

Scholarship Policy

Description of policy

Scholarship applications for all **incoming freshmen and new transfer students** are processed by the SUU Financial Aid/Scholarship Office. All incoming freshmen and new transfer applicants who complete the application for admission before March 1st each year will automatically be considered for academic scholarships.

Upper-division (continuing) English majors (sophomores, juniors, and seniors) may apply for academic scholarships awarded by the Department of English based on current year availability. This policy describes the scholarships available through the English Department and the procedure for applying for these scholarships.

General information about scholarships

English Department scholarship applications will be reviewed by a Scholarship Committee consisting of one representative from each English major emphasis (literature, creative writing, teaching) and an English lecturer. The committee's recommendations will be reviewed and approved by the English Department Chair and faculty.

English Department scholarships are available to continuing English majors who will have achieved at least a sophomore status by January 1 of the scholarship award year.

These scholarships are awarded each spring to be applied the following fall/spring/summer semester(s). A student who receives a scholarship must register for and complete a minimum of 12 credits for the following fall/spring semesters to be eligible to receive the scholarship. The total award amount is usually split between the fall/spring semesters but may be combined into one semester under special circumstances. Scholarship money may be available for fall or spring Study Abroad, or the following fiscal year's Maymester, or summer sessions under special circumstances. The scholarship recipient must maintain satisfactory academic progress according to university policy during the award term.

Scholarships may be awarded to the same student in multiple years.

Because of IRS regulations, family members of the donor are not eligible to receive that donor's scholarship. They may, however, apply for other scholarships.

All scholarships are awarded on an objective and non-discriminatory basis. Some of these scholarships require demonstrated financial need.

When combined with other types of financial aid, a scholarship award may not exceed total tuition (unless otherwise noted, i.e. Board of Trustees Scholarship). The scholarship amount may affect other financial aid awards. There will be no checks written directly to students. The scholarship amount will be applied directly to tuition due.

Undergraduate students cannot be required to work for scholarships.

International students are eligible for English Department scholarships, but to receive the scholarship award, the student must submit a citizenship verification form along with the documentation required on the form.

Scholarship sources, amounts, and requirements

There are six scholarships that may be available through the English Department. There are additional scholarships that may be available through the HSS College and/or university. Qualifying applications submitted to the English Department will be forwarded by the English Department to the Dean of the HSS College for consideration at the College/University level. The amounts available for awarding vary from year to year depending on the investment return on the endowment or donation amounts. All but two of these scholarships are shared with other departments, meaning those scholarships are only available to English majors on rotating years.

Kay Cook Memorial Scholarship: This scholarship was established in 2010 by the friends of Kay Cook who was English Department Chair from 2003-2008. The purpose of the scholarship is to award deserving students majoring in English for on-campus study at SUU or the Study Abroad Program in London. The student will be a full-time junior or senior at SUU and must maintain a cumulative 3.5 or above GPA. The scholarship will be awarded on an annual academic year basis beginning in fall semester. Funds may be added at any time from the donor, family, and friends.

Recipients:

Spring 2014	FY15 (2014-15)	English Department	Micala Downs	\$470
Spring 2013	FY14 (2013-14)	English Department	Robert Durborow	\$615
Spring 2012	FY13 (2012-13)	English Department	Jaimie Dannelly	\$600
Spring 2011	FY12 (2011-12)	English Department	Violet Iles Wager	\$575
Spring 2010	FY11 (2010-11)	English Department	Jaqueline Harrah	\$780
Spring 2009	FY10 (2009-10)	English Department	Carolyn Bawden	\$1,195
Spring 2008	FY09 (2008-09)	English Department	Meghan Rimmasch	\$35, Josie Stillman (Taber) \$175

Walt and Mary McCulley Endowed Scholarship: This scholarship was established in 1994 by Dr. George McCulley who graduated from SUU in 1975 with an English/Political Science major, earned a doctorate in English from Utah State University, and became the English curriculum director for the State of Utah. The purpose of this scholarship is to award a deserving student from the College of Arts and Letters; specifically, a student majoring in English. The scholarship will be awarded for four consecutive years in the English area, to a student showing promise in English. (*Recipient must re-apply each subsequent year and will be given priority if they still meet the criteria for the award*). Selection will be based on promise in English and financial need. The scholarship will be awarded on an annual academic year basis beginning in fall semester. The donor or other donors may wish to add to the endowment from time to time.

