



## **POLICY STATEMENT**

**Policy No. 3.36.01**

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**COORDINATED BY: LSUS STAFF SENATE**

**EFFECTIVE:** October 1, 2023

**REVISED:** May 28, 2025

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**SUBJECT: STAFF SENATE SUPPORT SCHOLARSHIP**

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This policy statement outlines procedures to award an annual scholarship, of up to \$250.00, to one employee per year that is simultaneously enrolled as a traditional undergraduate/graduate student, or an employee that is planning to enroll as a Continuing Education student. Funds for this scholarship are provided by the Staff Senate budget, voluntary staff contributions, various non-specific fundraisers, and other private donations. This scholarship is a one-time payment and does not become a permanent part of the employee's base salary. The awardee is determined annually by an appointed committee.

### **I. PURPOSE**

The purpose of the Staff Senate Support Scholarship is to assist an employee that is simultaneously enrolled as a student with fees, tuition, and/or books associated with a given course the employee is taking in the Spring semester of each school year.

### **II. APPLICANT ELIGIBILITY**

- a. The applicant must have completed 1 year of continued, full-time employment at LSUS by the application deadline and must be currently employed at LSUS at the time the scholarship is awarded.
- b. If the applicant plans on using the scholarship for a credited course in a degree program, the applicant must be currently enrolled as a student at LSUS and be in "good academic standing" at the time the scholarship is awarded.
- c. The applicant must be enrolled in a three-hour credited course associated with their current undergraduate/graduate degree, or enrolled in a Continuing Education course that is job-related or will assist them with their employment at LSUS at the time the scholarship is awarded.
- d. If an applicant is awarded the scholarship, they may not reapply for the scholarship the following year. An applicant may be awarded the scholarship more than once, but not in consecutive years.

### **III. APPLICATION PROCEDURE**

- a. Any eligible employee may apply by submitting a Staff Senate Support

Scholarship Application between the dates of October 1<sup>st</sup> and October 31<sup>st</sup> of the current year.

- b. Applications should be completed and emailed to the current Staff Senate President.

**IV. ELIGIBILITY TO SERVE ON THE COMMITTEE** - To be considered to serve on the committee, interested parties must meet the following criteria:

- a. Must be a current full-time staff member and have completed at least 2 years of consecutive employment as of September 30<sup>th</sup> of the current year.
- b. Must not be a spouse or a family member of any applicant. If it is determined that an applicant is related to a committee member, the committee member will be immediately replaced by an alternative staff member chosen by the Staff Senate President.
- c. Must not have served on the committee in the previous year.
- d. The employee must not be an applicant for the Staff Senate Support Scholarship in the same year the employee serves on the committee.

**V. COMMITTEE POSITIONS AND APPOINTMENTS**

- a. During the first Staff Senate meeting of every Fall semester, the Staff Senate President will call for volunteers to serve on this committee.
- b. Those who are interested in serving shall submit their interest in writing to the Staff Senate President within one week of the announcement.
- c. The President will select 2 classified and 2 unclassified staff members to serve on the committee when possible.
- d. The current Staff Senate Vice President shall serve on the committee in an ex-officio capacity. The Vice President will only cast a vote if the committee votes are tied. If any applicant should be related to the Staff Senate Vice President or work in the same department as the Staff Senate Vice President, the Staff Senate Secretary or the Staff Senate Treasurer shall serve alternatively in the ex-officio capacity.
- e. The committee will meet at least two times, via virtual or face to face, between the dates of October 1<sup>st</sup> and November 30<sup>th</sup> of the current year.

**VI. ISSUANCE OF SCHOLARSHIP**

- a. The Staff Senate President will check the eligibility of each applicant before submitting the applications to the committee for review.
- b. The scholarship will be awarded during the Staff Senate Holiday Luncheon each year.
- c. The scholarship will be in the form of a check, made out to Louisiana State University in Shreveport on behalf of the employee.
- d. The scholarship will be issued in one of two ways:
  - i. Undergraduate/graduate students will receive the scholarship in the amount of \$250.00, made payable to LSUS on behalf of the student. Once the scholarship has been applied to the student's tuition and fees balance of the Spring semester, the student must wait until after Census Day, the 14<sup>th</sup> day of class, for any unused funds to be given directly to the student in the form of a check.

- ii. Continuing Education students will receive the scholarship in the amount of the cost of the chosen Continuing Education course(s) up to the amount of \$250.00. The check will be made payable to LSUS Continuing Education on behalf of the student. If the course(s) costs less than \$250.00, the student will receive no refund of unused funds.
- e. \*Applicable to undergraduate/graduate students only. Does not apply to Continuing Education students. -In the event the awardee has not enrolled in an eligible 3-hour credit course by the time the scholarship is awarded, which will be at the annual Staff Senate Holiday Luncheon, an alternative awardee will be named, and the original awardee will forfeit their scholarship funds for the current year. In this event, the original awardee will be eligible to reapply the following year.


## VII. AWARDEE SELECTION CRITERIA

The scholarship will be awarded based on a holistic review of the employee's application, including the employee's response on the "short explanation" section of the application, the employee's other responses on the application, and the student's explanation of financial need. Although the scholarship is open to applicants who are currently working on a graduate degree, the preferred candidate will be a staff member who is either working on their undergraduate degree or planning to enroll in Continuing Education course.

## VIII. SCHOLARSHIP FUNDING AVAILABILITY

The scholarship will be dependent on the availability of funds in the Staff Senate budget. The program can be terminated at any time by the current Staff Senate President if adequate funding is no longer available.

AUTHORIZED BY:

  
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Angela Burton  
Staff Senate President

DATE:

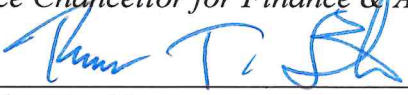
9-4-2025

APPROVED BY:

  
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Vice Chancellor for Finance & Administration

DATE:

9-4-2025

  
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Robert Smith  
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9/4/2025