

**LSC Employee Doctoral Scholarship  
2018-19**

1. All full-time, exempt, benefits eligible faculty and staff who will have been employed at least two continuous years as of September 1, 2018 are eligible to apply for a scholarship to fund participation in a doctoral program.
2. Employees who have already earned a doctoral degree are not eligible. Employees who have earned a J.D. are eligible to apply for a scholarship for a Ph.D. or Ed.D.
3. The amount of scholarships is limited to available funds. The scholarship will fund forty percent (40%) of the tuition and academic fees (directly associated with instruction) to take doctoral classes, up to a maximum of \$5,000 annually for each recipient for up to three continuous years or until completion of the doctoral program, whichever comes first. No transportation (mileage) or parking fees are applicable.
4. The scholarship will be awarded directly to the recipient who will be responsible for payment to the graduate school/university.
5. Scholarships will be awarded annually, but distributed each semester/trimester. Scholarship recipients must provide proof of good academic standing in order to remain eligible for continued scholarship funding.
6. The continuation of the scholarship is contingent upon remaining in good employment standing. For example, once you have been notified of a transfer for performance issues or a non-renewal, the scholarship will cease at the conclusion of the semester of notification.
7. Receiving a scholarship does not commit LSC to continued employment, promotion or advancement.
8. Degree programs must have demonstrated job relevance, or ability to improve effectiveness in a current assignment, or prepare for advancement to jobs with greater responsibilities within professional/technical areas, or prepare for jobs that reasonably broaden knowledge and skills which is determined by LSCS via the approval process.
9. Applications must be submitted by May 31, 2018 for the next academic year (2018-2019). Applicants will be notified by or on June 30, 2018.
10. Recommendation/approval by applicant's college president or vice chancellor is required for participation in this scholarship program.
11. Recipients will be recommended by the Doctoral Scholarship Committee.
12. Any exceptions to the guidelines will be reviewed by the Chancellor's Office.

## LSC Employee Doctoral Scholarship Agreement

2018-19

I \_\_\_\_\_, as a recipient of the LSC Employee Doctoral Scholarship, accept the scholarship and agree to the following:

1. The scholarship will fund forty percent (40%) of the tuition and academic (directly associated with instruction) fees to take doctoral classes, up to a maximum of \$5,000 annually for each recipient for up to three continuous years or until completion of the doctoral program, whichever comes first. No transportation (mileage) or parking fees are applicable.
2. The scholarship will be awarded directly to the recipient who will be responsible for payment to the graduate school/university. Proof of enrollment and a copy of the itemized tuition and fee statement must be submitted to the Vice Chancellor, Chief of Staff Office each semester/trimester. Failure to do so will result in the revocation of the scholarship and immediate repayment of any funds received.
3. Scholarships will be awarded annually, but distributed each semester/trimester. Scholarship recipients must provide proof of satisfactory academic standing before the beginning of each semester/trimester in order to remain eligible for continued scholarship funding. Funds will not be disbursed until such documentation is received.
4. Receiving a scholarship does not commit LSC to promotion, advancement, or continued employment.
5. If the employee plans to change majors and/or the institution attended, the employee must notify the Vice Chancellor, Chief of Staff Office and request an exception.
6. Any exceptions to the guidelines will be reviewed by the Doctoral Scholarship Committee.

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Signature

\_\_\_\_\_  
Date