7. Students who are awarded scholarships are informed in writing of:
   a. the criteria used
   b. the length of term and amount of the award
   c. the name and address of the donor or designee, to facilitate
      acknowledgment

The following is a timeline of procedures for administration of the
graduate scholarships and awards:

June
   Traineeship money (Fall) – Student Services will develop a list of
   applicants. Funds will be equally split amongst candidates who are
   furthest in their programs and/or are full-time students.

June - July
   Graduate Scholarships – Student Services will determine those eligible
   to receive scholarships based on donor criteria and need. The formula
   includes: financial need, GPA, full or part time status, and specialty.
   Student must meet the following criteria: GPA >3.5. Funds will be split
   across graduate specialties and by those closer to graduating and having
   taken at least 6 graduate credits.

October
   Who’s Who for December and May professional graduate students – The
   number is set by Who’s Who (portion of total) and known by the Student
   Services Office. The award criteria are: highest GPA, community service
   and leadership ability. Whether student meets the award criteria will be
   determined from input from an academic advisor. This award is given
   at convocation and is presented by the Professional Graduate Nursing
   Affairs Committee Chair or a committee member as designated by the
   Chair.

Procedures for selecting Who’s Who:

A list of graduates will be sent by the Student Services Office to the
specialty coordinators for their recommendations. The results are sent
back to the Student Services Office for tabulation. If the number exceeds
the allotment of the Who’s Who, then the Student Services Office will
send another email to the student’s academic advisor and ask for input.
The input will be reviewed by the Professional Graduate Nursing Affairs
Committee who will make the final selection of the candidates. The
final candidate list will be submitted to Who’s Who. They will print the
certificates and return them to the College.

The names of the Who’s Who candidates will be read by the Professional
Graduate Nursing Affairs Committee Chair or their designee at
convocation.

December
   There may be new traineeship applicants to fund (See June).

February
   Charlotte Burgess for May MSN graduates – A list of the highest GPA
   graduates is sent by Student Services Office to the CON Alumni President
   who will determine the number of award recipients. This award is given
   to all the 4.0 GPA or highest GPA graduates. This award is given out at
   convocation by the CON Alumni President.