CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Request to Utilize Scholarship Funds for General Purpose
Fall 2025-Spring 2026

DEADLINE FOR SUBMITTING THIS EXCEPTION REQUEST FORM: April 18, 2025

Background

Historic donor relations, key program objectives, or other significant considerations may arise in the administration of scholarships. Any requests for deviations to general awarding guidelines must be submitted in advance. Requests must include a strong rational and must be supported by the College Dean or other appropriate senior administrator.

Where can this be utilized?

The department can request to use part or all the scholarship award balance if the award criteria allow the fund to be utilized for the targeted population.

How will this work?

To ensure we meet the CSU requirements for scholarship administration, the department must agree:

1. The scholarship committee will utilize the information they are already collecting via the University or departmental application process to identify and award eligible candidates.

2. The scholarship committee must consider all admitted applicants who meet the minimum criteria for the award. If there are more eligible applicants than funds available, the committee must utilize a rubric to determine the recipients based on the Scholarship Criteria and utilizing available information from the admission process. For programs with late application deadlines, they may set a cutoff date earlier than their admission application deadline and only review students who had complete admission files as of that date.

3. The Scholarship Awarding Form must be submitted to the Scholarships Unit by the published deadline. New students and continuing students can be listed on the same Scholarship Awarding Form for one scholarship account. The total amount of all awards submitted cannot exceed the funds available to award.

4. The department must maintain the evaluation materials including the application, the rubric demonstrating how the awardees were determined since the Cal State LA Scholarship System is not being utilized. This information is subject to audit.

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DEADLINE FOR SUBMITTING THIS EXCEPTION REQUEST FORM: April 14, 2025

Complete and submit this request to Financial Aid and Scholarships at scholarships@calstatela.edu

College:_____ Department(s):_____

Fund/Scholarship Name:_____

Item Type:_____ Project#:_____

Total Amount Available to Award for 2025-2026:_____

Total Amount requested/reserved for exception:_____

Ongoing Exception: ☐ Yes ☐ No New Exception: ☐ Yes ☐ No

State why the students will be selected outside of Blackbaud and/or outside of the regular selection timeline outlined in the Scholarship Approach:

_____

_____

_____

_____

State how the scholarship will be promoted: _____

_____

_____

State how students will be selected (rubric):_____

_____

_____

State the name of your selection committee members (Per CSU Chancellor's Office guidelines, at least 3 people should be involved in the selection process).

By submitting this request, we agree to follow the processes outlined on this form as well as the guidelines outlined in the Scholarship Approach for Fall 2025- Spring 2026. We also affirm that we will retain copies of the students' applications and committee member scores for auditing purposes.

Scholarship Committee Chair or Senior Administrator:

Print Name:______________________________________

Signature:_______________________________________

Date:________________________

Dean or Associate Dean (if applicable)

Print Name:______________________________________

Signature:_______________________________________

Date:________________________

Please Include a copy of your scholarship application and application selection process timeline with your exception request submission. Complete and submit this request to Financial Aid and Scholarships at scholarships@calstatela.edu

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☐ Approved

Total Amount Available to Award for 25-26:________________________

Amount requested for exception:_______________________

☐ Denied, award criteria does not support the use

☐ Other: ____

FAS Signature:____ Date:__________________________