



DARYL G. PURPERA,  
CPA, CFE

## Report Highlights

# Louisiana State University and A&M College

## *Evaluation of Scholarship Administration*

Audit Control # 80130079  
Informational Audit • May 2014

### Why We Conducted This Audit

We conducted this audit on university funded and college awarded scholarships, excluding Federal awards, for students enrolled at Louisiana State University and A&M College (LSU A&M) during the 2012-2013 and 2013-2014 academic years to determine if scholarships granted to LSU A&M students were administered in accordance with applicable university policies and terms.

### What We Found

- For LSU Board of Supervisors (BOS) scholarships, the determining factors of academic excellence, special talent, and financial need are not defined by specific criteria. In addition, documentation did not indicate which determining factor(s) were met by award recipients. Without specific criteria or documentation, we could not determine what guidelines were used to award the BOS scholarships.
- BOS scholarship documentation was not adequately retained or recorded.
  - There are no procedures to log all applications as they are received, which increases the risk that an application may not be considered for an award and prevents the board office from ensuring that a complete listing of applications is maintained.
  - There was no formal written policy on retention of documentation for BOS scholarships. Applications for awarded students are retained for five years; however, those for non-awarded students are retained only for the current academic year.
- The BOS does not vote on approval of scholarships awarded by individual members.
- The information contained in the LSU System report submitted to the Legislature on July 25, 2013, pursuant to Louisiana Revised Statute 17:1608 was not accurate and complete. Based on our procedures, the submitted report did not include 17 LSU A&M students who received a BOS scholarship during the 2012-2013 academic year. In addition, three of the students listed on the report did not actually receive the award.
- One college awarded scholarship selected for review had not been awarded in the past six years. The Mr. & Mrs. W.D. Millican Scholarship had not been awarded since academic year 2006-2007 because the Department of Geology and Geophysics did not contact the Alumni Association to verify funds for the award.
- We examined LSU A&M scholarships that were awarded to 20 recipients. The necessary information confirming eligibility was maintained, and we reviewed that information to ensure that our sample recipients met the stated criteria and were awarded in accordance with the respective terms of each award.

View the full report, including management's response, at [www.la.gov](http://www.la.gov).

LOUISIANA STATE UNIVERSITY AND A&M COLLEGE  
EVALUATION OF SCHOLARSHIP ADMINISTRATION



FINANCIAL AUDIT SERVICES  
INFORMATIONAL AUDIT  
ISSUED MAY 28, 2014

**LOUISIANA LEGISLATIVE AUDITOR  
1600 NORTH THIRD STREET  
POST OFFICE BOX 94397  
BATON ROUGE, LOUISIANA 70804-9397**

**LEGISLATIVE AUDITOR**  
DARYL G. PURPERA, CPA, CFE

**FIRST ASSISTANT LEGISLATIVE AUDITOR**  
**AND STATE AUDIT SERVICES**  
PAUL E. PENDAS, CPA

**DIRECTOR OF FINANCIAL AUDIT**  
THOMAS H. COLE, CPA

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report is available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor.

This document is produced by the Louisiana Legislative Auditor, State of Louisiana, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397 in accordance with Louisiana Revised Statute 24:513. One copy of this public document was produced at an approximate cost of \$0.55. This material was produced in accordance with the standards for state agencies established pursuant to R.S. 43:31. This report is available on the Legislative Auditor's website at [www.la.la.gov](http://www.la.la.gov). When contacting the office, you may refer to Agency ID No. 3478 or Report ID No. 80130079 for additional information.

In compliance with the Americans With Disabilities Act, if you need special assistance relative to this document, or any documents of the Legislative Auditor, please contact Elizabeth Coxe, Chief Administrative Officer, at 225-339-3800.



LOUISIANA LEGISLATIVE AUDITOR  
DARYL G. PURPERA, CPA, CFE

May 28, 2014

The Honorable John A. Alario, Jr.,  
President of the Senate  
The Honorable Charles E. "Chuck" Kleckley,  
Speaker of the House of Representatives

Dear Senator Alario and Representative Kleckley:

We performed an informational audit of the administration of university funded and college awarded scholarships, excluding Federal awards, for students enrolled at Louisiana State University and A&M College (LSU A&M) during the 2012-2013 and 2013-2014 academic years. Our objective was to determine if scholarships granted to LSU A&M students were administered in accordance with applicable university policies and terms.

