|  |  |
| --- | --- |
| Member Agency/Institution: |  |
| Senior Scholarship & Financial Aid Officer: |  |
| Review Completed by: |  |

|  |  |  |
| --- | --- | --- |
| **SCHOLARSHIPS & FINANCIAL AID** | **Summary of Action Taken**  ***(identify documented evidence used in the process)*** | **Date Verified** |
| **Scholarships & Financial Aid**: *Determine whether the member has discontinued the award of scholarships and financial aid that promote differential treatment of or provide special benefits to individuals on the basis of race, color, or ethnicity.* | | |
| * Reviewed all awards administered, promoted, and/or facilitated by the member for violation of DEI Law and took action to ensure compliance. |  |  |
| * Reviewed all outlets announcing or promoting scholarships and financial aid, to include websites and social media pages, for violation of DEI Law and took action to ensure compliance. |  |  |
| * Reviewed all materials including but not limited to applications, informational documents, marketing materials, guidelines, and operating documents for violations of DEI Law and took action to ensure compliance. |  |  |
| * Implemented procedures for the systemic review of all functions listed above to ensure compliance. |  |  |

**SUMMARY OF FINDINGS:** *(to be completed by Member Ethics & Compliance Officer)*

|  |  |  |
| --- | --- | --- |
|  |  | Meets compliance |
|  |  |  |
|  |  | Meets compliance after implementing recommendations |
|  |  |  |
|  |  | Factors preventing compliance as agency/institute of higher learning has not implemented recommendations on statutory/regulatory requirements |

**SIGNATURES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Completing Checklist Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethics & Compliance Officer Date