COE Scholarships for 2015-2016—Instructions for Faculty Members

COE scholarship information will be available as of Friday, February 20, 2015 at: Student Academic Services Scholarships & Awards.

The deadline for submission to SAS is Friday, March 13, 2015 at 5:00pm.

The application will consist of **one packet per student.** The student’s packet will include the following: a list of all scholarships for which the student is applying, documentation of financial need, contact information, basic academic information, two letters of recommendation from faculty, and a list of scholarships the student is currently receiving. The student must also submit a resume. We will use the following guidelines for the process:

- You only need to write **one letter per student**, no matter the number of scholarships for which the student will apply.
- You **may** also require that the student **summarize for you all the criteria** for the various scholarships for which the student is applying. That information is also available via the document “Scholarship Descriptions” at: Student Academic Services Scholarships & Awards.
- The student needs to **arrange a convenient time** with you to pick up the recommendation letter, which must be included in the completed application packet submitted to Student Academic Services **by the deadline of Friday, March 13, 2015 by 5:00 p.m.**
- The letter should be placed in an envelope with the **student's name on front and your signature across the seal.** Students are responsible for submitting the letter of recommendation with the application packet to Student Academic Services.

The scholarship committee will recommend recipients. Dean Rakestraw will then act on the recommendations. Notification to students should occur by May.

Please contact either me or Ms. Suzy Baldwin (x4738, baldwins@winthrop.edu) if you have questions about this process. Thank you.

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