Recipients:

Spring 2014	FY15 (2014-15)	English Department	Chris Christiansen	\$780
Spring 2013	FY14 (2013-14)	English Department	Trinity Fletcher	\$605
Spring 2012	FY13 (2012-13)	English Department	Rochelle Rudd	\$590
Spring 2011	FY12 (2011-12)	English Department	Robert Durborow	\$745
Spring 2010	FY11 (2010-11)	English Department	Kirsten Christiansen	\$745
Spring 2009	FY10 (2009-10)	English Department	Kirsten Christiansen	\$1,230
Spring 2008	FY09 (2008-09)	English Department	Meghan Rimmasch	\$345

The Jane Tripp Doran History and Literature Scholarship Endowment: This scholarship was established in 2007 by the Jane Tripp Doran Estate. It is to award a junior or senior student majoring in History or Literature. Preference will be given to a single mother with at least one child living in the home, or a female student, or to a student who has not previously graduated nor holds a degree in any other discipline. The award can only be received one time. It is only available on an annual academic year basis beginning fall semester. The donor or friends of the donor may add to the endowment from time to time.

Recipients:

Spring 2014	FY15 (2014-15)	History Department	Ingela Rundquist	\$1,685
Spring 2013	FY14 (2013-14)	English Department	Johnathan Chidester	\$1,685
Spring 2012	FY13 (2012-13)	History Department	Carly Madsen	\$1,635
Spring 2011	FY12 (2011-12)	English Department	Kelsi Einfeldt	\$1,975
Spring 2010	FY11 (2010-11)	History Department	Lisa Taylor	\$1,985
Spring 2009	FY10 (2009-10)	English Department	Anna-Lee Smith	\$2,835
Spring 2008	FY09 (2008-09)	History Department	None	

The Eugene Woolf and David Lee Endowment for Literature and Creative Writing: This scholarship was established in 1988 by former Philosophy Professor Gene Woolf and former Languages and Literature Professor David Lee. The purpose of the scholarship is to award outstanding students from the Department of Language and Literature. The scholarship is to be awarded to an outstanding student in literature and/or creative writing to be selected by the Department of Language and Literature Faculty. The scholarship can't be awarded to a student with a teaching emphasis. The scholarship will be awarded on an annual academic year basis beginning in fall semester. *Since the Department of Language and Literature was separated into two different departments after this scholarship was established, the scholarship will be awarded in alternating years by the Foreign Language and English departments.*

Recipients:

Spring 2014	FY15 (2014-15)	Foreign Language Department	Dallas Sylvester	\$980
Spring 2013	FY14 (2013-14)	English Department	Roxy Peterson	\$770
Spring 2012	FY13 (2012-13)	English Department	Jared Komoroski	\$750
Spring 2011	FY12 (2011-12)	English Department	Carson Gadd - \$477.50, Blake London	\$477.50
Spring 2010	FY11 (2010-11)	English Department	Caitlin Erickson	\$490, Samantha Hill \$490
Spring 2009	FY10 (2009-10)	English Department	Rachel Oaks	\$1,650
Spring 2008	FY09 (2008-09)	English Department	Samantha Gay	\$1,000, Josie Stillman (Taber) - \$825

The Mary Lunt Endowment Scholarship: This scholarship was established in 2005 by the JAX Foundation in memory of Mary Lunt, who worked at SUSC as the personal assistant to President Royden Braithwaite. The purpose of this scholarship is to award a deserving student studying English, or Foreign Language & Humanities, or Political Science & Criminal Justice. Scholarship and need will be considered. The scholarship will be awarded on an annual academic year basis beginning in fall semester.

