

SUBJECT: General Scholarship Awards

DATE: August 2018

PURPOSE: The purpose of this operating policy is to establish procedures to ensure the timely and consistent awarding of scholarships in the College of Human Sciences. Related OPs: [30.02](#), [62.17](#), [10.11](#)

REVIEW: This policy will be reviewed annually in October.

College or division scholarships are administered by the units that have received gifts to endow and maintain the scholarships ([OP 62.17](#)). These awards support students enrolled in disciplines in the college or programs ([OP 30.02](#)). The College of Human Sciences (COHS) maintains a culture of awarding scholarships to the most qualified students enrolled in COHS. The award process is to be followed carefully by all Departments, Programs, Centers, the Office of the Dean, and Student Services. The guidelines below provide information to ensure awards are based on donor criteria, merit, GPA, financial need, etc. All students should be treated equally in the process and have the opportunity to receive an award.

The College of Human Sciences process includes:

- Graduate scholarships and graduate/undergraduate scholarships are administered by the academic departments housing the major specified by scholarship donor
- Student Services office awards undergraduate scholarships only, broadly defined, and/or general scholarships that are governed by the [Student Services Scholarship for Undergraduate Recruitment Awards OP](#)
- College level awards for scholarships with no major specified, both graduate and undergraduate

POLICY

All scholarships are to be reviewed and approved by the college to ensure that appropriate criteria have been established to award the scholarships and that all students who meet the criteria may potentially be awarded these scholarships. These criteria are set in advance by the scholarship donor or by the department as appropriate. An official form should be used when awarding scholarships.

Scholarships awarded should always adhere to the endowment criteria.* Based on donor wishes some scholarships may be multi-year. Many endowments state that “priority should be given to.....,” and this should be adhered to wherever possible. In the event a student is not available for a priority preference, this circumstance shall be clearly noted, and the scholarship would then be awarded to a student who meets the requirement although not priority preference.

*It is recommended by the Dean that all scholarships be awarded at a minimum of \$1,000 in order to adhere to a sound competitive process.

The scholarship application cycle begins each August for the following Academic Year (*for example: process starts August 1 2018 for Fall 2019 start*). Based on this cycle, the Texas Tech University Division of Enrollment has set the following priority dates for students to apply for scholarships:

	<u>Must apply by:</u>	<u>For the next:</u>
Entering freshmen and transfer students	December 1	Fall
Current Students	February 1	Fall
Undergraduate transfer students	March 1	Fall
Undergraduate transfer students	November 15	Spring
New and continuing graduate students.	January 15	Fall

The departments and College award a number of scholarships each year to graduate and undergraduate students as part of recruitment efforts. The COHS Dean's Merit Scholarships (recruitment) are competitive and are based on prior academic performance. The Graduate School also offers [recruitment fellowships](#).

Many recruitment scholarships are awarded to international students and non-Texas residents, and as a result, out-of-state tuition is waived. These scholarships are critical for attracting students to TTU and are an important part of the recruitment effort for some departments. However, the manner in which they are awarded MUST be in compliance with the [Texas Higher Education Coordinating Board Rules](#) when granting scholarships of \$1,000 or more to non-residents students. Should a scholarship of \$1,000 or more be awarded to a non-resident student and these rules are not satisfied, the scholarship committee will notify financial aid that a tuition waiver should not be granted for the student.

Because COHS employees may themselves be enrolled in the college or may have dependents or relatives enrolled in the college who are eligible for scholarships, any such employee involved in the award process at all levels must recuse themselves to avoid potential conflict of interest, nepotism, bias, or prejudice in the awarding of scholarships. For those who do not adhere to the proper disclosure and recusal processes, revocation of the scholarship award and appropriate disciplinary action will result. The College reminds all faculty and staff of the Ethics Policy for Texas Tech employees, [OP 10.11](#). Employees should closely review Sections 3 and 4 covering Principals of Ethical Behavior and Conflict of Interest.

PROCEDURE

The selection of scholarship recipients is accomplished by various scholarship committees.

