

POLICIES AND PROCEDURES

Subject: Scholarship Committee Reference: G-X-b

Source: Vice President, Student Success Eff. Date: June 28, 2018

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated **September 25, 2015**

Date: **June 28, 2018**

The Scholarship Committee is one of the College's Standing Committees. The Vice President, Student Success (VPSS) shall oversee academic scholarship committee appointments. The Scholarship Committee shall:

1. Review and score all complete scholarship applications received by the deadline.
2. Aid in the selection of scholarship recipients for private donor scholarships to the MCC Foundation in accordance with donor guidelines.
3. Recommend changes to the scholarship program as appropriate.

Appointments to the scholarship committee should be made in the fall of each year to ensure that committee work can begin in January. The Chair is responsible for scheduling committee meetings, training, and notification of applicants.

Scholarship committee membership shall include at least the following:

- Chair (Coordinator, Operations & Scholarships of the MCC Foundation);
- At least one MCC Foundation Board member;
- Two Student Success representatives appointed by the Vice President, Student Success;
- Two Business Services representatives appointed by the Vice President, Finance & Administration;
- Four faculty members, two from Arts and Sciences, and two from Workforce education, appointed by the Vice-President, Instruction;

- Two Information and Technology representatives appointed by the Vice-President, Research, Effectiveness and Information;
- One Support staff representative appointed by MCCOPA (McLennan Community College Office Personnel Association);
- Financial Aid Specialist serves as permanent advisor to the Scholarship Committee;
- Ex-officio members: Director, Financial Aid and Executive Director, MCC Foundation;
- The Executive Secretary of the MCC Foundation may be called upon for assistance for the committees.