

## **MS-23 Appendix: JCESOM Scholarship Policy and Procedures**

### **Marshall University Joan C. Edwards School of Medicine Scholarship Program**

The Marshall University Joan C. Edwards School of Medicine (MUJCESOM) Scholarship Committee annually reviews all currently enrolled medical students in good academic standing and all newly admitted medical students for consideration of any available MUJCESOM institutional scholarships.

- Awards are classified as Institutional Scholarships and Tuition Waivers.
- All funds represent scholarships supported by private donors with established guidelines for the selection of recipients.
- Scholarships are considered financial assistance and do not have to be repaid.
- Awards can be based upon a combination of the availability of funds, number of qualified students, donor guidelines, student financial need, student loan indebtedness, and/or academic merit.
- The Scholarship Committee will select all award recipients.
- Since some scholarship funds are based on financial need, all students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) by April 15<sup>th</sup> prior to the upcoming academic year.
- Federal policy requires all institutional, state or private scholarship funds be considered in determining eligibility for federal assistance, including student loans.
- Recipients of scholarship funds after the awarding of federal aid may result in an adjustment of the recipient's federal award and the return of federal aid funds.

## Criteria for Awarding

### Scholarships

#### New Students\* - MS1 (Entering first year students)

- All newly admitted students will be considered as candidates.
- Priority will be given to applicants with outstanding academic credentials.

#### Continuing Students - MS2, MS3, and MS4 students

- All continuing, enrolled students in good academic standing with a minimum 3.0 GPA will be considered as candidates.
- Financial need and academic merit will be the primary basis for determining recipients.
- Recipients will have their current year's student loan reduced by the amount of scholarship awarded.

### Tuition Waivers

The value of a tuition waiver is considered by the amount of hours the tuition waiver covers and **does not include** Standard Auxiliary and Recreation Center fees. A full-time tuition waiver is equivalent to 18 hours for one semester.

#### New Students\* - MS1 (Entering first year students)

- All newly admitted students will be considered as candidates.

#### Continuing Students - MS2, MS3 and MS4 students

- Priority will be given to students with a WV residency status and financial need based upon the FAFSA analysis.
- A completed FAFSA and any additional required documents must be on file in the Office of Student Financial Assistance (OSFA) no later than April 15th prior to the awarding academic year.

**\*Renewable Scholarships/Tuition Waivers** - Recipients of renewable scholarships and/or tuition waivers will be reviewed annually at the end of the award year to determine continued eligibility for the following year. At the time of the review, students are required to be in good academic standing status and at least an overall GPA of 3.0 for continued eligibility.

## **Procedures**

### **Scholarships**

#### **New Students - MS1 (Entering first year students)**

- Based on previous year's allocation, the OSFA will provide an estimate of available scholarship funds to a representative of the Admissions Executive Committee by mid-October for the following academic year to determine the number of candidate recommendations.
- Beginning mid-October and throughout new student admission interviews, a representative of the Admissions Executive Committee will provide recommendations for new student scholarships to the Scholarship Committee.
- Prospective recipients are officially notified by letter from the MUJCESOM Dean. Scholarship requirements and the May 15 admission decision deadline will be included in the letter.
- OSFA will notify recipients of any reduction of federal aid should scholarship funds be awarded after the awarding of federal aid.
- After receipt and review of the confirmed MU Foundation allocation of scholarship funds, the OSFA will determine and report any additional amount of funds to the Scholarship committee for additional awarding.
- Awards are finalized prior to the beginning of the upcoming academic year.

#### **Continuing Students - MS2, MS3, and MS4 students**

- After receipt and review of the confirmed MU Foundation allocation of scholarship funds, the OSFA will calculate and report the amount of available scholarship funds to the Scholarship Committee.
- Awarding of current year funds will commence after the fall semester begins.
- The OFSA will provide a financial needs and academic report by class level to the Scholarship Committee for review.
- Based upon the level of financial need and academic standing, the Scholarship Committee will select recipients and award amounts.
- The Scholarship Committee will provide the OSFA with recipient names and award amounts for notification by the OSFA on behalf of the Scholarship Committee. Scholarship requirements will be included in the letter.
- Prior to the notification of awards, the OSFA will confirm with the MUJCESOM Registrar that all students meet the requirement of good academic standing. Any academic concerns identified will be reported to the Scholarship Committee for additional review.