Our procedures consisted primarily of inquiries and the examination of selected records and other documentation. The scope of our audit was significantly less than an examination conducted in accordance with *Government Auditing Standards*.

The accompanying report provides information relating to our evaluation of the scholarship administration noted above. Our results, recommendations, and management's response are also included. I hope this report will benefit you in your legislative decision-making process.

We would like to express our appreciation to the management and staff of LSU for their assistance.

Sincerely,

Daryl G. Purpera, CPA, CFE  
Legislative Auditor

DGP/ch

LSU SCHOLARSHIPS 2014



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# Louisiana Legislative Auditor

Daryl G. Purpera, CPA, CFE



## Louisiana State University and A&M College Evaluation of Scholarship Administration

May 2014

Audit Control # 80130079

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### Introduction

Each academic year Louisiana State University and A&M College (LSU A&M)<sup>1</sup> awards scholarships in the form of cash awards, full tuition and nonresident fee exemptions, room and board, and employment opportunities to students who meet certain needs-based and academic requirements. In addition to the scholarship programs, LSU Financial Aid and Scholarships administers a number of federally funded and state funded financial aid programs. The total amount of funding disbursed annually through these programs is approximately \$200 million.

We performed an evaluation of the administration of university funded and college awarded scholarships, excluding Federal awards, for those students enrolled at LSU A&M during the 2012-2013 academic year. We reviewed five university funded scholarships that were awarded to 20 recipients, and 10 college scholarships that were awarded to 13 recipients. We also performed an evaluation of LSU Board of Supervisors (BOS) scholarships by selecting 20 students enrolled at LSU A&M during the 2012-2013 and eight students enrolled at LSU A&M during the 2013-2014 academic year.

**OBJECTIVE: Our objective was to determine if scholarships granted to LSU A&M students were administered in accordance with applicable university policies and terms.**

To meet this objective, we focused on whether students who received the scholarships were eligible, if the appropriate award amount was given, if the determining factors for each award were considered and documented, and if the eligibility information was maintained in accordance with LSU policy.

In addition, we performed procedures to determine if the reporting requirements of Louisiana Revised Statute (R.S.) 17:1608 for BOS scholarships were met.

Overall, we found that the determining factors of academic excellence, special talent, and financial need for BOS scholarship awards are not defined by specific criteria, the documentation did not indicate which determining factor(s) were met by award recipients, BOS scholarship documentation was not adequately retained or recorded, and the report submitted to the Legislature pursuant to R.S. 17:1608 was not accurate and complete. We also found that one

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<sup>1</sup> LSU A&M includes the undergraduate and graduate programs available at the Baton Rouge campus as well as the School of Veterinary Medicine. LSU A&M does not include the Law Center, Medical and Dental schools, LSU at Alexandria, LSU at Eunice, or LSU in Shreveport.

college scholarship had not been awarded in the past six years because the college failed to verify that funds were available.

Appendix A contains LSU A&M's response to this report, Appendix B provides our scope and methodology, Appendix C includes the Board of Supervisors Scholarship Program Regulations, and Appendix D contains a blank LSU Board of Supervisors Scholarship Application.

**Objective: Determine if scholarships granted to LSU A&M students were administered in accordance with applicable university policies and terms.**

**Scholarships Awarded by LSU A&M**

Each of the scholarships awarded by LSU A&M contains specific criteria that students must meet to be considered eligible. The criteria for these awards, excluding the Board of Supervisors (BOS) scholarships, are outlined in the LSU A&M General Catalog each year. Additional award information regarding amounts and number of awards available is included in the catalog as well. LSU A&M requires that the awarding entity, either the LSU Office of Student Financial Aid or the colleges at LSU A&M that awarded the scholarship, maintain the documentation regarding the selection of recipients for the university funded and college awarded scholarships.

The criteria for university funded awards, such as the Pelican Promise and Chancellor's Alumni Scholars awards, are clearly stated in the award origination documents and we found that the recipients in our sample were awarded based on those specific criteria. For example, to receive a Pelican Promise award, a student must be either an entering undergraduate freshman or an undergraduate transfer student enrolled at LSU A&M for full-time hours. The student must also have a family income of less than or equal to 150 percent of the poverty level; be eligible to receive a Federal Pell grant; and have applied for all applicable Federal, State, and institutional financial aid programs through the completion of the Free Application for Federal Student Aid (FAFSA) form. Students are considered for this award upon receipt of a completed FAFSA on a first-come, first-served basis until the award funds for the academic year are exhausted.

