

**THE PETER KIEWIT INSTITUTE
UNIVERSITY OF NEBRASKA
OMAHA, NE 68182**

NU-PKI
MEMORANDUM 1-36

October 21, 2009

PETER KIEWIT INSTITUTE
SCHOLARSHIP TERMINATION POLICY

1. **PURPOSE.** This memorandum describes the policy for termination of a Peter Kiewit Institute Scholarship.
2. **REFERENCES:**
 - A. University of Nebraska-Omaha Financial Aid Office: Scholarship Administration Guidelines.
 - B. University of Nebraska-Lincoln Financial Aid Office: Scholarship Administration Guidelines.
3. **GENERAL.** The Peter Kiewit Institute provides scholarships to students pursuing degrees offered at The Peter Kiewit Institute. This memorandum establishes policy and procedures by which scholarships may be terminated.
4. **SPECIFIC.**
 - A. PKI Scholarship Award Form. The PKI Scholarship Award Form (see Attachment 1), when completed, will specify requirements and criteria for awarding or renewing scholarships.
 - B. Acknowledgement of Scholarship Criteria. A signed PKI Scholarship Award Form serves as the scholarship recipient's acknowledgment of retention requirements and expectations.
 - C. Duration of Scholarships. Scholarships may be awarded either on a one-time basis for a specific semester or academic year or for multiple years.
 - D. Renewal of Multi-Year Scholarships. Renewal of multi-year scholarships will be based on the recipient's fulfillment of scholarship criteria, cumulative academic performance and behavior during the current and past academic terms. Student academic performance will be periodically reviewed at the mid-term of the Fall semester, end of the Fall semester and end of the Spring Semester.
 - E. Termination of Scholarship. The failure of a scholarship recipient to maintain the minimum academic requirements and abide by scholarship criteria are grounds for scholarship cancellation. The decision to terminate a PKI Scholarship rests with The Peter Kiewit Institute Executive Director.

- F. Appeal of Scholarship Termination. Students will have two weeks from the date of termination letter to appeal scholarship termination. Students must fill out a Scholarship Termination Appeal Form. Completed forms and accompanying documentation of mitigating or extenuating circumstances will be submitted in accordance with instructions outlined on the appeal form. The PKI Scholarship Committee will review appeals on a case by case basis and make the final determination on the appropriate course of action.

FOR THE EXECUTIVE DIRECTOR:

MICHAEL L. MCGINNIS, Ph.D.
Executive Director