

PROVOST'S AWARDS FOR ACADEMIC EXCELLENCE

Submission Checklist

- ☐ Application was submitted on or before deadline: **4:30 p.m., September 4, 2026**
- ☐ Items submitted are within the period of review: **August 1, 2022 – July 31, 2025**
- ☐ Each document/section is clearly labeled with major headings
- ☐ Content is organized in reverse chronological order by area
- ☐ Submission is formatted as required:
 - ☐ 1" margins
 - ☐ 12-point font
 - ☐ Single-spaced
 - ☐ Page numbers are indicated
- ☐ Submission contains all of the following elements:
 - ☐ Submission Checklist
 - ☐ One (1) page maximum
 - ☐ Completed, signed, and dated
 - ☐ Narrative
 - ☐ Five (5) pages maximum
 - ☐ Includes impact statement
 - ☐ Activities are labeled as course-related or compensated
 - ☐ Philosophy
 - ☐ One (1) page maximum
 - ☐ Syllabus
 - ☐ Supporting Documents
 - ☐ Ten (10) pages maximum (1 multimedia element = 1 page)
 - ☐ Do not include multipage works, sch as journal articles or books
 - ☐ Letters of Support
 - ☐ Six (6) pages maximum — up to three (3) letters of support, two (2) pages maximum each
 - ☐ Stipulated Appendix

I understand that if my application is incomplete or fails to meet the criteria indicated above, it will be disqualified.

Name

College

School

Signature

Date