The Chancellor's Alumni Scholars awards are awarded to the top 10 entering freshmen with a minimum ACT score of 33 or critical reading and math SAT score of 1440 with a high school GPA of at least 3.0. The student must also have an official ACT or SAT writing score on file with LSU and meet the November 15 priority consideration deadline. The students must meet specific retention criteria to maintain the award in subsequent years. The applicants are ranked based on test scores and GPAs and the Chancellor's Alumni Scholars awards are offered to the top 10 applicants.

We examined LSU A&M scholarships that were awarded to 20 recipients. The necessary information confirming eligibility was maintained, and we reviewed that information to ensure that our sample recipients met the stated criteria and were awarded in accordance with the respective terms of each award.

We also judgmentally selected 10 college awarded scholarships and reviewed each recipient of those scholarships for the 2012-2013 academic year.



Award	Number of Recipients Reviewed	\$ or Award per Recipient
Hach Foundation Chemistry Teacher Award	2	\$6,000
Jesse Coates Award	1	Watch
Lonnie Beary Scholarship	1	\$350
Floyd W. Womack Sr. Scholarship	2	\$500
Colleen Reed - Opportunity Scholarship	1	\$500
Marathon Oil Company Geology Scholarship	4	\$5,000
University College General Scholarship	1	\$1,000
Liuzza Family Scholarship	1	\$1,000
Charles Craig International Travel Award	Not Awarded	
Mr. & Mrs. W.D. Millican Scholarship	Not Awarded	

The Charles Craig International Travel Award was not awarded because of a lack of funds.

The Mr. & Mrs. W.D. Millican Scholarship had not been awarded since academic year 2006-2007. Per the 2012-2013 LSU A&M General Catalog, this award is available to a freshman majoring in geology, who has a minimum GPA of 2.5 and demonstrates financial need. The \$1,000 award is available to one student and may be renewed for four years. The recipient of the award, which is funded by the LSU Alumni Association, is determined by the Department of Geology and Geophysics. The process for these types of awards is for the awarding entity (college/department) to contact the Alumni Association to verify funds prior to selecting a recipient; however, this process was not followed and the result was the award was not granted. The department intends to award the scholarship for academic year 2013-2014.

For the eight scholarships/awards granted, each college or association that awarded the scholarship/award was asked to provide applications, GPA information, and any other information necessary to show that each recipient was eligible for the award he/she received. Based on the information received, no exceptions were noted in the evaluation of the scholarships awarded.

**Recommendation 1:** LSU A&M should ensure that the two scholarships not awarded are routinely reviewed by the awarding colleges/departments for availability. Management concurred with the recommendation (see Appendix A).

### **Scholarships Awarded by Board of Supervisors**

In contrast to the other LSU scholarships tested, the BOS scholarship program's primary determining factors of academic excellence, special talent, and financial need are not defined by specific criteria. Although there are established minimum GPA requirements, there is no indication that these minimums were intended to measure academic excellence. The program regulations also do not provide any criteria for special talent and financial need.

The application required to be submitted for consideration of the BOS scholarship does not appear to include adequate information to evaluate if the applicant meets the determining factors. The application notes the student's GPA, as verified by the Office of Student Financial Aid, to determine if he/she meets the minimum GPA requirements. The application also requests the student indicate any other aid or scholarships received, but does not appear to include any questions that would indicate the student's special talents.

Our review of BOS scholarship recipients' applications disclosed the following:

- Thirteen of the 28 BOS scholarship recipients reviewed had a GPA of 3.0 or above as documented by the Office of Student Financial Aid verifications with the highest GPA of 4.0.
- Eleven of the 28 BOS scholarship recipients had a GPA of less than 3.0 as documented by the Office of Student Financial Aid verifications with the lowest GPA of 2.38.
- Documentation of GPA verification from the Office of Student Financial Aid was not maintained for four of the 28 recipients.
- Fifteen of the 28 BOS scholarship recipients reviewed did not receive any additional types of financial aid during the semester in which they received the BOS scholarship.
- Thirteen of the 28 BOS scholarship recipients reviewed received additional types of financial aid during the semester in which they received the BOS scholarship.

