

POLICIES OF COLORADO STATE UNIVERSITY IMPACT STATEMENT



Policy Title: Scholarship Administration	Category: 2. Finance Policy ID: 2-1060-1
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Date Submitted: November 19, 2025
Policy Proponent/Owner: Brendan Hanlon, Vice President for University Operations Kevin MacLennan, Vice President for Enrollment and Access	Contact(s): Office of Financial Aid – Scholarship Administration Office (SAO) Website: https://financialaid.colostate.edu Email: scholarships@colostate.edu Phone: (970) 491-6321

POLICY DESCRIPTION AND BASIS

This policy establishes University-wide standards for administering scholarships at Colorado State University (CSU). The purpose is to ensure all scholarships are awarded fairly, consistently, and in compliance with federal, state, and institutional regulations.

The policy supports CSU’s mission as a Land-Grant university to expand access to higher education and improve student success. It advances University goals in strategic enrollment management, retention, and graduation rates by reducing financial barriers for students.

The policy creates a framework for oversight by the Scholarship Administration Office (SAO) within the Office of Financial Aid, clarifying roles, responsibilities, and compliance requirements. It aligns with federal financial aid rules, state nondiscrimination laws, and donor agreements managed by University Advancement and the CSU Foundation.

REQUIRED RESOURCES

Two new FTE are being requested through the FY27 budget process.

ANTICIPATED IMPACTS

- Students: Increased clarity, fairness, and transparency in scholarship opportunities and decisions.
- Faculty and Staff: Clear standards and compliance expectations for those involved in scholarship awarding.

- University Units: Colleges, departments, and programs will follow a standardized process, reducing risks of non-compliance with laws or donor requirements.
- External Stakeholders: Donors and communities can expect CSU to steward scholarship funds responsibly and equitably.

POLICY DEVELOPMENT

The policy will be developed by representatives from the Division of Enrollment and Access, Office of Financial Aid, University Advancement, the Office of Inclusive Excellence the Office of the Provost and the CSU Foundation, in consultation with the Vice President for University Operations and the Office of General Counsel.

STAKEHOLDER INPUT

Stakeholder input will be solicited from those groups identified on the attached Stakeholder Communication sheet

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

The SAO, in the Office of Financial Aid will manage the policy on an ongoing basis. Annual audits and compliance reviews will be conducted to ensure proper stewardship of scholarship funds.

PROCEDURES, GUIDELINES AND FORMS

Procedures are required and will be maintained in the Scholarship Administrators Training and Implementation Resource Guide, developed and updated by the SAO. Standard templates (e.g., selection of rubrics, notification letters) will be provided to Scholarship Awarding Units.

INTERNAL CONTROLS

- Scholarships will be managed in CSU's financial aid system, which creates an audit trail.
- Annual compliance reviews will be performed by the SAO.
- Scholarship Awarding Units must document selection decisions and retain records for a minimum of seven (7) years.
- SAO will deliver mandatory annual training to ensure compliance

RELATED POLICIES AND REGULATIONS

- U.S. Department of Education, Federal Student Aid Regulations
- CSU Policy: [Equal Opportunity and Non-Discrimination Statement](#)
- CSU Policy: Discretionary Scholarships

POLICY IMPACT STATEMENT
Scholarship Administration

- Donor agreements administered through University Advancement and the CSU Foundation

REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET:

APPROVED TO PROCEED TO POLICY DEVELOPMENT

NOT APPROVED

MORE INFORMATION NEEDED:

By: 
[Brendan Hanlon \(11/24/25 12:53:06 MST\)](#)
Brendan J. Hanlon
Vice President for University Operations

Date: 11/24/25