{DATE}

Dear {STUDENT\_NAME},

The Department of Computer Science at Midwestern State University is pleased to inform you that you have been awarded the **${AMOUNT} {SCHOLARSHIP\_NAME}** for the {ACADEMIC\_YEAR} academic year, payable as **${HALF\_AMOUNT} for the {ACADEMIC\_YEAR\_FALL}-Fall term** and **${HALF\_AMOUNT} for the {ACADEMIC\_YEAR\_SPRING}-Spring semester**. We congratulate you on the hard work and academic success that has allowed you to win this award. This is a one-time award, which is not automatically renewed. You MUST re-apply for the next academic year. Future awards will depend on funding and whether the student meets departmental scholarship requirements, which include:

* An overall GPA of at least 3.0;
* A computer science GPA of at least. 3.0;
* Being continuously declared to be a computer science major and being advised each semester by a computer science faculty advisor; and
* Making satisfactory progress towards a computer science degree. This requires a student to complete successfully 12 hours of courses each long semester, including at least one computer science course.
* In any event, the accumulated duration of departmental scholarships awarded to any student is limited to 4 years.

In addition, scholarship students **are required** to participate in departmental activities, including becoming a member of the local chapter of the ACM (Association for Computing Machinery) and attending their regular meetings.

On behalf of the scholarship committee, congratulations and keep up the good work.

Respectfully,

{SENDER\_NAME}

Email: {SENDER\_EMAIL}

{SENDER\_TITLE}

McCoy College of Science, Mathematics and Engineering

MIDWESTERN STATE UNIVERSITY

A Member of the Texas Tech University System

[](http://msutexas.edu/)