During our review to determine on what basis awards were made, documentation provided by the Board of Supervisors Office did not indicate which determining factor(s) were met by award recipients. Without specific criteria or documentation, we could not determine what guidelines were used to award the BOS scholarships. Per LSU Board of Supervisors personnel, approximately \$1.4 million in BOS scholarships were awarded for the academic year of 2012-2013.

The Board of Supervisors is composed of 15 members and one student member. Each year, the Board of Supervisors members can award up to 20 scholarships each. Each board member has the option of using two of the 20 awards for nonresident tuition waivers. In addition, the LSU System President may award 20 scholarships each academic year.

The information contained in the following tables was provided by LSU Board of Supervisors personnel. The tables present the individual awarding the scholarship and number of scholarships awarded by that person for the academic years of 2012-2013 and 2013-2014 (through May 2, 2014).

Academic Year 2012-2013				
Awarded by:	Number of Scholarships		Awarded by:	Number of Scholarships
Anderson	15		Jenkins	6
Angelle	7		Lasseigne	18
Ballard	13		Lawton	8
Board Resolution	1		Mallet	7
Chatelain	17		McCollister	5
Danos	13		Moore	15
Duplessis	10		Perry	6
George	18		Mannino	15
Jacobs	19		Yarborough	14
<b>Source:</b> LSU Board of Supervisors Office			<b>Total Awards</b>	<b>207</b>

Academic Year 2013-2014				
Awarded by:	Number of Scholarships		Awarded by:	Number of Scholarships
Alexander	3		Jenkins	5
Anderson	13		Lasseigne	18
Angelle	4		Lawton	8
Ballard	18		Mallet	10
Board Resolution	1		McCollister	10
Chatelain	15		Moore	17
Danos	18		Perry	8
Duplessis	14		Woodard	17
George	18		Yarborough	15
Jacobs	14			
<b>Source:</b> LSU Board of Supervisors Office			<b>Total Awards</b>	<b>226</b>

**Recommendation 2:** The Board of Supervisors Office should create specific criteria to define the determining factors of academic excellence, special talent, and financial need and document the determining factor(s) met by each student awarded a scholarship. Management concurred with the recommendation (see Appendix A).

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***Board of Supervisors Scholarship documentation was not adequately retained or recorded.***

The BOS Scholarship program requires each student to complete an application. The LSU A&M Office of Student Financial Aid verifies the information on this application such as GPA and financial aid information, which are used, in part, to determine a student's eligibility for the award. These applications are then sent to the Board of Supervisors Office and are used by board members in their selection of award recipients. However, there are no procedures to log all applications as they are received, which increases the risk that an application may not be considered for award and prevents the board office from ensuring a complete listing of applications is maintained.

In addition, there is no standard procedure for board members to review the applications. The board members are aware that applications are on file and each board member determines which applications he/she wishes to review. The board member will notify the Board of Supervisors Office if there is a new award that he/she wishes to make. The Board of Supervisors does not vote on approval of the scholarships awarded by individual board members.

The Board of Supervisors Office stated that there was no formal written policy on retention of documentation for BOS scholarships; however, the office indicated that applications for awarded students are retained for five years and those for non-awarded students are retained for the current academic year only.

When requesting applications to review for student eligibility awards, applications for the 10 students in our sample who were awarded BOS scholarships for the Summer 2012 semester could not be located. Our initial audit contact was replaced during the performance of our procedures and upon subsequent request made to her replacement, these 10 applications were located. However, the portion of the application verifying eligibility by the Office of Student Financial Aid was incomplete on each application. We determined through alternative procedures that each student met the minimum eligibility requirements for the award received. However, sufficient documentation was not maintained for eligibility verification purposes.

According to LSU PS-106, "documentation of eligibility must be retained for all award recipients for five years following the fiscal year in which the award was made and will be subject to audit review. For all eligibility criteria, appropriate documentation must be reviewed by the selection committee and retained. Where compliance with the eligibility criteria is already on file in central university databases, such as grade point averages, the electronic record is sufficient." This policy applies to awards administered by LSU A&M. In addition, we noted that the LSU A&M Office of Student Financial Assistance retains all applications, whether or not the students were awarded a scholarship or other assistance, for five years.

