



IUPUI

**OFFICE OF
ACADEMIC AFFAIRS**

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Indianapolis

TO: Academic Deans

FROM: Lori Klosterman
Academic Affairs Coordinator
Office of Academic Affairs

DATE: 8/30/16

RE: IUPUI Chancellor's Scholar Selection

Schools are contacted and asked to submit the name of the student from their unit that will be named this year's Chancellor's Scholar. The criteria for the award are as follows:

1. One (1) student from each designated academic unit is to be selected.
2. Your selection should be a degree-seeking student in the final year of the program and have the highest cumulative grade point average as determined by the criteria of your school or division.
3. The student selected should have met the stated criteria at the end of the fall semester; he or she may be a December, May, or summer graduate.
4. The student selected from your unit should be readily available to attend to the recognition ceremony; therefore, it should not be a student who has moved too far away from the Indianapolis area.

This year the Chancellor's Academic Honors Convocation will be held on **Friday, April 21, 2017**, in the **Hine Hall Auditorium**. The ceremony **begins at 3:00 p.m.** and is followed by a reception. Scholars may invite as many family and friends to attend as they wish. A formal invitation to the Convocation will be sent via e-mail following spring break.

Once your selection is made, you (or your designee) should contact the student as soon as possible to:

- Inform them of their selection as the Chancellor's Scholar for your academic unit;
- Ascertain the student's availability for the ceremony; and
- Notify the student that the Office of Academic Affairs will provide his or her cap and gown free of charge for this ceremony. The gown provided can also be worn for the student's graduation ceremony.

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While our office will contact your scholar, it's important to advise the student as soon as possible about the academic apparel to prevent duplicate orders. Please feel free to give your scholar my contact information (lokloste@iupui.edu or 317-278-6090).

Please provide information regarding your scholar through the [online nominations process](#) no later than February 10, 2017. The information you will be expected to provide includes:

1. Student's proper name as he or she would like it to be listed in the program
2. Student's identification number
3. Student's current mailing address
4. Student's accurate phone number
5. Student's current e-mail address
6. Verification of student's intent to participate in the program
7. The name of the dean or associate dean who will represent your academic unit at the Convocation and who will also escort your scholar to the stage
8. Words of recognition and appreciation. Please submit several (maximum of three) sentences highlighting the successes of your scholar. Your submission will be included in the program.

Thank you for your assistance with this important recognition of our students.

If you have any questions or concerns regarding this request, please do not hesitate to contact me. lokloste@iupui.edu or 317-278-6090.

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