



The Consolidated Students of the University of Nevada, Las Vegas

SCHOLARSHIPS & GRANTS OPERATING POLICY

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TITLE I: THE SCHOLARSHIPS & GRANTS COMMITTEE

A. MISSION STATEMENT

1. We, the Scholarships and Grants Committee for the Consolidated Students of the University of Nevada, Las Vegas, are the official representatives of the Senate on behalf of the entire undergraduate student body. We exist to:
 - a. Develop strategies for equitable distribution of CSUN funds allocated for scholarships and grants to be awarded to eligible undergraduates at the University of Nevada - Las Vegas.

B. COMPOSITION

1. As outlined by CSUN Bylaw 103, the Scholarships and Grants Committee is established for the purpose of executing all scholarships and grants.
2. The Scholarships and Grants Committee of the Senate shall be composed of (1) chair, (1) vice chair and up to 12 additional voting members. The members, who shall be CSUN senators, shall be assigned by the chair and approved by the Senate.
3. The chair, who shall be a senator, shall be elected via open nominations of the Senate. The vice chair, who shall be a senator, shall be elected by the committee among its members via open nominations from any member of the committee at the first meeting of each session or in the case of vacancy by the position.

C. SCOPE OF PRACTICE

1. The Scholarships and Grants Committee shall:
 - a. Establish the denominations and purpose of awards, the number of scholarships to be awarded, and determine the scholarship winners in accordance with established procedures set forth in Title VIII of the CSUN Bylaws.
 - b. Establish the denominations and purpose of awards, the number of grants to be awarded, and determine the grant winners in accordance with established procedures set for in Title IX of the CSUN Bylaws.
 - c. Make a concerted effort to ensure that all eligible students are made aware of the availability of CSUN-funded scholarships through a variety of means including, but not limited to, posting printed materials throughout the campus, posting online via the CSUN website and social media, delivering via email to contact lists, during classroom speaking engagements, and at marketing tables on campus and at appropriate UNLV and CSUN events.

- d. Maintain the ability to modify all current scholarships and grants at any time.
- e. Utilize allocable funds through Operating Policy of the Scholarships and Grants Committee.

TITLE II: CHAIR & VICE CHAIR DUTIES AND RESPONSIBILITIES

A. CHAIR DUTIES & RESPONSIBILITIES

1. The duties of the committee chairs are outlined in CSUN Bylaw 103, section 06. In addition to those established duties, the Scholarships and Grants chair is also responsible to:
 - a. Assign members to the committee.
 - b. Delegate responsibilities to members regarding ongoing committee projects.
 - c. Be in charge of scheduling Scholarships and Grants tabling.
 - d. Work with the CSUN marketing department to prepare marketing materials for CSUN Scholarships and Grants.
 - e. Stay in contact with any UNLV department or entity who are housing a CSUN Scholarship for support or any questions that need to be answered.

B. VICE CHAIR DUTIES AND RESPONSIBILITIES

1. The duties of the Scholarships and Grants Vice Chair as outlined by CSUN Bylaw 103 include, but are not limited to:
 - a. Chair or Vice Chair shall assign and appointment liaison to assigned scholarships.
 - b. Work closely with the Chair and the CSUN Business Manager on all discussions regarding projects that may come with a cost.
 - c. Make any clerical or grammatical adjustments to the Operating Policy that do not alter the content. These changes will not have to be passed by the Committee or the Senate.
 - d. Assisting the chair in any duties regarding the Scholarships and Grants tabling and marketing efforts.

TITLE III: COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

A. COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

1. Attend all scheduled meetings.
2. Correspond with the committee chair to report unavoidable absences.
3. Record minutes of official meetings in the absence of vice chair.
4. Introduce legislation for the committee to consider on behalf of the student body.

5. Vote on proposed legislation.
6. Complete assigned tasks in a timely manner.
7. Actively participate in discussion of various projects and proposals as reflected in the agenda for each committee meeting.
8. Seventy-two (72) hour notice is required for consideration of excused absences, unless emergency situations arise which are still subject to chair approval and discretion.
9. Work as a liaison for assigned CSUN Scholarships and the committee to:
 - a. Serve as a contact with the Scholarships throughout their tenure in the committee.
 - b. Correspond and contact scholarship contacts in a timely manner.
 - c. Work with members of the committee, including the Chair and Vice Chair, to schedule times that the scholarships contact(s) can present their presentation to the committee.
 - d. Know the organization's history in regard to past CSUN scholarships.
10. Attend at least one CSUN scholarships and Grants tabling for each semester.

B. ATTENDANCE POLICIES FOR THE SCHOLARSHIPS & GRANTS COMMITTEE

1. Members who will be absent for a committee meeting must report this to the Chair and/or Vice Chair within seventy-two (72) hours before meeting start-time with a valid reasoning provided.
2. Members shall give notice to the Committee Chair and Vice Chair via email of a physical absence at least three (3) business days prior to the meeting.

