



Adjutant General's Corps Regimental Association (AGCRA)
4840 Forest Drive, Suite 6948
Columbia, South Carolina 29260
Scholarships@agcra.com



The AGCRA - Columbia Southern University Scholarship Program Memorandum of Instruction (MOI)

*In honor of COL (Ret) Larry (Nick) Monje and COL (Ret) Robert (Bob) T. Murphy
and to establish the Monje-Murphy AGCRA Scholarship*

1. AIMS AND PURPOSES.

a. To establish a partnership scholarship between Columbia Southern University and the Adjutant General's Corps Regimental Association (AGCRA). This scholarship is for AGCRA members or their authorized dependents or grandchildren who have been accepted and plan to attend Columbia Southern University.

b. This scholarship is named in honor of COL (Ret) Larry (Nick) Monje and COL (Ret) Robert (Bob) T. Murphy, otherwise known as the Monje-Murphy Scholarship. COL (Ret) Monje and COL (Ret) Murphy have been significantly instrumental with the annual AGCRA Scholarship Donation Program. Since 2022, their exemplary efforts have ensured the Association's Scholarship Program remains financially viable, supporting numerous scholarships for deserving AGCRA members, their authorized dependents, and grandchildren.

2. INTENT. The Monje-Murphy Scholarship is established to be awarded to one eligible AGCRA member, or their authorized dependents or grandchildren, based on academic excellence, community/school activities and achievements, and military affiliation or service (if applicable).

3. The MONJE-MURPHY SCHOLARSHIP CRITERIA/STANDARDS. The AGCRA scholarship committee will recommend and award one deserving AGCRA member or their authorized dependents or grandchildren with a 60-credit scholarship who plan to attend Columbia Southern University. The Monje-Murphy scholarship criteria are provided below. Documents described below must be included within an applicant's scholarship application:

a. **Grade Point Average (GPA) and Academic Rigor:** An applicant's GPA will be validated through an official high school, community college, trade school, or university transcript for the current academic year. The scholarship board may award up to 25 points for GPA and an additional 5 points for AP/Honors or dual enrollment classes. No more than 30 points will be awarded for this category.

GPA scholarship board points will automatically be applied as follows:

- 25 Points for 4.0+
- 20 Points for 3.5 - 3.9
- 15 Points for 3.0 - 3.4
- 0 Points for 2.9 and below



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- There will be no rounding of GPAs.
- b. **Volunteering & Community Service.** The Scholarship Board may award up to 20 points for these criteria.
- c. **Military Affiliation.** ROTC, Prior Military Service, or currently serving U.S. military personnel (if applicable). The Scholarship Board may award up to 10 Points for this criterion. Applicants may still apply for an AGCRA scholarship if they do not meet this criterion.
- d. **Leadership and Initiative.** See paragraph 8g below for details. The Scholarship Board may award up to 20 points for this criterion.
- e. Applicant's **Personal Narrative** for why you chose to attend Columbia Southern University (typed, no more than two pages, Times New Roman, 12-point font, single-spaced) will be evaluated by the Scholarship Board (see paragraph 8h below). Up to 20 Points can be awarded for this criterion.
- f. There is a grand total of 100 points that an applicant can attain.

4. AGCRA SCHOLARSHIP PROGRAM SELECTION CRITERIA DETAILS.

- a. Academic excellence and community/school activities will constitute the primary criteria. The applicant's personal narrative, letters of endorsement, and other factors within the applicant's scholarship packet will also be considered by the AGCRA Scholarship Selection Board.
- b. After selection by the AGCRA Scholarship Selection Board, the Monje-Murphy Scholarship will be made available directly from the Columbia Southern University board of directors to the winning applicant.
- c. Applicants who are awarded the Monje-Murphy Scholarship will **not** be eligible to apply for any other AGCRA scholarships. This scholarship will not be awarded more than once to a winning applicant.
- d. Each applicant must be accepted and enrolled as a student to attend classes at Columbia Southern University.
- e. The applicant must be enrolled in courses that go toward earning an Associate, Baccalaureate, Masters or Doctorate degree, or a trade program, and must be considered a full-time student by Columbia Southern University during each fall or spring semester.
- f. Active Duty, AGR and Troop Program Unit (TPU) Soldiers who are AGCRA members in good standing are eligible and will be evaluated under the same academic and leadership criteria as all other applicants.



