Rawls College of Business Administration
Scholarship Awards Policy & Procedure

Purpose
The purpose of the Rawls College of Business Administration (RCBA) policy & procedure for scholarship awards is to allow the college and its academic programs to award scholarships to its most deserving students within the confines of funds availability while observing the donor restrictions of the various scholarships held within the college. The college will award the most deserving students with consideration given for incentivizing recruitment, merit, financial need and donor restrictions. Nothing in this policy & procedure statement supersedes the following TTU Operating Policies or the Coordinating Board Rules regarding scholarships.

TTU OP 30.02 Centralized Scholarship Office
TTU OP 62.17 Payment of Scholarships, Fellowship Grants, and Awards
TTU OP 10.11 Ethics Policy
Coordinating Board Rules Chapter 21, Subchapter B, §21.26(b)(4)

Ethics
Employees of RCBA who are involved in any part of the scholarship awards process will recuse themselves from all scholarship activities in the event of nepotism, bias, conflict of interest and/or prejudice. RCBA will look to the TTU Ethics Policy (OP 10.11) for guidance.

Scholarship Committees
Scholarship recipients will be chosen by committees from each academic program. Each scholarship committee will be made up of no less than 3 faculty members. Each committee is tasked with matching the most deserving students with available funding while observing any and all restrictions set forth by the donor(s).

In their own words, each committee will document the method used to award scholarships and provide a copy of that documentation to the Dean’s Office by February 1st of each year, or 6 months before the start of the semester for which funding is being requested. Committees will use Form A for this documentation.

Each committee will also provide a Funding Request document to the Dean’s Office which states the names of its members, the category(s) of scholarships the committee will be awarding, and the term(s) for which scholarships are being awarded. The Funding Request document is due to the Dean’s Office by February 1st of each year, or 6 months before the start of the semester for which funding is being requested. Committees will use Form A for this documentation.

Funding
Once the Dean’s Office receives the Funding Request, the Dean together with the Senior Associate Dean and the Director of Internal Operations will review funding alternatives and will return the Funding Request back to the committee, complete with an approval and a listing of scholarship fops from which to award scholarships, and the corresponding amounts available in each fop. Due to funding restrictions, there is the possibility that not all requests will be granted.

The Funding Request will be returned to the committee within one week from the date the Committee Memo is received. Committees may only advise students that they will be receiving a scholarship via an award letter signed by the Rawls College of Business Dean or Senior Associate Dean. Committees may not exceed the funding amounts provided in the funding memo for any of the individual scholarship fops. Overages will not be covered by the Dean’s Office without prior approval from the Dean.
**Donor Restrictions**

Committees will access donor restriction information for each scholarship they award via the RCBA Scholarship database. Awards cannot be made to students who do not meet the criteria specified by the donor. (Go to [http://faculty-staff.ba.ttu.edu/](http://faculty-staff.ba.ttu.edu/) and access the database of scholarship criteria from this website).

**Awarding your Scholarships**

Scholarship committees will complete the Scholarship Recipients form (Form B) to advise the Dean’s Office of all scholarship recipients. *This form is due to the Dean’s Office by March 1st of each year. For graduate students starting in the spring, or applying for summer scholarships, or starting at any other odd time during the year, the Scholarship Recipients form is due to the Dean’s Office at least 30 days prior to the start of the semester for which the student is being awarded.*

If multi-year funding is promised to any student(s), it is the responsibility of the awarding committee to enter the recipient’s information on the Scholarship Recipient’s form each year, and these award amounts will be counted as part of the total funding provided for in the Funding Memo.

Once the Scholarship Recipients form has been received and approved by the Dean’s Office, committees may advise students that they have been awarded via an award letter. Award letters must be signed by the Rawls College of Business Dean or Senior Associate Dean. Award letters signed by anyone other than the Dean or Senior Associate Dean will not be honored, and the party (ies) who gave the unauthorized signatures will be held responsible for the financial commitment.

**Scholarship Tracking System (STS)**

Copies of the Scholarship Recipients form (Form B) will be provided by the Dean’s Office to the Unit Manager for the Dean’s Office and/or the Unit Coordinator for Graduate and Professional Programs who will enter the awards to the students’ accounts in the Scholarship Tracking System (STS). Awards will be entered to STS on an academic year basis with the exception of graduate students starting in the spring or summer semester. The Director of Internal Operations enters funding into STS. Scholarship committees, or an appointee, are also responsible for issuing an award letter to the student and for collecting thank you letters from students receiving scholarships. The award letter should indicate the amount of the award, the period of the award, and the specific requirements of maintaining the award (e.g. minimum GPA and required enrollment hours). Only the Rawls College of Business Dean or Senior Associate Dean are authorized to sign award letters. Thank you letters are collected by the committees, or appointee, and then mailed to donors. See more about thank you letters under Students’ responsibilities.

**Monitoring Scholarships – Who is Responsible?**

Every semester, each program will be responsible for reviewing students’ GPAs, enrollment hours, and other criteria to ensure eligibility is being maintained. Students who do not meet the requirements of their scholarship will have their awards revoked for the subsequent semester. Since scholarships cannot be revoked after the 20th class day, eligibility criteria should be confirmed before the 20th class day.

**Students' Responsibilities**

Students receiving scholarship awards are responsible for preparing a thank you letter to the donor of the award. Scholarship committees, or appointee, collect the thank you letters and then mail the letters to donors. Students who have not submitted thank you letters to the committee, or appointee, within 30 days of the award letter date will have their scholarships revoked.

**Normal Award Periods**

The scholarship application cycle begins each September for the following academic year. TTU OP 30.02 discusses application deadlines for students to apply for university scholarships. TTU OP 30.02 also sets deadlines for departments to enter first-round scholarship offers into STS. Both the application deadlines and the STS deadlines are shown in the tables below. According to information obtained from the Graduate School's website, academic programs
are responsible for setting their scholarship application deadlines for graduate level students. Scholarship application deadlines for Rawls College of Business Administration graduate students are shown below.

<table>
<thead>
<tr>
<th>Student Class</th>
<th>Application Deadline for Fall</th>
<th>Application Deadline for Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Freshmen &amp; Current Students</td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Transfer Students</td>
<td>March 1</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Transfer Students</td>
<td></td>
<td>November 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Class</th>
<th>Application Deadline for Fall</th>
<th>Application Deadline for Spring</th>
<th>Application Deadline for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA &amp; STEM MBA</td>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
</tr>
<tr>
<td>All MS</td>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
</tr>
<tr>
<td>All MIS</td>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
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