

SUNY Maritime College

Admissions Office

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Policy and Procedure for Allocation of Merit-Based and Need-Based Scholarships

I. INTRODUCTION

Merit-based and need-based scholarships are available to support students in their academic pursuits. Several of these scholarships are designated by the sponsor(s) to be awarded within a particular department or program, i.e. Engineering, Regiment, etc.

Two Scholarship Committees – one for new students (freshman and transfer) and the other for current students – are responsible for reviewing scholarship applications and selecting award recipients. The committees including the following officials:

Scholarship Committee for New Students

Vice President of Enrollment Management, Chair

Senior Assoc. Director of Admissions

Office of Development (representative)

Financial Aid Office (representative)

Admissions Dept. representatives (3)

Scholarship Committee for Current Students

Director of Development, Chair

Dean of Students

Financial Aid Office (representative)

Regiment (representative)

Academic (representative)

II. STANDARD OPERATING PROCEDURES

1. All funds for scholarships are submitted to College's Director of Development
2. The Office of Development is responsible for updating the Master Scholarship List, adding new scholarships including awards, requirements and deadlines as they become available.

3. The scholarship list will be saved on a share drive with access given to individuals designated by the Department Director in the Admissions office, Financial Aid office, and Office of Development.
4. Once the scholarship list has been updated, the Office of Development will notify the Scholarship Committees, Financial Aid office and Admissions office.
5. The Admissions office is responsible for updating the New Student Scholarship Application.
6. The Office of Development is responsible for updating the Scholarship Application for Current Students.
7. Scholarship criteria (master list) and application mailed to both new and current students with a letter detailing timeline of response.
8. Scholarship applications for new students are available in the Admissions office, Financial Aid office and on the SUNY Maritime Web site. Scholarship applications for current students are available in the Financial Aid office, academic departmental offices, and on the SUNY Maritime Web site as well as announced in the "Plan of the Week."
9. New students complete and return application to the Admissions office. Current students complete and return application to the Office of Development.
10. New student applications are submitted to the *Scholarship Committee for New Students*. Current student applications are submitted to the *Scholarship Committee for Current Students*.
11. The Scholarship Committees review applications and select recipients.
 - A) *New York Container Terminal (NYCT) Scholarship*:
Five incoming students are nominated and recommended to the New York Container Terminal. Interviews are arranged between the students and NYCT executives. The NYCT chooses one recipient.
12. An award letter and Scholarship Statement of Intention (SSOI) are mailed to all scholarship recipients explaining expectations and requirements of maintaining scholarship. The Admissions office supervises the mailing of award letter and SSOI to new students. The Office of Development supervises the mailing of award letter and SSOI to current students.
13. New students return SSOI to Admissions office. Current students return SSOI to Financial Aid Office.

14. The Admissions office compiles new student scholarship data in an Excel spreadsheet to calculate allocations, outstanding SSOI forms, and available funds. This spreadsheet is sent weekly to the Office of Development and Financial Aid Office.
15. The Office of Development compiles current student scholarship data in an Excel file to calculate allocations, outstanding SSOI forms, and available funds.
16. Financial Aid office applies award to recipient's account.
17. Merit-based scholarship recipients are congratulated on the Web (Photos with donors, etc.) and in the media (if appropriate).
18. Process Improvement:
 - A) The Offices of Admissions and Development will work together to make improvements in the *Policy and Procedure for Allocation of Merit-Based and Need-Based Scholarships*. Prior to the beginning of each academic and recruitment year the two departments evaluate the past year performance and procedures and discuss ideas to make the process more efficient.