

**PRINCETON UNIVERSITY  
OFFICE OF THE DEAN OF THE COLLEGE  
403 West College**

**April 30, 2015**

**TO:** Department Chairs, Program Directors, Department Managers and Program Managers  
**FROM:** Valerie A. Smith  
**RE:** Academic Prizes and Awards – Commencement 2015

I write to outline procedures for requisitioning undergraduate prizes and awards.

**Procedures:**

- Please submit the names of prize and award winners using the online form available at this secure link: <http://odoc.princeton.edu/faculty-staff/undergraduate-prizes>. Access to the form will be provided to department and program managers and undergraduate administrators. **The online form will open on Friday, May 1. You may view the balance available in the prize fund through the online form. The form will close at 1:00 p.m. on Wednesday, May 27.**
- Requisitions will be processed promptly to ensure that certificates and awards are ready for departments and programs to present on Class Day. Certificates and prizes for members of the Class of 2015 will be prioritized and processed before certificates and prizes for students in the Classes of, 2016, 2017, and 2018.
- Checks are not included with prize certificates. Students who receive monetary awards will receive them via electronic fund transfers (EFTs), i.e., direct deposit. Funds will be transferred to the account the student has recorded with the University. Students who have not registered for direct deposit will receive a check from Financial Services at the home address on file with the University. Students will receive an email on or after Class Day notifying them of the EFT or mailed check.
- Prize certificates will be delivered to departments and programs and addressed to the attention of the original requisitioner of the online form.

As you know, the window of time in which prize recommendations and payments are processed and certificates are prepared is narrow; we appreciate your efforts to requisition awards promptly.

Should you have questions about the process to requisition prizes online, please contact Vicky Glosson ([vtgt@princeton.edu](mailto:vtgt@princeton.edu) or 258-7379).

If you have questions about the ongoing review of undergraduate prizes, please contact Dean Khristina Gonzalez, ([kfg2@exchange.Princeton.EDU](mailto:kfg2@exchange.Princeton.EDU), or 258-1013).

Thank you for your attention and cooperation.

cc: Robert Berness, Office of the General Counsel  
Vicky Glosson, Office of the Dean of the College  
Khristina Gonzalez, Office of the Dean of the College  
Sally Gonzalez, Office of the Registrar  
Polly Griffin, Office of the Registrar  
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