

PROVOST'S STUDENT ACADEMIC ACHIEVEMENT AWARD PROCEDURES

Checklist

- Nomination** of the student can be by the student or by a faculty member. It should be in the form of a **one-to-two page letter from the nominator**. It should describe the student's involvement in scholarly/creative activities that have contributed to the intellectual climate at Miami (this might include exceptional accomplishments in original research, independent study, internships, study abroad, published scholarship or creative works, etc.)

Nomination packet should also include:

- Current transcript**
- Current resume**
- Letter of support from a faculty member** (letter from another faculty member, if nomination is made by a faculty member; only one faculty letter is required if nomination is made by applicant.)

Deadlines

- March 4 Nomination packet due to the Department Chair
- March 28 Packets of the Department's selected nominees due to the Divisional Dean
- April 4 Packets of the Division's selected nominees due to the Provost

Awards will be announced at Convocation in the fall.