**Recommendation 3:** The LSU Board of Supervisors Office should (1) develop a formal policy to retain required documents for five years to ensure proper documentation of eligibility is maintained; (2) retain applications for all students, whether awarded or not, for that same five-year period; and (3) develop procedures to log all applications as they are received. Management concurred with the recommendation (see Appendix A).

## **LSU System Board of Supervisors Scholarship Report to the Legislature**

The information contained in the BOS Scholarship Report submitted to the Legislature on July 25, 2013, pursuant to R.S. 17:1608 was not accurate and complete.

Per R.S. 17:1608, enacted on June 17, 2013, “the chief executive officer of each public postsecondary education management board shall annually report to the legislature every scholarship awarded by a member of the management board for the preceding academic year.” The management board must also make the report available on its website for public inspection.

The BOS Scholarship Report for the 2012-2013 academic year provided on the LSU System website reported that the Board of Supervisors awarded 190 tuition fee or nonresident tuition fee exemptions to students at LSU A&M, LSU Alexandria, LSU Shreveport, LSU Law Center, LSU Health Sciences Center - New Orleans, and LSU Health Sciences Center - Shreveport.

Per the report, the value of individual tuition exemptions for each campus was as follows:

<b>Campus</b>	<b>Amount per Semester</b>
LSU and A&M College	\$2,592
LSU and A&M College non-resident tuition waiver	\$7,634
LSU in Shreveport	\$1,941
LSU in Alexandria	\$1,867
Professional Schools <sup>2</sup>	\$2,938

In our review of only the LSU and A&M College awards listed in the report, we identified the following:

- The report did not include 17 students who received a BOS scholarship during the 2012-2013 academic year. Of the 17, the 10 students that received Summer 2012 semester awards were not included on the report.
- Three of the students listed on the BOS Scholarship Report did not actually receive the award because of the following: one student did not attend the university during 2012-2013, one student resigned from the university, and the third student received an assistantship to cover tuition.

**Recommendation 4:** The LSU Board of Supervisors should develop procedures to ensure that the report submitted to the Legislature pursuant to the provisions of R.S. 17:1608 is accurate and complete. Management concurred with the recommendation (see Appendix A).

<sup>2</sup> LSU Health Sciences Center - New Orleans, LSU Health Sciences Center - Shreveport, LSU Law Center, and LSU Veterinary Medicine schools

## **APPENDIX A: MANAGEMENT'S RESPONSE**





LOUISIANA STATE UNIVERSITY

Finance & Administrative Services

Mr. Daryl G. Purpera, CPA  
Legislative Auditor  
1600 North Third Street  
P.O. Box 94397  
Baton Rouge, Louisiana 70804-9397

May 13, 2014

Dear Mr. Purpera:

Thank you for providing LSU the opportunity to respond to the draft report of the Evaluation of Scholarship Administration. We concur with the recommendations in the report and provide the following responses:

**Recommendation 1:**

LSU A&M should ensure that the two scholarships not awarded are routinely reviewed by the awarding colleges/departments for availability.

**Response to Recommendation:**

**Anticipated Completion Date: June 30, 2015**

- A process will be established to perform an annual analytical review of scholarships funded by the LSU Alumni Association, LSU Foundation, and other gifts.

Contact Person(s): Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services  
Patricia Territo, Director, Sponsored Program Accounting

**Recommendation 2:**

The Board of Supervisors Office should (1) create specific criteria to define the determining factors of academic excellence, special talent, and financial need, and (2) document the determining factor(s) met by each student awarded a scholarship.

**Response to Recommendation:**

**Anticipated Completion Date: June 30, 2015**

- The criteria used to award scholarships will be reviewed and revised to appropriately define determining factors.
- A process will be established for documenting the determining factors met by each student awarded a scholarship.

Contact Person(s): Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services  
Doreen Brasseaux, Assistant Vice President University Administration

**Recommendation 3:**

The Board of Supervisors Office should (1) develop a formal policy to retain required documents for five years to ensure proper documentation of eligibility is maintained (2) retain applications for all students,



whether awarded or not, for that same five year period, and (3) develop procedures to log all applications as they are received.

**Response to Recommendation:**

**Anticipated Completion Date: June 30, 2015**

- A formal policy will be developed to establish procedures for accepting and tracking all applications. The policy will also include minimum retention requirements for all eligibility documents and applications, regardless of whether a student was awarded or not.

