

## **Graduate Student Senate Enhancement Award Committee Rules and Regulations**

### **The GSS EA committee chair must:**

- be a matriculated, registered, graduate student in good standing;
- be subject to approval by a simple majority vote of the Senate;
- organize committee meetings as needed.
- ensure confidentiality of all applicant information.
- document and/or delegate documentation of the selection process as it deviates from the current, existing documentation approved by the Senate body.
- be responsible for ensuring that the Enhancement Award Committee effectively and efficiently discharges its functions and roles in the GSS.

Should the GSS fail to organize the committee by **the application deadline**, for any reason, it will become the responsibility of the Vice President of Campus Affairs to do so. All Graduate Student Senators and GSS Department Representatives will be able to be a member of the committee provided they have not submitted an application.

### **The GSS EA Committee Composition:**

- The GSS EA committee must be composed of no fewer than four GSS members, and none of the committee members shall have applied for the awards.
- If no members of the GSS are eligible to serve on the committee, an ad-hoc committee of graduate students-at-large shall be established, consisting of at least one committee member from each academic college.
- The GSS Staff Assistant shall only be involved: in receiving and organizing applications; in the first round of disqualification, by determining if an application is complete, and as support staff throughout the process.

**The purpose of the GSS EA committee is to:**

- ensure fairness and confidentiality of the selection process.
- ensure that the approved process is followed for every received application.
- document and present any changes in the selection process to the Senate body for approval as needed.
- provide a list of suggested award recipients to the Senate for final approval.

**GSS EA Committee Timeline:**

1. Upon receiving applications, the GSS Staff Assistant shall prepare an electronic list of all applicants with their Names, A-numbers, e-mail addresses, physical addresses, phone numbers, and submit it to the School of Graduate Studies and the Financial Aid Office.
2. The School of Graduate Studies will verify the accuracy of the GGA, GRA, GRA, and GI status.
3. The Financial Aid office will verify the FAFSA EFC. The International Student Office will verify EFC scores for International students.
  - a. The FAFSA is required to meet University and Federal scholarship guidelines. The GSS EA Committee cannot determine financial need using anything other than the FAFSA/EFC score and information contained in requested student statements.
4. **The award criteria shall be based on:**
  - a. 50% Need and
  - b. 50% USU Involvement/ Academic Service
    - i. Academic Service is considered teaching, research, etc.
  - c. GRE scores shall not be reviewed.
  - d. GPAs will be used only when needed as a tie-breaker.
5. The decision of the committee should be reached **no later than March 1**.
6. Once the committee members have reviewed the applications, a GSS meeting will take place in which 20 applications will be selected to be awarded \$4,000 each from allocated Tier II monies.

7. Once the decision is made, letters of congratulation shall be sent out to the students who have been selected to receive the awards. Condolence letters shall also be sent.
8. Notification of award or condolences shall be written by either the GSS President or the GSS Vice President of Campus Affairs and sent to all applicants no later than **one week** after the final decision has been made.
9. The award shall be sent to the students directly in the form of one check, which will be handled through the Student Involvement and Leadership Office.
10. Procedurally, these awards must be sent through the purchasing department as check requests.

**The purpose of this award** is to enhance the quality of life and ability to succeed of the graduate students at Utah State University and to recognize their outstanding achievements and contributions.

**Students applying for the award must comply with the following criteria:**

- Must have completed at least one year of graduate work at USU, earning no less than 12 USU credits that count toward a graduate GPA.
- Must be a full-time student during the semesters for which they will be receiving the award.
- Must work as a GRA, GTA, GGA, or GI.
- Complete the application form and submit it by **2<sup>nd</sup> Monday of Spring Semester** to the Graduate Student Senate office.

**Advertising the Award:**

- a. Prior the Thanksgiving Holiday in Fall Semester, an announcement should be sent to all GSS Senators and GSS Department Representatives announcing the award and calling for applications.

- b. An announcement should also be sent to the following administrators to describe the award.
  - 1. Graduate Program Coordinators in each department
  - 2. Department Heads
  - 3. College Deans
- c. Further, an internet link should be created called “Graduate Student Senate Enhancement Award” on the following web pages.
  - 1. USU’s Scholarship page
  - 2. School of Graduate Studies
  - 3. Graduate Student Senate

The link should explain what the award is, who it is for, and the award requirements (see above). In addition, the website should have a link to the application in PDF form.

**It is the responsibility of the chair to ensure that the above mentioned obligations are met.**

**Document History:**

Revised draft: Jeri Brunson, November 2007

Graduate Student Senate President

Ratified by Graduate Student Senate: Pending