

**Society of Petroleum Engineers
Mid Continent Section
Scholarship Administration Guidance Document
March, 2007**

Scholarship Committee

1. The Scholarship Committee is headed by the Chairman.
2. The Chairman is a nominated position approved by the voting members of the section's governing Executive Committee.
3. Scholarship Committee:
 - a. All members of the Scholarship Committee shall be members of the Mid Continent Section of SPE with memberships in good-standing.
 - b. The Scholarship Committee will consist of a minimum of 3 members, including the Chairman.
 - i. The Scholarship Committee may consist of additional members at the Chairman's discretion.
 - ii. The Scholarship Committee will consist of at least one member from the Executive Committee.
 - c. Other members of the Scholarship Committee are selected by the Scholarship Chairman from volunteers eligible to serve on the committee (see "a" above).
 - d. There are no limits to the term of service for either the Committee Chairman or members of the Committee. However, the Committee Chairman and Committee Members are encouraged to seek new members for both the Committee Chairman and Committee member positions to ensure adequate stewardship and sustainability for the administration of the scholarship program.

Scholarship Funding

1. The Scholarship Committee Chairman shall present the Executive Committee with recommendations for an annual budget and allocation of budgeted funds for the administration of the scholarship program.
2. The Executive Committee shall approve both the total budget and the allocation of budgeted funds for the administration of the scholarship program.

Scholarship Administration

1. The scholarship program will be administered according to the following guidelines:
 - a. Scholarships will be awarded based on an application process.
 - b. The Scholarship Committee is responsible for advertising scholarships to encourage a pool of qualified applicants.
 - i. If, in the opinion of the Scholarship Committee, there is an insufficient pool of qualified candidates, the Scholarship Committee may elect to award scholarships in

- a total amount less than the total scholarship budgetary funding for any given fiscal year.
- c. The Scholarship Application will be designed and administered by the Scholarship Committee, but will contain the elements by which scholarship applicants are judged and scholarships are awarded.
 - i. The Scholarship Committee is responsible for the evaluation of candidate applications and the award of scholarships to successful applicants. The evaluation shall be on a basis consistent with overall scholarship program objectives contained in this document.
 - d. The primary basis for the awarding of scholarships shall be academic merit for applicants whose permanent address is located within the greater Tulsa metropolitan area. Based upon the quantity of quality applicants meeting these criteria, the Scholarship Committee, at its discretion, may consider and award scholarships to applicants outside the “greater Tulsa metropolitan area”, but within the “Northeast Oklahoma” area. All factors being equal, the Scholarship Committee, at its discretion, may also consider financial need.
 - e. Requirements for eligibility of applicants is as follows:
 - i. Children of Section Members in good standing:
 - Declared major and enrollment (or intended enrollment for incoming Freshmen) in a curriculum leading to bachelor’s degree in engineering or science at a public or private two or four year college or university.
 - Note: Children of members of the Scholarship Committee are not eligible for scholarship awards.
 - ii. All other applicants:
 - Declared major and enrollment (or intended enrollment for incoming Freshman) in an accredited bachelor’s degree in Petroleum Engineering curriculum at a public or private college or university.
 - f. Scholarships shall be awarded on an annual basis as follows:
 - i. Payment of the annual scholarship amount shall be made in halves on a semester basis (fall/spring) directly to the academic institution:
 - For the fall semester, the student shall provide the Scholarship Committee with a proof of enrollment;
 - For the spring semester, the student shall provide the Scholarship Committee with proof of enrollment and the student shall have maintained at least a 3.0 grade point average in their declared major and at least an overall average grade point average of 2.5 (on an A = 4.0 scale) for the fall semester.
 - g. The Scholarship Committee has the discretion of allocating annual scholarship awards among qualified applicants from incoming Freshmen to incoming Seniors. Previous scholarship award winners are eligible to re-apply for scholarships annually. The basis for awarding scholarships shall be consistent with the basis described in “d” and “e” above.