

guidelines for student awards within the WVSU Biology Department

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purpose

The purpose of these guidelines is to assure consistent implementation of student awards given through the WVSU Department of Biology.

procedure

Prior to the beginning of each academic semester, the Chair of the Department of Biology will direct the Administrative Secretary of the College of Natural Sciences and Mathematics to send an announcement via campus email to all Department of Biology majors outlining application guidelines for student awards within the Department. The awards include, but are not limited to:

- tuition and fee waivers (not already awarded by the Dean)
- A.P. Hamblin Scholarship
- Dr. Ida F. Kramer Endowed Scholarship (WVSU award)

Departmental awards that will not be awarded according to this protocol are

- A.P. Hamblin Award
- Haikal Award
- Hutto Award

To determine eligibility, the student's application must provide the following information:

- student particulars
 - full name
 - student identification ("A number")
 - telephone number (home and work)
 - WVSU email address
 - current mailing address (include zip code)
 - total number of credits for which the applicant is planning to enroll during the semester of applicant's proposed graduation
- letter from the student stating specific justification for receiving the award. Examples may include, but are not limited to: family emergency, unusual financial hardship (must include statement of income and expenses), GPA and/or academic ability, service to the Department (list activities performed for the Department of Biology)
- other grants and/or scholarships applied for or received pertaining to the semester of this application
- overall academic and career goals
- two (2) letters of recommendation

The student shall be required to maintain a minimum over-all GPA of 2.5 or above.

Once a student's total of WVSU scholarships (outside scholarships do not apply to this policy) exceeds 100% of tuition, the student is no longer qualified to receive the waiver. If WVSU scholarships and/or grants are present yet do not reach 100% of tuition, the student will be granted the undergraduate tuition and fee waivers.

Based on these criteria, awardees will be chosen by vote of the Faculty of the Biology Department. For Departmental awards (e.g. the A.P. Hamblin Award, the A.P. Hamblin Scholarship, the Hutto Award, the Haikal Award), the Department Chair will make the arrangements to implement the award. For tuitions and/or fee waivers, or for awards under the auspices of the College or University, the Department Chair will notify the Dean of the College of Natural Sciences and Mathematics, who in turn will make the arrangements to implement the award.