Contact Person(s): Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services  
Doreen Brasseaux, Assistant Vice President University Administration

**Recommendation 4:**

The LSU Board of Supervisors should develop procedures to ensure that the report submitted to the Legislature pursuant to the provisions of R.S. 17:1608 is accurate and complete.

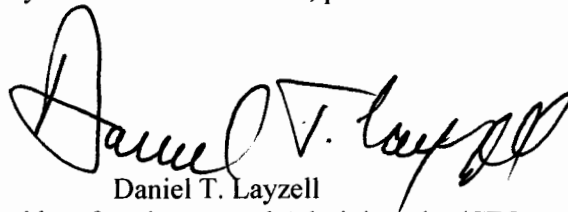
**Response to Recommendation:**

**Anticipated Completion Date: June 30, 2015**

- As indicated above, a formal policy will be developed to establish procedures to ensure the accuracy and completeness of the report submitted to the Legislature pursuant to the provisions of R.S. 17:1608.

Contact Person(s): Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services  
Doreen Brasseaux, Assistant Vice President University Administration

If you have any questions or need any additional information, please feel free to contact me.



Daniel T. Layzell  
Vice President for Finance and Administration/CFO

cc: Donna K. Torres  
Doreen Brasseaux  
Wendy Simoneaux  
Patricia Territo

## APPENDIX B: SCOPE AND METHODOLOGY

Louisiana Revised Statute (R.S.) 24:513(A)(1) authorizes the Legislative Auditor to examine, audit, or review the books and accounts of state entities, the scope of which may include financial accountability, efficiency, and effectiveness of the auditee's programs or any combination.

We performed the following procedures to evaluate awards granted to LSU A&M students:

- Reviewed LSU's Policy Statement 106 (PS-106), Administration of Scholarship, Fellowship & Exemption Programs.
- Obtained a list of all LSU A&M students who received the Board of Supervisors tuition fee exemption and other LSU funded awards for Summer 2012, Fall 2012, and Spring 2013.
- Judgmentally selected a sample of 25 students from the list noted above. Based on the application information and other supporting documents, determined if the student was eligible for the award received, the award was correctly posted to the student's account, the determining factors for each award were considered and documented, the appropriate eligibility documentation was maintained in accordance with PS-106, the funds were spent in accordance with the award criteria, and the university monitored the recipient to ensure maintenance of retention requirements.

Our sample included 14 Pelican Promise Award recipients, 5 Board of Supervisors Scholarship recipients, 2 Flagship Scholars Nonresident Award recipients, 2 Chancellor Alumni Scholars Award recipients, 1 Music Academic Award recipient, and 1 Music Flagship Award recipient.

- Obtained the 2012-2013 LSU A&M General Catalog listing of undergraduate scholarships by college.
- Judgmentally selected 10 scholarships from the catalog listing obtained above and reviewed each recipient of those scholarships for the 2012-2013 academic year awarded by the colleges at LSU A&M for a total of 13 recipients reviewed. Based on the supporting documentation provided, determined if the student was eligible for the award received, the award was correctly posted to the student's account, the determining factors for each award were considered and documented, the appropriate eligibility documentation was maintained in accordance with PS-106, the funds were spent in accordance with the award criteria, and the university monitored the recipient to ensure maintenance of retention requirements.

- Judgmentally selected an additional 15 Board of Supervisors Scholarship recipients from Summer 2012, Fall 2012, and Spring 2013. Based on the application information and other supporting documents, determined if the student was eligible for the award received, the award was correctly posted to the student's account, the determining factors for each award were considered and documented, the appropriate eligibility documentation was maintained in accordance with PS-106, the funds were spent in accordance with the award criteria, and the university monitored the recipient to ensure maintenance of retention requirements.
- Obtained a list of all students who received the board scholarships for both tuition and nonresident fee exemptions for Summer 2013, Fall 2013, and Spring 2014.
- Judgmentally selected a sample of eight students from the list noted above. Based on the application information and other supporting documents, determined if the student was eligible for the award received, the award was correctly posted to the student's account, the determining factors for each award were considered and documented, the appropriate eligibility documentation was maintained in accordance with PS-106, the funds were spent in accordance with the award criteria, and the university monitored the recipient to ensure maintenance of retention requirements.
- Reviewed R.S. 17:1608 to determine reporting requirements.
- Reviewed the report submitted by the LSU System pursuant to R.S. 17:1608 for the 2012-2013 academic year to determine if it met the requirements of the statute and if the reported information was accurate for LSU A&M recipients.
- Interviewed LSU Board of Supervisors employees to gather information.
- Interviewed LSU Office of Financial Aid employees to gather information.