C. DISMISSAL AND REMOVAL FROM THE SCHOLARSHIPS & GRANTS COMMITTEE

1. Committee members may be dismissed by the Chair from the committee under the following circumstances:
 - a. Failure to appear at regularly scheduled committee meetings without seventy-two (72) hour notice to the Chair via email, phone call or text message stating the reason for the member's absence.
 - b. Failure to appear at three (3) or more committee meetings throughout the duration of the Senate session without being excused from said meetings by the committee Chair.

TITLE IV: SCHOLARSHIP & GRANT ADMINISTRATION

A. SCHOLARSHIP & GRANT ELIGIBILITY

1. Eligible members of CSUN must maintain a minimum 2.5 GPA and be enrolled in at least six (6) credits during the term for the funding request unless otherwise stipulated.
2. Open to any student regardless of immigration status (i.e. Undocumented, DACA, TPS, etc.)
3. Any scholarship recipient who fails to meet the established requirements for the respective scholarship or grant or fails to maintain the requirements during the scholarship or grant period, will forfeit the amount of the scholarship or grant for the semester in question unless an exception is made by the Scholarships & Grants Committee under circumstances deemed extenuating by the committee through a simple majority vote.
4. All scholarship and grant applicants shall authorize the CSUN Business Manager, or CSUN Graduate Assistant in his or her absence, to verify eligibility for each scholarship and to place a charge on their UNLV account for an amount of a forfeited, or partially forfeited, scholarship in the event the recipient fails to meet and maintain the requirements set forth herein unless committee exceptions have been made.
5. Members of CSUN Student Government who are receiving a stipend through the CSUN Student Government are not eligible to receive any funds through the CSUN scholarships and grants whether or not they are scored by the CSUN Scholarship and Grants Committee.

B. SCHOLARSHIPS & GRANTS APPLICATION

1. All scholarships and grants are recommended to begin with:
 - a. “Welcome to the **CSUN ‘Respective Scholarship/Grant Name’** Application Portal. CSUN offers a variety of services to undergraduate students attending the University of Nevada, Las Vegas including over 20 (Twenty) different scholarships with varying criteria. CSUN awards, on average, over \$200,000 (two hundred thousand) annually in scholarships to eligible undergraduate students.”
2. All scholarships and grants list purpose, deadline, amount, eligibility, and point of contact for further questions.
3. Applicants must verify the following statements:
 - a. “I certify that the information given herein is true and complete to the best of my knowledge.”
 - b. “I understand that my application will not be accepted if I have not met the requirements outlined above.”
 - c. “I authorize the CSUN Business Manager, or Graduate Assistant in their absence, to verify my eligibility for all CSUN scholarships which includes registration status, unofficial transcript, and GPA.”

- d. "I certify that I will not be receiving a stipend for an elected or appointed position within CSUN during the academic year for which these scholarships/grants will be awarded."
 - e. "I understand that I will be required to return some or my entire CSUN Scholarship/grant award if I fail to meet the eligibility requirements for the duration of the scholarship period - unless a decision is otherwise made through the CSUN Scholarships and Grants Committee, and that any chargeback may appear on my UNLV account."
4. Applicant must provide:
- a. Full name, NSHE number, e-mail address, phone number and class standing.
 - b. Answers to questions - as requested through the application form - with the purpose of establishing qualifications for the various CSUN scholarships or grants.
 - c. Essay(s) - as requested through the application form - with the purpose of describing experiences related to the specific CSUN scholarship or grant for which the applicant will be considered.
 - d. Any other information deemed necessary by an individual scholarship or grant.
5. The scholarship application period shall begin on January 25th and shall end on March 31st of each academic year unless otherwise approved by the CSUN Scholarships and Grants Committee and CSUN Senate with a simple majority vote.
- a. The scholarship application period shall begin and end on the specified dates above in the Spring semester of each academic year with all applicable departments being formally informed of these deadlines.
 - b. If there are exceptions to these statements regarding the standard application period, clarification regarding the dates that the specific scholarship application period will open and close will be indicated in the applications.
 - c. Exceptions to these statements regarding the standard application period apply to the following scholarships:
 - i. CSUN Study Abroad Scholarship
 - ii. CSUN Research Continuation Scholarship
 - iii. CSUN Navigators Scholarship
 - iv. CSUN Summer Term Scholarship
6. The grants application period shall be available when deemed necessary by the Scholarships and Grants Committee.
7. The CSUN G.R.A.N.T.S Program is available to all eligible UNLV undergraduate students.

