



## Departmental Scholarships

OP-P 606

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Operating Protocol-Procedure #: 606

Category: Instruction

Office of Primary Responsibility: Office of Academic Affairs

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### Purpose

To define the requirements and guidelines of awarding of departmental scholarships at Pueblo Community College.

### Applicability

Chief Academic Officer and academic and branch deans

### Definitions

Departmental scholarships - discretionary funding used as deemed appropriate by an academic or branch campus dean for the primary purpose of recruitment and retention of students in financial need.

### References

N/A

### Attachments

N/A

### Operating Protocol

Each year the Chief Academic Officer and Deans will meet to allocate the departmental scholarship funds to each academic division and the branch campuses.

Each academic division and branch campus will set its own process and guidelines for awarding departmental scholarships.

### Procedure

Academic and branch campus deans should communicate with their faculty and instructional staff what process and guidelines to follow when awarding a departmental scholarship.