**APPENDIX C: BOARD OF SUPERVISORS  
SCHOLARSHIP PROGRAM REGULATIONS**



## BOARD OF SUPERVISORS SCHOLARSHIP PROGRAM REGULATIONS

### GENERAL CONSIDERATIONS

1. The primary determining factors for awarding scholarships are academic excellence, special talent, and financial need.
2. All scholarships are awarded for **ONE** academic year **ONLY**, which includes the Fall, Spring, and Summer semesters. However, Board members may choose the option of awarding their scholarships on a semester-by-semester basis.

**NO SCHOLARSHIP IS AUTOMATICALLY EXTENDED OR RENEWED. PREVIOUS APPOINTEES MAY, AT THE DISCRETION OF THE BOARD MEMBER, BE REAPPOINTED, IF ELIGIBLE.**

3. Normally students may receive only one tuition waiver scholarship from sources within the LSU System.

**PLEASE NOTE: STUDENTS WHO ARE AWARDED A TOPS SCHOLARSHIP ARE NOT ELIGIBLE TO RECEIVE AN LSU BOARD OF SUPERVISORS' SCHOLARSHIP**

4. Members of the Board of Supervisors are prohibited from awarding scholarships to the following elected officials or members of their immediate family, unless financial need is clearly demonstrated:
  - a. U.S. Senators
  - b. U.S. Representatives
  - c. Members of the Louisiana Legislature
  - d. Statewide Elected Officials

### APPLICATION PROCEDURE

1. To apply for a Board of Supervisors Scholarship, students should complete the application form for this program that is available through the Office of Student Financial Aid on their campus.
2. Applications for the next academic year or the current summer term may be submitted after April 1. The deadline for submitting applications is September 1 of the next academic year.
3. Students who submit applications and do not receive a scholarship will be required to submit another application for subsequent academic years, if they would like to be reconsidered for a Board of Supervisors Scholarship.

### **QUALIFICATIONS**

The Board of Supervisors Scholarship Program is available to both full-time and part-time students who are registered and enrolled in the undergraduate, graduate, and professional programs offered by the various LSU System campuses and who meet the qualifications listed below:

**NOTE: THESE ARE MINIMUM QUALIFICATIONS. INDIVIDUAL BOARD MEMBERS MAY ESTABLISH MORE STRINGENT REQUIREMENTS.**

A. **Freshman**

Entering freshmen must have been **officially** admitted to the University.

Freshmen must earn a cumulative (overall) grade-point average of at least a 2.3 on all work taken during this classification to maintain their scholarships.

B. **Upperclassman**

Students classified as Sophomores, Juniors, and Seniors must earn a cumulative grade-point average of at least a 2.5 to receive and maintain a Board of Supervisors Scholarship.

Upperclassmen with a cumulative grade-point average which is greater than or equal to a 2.3, but less than a 2.5 may be considered for a scholarship provided that they meet all of the following criteria:

- a. They have earned at least a 3.0 average, while enrolled for a minimum of 12 hours, for the full semester immediately preceding the award of the scholarship.
- b. They are making satisfactory progress toward earning a degree.
- c. They maintain a 3.0 semester average until their cumulative grade point average reaches the required 2.5 for upperclassmen.

C. **Professional and Graduate Students**

Students attending graduate or professional schools at the various LSU System campuses must receive unconditional admission in order to qualify for the Board Scholarship. Retention of the scholarship shall be based on students maintaining [good standing] with their respective academic programs.

### **ELIGIBILITY FOR SCHOLARSHIPS**

Students lose their eligibility for a Board of Supervisors scholarship if they:

- a. **Exceed the maximum number of semesters or academic years provided under the terms of the scholarship that are listed in these regulations.**
- b. **Fail to maintain the required scholastic average.**

Board of Supervisors Scholarship  
(Continued)

**TERMS**

Undergraduate students may receive a Board Scholarship for a maximum of eight regular semesters and four summer terms.

Professional and graduate students may receive a Board Scholarship for the number of academic years that is considered normal academic progress toward receiving a degree.

