CBA General Scholarship Review and Award Process

The CBA Scholarship Committee consists of a chairman appointed by the CBA Dean, the Associate Dean, CBA Advisors, a Dean’s office administrator, and an NU Foundation Representative for CBA.

August-November
- Possible contact with coaches regarding November signing day.

November
- Online CBA scholarship application reviewed and edited as necessary by Scholarship Chairman and Associate Dean. Changes made to online application.

December
- Notices posted throughout Mammel Hall announcing scholarship application deadline of February 1.
- Mailing sent to eastern Nebraska and western Iowa high school counselors announcing freshman scholarships. Scholarship applications included.

January
- Applications received by Dean’s office.
- Announcements of renewal and new application deadlines posted on Mammel Hall message boards.
- Possible contact with coaches regarding February signing day.

February
- February 1 deadline for applications into Dean’s office observed. After 5-7 days grace period, applications are marked late and placed in file for review after those meeting the deadline. Recommendation letters accepted throughout the month.
- Applicants missing letters of recommendation are contacted to turn in letters.
- Inside CBA and CBA Open House applications are marked and reviewed as applications received by February 1 deadline.
- Dean’s office administrator prepares applications with cover sheets and enters names into scholarship database.
• Dean’s office administrator makes a list of freshman applications including students with one or more of the following credentials: first in class rank, ACT score of 29 or higher, 3.9 or higher GPA, or in upper 20 percent of class – for use by CBA Dean, if needed.

March
• Dean’s office transfers applications to CBA Scholarship Chairman for review.
• Chairman reads all freshman applications and starts cover sheet for comments. Missing essays and letters are noted. SAT/ACT scores, class rank and GPA checked, as well as financial needs.
• All other members of CBA Scholarship Team read applications and add additional comments. Each committee member selects a list of top 10 applicants, which are combined to make the first cut.
• Chair meets with Foundation representative to review criteria of existing scholarships, make changes requested by donors, and prepare any new scholarships or criteria.
• In the last week of March, the Scholarship Committee meets to discuss and select the top 10 list of incoming freshman for consideration of awards.

April
• Associate Dean calls Sklenar, Mammel, and Stedman recipients to announce their selection. Students are given two weeks to accept awards.
• Dean’s office receives preliminary fund amounts of scholarship by April 15.
• After freshman acceptances, award letters are sent. If scholarships are declined, other students on top 10 freshman list are moved up until all Sklenar, Mammel, and Stedmans are accepted.
• Freshman receiving smaller awards are sent letters and given two weeks to accept.
• Chairman reads all upper-class “renewal only” awards, checks GPA and other criteria/qualifications.
• Scholarship Committee meets to review “renewal only” awards and letters are sent to notify students of the renewed award. Students are given two weeks to accept and return contracts to Dean’s office.
• Chairman reads all new upper-class applications and checks criteria, majors, GPA and letters of recommendation for upperclassmen.
• Scholarship Committee reads all new upperclassman applications and adds additional comments.

• Scholarship Committee meets to discuss and vote on new upperclassman scholarships.

• Department heads are contacted by the Chairman to approve scholarships requiring departmental recommendation.

• Any late applications are reviewed after the timely applications and can be added into the scholarship pool after all others are discussed.

May
• Final fund figures for NU Foundation accounts are reviewed and a report is prepared for Jean Phillips by the Dean’s office administrator.

• All scholarships given by individual departments are collected and added to the CBA scholarship database.

• All recipients return contracts to the Dean’s office by June 1.

• Renewals are held for spring grades in some cases, so advisors follow up on this and contracts are sent after grades are confirmed.

June-November
• Foundation arranges lunches with donors and recipients. When requested, the Scholarship Chairman reviews how awards are made and discusses criteria with donors.

September
• CBA Scholarship Reception for donors and students is held.

• Some donor designated scholarship students attend lunch to review scholarship and internship information with donors as requested.