

**Office of Financial Aid**  
**Procedure for Awarding CCM Scholarships**

**Deadlines** (*subject to change*) - Annual Application submission deadline September 30<sup>th</sup> (*updated due to COVID-19*)

► **Established Budgets:**

On or About April 1st, approved budgets will be forwarded to the Financial Aid Office by the Office of College Advancement and Planning (Foundation).

- **Fall Term** - Application deadline September 30<sup>th</sup>, with awarding to students, on or about October 31<sup>st</sup>, with a review of all awardees with the County College of Morris Foundation, on or about October 31<sup>st</sup>.  
(*All scholarships will be posted for the academic year unless otherwise noted*)

- **Spring Term** – Application deadline February 15<sup>th</sup>. Awarding notification on or about March 15<sup>th</sup>. All applications submitted will be reviewed for scholarships that may become available mid-year based on the availability of funds and in accordance with awarding procedures.

**Requirements:**

- Applicants are required to complete and submit the following each academic year:
- Application\*
  - If the criteria requires a recommendation, the Financial Aid Office will contact via email the appropriate Department Dean/Chair to confirm the student is recommended for scholarship.

*\*Not required, if previously received a scholarship which is “renewable”, and you have not/did not exit the college after awarding, or received the equivalent of four semesters of the scholarship.*

**Note:**

[CCM Foundation Scholarship](http://www3.ccm.edu/FinancialAid/ScholarshipApplication.asp) list with terms and conditions, including the Application is available on the web (only) at <http://www3.ccm.edu/FinancialAid/ScholarshipApplication.asp>. Applications that are “incomplete” and are not “Submitted” by the submission deadline will be deleted.

**Identification:**

- Students may apply for up to three (3) scholarships for consideration. Applicants will be advised to submit their application online at <http://www3.ccm.edu/FinancialAid/ScholarshipApplication.asp>

**Website** - Scholarships listed on the college’s website must be current (*term by term*), with budgeted non-funded, removed from listing and depleted (*already awarded*) scholarships clearly identified. This ensures that application (s) received are currently available scholarships.

## Determination:

- ▶ If required, applicable department's (*Dean or Chair recommendation*) will notify the Office of Financial Aid of the selected applicant including the award being recommended for via e-mail or inter-office memo (*phone calls will not be accepted, as document responses are needed for auditing purposes*). CCM departmental recommendations may be received after the application deadline, but within one (1) week thereafter, ensuring timely response to applicants.

### **Prior to awarding, all scholarship applications are sorted by the student's current program of study (*major*):**

- Applications listing multiple scholarships, will be reviewed by the first (1) listed or most applicable e.g. student listed a Science award but s/he program of study is Graphic Design.
- Applications listing "CCM Alumni" scholarship are to be copied and forwarded to the Alumni Office for review and award determination (*notification to the FA Office of all recipients*).
- First-time student(s) applications may be reviewed for awarding once the student has completed their first term, (if required by individual scholarship criteria). Awarding will be based on grade-point average (*gpa*) and availability of funds.
- Scholarship funds may be used for books, supplies and/or any other additional educational expenses, once all other aid has been awarded.
- A response letter will be sent to all applicants.

## Awarding:

- ▶ The review of all applications will be conducted by the Financial Aid Office scholarship committee\*\*, with awarding (*may be limited to one (1) scholarship per student, based on the number of candidates and available funding*) to students who fulfill criteria established by the donors, which may include the following: Number of credits enrolled full-time or part-time, Current grade point average (GPA), Financial need, Program of study (Major), last high school attended, CCM alumni, veteran, place of residence, etc. In addition the awarding of scholarships and/or awards identified as "renewable" awarded first.

\*\* Committee may include and not limited to Division Dean, Academic Dean or Chair, member of Counseling Services and Office of Financial Aid with preferred method of communication.

## Notification to applicants:

- ▶ Once awarded the deciding department may notify recipient's whichever way they choose. *Example- the Alumni Office may send a departmental congratulatory notice to the recipients.*

The Office of Financial Aid will email an "Award Notification Letter" directing the student to *Titans Direct* to view their award. The Office of Advancement and Planning will send a congratulatory and donor appreciation instructional letter to the student. A letter of appreciation must be written and submitted to the County College of Morris Foundation Office.

## **Scholarships awarding ratings (*one (1) being the highest*):**

- Financial **NEED** - **Rating score 1 to 5**
- Academic **MERIT** - **Rating score 1 to 5**
- Financial & Academic **Need/Merit** (*combination*)

Three (3) types of CCM Scholarships students may apply for:

1. Financial **NEED** (*rating score 1 to 5*)-  
When the criteria include financial need, the student applicants will be rated according to demonstrated need with the neediest student being rated the highest (1). These students are required to file the Free Application for Federal Student Aid (FAFSA).
2. Academic **MERIT** (*rating score 1 to 5*)-  
When the criteria include academic performance, applicants will be rated in descending order with the highest cumulative grade point average (*4.0 cum GPA*) rated (1) first.
3. Financial & Academic **Need/Merit** (*combination*) -  
When criteria include both, a score of 10 will be the rating score with financial need scored as 1 to 5; GPA will be scored as 1 to 5.
  - Once the Office of Financial Aid has identified the combination scholarship applicants, the committee will rate each applicant per category.
  - The (*need/merit*) rated category total for each applicant will be added.

Award determination will commence, starting with the applicant with the highest ranking score, with (1) being the highest.

**Example** (*applicant pool: One scholarship - Two Awards*):

Category:	(A)	(B)	(+A&B)		
	NEED (A)	rate	MERIT (B)	rate	Score
1.	\$9000	1	2.5	5	6
2.	<b>\$9000</b>	<b>1</b>	<b>4.0</b>	<b>1</b>	<b>2</b>
3.	\$1200	5	3.8	2	7

**Recipient**

**Equal Score:**

In cases where applicants have like scores, the Office of Financial Aid will defer to the departmental recommendation letter as a supplemental subjective decision for final awarding.

**Exception –**

*CCM Annual Freshman Scholarship - Contingent on a Morris County High School guidance counselors' recommendation. (One (1) recommendation per high school)*

**Response to Applicants:**

- ▶ Once reviewed the Office of Financial Aid will respond to the applicant by way of CCM student e-mail. All committee decisions are final.