

**Cleveland State University**  
**Washkewicz College of Engineering**

*The Angie Langford Memorial Book Fund*  
*Student Application and Guidelines*  
(Available for undergraduate and graduate students)

**Fall Semester**  
**Deadline for Submission:**  
**Friday, October 30, 2015**

# Washkewicz College of Engineering Angie Langford Memorial Book Fund

## Purpose

The Angie Langford Memorial Book Fund was established to honor our respected colleague, Angie Langford, who served as a secretary in the Engineering Dean's Office and in the Mechanical Engineering Department. This fund was established to assist Washkewicz College of Engineering students **across all engineering disciplines** that have a demonstrated financial need for assistance with their textbook purchases. **Applicants may be undergraduate or graduate students.** The fund is supported through contributions made to the annual Faculty and Staff Appeal.

## Terms

- A total of up to ten awards up to \$250 may be granted in both the Fall and Spring semesters each academic year, **based on the availability of funds and with committee approval.** The award will help defray the cost of textbooks or related course materials for courses completed during the semester of application.
- **Awards are provided as a reimbursement only and will not be given in advance of book purchases. All reimbursements for books or related course materials require original receipts. Packing slips are not receipts.**
- All enrolled full or part-time CSU **engineering students, including undergraduate and graduate students**, may apply. Applicants most recent cumulative GPA must be at least 2.2. Awards will not be made to spouses, partners or dependent children of engineering students. **Freshmen are not required to show a cumulative GPA.**
- A new application must be submitted by each semester's deadline, accompanied by a copy of that semester's course enrollment.
- **No more than one application from any single applicant will be considered in an academic year.** New applicants may be given priority over those who have received prior assistance.
- **Funds will be released following the current semester's last date for course withdrawal.\*** All applications are subject to verification of enrollment.
- Awards will be made upon the recommendation of a review committee made up of at least three staff and/or faculty from the Washkewicz College of Engineering with subsequent approval given by the Assistant Dean of Academic Affairs.

## FALL SEMESTER APPLICATION DEADLINE

Friday, October 30, 2015\* (Last day to withdraw)

**To apply for an Angie Langford Book Fund reimbursement award please complete the attached application form. READ CAREFULLY!**

1. Detail the course(s) you are taking in the current semester
2. Show whether you are a degree or non-degree seeking engineering student
3. Indicate your total credit hours earned as of the date of your application submission. (Freshmen may show the total credit hours currently being taken)
4. Indicate your most recent cumulative GPA. Minimum 2.2 GPA is required and will be verified before a reimbursement is provided. (Freshmen excluded)
  - Submit your application to the Engineering Dean's Office by delivering it to the Washkewicz College of Engineering, 1960 E. 24<sup>th</sup> Street, FH 104, Cleveland, Ohio 44115 or send it electronically to [g.schoof@csuohio.edu](mailto:g.schoof@csuohio.edu). An electronic confirmation will be emailed to you at the email you provide on your application form.
  - **\*Date of submission – Friday, October 30, 2015 (Last day to withdraw from Fall courses)**

## CRITERIA FOR GRANTING AWARDS

**The following criteria will be used to evaluate requests:**

- **In order to be considered, a copy of the applicant's course enrollment for this semester must accompany this application, including the applicant's CSU Student I.D. number.**
- Number of classes being taken in a semester – Preference will be given to requests from **undergraduate or graduate engineering** students enrolled for 12 or more credit hours (full time).
- Total credit hours earned – Preference will be given to students who have **completed** their freshman year, however, new freshmen may still be considered.
- Accuracy and completeness – Preference will be given to applications that are filled out completely and which contain legible and accurate information.
- Failure on the part of the applicant to comply with the listed criteria will result in being disqualified for consideration.
- See the check list on the last page to make sure your application is complete.

**CSU – WASHKEWICZ COLLEGE OF ENGINEERING  
APPLICATION FOR THE ANGIE LANGFORD MEMORIAL BOOK FUND**

**Fall Semester Due Date: Friday, October 30, 2015**

Name (Please Print) \_\_\_\_\_

Last Name

First Name

Mailing Address: \_\_\_\_\_

Street Name

City/State

Zip Code

Email: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Engineering Major: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Please circle one:      Degree Seeking                      Non-Degree Seeking

Semester: (Ex. Fall, 2015): \_\_\_\_\_

Status: (Circle one): Freshman    Sophomore    Junior    Senior    Graduate Student    Transfer

Current **cumulative Grade Point Average** (GPA): \_\_\_\_\_ (Freshmen excluded)

Total Credit Hours Earned to Date: \_\_\_\_\_ (Freshmen should show hours being taken)

Projected Graduation Date: \_\_\_\_\_

Name of textbook(s) or related materials for which you are seeking reimbursement: **(Total cost for all items listed below should not exceed the maximum reimbursement of \$250).**

\_\_\_\_\_ Cost: \$ \_\_\_\_\_

\_\_\_\_\_ Cost: \$ \_\_\_\_\_

\_\_\_\_\_ Cost: \$ \_\_\_\_\_

**In order to be considered, a copy of your course enrollment for this semester, as well as the original receipt(s) for the textbook(s) or related materials, must be attached with this application. Online purchase receipts must also be provided. Packing slips are not receipts.**

I authorize the Cleveland State University Office of the University Registrar to furnish enrollment verification information to the Washkewicz College of Engineering Dean's office for the purpose of this application.

**Printed Name**

**Signature**

**CSU I.D. Number**

**Date**

## ANGIE LANGFORD MEMORIAL BOOK FUND REQUIREMENTS CHECK LIST

USE THIS CHECK LIST TO MAKE SURE YOU MEET ALL REQUIREMENTS AND ARE SUBMITTING ALL  
REQUIRED DOCUMENTATION

\_\_\_ I am a Cleveland State Washkewicz College of Engineering student

\_\_\_ I DID NOT receive a reimbursement for the Spring semester, 2015. **(Reimbursements will only be provided once per academic year and will not be made in back-to-back semesters.)**

\_\_\_ I have indicated whether I am a “degree seeking” or “non-degree seeking student”

\_\_\_ I am submitting this application form **no later than Friday, October 30, 2015.**

\_\_\_ I provided my current mailing address, including zip code. I understand that reimbursements will be mailed to the address that I have provided on this application.

\_\_\_ I provided my most recent email and telephone number

\_\_\_ I have a minimum cumulative GPA of 2.2 (Freshmen excluded)

\_\_\_ **I have attached original and legible (easy to read/comprehend) receipts with my application. Packing slips are not receipts.**

\_\_\_ I have attached a copy of my most recent course schedule with my application

\_\_\_ The total requested does not exceed \$250, the maximum available reimbursement

\_\_\_ I have reviewed this application to ensure that ALL portions are completed

\_\_\_ I have signed the application and provided my CSU student I.D. number

**If you have questions about the Angie Langford Memorial Book fund, please contact:**

**Gregg Schoof, M.S.S.A.**

**Manager**

**Engineering Student Programs**

**Washkewicz College of Engineering**

**Office Location: Fenn Hall, Room 130B, Student Services**

**Telephone: (216) 687-5272**

**Email: [g.schoof@csuohio.edu](mailto:g.schoof@csuohio.edu)**