

# **Policies and Procedures for Scholarship Awards to Undergraduate Students in the College of Forest Resources**

## **CFR SCHOLARSHIPS**

- CFR scholarships are available to students who meet requirements and criteria as stated in the guidelines for each scholarship (Note: Many scholarships are based on student classification.) To be eligible to receive a CFR scholarship, a student must be enrolled in a major and option within the College of Forest Resources, maintain a 3.0 or higher grade-point average (GPA), and complete 24 hours of courses that are approved for the respective major and option during each academic year. The GPA requirement of 3.0 may be waived when this criterion for the award of a CFR scholarship allows such action.
- CFR scholarships are awarded annually and are not automatically renewable. Students must reapply each year for consideration. In conjunction with the CFR Student Services Office, students must write thank you letters and submit a current resume in recognition of the annual scholarship award they have received. Students are not eligible to receive scholarship monies until these requirements are met.
- Sixth year and beyond seniors are not considered for CFR scholarships.
- Cooperative Education students may be eligible to receive scholarships during the semester immediately following a COOP semester. To be eligible for scholarship monies for the summer that immediately follows a spring COOP semester, the student must be enrolled full time (at least 12 hours) during that summer. The Dean of the CFR must approve this type of scholarship award before the beginning of the summer term in which the student is enrolled.
- If the GPA of a scholarship recipient is below 2.0 for the fall semester of the year in which it is awarded, the scholarship is automatically rescinded and unavailable for the spring semester.
- Scholarships can be stacked, meaning a student may receive more than one from the University, the CFR, and/or other sources.

## **OTHER PROCEDURES**

- Classification of students follows the MSU guidelines:  
Freshman – 29 or fewer semester hours  
Sophomores – 30 – 59 semester hours  
Juniors – 60 – 89 semester hours  
Seniors – 90 or more semester hours
- Essays and selection materials are available to committee members through the online scholarship portal.
- Awards are made in this order: by county, college wide, splits (scholarships that can go to two departments), and then by department.

- Scholarship funds cannot exceed the Cost of Attendance at MSU. For example, if a student receives scholarships amounting to more than the total current Cost of Attendance, the CFR scholarship will be reduced accordingly to the Cost of Attendance. The Student Services Coordinator will secure the current cost figure from the MSU Scholarship Office and ensure the CFR does not exceed the figure.
- The CFR Scholarship Committee will award those annual scholarships that have monies in hand according to the MSU timeline for scholarship awards. Donations of annual scholarships received after this meeting will be awarded during the next academic year.
- The CFR Scholarship Committee is composed of one voting faculty member from each department in the CFR. The Associate Dean, the CFR Student Services Coordinator, the CFR Admissions Counselor (Recruiter), and the CFR Development Officer are non-voting committee members. Faculty members are appointed to the committee by the Dean of the CFR based on recommendations made by the Head of each of the department. The length of appointment for faculty is three years. The chair of the committee rotates annually among the faculty representing each of the departments. Faculty members of the committee may be re-appointed after their three-year term is completed.
- The CFR Dean can enact exceptions or special considerations relative to the policy of awarding undergraduate scholarships. The CFR Scholarship Committee, the Student Services Office, Department Heads, and/or faculty are consulted as needed.
- The Policies and Procedures for Scholarship Awards to Undergraduate Students in the College of Forest Resources and the associated CFR scholarship activity calendar are reviewed annually by the CFR Scholarship Committee to revise as necessary.

Accepted by the Administrative Council  
Submitted to Dean for approval: August 2009

Approved:



Dean, College of Forest Resources

8/18/9  
Date