Recipients:

Spring 2014	FY15 (2014-15)	English Department	Jennifer Drew	\$490
Spring 2013	FY14 (2013-14)	Criminal Justice Department	Kenadee Bleak	\$385
Spring 2012	FY13 (2012-13)	Foreign Language Department	Ariel Vigil	\$375
Spring 2011	FY12 (2011-12)	English Department	Terysa Dyer	\$465
Spring 2010	FY11 (2010-11)	Political Science Department	Shelby Thurgood	\$450
Spring 2009	FY10 (2009-10)	Foreign Language Department	Reynolds Johnson	\$615
Spring 2008	FY09 (2008-09)	English Department	Meghan Rimmasch	\$620

The J. Howard Maughan Scholarship: This scholarship was established by Mrs. Hattie Maughan in 1983 in memory of J. Howard Maughan who was Director of the Branch Agricultural College from 1922-1929. It is partially funded by sales of a book of poetry by Mrs. Vaughn, "For Better or Verse: Maughan O'Grams." The award will be based upon need and academic excellence and need not be confined to residents of Utah. The scholarships will be awarded in Mrs. Maughan's field of teaching, English, and drama. It has been determined that the scholarship should be awarded in the departments of English (even Years) and Drama (odd Years).

Recipients:

Spring 2014	FY15 (2014-15)	Theater Department	Henry Ballesteros	\$140
Spring 2013	FY14 (2013-14)	None		
Spring 2012	FY13 (2012-13)	None		
Spring 2011	FY12 (2011-12)	Theater Department	Jessica Winward	\$130
Spring 2010	FY11 (2010-11)	None		
Spring 2009	FY10 (2009-10)	None		
Spring 2008	FY09 (2008-09)	None		

College/University Level Scholarships

Board of Trustees Scholarship: This scholarship was established in 1976 under the name “Institutional Council Endowment.” It has since been renamed as the “Board of Trustees Scholarship.” The scholarship is to be awarded to a junior student for use during the senior year at SUU. The method of selection will be by the deans of the school nominating their school’s candidate. The Board of Trustees will then select the recipient to be awarded the scholarship. Payment is to be made each semester for the senior year. NOTE: This is a highly competitive scholarship that is awarded annually by the SUU Board of Trustees. This scholarship is the best scholarship the university offers; all of the resident portion of tuition and fees are paid and the recipient gets \$1,000 for expenses. The application is due in December and is primarily based on GPA plus activities. Each department chooses a nominee and submits it to the HSS College in December. The College then chooses a finalist who will be interviewed by the Trustees. To be competitive, the student needs to have a high GPA, be involved in numerous activities, and be articulate and polished when interviewed by the Board of Trustees.

Recipients:

Spring 2014	FY15 (2014-15)	Alex Byers	Music major	\$7,138
Spring 2013	FY14 (2013-14)	Heidi Hertig	Dance major	\$6,924
Spring 2012	FY13 (2012-13)	Brandi Hillock	Phys Ed major	\$6,576
Spring 2011	FY12 (2011-12)	Brandon Wiggins	Math major	\$6,198
Spring 2010	FY11 (2010-11)	Amber Neighbor	Chemistry major	\$5,736
Spring 2009	FY10 (2009-10)	Glen Hicks	Music major	\$5,269
Spring 2008	FY09 (2008-09)	Anthony Thomas	Computer science major	\$5,028

George S. and Dolores Dore Eccles Foundation Scholarship: The Eccles scholarships were established in 1993 to assist deserving students in their educational pursuit in the College of Business & Technology, College of Science, College of Education, College of Humanities & Social Sciences, and College of Performing and Visual Arts. These ten scholarships are among the most prestigious at SUU and help tremendously in recruiting and retaining bright, capable, and successful student within the five colleges on campus. The HSS College is usually allowed to award two of these scholarships. These are awarded to the best students in each college by GPA and to students who are from Utah. Recipients are decided by the Dean of the College. In addition to the previous criteria: 1) Don't break up scholarships to create more scholarships of lesser value. Distribute funds as designated, 2) A letter of thanks should be send to the Foundation Board from the student recipient and Dean, 3) Residents of the Intermountain West and a focus on Utah students (in-state tuition), 4) Selection based on academic excellence and merit, 5) Financial need may be considered, 6) Sophomores and Juniors are preferred, should be used as a recruiting tool, 7) Not to be used as an athletic scholarship.