C. GRADING AND AWARDS

1. Grading of scholarships and grants shall be conducted by the professional staff in the various UNLV departments that the CSUN Scholarships & Grants Committee has partnered with for each specific program. No grading member shall be a member of CSUN Student Government.
 - a. The Chair of the Scholarship and Grants Committee shall be responsible for ensuring that all applications are scored and submitted to the CSUN Pro Staff within a reasonable timeframe.
 - b. The Scholarships and Grants Chair shall:
 - i. Ensure the CSUN Business Manager issues the awards via UNLV's Office of Financial Aid.
 - ii. Ensure that the professional staff in each respective department notify recipients of scholarship awards as soon as possible and at least two weeks before school starts.
 - c. The Scholarships and Grants Committee shall:
 - i. Perform an annual review of all existing scholarships funded by the Scholarships and Grants Committee
 - ii. Reserve the right to revisit any existing scholarship at any time.

TITLE V: ONE-TIME FUNDED SCHOLARSHIPS

A. SCHOLARSHIP & GRANT ELIGIBILITY

1. The CSUN Scholarships and Grants Committee may establish and fund one-time funded scholarships to provide financial assistance to eligible undergraduate students through partnerships with existing or newly established scholarship programs.
2. One-time funded scholarships are intended to:
 - a. Supplement existing CSUN scholarships for one (1) academic year.
 - b. Provide financial support to scholarships administered by UNLV colleges, departments, programs, or recognized campus organizations.
 - c. Provide one-time funding for scholarship initiatives that align with the mission of the CSUN Scholarships and Grants Committee.
3. One-time funded scholarships shall not be considered permanent scholarship allocations and shall only remain in effect for the academic year specified within the approved legislation.

B. FUNDING

1. Funding for one-time funded scholarships shall be allocated through the annual CSUN budget process under the designated One-Time (New & Existing) Scholarships or from donated funds to the committee.

2. Funds may be distributed to one (1) or multiple scholarships during an academic year based upon committee recommendation and Senate approval.
3. All allocations shall require approval by:
 - a. The CSUN Scholarships and Grants Committee through a simple majority vote.
 - b. The CSUN Senate through approved legislation.
4. The committee reserves the right to determine the amount appropriated for each Scholarship based upon available funding and committee priorities.

C. ELIGIBILITY FOR SCHOLARSHIP

1. Scholarships considered for one-time scholarship funding shall primarily benefit currently enrolled undergraduate students at the University of Nevada, Las Vegas.
2. Scholarship requests shall demonstrate a need for financial assistance and align with the mission of CSUN.
3. The committee may request additional documentation or information from the administering department or organization prior to making a funding recommendation.

D. APPLICATION AND ADMINISTRATION

1. Applications, eligibility requirements, grading, recipient selection, and award notification for one-time funded scholarships shall be administered by the sponsoring department, college, organization, or scholarship program unless otherwise determined by the Scholarships and Grants Committee.
2. The administering UNLV department or entity shall establish:
 - a. Scholarship eligibility requirements.
 - b. Application deadlines.
 - c. Selection criteria.
3. The administering UNLV department or entity shall be responsible for ensuring recipients satisfy all eligibility requirements established for the scholarship.
4. The Scholarships and Grants Committee may request award data or assessment reports for committee records and future funding consideration.

E. LEGISLATION

1. All one-time funded scholarships shall be established through Senate legislation.
2. Legislation authorizing a one-time funded scholarship shall include, when applicable:
 - a. Scholarship name.
 - b. Total funding amount.

- c. Academic year for which funding applies.
 - d. Sponsoring department, organization, or program.
 - e. Statement indicating that the allocation is for one (1) academic year only.
- 3. If funding supplements an existing scholarship, legislation shall specify:
 - a. The scholarship's original funding amount.
 - b. The amount being supplemented through the one-time funded scholarship.
 - c. That the scholarship shall revert to its original funding amount following the conclusion of the approved academic year.
- 4. If funding establishes support for a scholarship outside of the recurring CSUN Scholarship Program, legislation shall specify that CSUN funding shall conclude at the end of the approved academic year unless future funding is separately approved.

F. CONTINUATION OF FUNDING

- 1. One-time funded scholarship funding shall only apply to the academic year identified within the approved legislation.
- 2. Upon completion of the approved academic year:
 - a. Existing scholarships receiving supplemental funding shall return to their previously approved funding amount.
 - b. Scholarships funded solely through the one-time funded scholarship Fund shall no longer receive CSUN funding unless reapproved through future legislation.
- 3. Funding provided through a one-time funded scholarship shall not create an ongoing financial obligation for CSUN.
- 4. The Scholarships and Grants Committee may choose to provide additional one-time funded scholarship funding in future academic years.
- 5. Approval of funding during one academic year shall not constitute a commitment for future funding.
- 6. Future one-time funded scholarship requests shall be considered independently based upon:
 - a. Available committee funding.
 - b. Committee priorities.
 - c. Previous utilization and effectiveness of one-time scholarship funds.