**VALUE**

The value of the Board Scholarship shall be equal to the amount of the tuition portion of University fee, as fixed by the Board, for undergraduate and graduate students. The student shall be required to pay all other required fees, unless otherwise exempted by specific campus regulations.

For the professional schools: law, medicine, dentistry, and veterinary medicine; the value of the Board Scholarship shall be equal to the amount of the tuition portion of the University fee, as fixed by the Board, for graduate programs at Louisiana State University and A&M College. The student shall be required to pay all other required fees, unless otherwise exempted by specific campus regulations.

Each board member be permitted to use two (2) of their 20 scholarships each year to award a non-resident fee exemption to qualified undergraduate students;

**EXCEPTIONS**

1. Students who are awarded a TOPS scholarship are not eligible to receive a LSU Board of Supervisors Scholarship
2. The Board of Supervisors Scholarship does not cover courses taken during intersession.
3. **Students enrolled in specialized, self-supported educational programs such as the Executive MBA Program or the LSU Online graduate programs are not eligible for a Board of Supervisors Scholarship.**
4. **Scholarship recipients attending professional school who opt to enroll in a dual/conjoint degree program, such as the JD-MBA, can only apply the value of their scholarship to one of the degree programs. The student must designate to which program the scholarship shall apply. The cost of enrolling in the additional degree program is the sole responsibility of the student.**





**APPENDIX D: LSU BOARD OF SUPERVISORS  
SCHOLARSHIP APPLICATION**



LSU SYSTEM

Semester and year applying for (circle one):

Fall Spring Summer Year: \_\_\_\_\_

LSU BOARD OF SUPERVISORS  
SCHOLARSHIP APPLICATION

NAME \_\_\_\_\_ STUDENT ID # \_\_\_\_\_  
Last First Middle

MAILING ADDRESS \_\_\_\_\_  
Street City State Zip

HOME ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE ( ) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

HIGH SCHOOL ATTENDED \_\_\_\_\_  
(Name, City, & State)

\_\_\_\_\_ PUBLIC \_\_\_\_\_ PRIVATE IF PRIVATE, DID YOU ATTEND ON SCHOLARSHIP? \_\_\_\_\_

LSU SYSTEM CAMPUS ATTENDING (applying for) \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

MAJOR \_\_\_\_\_ ANTICIPATED DATE OF GRADUATION \_\_\_\_\_

GRADE POINT AVERAGE \_\_\_\_\_ ACT COMPOSITE (Undergraduate Students Only) \_\_\_\_\_

CURRENTLY WORKING? \_\_\_\_\_ WHERE? \_\_\_\_\_

YOUR MARITAL STATUS \_\_\_\_\_ SPOUSE' NAME \_\_\_\_\_

ARE YOU RECEIVING ANY OTHER AID OR SCHOLARSHIPS? \_\_\_\_\_ EXPLAIN \_\_\_\_\_

**PLEASE NOTE: STUDENTS WHO ARE AWARDED A TOPS SCHOLARSHIP ARE NOT ELIGIBLE TO RECEIVE AN LSU BOARD OF SUPERVISORS' SCHOLARSHIP**

FAMILY INFORMATION

(Name)

(Occupation)

FATHER OR GUARDIAN \_\_\_\_\_

MOTHER OR GUARDIAN \_\_\_\_\_

# OF FAMILY DEPENDENTS ATTENDING HIGH SCHOOL \_\_\_\_\_ (PUBLIC) \_\_\_\_\_ (PRIVATE)

# OF FAMILY DEPENDENTS ATTENDING COLLEGE \_\_\_\_\_ (PUBLIC) \_\_\_\_\_ (PRIVATE)

(Provide any other pertinent information regarding your application on the back of this application)

I hereby authorize the release of any appropriate information regarding my academic qualifications and financial need status required for the processing of this scholarship application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

NOTE: COMPLETED FORMS SHOULD BE SUBMITTED TO THE OFFICE OF STUDENT FINANCIAL AID AT THE LSU SYSTEM CAMPUS THAT YOU ATTEND OR ARE PLANNING TO ATTEND.

FOR OFFICIAL USE ONLY

GPA \_\_\_\_\_ CLASS \_\_\_\_\_ ACTC \_\_\_\_\_ ENEX \_\_\_\_\_ SCHOL \_\_\_\_\_ FINAID \_\_\_\_\_