



**I. TITLE:  
SCHOLARSHIP POLICY FOR EMPLOYEES AND DEPENDENTS (SPOUSES  
AND/OR CHILDREN) OF ASU EMPLOYEES**

**II. POLICY STATEMENT:**

When awarding scholarships, Alabama State University (ASU) and its Foundation follow an objective and non-discriminatory process. There are a number of factors that are considered when selecting applicants, which include but are not limited to the following: financial need, academic performance, community involvement, extracurricular activities, letters of recommendation, and sometimes personal interviews.

**III. SCOPE:**

University Employees and their dependents that attend ASU, are eligible to receive scholarships offered by the institution and the Alabama State University Foundation. They shall enjoy all rights and privileges as any other ASU student awarded a scholarship as long as those employees, and employee dependents meet all criteria established for any scholarships for which they apply.

Additionally, employees may not have any direct or indirect influence or decision-making authority on the awarding of scholarships for themselves or their dependents for scholarships awarded by the University or the Alabama State University Foundation. If authority for scholarship awards falls within an employee's purview, the employee must recuse himself or herself from the process.

Under no circumstance is special consideration to be given to an employee or an employee's dependent based solely on his/her employment status.

**IV. EFFECTIVE DATE:**

Immediately upon approval by the ASU Board of Trustees.

**V. AUDIENCE**

All faculty and staff are required to have knowledge of policy.

**VI. DESIGNATED RESPONSIBILITIES AND APPLICABILITY OF SCHOLARSHIP  
FOR ASU EMPLOYEES AND DEPENDENTS (SPOUSES AND/OR CHILDREN) OF  
ASU EMPLOYEES POLICY:**

The responsible officers shall follow this policy when awarding scholarships to all students.

**Responsible Office(s):** The Office of Student Affairs and Enrollment Management, Office of Development, Financial Aid Office, Business and Finance, Office of the Provost and Vice President for Academic Affairs and Office of the Chief of Staff

**Responsible Officer(s):** Vice President of Student Affairs and Enrollment Management, Executive Director of Development, Vice President for Business and Finance, Provost and Vice President for Academic Affairs Chief of Staff Associate Vice President for Student Affairs/Financial Aid and the Assistant Vice President of Student Affairs and Enrollment Management (Admissions and Recruitment), Academic or other programs officials whose areas award scholarships, including but not limited to band, choir and academic departments

**Responsible Executive:** President of Alabama State University

**VII. Requirements:**

Several scholarships are available to employees and their dependents. Eligibility criteria will vary according to the terms of the particular scholarship. All scholarships awarded to employees and their dependents must meet the award criteria according to what is stated on the University website and any written material or documents.

**Document History**

*Approved by BOT: February 3, 2022*