

Scholarship Criteria, Evaluation and Records Policy

The University of Arkansas' policy is that each academic or administrative unit awarding a scholarship to a student must comply with the following requirements:

- 1) Have written documentation which defines the award criteria established for each scholarship;
- 2) Have a written process which defines the scholarship evaluation and award process (the evaluation must be conducted by a committee of at least three people);
- 3) Have and maintain documentation of the evaluation and awarding of scholarships;
- 4) Have and maintain documentation of who participated in the application evaluation and resolution of any potential conflicts of interest with the applicants;
- 5) Maintain scholarship applications and scholarship award documentation for a period of five years.

The Dean, Associate Vice Chancellor, Vice Provost, or Vice Chancellor of each unit awarding a scholarship must review annually the compliance with the items above.

November 6, 2014