chapter of the Clark Atlanta University Alumni association; GPA 2.5, seniors, financial need, Business Administration major
11. **Westvaco Foundation Scholarship and Internship** Created in 1997 with $300,000 to encourage outstanding students to pursue science, engineering and business careers and with 8-10 week internships to give them working experience and exposure to Westvaco; GPA 3.0 (MBAs-no grade under a "B," Junior, senior or first-year graduate, financial need secondary; 8-10 week summer internship program at Westvaco required ***(Documentation requires)***

12. **Adolphus Bell Wright** Established in 1998 by Mrs. Dorothy W. Wright in memory of her husband. Mr. Wright served as Chairman of the Clark college Department of Economics and business for many years; GPA 3.0, sophomore or above, financial need. Business/Economics Majors

Athletics

1. **Coach Curtis Crockett – Football; Established** in 2003 by Carl (**CC '65**) and Mary (**CC '71**) Ware in memory of Coach Crockett, who was on the University coaching staff 1963-1999. GPA 2.5, freshman or above, any major, football participant

2. **Coach Curtis Crockett – Golf. Established** in 2003 by Carl (**CC '65**) and Mary (**CC '71**) Ware in memory of Coach Crockett, who was on the University coaching staff 1963-1999. GPA 2.5, freshman or above, any major, golf participant

3. **L. S. Epps** A memorial fund in honor of Coach Epps, beloved coach at Clark College from 1949 to 1997, Athletic Director until 1983. GPA 2.5, SAT 900 or ACT 17, freshman or above, Financial need, all majors, actively involved in University athletics

4. **Frank Jackson Lincoln-Mercury Golf Scholarship** Established in 2001 by a $25,000 gift from The Frank Jackson Family Foundation. No GPA or financial requirements, any major, but involved in CAU Athletics, Awarded by the Director of Athletics

5. **Ralph C. Robinson Athletic Scholarship** Established in 2001 by a bequest in the estate of Evelyn Ross Robinson in honor of Mr. Robinson. GPA 2.5, sophomore or above; Participating in a University Sport. Must carry academic workload of 15 or more hours, all majors.

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