Texas Tech University
COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 9/24/2008]

COE OP 20.08:   Scholarship Committees

Date:        July 2008

Purpose: The purpose of this Operating Policy is to establish the procedures to ensure timely and consistent awarding of undergraduate and graduate scholarships.

Review: This Operating Policy will be reviewed in the summer of every even-numbered year by the Deans Office, with recommendations for revision presented to the Executive Committee by August 15.

University OPs related to scholarships:
• 30.03 Centralized Scholarship Office
• 62.17 Payment of Scholarships, Fellowship Grants, and Awards

POLICY/PROCEDURE

1. Both academic departments and the College of Engineering hold in trust funds that are intended to support students in the form of scholarships. It is in the best interest of the college to ensure these funds are managed and spent in a manner consistent with the desires of the original donor and the needs of students and the college.

2. Because scholarship funds are designated to support academic programs within the college, the decisions associated with distribution of these funds are properly viewed as requiring input from the college faculty.

3. Each Department within the College will establish a scholarship committee composed of faculty within the Department that will determine who receives scholarships from the funds held by that Department. The committee will consist of at least 3 faculty members.

4. The College of Engineering will establish a scholarship committee composed of faculty within the College that will determine who receives scholarships from the funds held by the College. The committee will consist of at least 3 faculty members and will be led by the Associate Dean for Undergraduate Studies. This committee will also include a representative of the College Development office who will ensure that awards are made in compliance with the wishes of the donors.

5. Each scholarship committee will prepare a written document describing the procedures that will be used by the committee to award undergraduate and graduate scholarships. A copy of this document will be submitted to the Dean no later than January 31 of each year.

6. All scholarship committees should establish procedures that prevent nepotism, bias, or prejudice in the awarding of scholarships.
7. When awarding undergraduate scholarships, all scholarship committees will use the central scholarship application file for determining scholarship eligibility. Entering freshmen submit their applications online via www.applytexas.org, and current students submit their applications through www.scholarships.ttu.edu. Additional scholarship applications may be required for a particular scholarship, but only with written approval of the Dean.

8. The scholarship application cycle begins each September for the following academic year. Based on this cycle, the Office of the Provost and Senior Vice president for Academic Affairs (PSVPAA) has set the following deadlines for students to apply for university scholarships:

<table>
<thead>
<tr>
<th>Must apply by:</th>
<th>For the next:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering freshmen and current students</td>
<td>February 1</td>
</tr>
<tr>
<td>Undergraduate transfer students</td>
<td>March 1</td>
</tr>
<tr>
<td>Undergraduate transfer students</td>
<td>November 15</td>
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</tbody>
</table>

9. All scholarship account managers will use the Scholarship Tracking System (STS) to award and track scholarships.

10. To allow for timely scholarship processing, the Office of the PSVPAA has set the following deadlines for departmental account managers to enter first-round scholarship offers into the STS:

   **If awarding**
   **Enter offers by**

   (a) **Entering freshmen**
   University recruitment merit scholarships | April 1 (begin in October)
   University need-based scholarships | Second week of March
   College or division scholarships | Last week of March
   Departmental scholarships | Second week of March

   (b) **Entering undergraduate transfer students**
   University merit and need-based scholarships | Last week of March
   College or division scholarships | Second week of April
   Departmental scholarships | Last week of April

   (c) **Returning undergraduates**
   Renewing university merit scholarships | Last week of March
   Need scholarships | Last week of April
   College, division, and departmental scholarships | Last week of May

   (d) **Graduate students**
   All scholarships | Last week of May
11. The College of Engineering will notify all Departments of entering freshmen receiving College scholarships by April 1 of each year and all entering undergraduate transfer students receiving College scholarships by April 15. The intent of this notification is to ensure that scholarships are not unintentionally duplicated in the College and the Department.

12. In awarding scholarships, all committees should attempt to spend as much of the scholarship money available as reasonably possible. To do this effectively will often require more money be committed than is available due to students who choose not to accept the scholarship or attend other institutions.

13. All scholarship committees should attempt to comply with the following rules when granting scholarships of more than $1000 to nonresident students:

   **Coordinating Board Rules Chapter 21, Subchapter B, § 21.26(b)(4)**

   Nonresidents (including citizens and permanent residents of the U.S. and all foreign students) who receive eligible competitive scholarships from their institutions totaling at least $1,000 may be granted a waiver of nonresident tuition for the period of time covered by the scholarship, not to exceed 12 months.

   To be eligible as the basis of a waiver, the scholarship(s) must meet the following criteria:
   (1) Be granted by a scholarship committee authorized in writing by the institution's administration to grant scholarships that hold the waiver option;
   (2) Be granted in keeping with criteria published in the institution's catalog, available to the public in advance of any application deadline;
   (3) Be granted under circumstances that cause both the funds and the selection process to be under the control of the institution; and
   (4) Be open to both resident and nonresident students

   In those cases that a scholarship of $1000 or more is granted to a nonresident student and the above rules cannot be satisfied, the scholarship committee will notify financial aid that a tuition waiver should not be granted for the student.