## **Tuition Waivers**

### **New Students - MS1 (Entering first year students)**

- Before considering any new student tuition waivers, the OSFA will review the total number of waivers for the continuing recipients and report the available number to the Scholarship Committee.
- If available, the Scholarship Committee will allocate two tuition waivers with consideration for renewal each year for up to three years provided the recipient remains in good academic standing with at least a 3.0 GPA.
- At the discretion of the Scholarship Committee, full or part-time tuition waivers may be awarded.

### **Continuing Students - MS2, MS3, and MS4 students**

- After determining the number of tuition waivers for the incoming MS1 student(s), the OSFA will report the number of available waivers for continuing students and provide a financial needs and academic report by class level to the Scholarship Committee.
- Based upon the level of financial need and academic standing as of the date of the OSFA report, the Scholarship Committee will review all students, select recipients and determine the value of waivers to award.
- Prior to the notification of award, the OSFA will consult with the MUJCESOM Registrar for confirmation of the recipients' academic status. Any academic concerns identified will be reported to the Scholarship Committee for additional review.

## Calculation of Scholarship Awards

The calculation of remaining scholarship funds is made by the OSFA. “Remaining funds” are those funds available after the amount of renewable funds of continuing students are determined and then subtracted from the total estimated Foundation allocation. Remaining funds will be equally distributed between the New Students and Continuing Students. The OSFA will make a recommendation to the Scholarship Committee for awarding grants to students. The Scholarship Committee may re-allocate the actual available funds when deemed appropriate.

### New Students

- An estimate of 50% of remaining institutional scholarship funds will be allocated to the New Students.
- Since the JCE Educational Scholarship program, the JCE Charitable Foundation Scholarship and Walter Duling Scholarship program are funds specifically designated for New Students; these funds will not be included in the 50% calculation.
- **The 50% allocation for New Students are awarded for one year only and do not renew automatically:**

Remaining funds X 50% = available amount for the Scholarship Committee to award one-time awards

**Example:** FY 1112

Remaining funds = \$100,483

$\$100,483 \times 50\% = \textbf{\$50,241}$  for awarding one-time awards.

- After the Foundation Office confirms the allocation for the upcoming year, the OSFA will recalculate based on the actual amount and report any additional amount of available funds to the Admissions office for possible additional awarding.

### Continuing Students - MS2, MS3, and MS4 Students

- After recalculating the confirmed funds allocated by the Foundation Office and determining the 50% of remaining funds for New Student Scholarships, the OSFA will report the amount of the remaining 50% of funds to the Scholarship Committee for awarding of continuing students.
- 5% of the remaining 50% of funds will be reserved for unexpected or emergency financial situations that might occur with students within the year. At the end of the year these funds will be considered as a late award for a qualified student.

- After an amount is determined, funds will be allocated per class level and calculated by the OSFA as follows:
  - 50% of funds will be allocated to MS4 students
  - 30% of funds will be allocated to MS3 students
  - 20% of funds will be allocated to MS2 students
- **The 50% allocation for Continuing Students are awarded for one year only do not renew automatically:**

**Example:** FY 1112 50% of Remaining funds = \$50,241

(Less 5% for unforeseen conditions = \$2,512) = **\$47,729**

50% X \$47,729= \$23,864 for MS4

30% X \$47,729= \$14,319 for MS3

20% X \$47,729= \$9,546 for MS2

- The OSFA will provide the following information to the Scholarship Committee for determining recipients for Scholarships and Tuition Waivers for MS2, MS3 and MS4 students:
  - The total amount of available funds per class level
  - A list of students with financial need and GPA report per class level
  - A list of scholarship programs of available funds indicating any restrictions
- Scholarship Committee will notify the OSFA of the names of the recipients for notification by the OSFA.
- After the beginning of the spring semester, the OSFA will review the status of remaining scholarship funds for the academic year and report the amount to the Scholarship Committee for possible additional awarding.