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(2) Within the scholarship application, a **TPU Soldier** applicant must identify themselves as such within their personal essay based on the criteria in paragraph 4e(1) above.

(3) Academic and enrollment requirements for **TPU Soldier** students remain the same as "full-time" students (see paragraph 4d above).

(4) Additionally, **TPU Soldier** applicants will be assessed against the same criteria as "full-time" students for the Monje-Murphy Scholarship.

f. An AGCRA scholarship application and supporting documents must be received by the AGCRA Scholarship Selection Board not later than May 15th of each calendar year for consideration, or the suspense date listed on the AGCRA scholarship website at AGCRA.com.

(1) No exception is authorized for meeting the application suspense date.

(2) The AGCRA scholarship website is expected to open on or about March 1st of each year. The AGCRA Scholarship website link is <https://agcra.com/scholarships>.

5. AGCRA SCHOLARSHIP BOARD.

a. The officers selected for the Monje-Murphy Scholarship are the five members of the AGCRA NEC Operations Committee. These members will also comprise the Monje-Murphy Scholarship Selection Board.

b. The Monje-Murphy Scholarship Selection Board will review and evaluate scholarship applications received not later than May 15th of each year. The Selection Board will execute the voting system described in paragraph 3 above to select the best applicant who will receive the Monje-Murphy Scholarship.

c. Scholarship board member conflict of interest guidance is addressed within Appendix 2 of this MOI.

6. THE MONJE-MURPHY SCHOLARSHIP ELIGIBILITY.

a. Any active AGCRA member. The active member must follow paragraphs 4d and 4e above.

b. Any active AGCRA member's authorized dependent or grandchildren.

c. Authorized dependents or grandchildren must comply with paragraphs 4d and 4e above. NOTE - The AGCRA sponsor must provide a signed memorandum verifying that the applicant is an authorized dependent or grandchild. The sponsor's signed memorandum must be in the application packet.



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7. THE MONJE-MURPHY SCHOLARSHIP FUND LEVEL. The Monje-Murphy Scholarship will cover tuition for up to sixty (60) semester credit hours at Columbia Southern University, exclusive of books, fees, and other ancillary expenses, unless otherwise determined by CSU policy. The scholarship shall expire upon completion of 60 credit hours or the recipient's degree program.

8. PROCEDURES. Active AGCRA members or Active AGCRA members or their authorized dependents/grandchildren desiring to apply for the Monje-Murphy Scholarship will use the application cover sheet provided at AGCRA.com. Required documents that must accompany the application are listed below. A checklist for these documents is also provided in Appendix 1. All required documents must be submitted even if the applicant has previously applied for this scholarship. Scholarship candidates will submit their applications directly to the AGCRA website scholarship portal at AGCRA.com. Further instructions are on the website. Scanned PDF documents should be submitted all at one. However, they can be submitted separately, enabling applicants to submit documents as they become available. If applicants have questions or issues with submitting their applications to the website, they can contact the AGCRA NEC Scholarship POC at scholarship@agcra.com.

a. **AGCRA Scholarship Application Cover Sheet.** The Monje-Murphy Scholarship cover sheet can be downloaded at <https://www.agcra.com/scholarships>.

b. **Verification of being an AGCRA Member.** Scholarship application must include a current AGCRA membership number or validation of active membership by the AGCRA VP, Membership. The membership number, or validation, must also be included with dependent or grandchild scholarship applications. Questions regarding AGCRA membership can be emailed to Membership@agcra.com.

c. For an AGCRA active member's **authorized dependents and/or grandchildren applicants**. Include a copy of the sponsor's signed memorandum verifying that the applicant is their authorized dependent or grandchild.