- Each department, center or program will establish a scholarship committee comprised of faculty within their area to include their home department who will determine who receives scholarships from the funds held by that department. The committee will consist of at least three (3) faculty members.
- As most recruitment scholarships are automatically awarded based on admission criteria, the Student Services Scholarship Committee functions only to allocate special recruitment awards (typically from the Graduate School) to departments.
- The college will establish a [scholarship committee](#) composed of faculty within the college who will determine who receives scholarships from the funds held by the college. The committee will consist of a representative from each department and one representative from the Office of the Dean.

Each committee will choose an evaluation/ranking system of the scholarship applicants. This will ensure that applicants are ranked and matched to scholarship criteria established by the donors and that scholarships are awarded on a competitive basis.

Scholarship committee members are expected to properly assess the criteria to be used to award the scholarships, oversee the rankings of the students, and determine the final awards. No award should be made outside the competitive award process, and all should be made in an equitable manner. A list of committee members for the college and each department is required prior to each scholarship award cycle. This list should be kept on file and readily available in the event of an audit.

All committees should attempt to spend as much of the scholarship money available as reasonably possible. To do this effectively a second round of scholarship awards may occur. Remaining scholarships will be awarded to applicants on the original applicant list who did not receive a scholarship in the first round. New scholarship applications will not be accepted after the "Apply by" deadline. Second round scholarship offers should be completed by May 31 of each year.

Once scholarship selections are completed, the award process is completed by the department and college scholarship coordinators.

The college/department/program/center will appoint a staff member as Scholarship Coordinator. The Coordinator will maintain scholarship records, financial reports, prepare correspondence, evaluation/ranking reports and/or student scholarship applications as requested by the committee, as well as coordinate the activities of the scholarship committee. The Coordinator will also enter scholarship awards as approved by the committee and the Associate Dean. All Scholarship Coordinators will use the Scholarship Tracking System (STS) to award and track scholarships. The college Scholarship Coordinator will maintain completed files of each year's awards.

Upon approval signature secured by the scholarship committee, COHS Stewardship Coordinator (Development Office), and the COHS Associate Dean for Students or designee, the Scholarship Coordinator, who will NOT be involved in the selection process, will enter all awards into STS. Due to the nature of the COHS MERIT SCHOLARSHIP PROGRAM, Student Services Scholarship Coordinator will be involved in determining which scholarships are awarded to students (not which students) and will designate an assistant scholarship coordinator to serve as a double check on endowment criteria being met.

Scholarship awards are managed by the Centralized Scholarship Office in the [Financial Aid Office](#) (file the same name) as all or part of a student's financial aid package. Scholarship awards may NOT be cancelled after the 20th class day of the semester. Scholarship recipients who do not submit their Student Thank You Letter by the deadline provided to them will have their scholarship automatically revoked. The College or Departments will need to change the award status of the scholarship in STS to "rejected" or "revoked." Status changes will be loaded into Banner and cancelled funds will be removed from student credits and added back to the scholarship account's available funds.

An internal scholarship audit for each area will be conducted for each award cycle to review the following:

- *Record of Dean's Approval form/STS entry verification (verifying that entries made in STS by the scholarship coordinator is what the committee approved)*
- *Verification of donor criteria (to verify that scholarship awards meet donor criteria)*
- *Record of appropriate recusal efforts (review of high risk awards – awards made to relatives, employee's friends, or employees themselves)*

- *Record of committee members listed for each year*
- *Record of student ranking/sorting as requested by the committee (i.e. GPA, need, and high school stats)*
- *Record of department receipt process, as well as Accept/Decline form and Student Thank You letter*
- *Department has adequate file system*

DOCUMENTS INCLUDED

[OP 30.02 Centralized Scholarship Office](#)

[OP 62.17 Payment of Scholarships, Fellowship Grants, and Awards](#)

[New and continuing graduate students](#)

[Recruitment fellowships](#)

[OP 10.11 Ethics Policy](#)

[Student Services Scholarship for Undergraduate Recruitment Awards](#)

[Coordinating Board Rules Chapter 21, Subchapter B, § 21.26 \(b\)\(4\)](#)

[College Scholarship Committee](#)

[Financial Aid](#)