

We are pleased to be part of an institution where dependents of the faculty are eligible to receive scholarships through the Shepherd University Faculty Scholarship Fund. The scholarship may be used to pay for any aspect of a dependent's education at Shepherd, including textbooks and fees. We appreciate each of you who has taken advantage of the opportunity to be a contributor to the scholarship fund by your generous contributions through payroll deduction or one-time gift.

*The Scholarship and Awards Committee of  
Shepherd University Faculty Senate*

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*Revised 9-09*

*“When asked how much the educated were superior to those uneducated, Aristotle answered:  
‘As much as the living are to the dead.’”—Diogenes Laertius*

Shepherd University Faculty Senate  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
[www.shepherd.edu/employees/senate.html](http://www.shepherd.edu/employees/senate.html)

# Shepherd

UNIVERSITY



## Faculty Scholarship Fund

## I. Purpose

The Scholarship Fund was established for the purpose of awarding scholarships to full-time Shepherd University students or incoming first-year students who are the sons or daughters, biological, adopted, or step-children, or spousal dependents of full-time and adjunct faculty. The scholarships will be used exclusively by the student recipients for University expenses in pursuit of Shepherd University degrees.

## II. Management

A. The Faculty Senate Scholarships and Awards Committee will be responsible for raising monies for the fund and for selecting the recipients of the scholarships. Scholarship and Awards Committee membership, as specified in Senate Bylaws, is as follows:

1. the Committee chair, elected from the Faculty Senate;
2. two faculty members elected from each of the University schools who are not members of the Senate.

From the membership above, a scholarship coordinator will be selected by the Faculty Senate Scholarship and Awards Committee. Committee members are elected for two-year terms. Should any position be vacated, a replacement will be duly elected. No one will be eligible to serve in the scholarship selection process who has a family member eligible to receive a scholarship. In addition a member of the Financial Aid Office staff may be sought for technical advice.

B. The monies for the fund will be deposited with the Shepherd University Foundation for investment. A minimum of \$500 will be awarded yearly for each scholarship.

## III. Criteria for Application and Selection

All full-time Shepherd University students or incoming freshmen who are the sons or daughters, biological, adopted, or step-children, or spousal dependents of full-time and adjunct faculty may apply for the scholarship, which may be used for books, fees, tuition, or other expenses directly related to expenses incurred attending Shepherd University. Applicants must meet admission requirements as stated in the current University catalog.

Selection of recipients will be based upon

1. need assessment;
2. cumulative high school or Shepherd GPA of 2.5 or better;
3. two significant letters of recommendation;
4. letter from applicant stating why he/she is applying for the scholarship;
5. application process completion by the March 1 deadline.

## IV. Procedures

- A. The Scholarships and Awards Committee will publish scholarship procedures and deadlines by February 1 of each academic year.
- B. Applicants must submit a Free Application for Federal Student Aid (FAFSA) or a renewal application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) specified by March 1.
- C. Application forms, two recommendation letters, and a letter from the applicant will be submitted to the coordinator for the Faculty Scholarship by March 1.
- D. Forms must include permission for the Committee to obtain need data from the Financial Aid Office and grade reports from the Admissions Office and the Registrar's Office.
- E. The Committee will need documentation from the applicant confirming the relationship between the student and the Shepherd University faculty member.
- F. The Committee will process applications and determine awards by May 1. The Financial Aid Office will notify the students of their awards.
- G. Scholarships must be reapplied for each year.

For information, contact the Financial Aid Office or Dr. Sylvia Bailey Shurbutt, at ext. 5207, 5220 (message), or [sshurbut@shepherd.edu](mailto:sshurbut@shepherd.edu).

**Contribute to the Faculty Scholarship by contacting Cathy Nevy at ext. 5397 or [cnevy@shepherd.edu](mailto:cnevy@shepherd.edu); ask for a payroll deduction form or download the form at the Senate Web site at [www.shepherd.edu/employees/senate.html](http://www.shepherd.edu/employees/senate.html).**

*“Education is not the filling of a pail,  
but the lighting of a fire.”—William Butler Yeats*

# Shepherd University Faculty Scholarship Application

Please Type or Print

Full Name of Student \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_

Shepherd Rambler ID # \_\_\_\_\_

Parent's Full Name \_\_\_\_\_

Shepherd Faculty  Yes Date of Employment \_\_\_\_\_

Faculty Position or Rank of Parent \_\_\_\_\_

Which School \_\_\_\_\_

Academic Classification  Fresh  Soph  Junior  Senior

Are you a transfer student?  Yes  No

If Yes, Institution Name \_\_\_\_\_

Are you enrolled full time? (12+ academic hours)  Yes  No

Anticipated graduation date \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Did you or will you file a FAFSA by March 1?  Yes  No

I hereby certify that the information on this application is true and correct to the best of my knowledge. By signing this release I am giving the Shepherd University Faculty Senate Scholarship and Awards Committee permission to obtain needed information from the Financial Aid Office and test and grade reports from the Admissions Office and Registrar's Office in order to process my application.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline: March 1

*Submit this form with two letters of reference and letter from applicant to the chair of the Scholarship and Awards Committee: Dr. Sylvia Bailey Shurbutt, Department of English and Modern Languages*