d. Proof of **acceptance and/or admission to an accredited institution** if received as of May 15th submission. If final admission acceptance has not been received by the May 15th application deadline, a copy of the accredited institution application(s) submitted by the applicant will suffice. When this is the case, a selected applicant must provide proof of acceptance no later than August 1st to receive a winning AGCRA scholarship.

e. Most recent **academic transcript** from a high school, community college, trade school, college, or university.

f. **Volunteering & Community Service.** A listing with dates and descriptions of volunteer or community service.

g. Military Affiliation. **ROTC, Prior Military Service, or currently serving U.S. military personnel (if applicable).** A listing with dates and descriptions of any ROTC courses, prior military service, or currently serving as a U.S. servicemember. Again, applicants may still



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apply for an AGCRA scholarship if they do not meet this criterion.

h. **Leadership and Initiative.** A **letter of endorsement** from a High School Principal, University/College Dean, Community College/Trade School Administrator, or School Counselor (**must have at least one of these**) confirming you held a leadership role within the school, received an award for leadership, or was recognized for starting initiatives.

Additionally, a letter of endorsement (**must have at least one**) from any of the following five individuals:

- (1) High school teacher or coach.
- (2) Church official (e.g., minister, reverend, pastor, priest, worship leader).
- (3) Community Leader.
- (4) United States City, County, State, or National Government Official.
- (5) Employer (if applicable).
- (6) Note - applicants can have **no more** than five (5) endorsement letters within their scholarship application packet.

i. **Personal narrative** from the applicant providing reasons for why you choose to attend Columbia Southern University, plans, summary of school and other activities, ROTC or military service (if applicable), personal interests, and any other information the applicant believes to be pertinent. The applicant's personal narrative must be typed, single-spaced, and no more than two pages.

j. **Head and Shoulders Photograph.** Note – Your photo will **not** be used during the scholarship selection process. However, your photo may be used for AGCRA publicity if you are selected for an AGCRA scholarship. By submitting your photograph, you release publishing rights of the image to the Adjutant General's Corps Regimental Association, heretofore known as the AGCRA, solely for the use of promoting the AGCRA Scholarship Program. If other people appear in your photo, you must have sufficient permission from any recognizable figure, model, or person, or people appearing in the photograph, to be able to submit the photograph to the AGCRA and to be able to release the publishing rights of the photograph. AGCRA claims all rights to the usage of your photograph on printed and/or digital material. The AGCRA will not return any photos submitted with scholarship applications. **Important - By submitting your photograph to the AGCRA, you agree to all of the above-mentioned terms and conditions.**

k. The Monje-Murphy Scholarship is a one-time 60- credit award only and is not renewable beyond the initial 60 credit hour award.



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9. ACCEPTANCE OF THE SCHOLARSHIP: A recipient who accepts the Monje-Murphy Scholarship, must understand and agree to the following:

- a. They have to be a high school graduate or equivalent (GED)
- b. They must be available to begin coursework within (90) days of the date of the award.
- c. They must maintain a 2.0 undergraduate or 3.0 graduate GPA and be able to maintain continuous enrollment in a degree program, in order to continue receiving the credits to their tuition.
- d. "The scholarship will be directly applied to the recipient's tuition for up to 60 semester hours, three years, or until the selected online degree program [associate, bachelor's, master's, or doctoral degree] is completed, whichever comes first. This scholarship does not cover technology fees."

10. AGCRA POST SCHOLARSHIP BOARD ACTIONS.

a. The AGCRA scholarship coordinator (at Scholarships@agcra.com) will notify the winning applicant via email upon the Scholarship Board's final decision.

b. The winning applicant's name and photo will be posted throughout AGCRA communications venues (e.g., 1775, the Journal of the AGCRA; AGCRA.com; AGCRA social media accounts; the AGCRA Newsletter; S1Net; and Army- / AGCRA-wide announcements).

c. AGCRA will notify and provide Columbia Southern University with the selected applicant's name and pertinent information.

As approved by the Operations Committee, AGCRA National Executive Council (NEC), this 15th day of February 2026.

Dr. Mark R. Clark (Sergeant Major (Retired)), President & CEO
Adjutant General's Corps Regimental Association (AGCRA)