COLORADO STATE UNIVERSITY
PROVOST’S OFFICE CHECKLIST FOR DISCRETIONARY SCHOLARSHIPS

College: ________________________________________________________________

Department: ____________________________________________________________

___ Scholarship name: ____________________________________________________

___ Date of first round of selection process

___ Description of eligible students

___ Funding Source
      _____ Gift      _____ Discretionary Department Funds      _____ Other __________

___ How will a timely and public announcement of the availability of the Discretionary Scholarship be made in such a way as to reach those eligible to apply?

___ What is the formal application process for eligible students?

Award Procedures

___ Are selection criteria provided?

___ Whom will make the scholarship award decision?

___ How will written records of the decision and decision process be maintained?

___ Date received in Provost’s Office: ____________________________________________________________________________

Scholarship Award Contact Person: ___________________________ Phone: ______

___ Approved   ___ Declined (Please modify the report to include the missing information as indicated by the items without a check mark.)

Provost’s Office signature: ___________________________ Date: ________________