Recipients:

Spring 2014	FY15 (2014-15)	Adams \$5,000; Wilburn \$5,000; Johnson \$5,000; Engh \$5,000; Katter \$5,000; Maman \$5,000
Spring 2013	FY14 (2013-14)	McCullough \$5,000; Davis \$5,000; Corbridge \$5,000; Johnson \$5,000; Haslem \$5,000; Gugino \$5,000; Cleveland \$5,000
Spring 2012	FY13 (2012-13)	Iles \$5,000; Komoroski \$5,000; Pitcher \$4,211; Brown \$5,000; Thompson \$5,000; Trotter \$5,000; Barney \$5,000; Budreau \$5,000
Spring 2011	FY12 (2011-12)	Iles \$5,000; Pitcher \$789; Cox \$5,000; Fawson \$1,130; Erickson \$870; Mason \$5,000; Burrows \$5,000; Farris \$5,000; Vigil \$5,000
Spring 2010	FY11 (2010-11)	Greenhalgh; Cox; Wood; Warby; Johnson; Adams; Schmutz; Porter; Park; Tuttle \$3,000 each
Spring 2009	FY10 (2009-10)	Fox; Given; Utzman; Barlow; Dalton; Whetman; McCullough; Mitchell; Vaughan; Fausett - \$3,000 each
Spring 2008	FY09 (2008-09)	Sorensen, Montoya, Brown, Little, Terry, Moon, Hall, Holyoak, Pagan, Saunders - \$3,000 each

Scholarship Application Procedure:

1. **Application:** Applicants must fill out a Scholarship Application Form (see page 6) including a statement, brief biography, and resume. To be considered for college- or university-level scholarships, the complete application must be received in the English Department Office by 5 p.m. November 1. To be considered for department-level scholarships, the complete application must be received in the English Department Office by 5 p.m. March 1. Applications submitted for the first round may carry forward for the second round.
2. **Review/Awards:** Applications will be reviewed by the English Department Scholarship Committee and the recipients and alternates they select will be approved by the Department Chair and faculty. Scholarship award offers will be made in writing by April 1 using the sample award letter (see page 7).
3. **Alternate:** The Scholarship Committee will select an alternate scholarship recipient for each scholarship to be awarded in case the primary candidate cannot or does not accept the award for any reason.
4. **Acceptance form:** Scholarship recipients must return an Acceptance Form (see page 8) to the English Department Office by 5 p.m. May 1 or the scholarship will be awarded to the alternate. Funds will not be released until acceptance of the scholarship award has been confirmed. This acceptance guarantees that the student understands that the scholarship award amount may affect any other types of financial aid the student may already be receiving, when the award will be distributed, and that full-time status and satisfactory academic progress must be maintained.
5. **Donor appreciation letter:** Scholarship recipients must return a donor appreciation letter addressed to the donor to the English Department Office by 5 p.m. May 1 or the scholarship will be awarded to the alternate. Recipients should not mail this appreciation letter directly to the donor; it must be submitted to the English Department. See page 9 for a sample Donor Appreciation Letter. Funds will not be released until an acceptable letter of appreciation to the donor has been received.
6. **Authorization:** The English Department will complete a Scholarship Authorization Form (see page 10) for each recipient who returns an acceptance form and a donor appreciation letter. The English Department will submit one form for each scholarship along with the associated acceptance form and donor appreciation letter to the SUU Scholarship Office by May 10.
7. **Distribution of award:** Scholarships are awarded each spring to be used the following fall/spring semester(s). A student who receives a scholarship must register for a minimum of 12 credits for the following fall/spring semesters to be eligible to receive the scholarship. The total award amount is usually split between the fall/spring semesters (applied to the student's account in August and December) but may be combined into one semester under special circumstances. Scholarship money may be available for Study Abroad, Maymester, or summer sessions in special circumstances.
8. **Deferral:** English Department scholarships may not be deferred.
9. **Donor appreciation:** Scholarship award recipients will be asked to attend a Scholarship Banquet in January of their award year to meet with donors and help promote future scholarship funding. They may also be asked to participate in a Thank-A-Donor Day.

Sample Award Letter

[Date]

Dear [Name]:

We are happy to inform you that you have been selected to receive the [Name of] Scholarship at Southern Utah University. The award amount is [\$000.00] for the [20XX-20XX] academic year. Your scholarship will be available at the time you pay your tuition. The scholarship award amount may affect any other types of financial aid you may already be receiving.

Due to the limited number of scholarships offered, we are requesting that you notify us of your acceptance of this scholarship and submit a thank you letter addressed to the donor(s) by [May 1, 20XX]. An acceptance form and a sample letter of appreciation are attached to this letter. A signed acceptance form and a signed letter of appreciation to the donors should be sent or delivered to:

[Administrative Assistant]
Department of English
Southern Utah University
351 W. University Blvd
Cedar City, Utah 84720

If your acceptance form and donor appreciation letter are not received in the English Department by the deadline, your scholarship will be awarded to an alternate.

Funds will not be released until acceptance of this scholarship has been confirmed and a letter of appreciation to the donors is received by Southern Utah University. Please address your appreciation letters to:

[Name of donors]

Again, I would like to congratulate you on qualifying for this scholarship. If you should have any questions, please don't hesitate to call at 435-865-8088.

Sincerely,

[Scholarship Committee Chair Name]
Scholarship Committee Chair

Enclosures:

Scholarship Acceptance Form
Sample thank you letter

Scholarship Award Acceptance Form

**Please return this form along with your donor appreciation letter
to the English Department Office by May 1, 20XX**

I, [Full Name] hereby accept the [Name of Scholarship] in the amount of [\$000] for the 20XX-20XX academic year.

Please check each of the following:

I understand that this scholarship award amount may affect any other types of financial aid I already be receiving

I understand that this scholarship will be awarded and applied to my tuition according to the following schedule:

Fall 20XX Amount: \$_____ To be applied in August 20XX

Spring 20XX Amount: \$_____ To be applied in December 20XX

Maymester/Summer 20XX Amount: \$_____ To be applied in March 20XX

I understand that I must enroll for and complete at least 12 credit hours each semester to be eligible to receive the scholarship and if I don't enroll for and complete at least 12 credit hours, my scholarship will be awarded to an alternate.

I understand that I must maintain satisfactory academic progress according to university policy during the award term.

Print name: _____ T-Number: _____

Signature _____

Date _____

Sample Donor Appreciation Letter

Please return to the English Department Office by May 1, 20XX

You may follow this format or add original content as long as you include the information in this sample letter.

Please make it a full page letter about YOU!

Date

Your name

Your address

Your city, state, zip

Dear [Scholarship name] committee:

My name is [your name], and I have attended Southern Utah University for [how long]. I am [your age]. I am [double-majoring in Chemistry] with a [health-care emphasis and Biology with a zoology] emphasis. I work for [place you work on-campus or off campus] as a [what you do] in the [when - evening?] while attending school full time.

Sample Paragraph: I am very grateful to you for choosing me as a recipient of this [scholarship name]. [explain why you are grateful]

Sample paragraph. What is important to you and what are you planning to do when you graduate? What challenges have you overcome during your studies at SUU? What do you intend to do once you have a degree from SUU?

Sample Paragraph: Where are you from? What lessons did your parents teach you that you value? Do you have siblings, are you married, do you have children? Any personal information you wish to share is welcome.

I thank you for your generosity in awarding me this scholarship. Because of it, I will be able to accomplish my goal of obtaining a college degree. Thank you very much.

Sincerely yours,

[Sign in blue ink]

[Your Name typed here]

Sample Scholarship Citizenship Verification Form

For International Students Only

(available on the SUU website at <http://www.suu.edu/ss/financial/pdf/citizenshipverificationform.pdf>)



351 West University Blvd
Cedar City, UT 84720
435-586-7735
435-586-7736 (Fax)
www.suu.edu/ss/financial/

I, _____, attest under penalty of perjury that I am:

_____ (a) a United States citizen, or

_____ (b) a qualified alien as defined in 8 U.S.C. Sec. 1641 and lawfully present in the United States.

- Please turn in the following:
 - A copy of I94 and I20 form if you are an International student.
 - Green card if you are a permanent resident.
- If you have questions, please ask one of the Financial Aid staff.

Print Name: _____ T Number: _____

Email: _____ Phone#: _____

Signature: _____ Date: _____

Students who are U.S. citizens or Permanent Residents, may also verify citizenship by completing the Free Application for Federal Student Aid (FAFSA) at <http://fafsa.ed.gov>.