

Texas Tech University
WHITACRE COLLEGE OF ENGINEERING

Operating Policy and Procedures

[Approved by Executive: 04/29/2016]

COE OP 20.08: Scholarship Process

Date: August 7, 2016

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:

- ☐ 30.02 Centralized Scholarship Office
- ☐ 62.17 Payment of Scholarships, Fellowship Grants, and Awards

POLICY/PROCEDURE

1. Overview of the Process

- 1.1. Both academic departments and the Whitacre 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. Scholarship committee should work to match recipients to the endowment requirements as best as possible. Notes should document how the student meets the endowment requirements.
- 1.5. The College scholarship committee will consist of the college scholarship coordinator, the Associate Dean for Undergraduate Studies and the Dean.
- 1.6. All scholarship committees should establish procedures that prevent nepotism, bias, or prejudice in awarding of scholarships.

- 1.7. If an endowment agreement changes during the awarding cycle, the new endowment requirements will be implemented during the next awarding cycle.

2. Scholarship Awarding Cycle

- 2.1 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.
- 2.2 The scholarship application cycle begins each September for the 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:

	Must apply by:	For the next:
Entering freshmen and current students	February 1	Fall
Undergraduate transfer students	March 1	Fall
Undergraduate transfer students	November 15	Spring

- 2.3 All scholarship account managers will use the Scholarship Tracking System (STS) to award and track scholarships.
- 2.4 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
<i>(a) Entering freshmen</i>	
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 April
<i>(b) Entering undergraduate transfer students</i>	
University merit and need-based scholarships	Last week of March
College or division scholarships	Second week of April
Departmental scholarships	Last week of April
<i>(c) Returning undergraduates</i>	
Renewing university merit scholarships	Last week of March
Need scholarships	Last week of April
College, division, and departmental scholarships	Last week of May
<i>(d) Graduate students</i>	
All scholarships	Last week of May

- 2.5 The detailed steps of the scholarship awarding processes are presented in Appendix A.
- 2.6 The College 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.

3. Scholarship Funding and Award Amounts

- 3.1 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.
- 3.2 In the award letter, please include the name of the scholarship and specify the Donor (when available). Please include the template and remind the students an electronic signature is required in the letter. Please indicate the deadlines to submit the thank you letter and the date that the scholarship will be revoked if the thank you letter was not received. Please use the dates from the appropriate year's Academic Calendar as explained in Section 4.
- 3.3 If the student does not submit the electronic thank you letter by the Last Day to Withdrawal and Receive Partial Financial Credit, the scholarship will be revoked. In the case that a scholarship to a recipient is revoked, the departmental or College scholarship coordinator will re-award the scholarship as soon as possible.
- 3.4 Scholarship funds availability should be based on endowment spendable balances as of February 1 each year.
- 3.5 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.

4. Scholarship Thank You Letters

- 4.1. Students receiving departmental or College scholarships must submit a scholarship thank you letter before the scholarship may be applied to their account.
- 4.2. The scholarship thank you letter should be addressed to the donor and specifically mention the name of the scholarship.
- 4.3. The students should use the templates provided in Appendix B. Please note, the students should include an electronic signature.
- 4.4. The student should submit an electronic copy (word file) of the thank you letter to the departmental or College scholarship coordinator notifying them of the award.
- 4.5. The students must submit the electronic thank you letter by the Last Day to Drop a Course and Have Charges Removed (please review academic calendar for the particular dates each year) to ensure they do not lose the scholarship. If the student does not submit the electronic thank you letter by the Last Day to Withdrawal and Receive Partial Financial Credit (please review academic calendar for the particular dates each year), the scholarship will be revoked.
- 4.6. The scholarship coordinators should review the scholarship thank you letters to ensure the donor and scholarship are mentioned and to ensure the letter contains appropriate content. If the content of the letter is deemed inappropriate, the student should be notified to rewrite the letter and must resend the thank you letter within one week of notification.
- 4.7. The scholarship coordinators will collect the scholarships and forward them to the Coordinator of Alumni and Donor Relations in the WCOE Dean's Office. The Departments and the College scholarship coordinator must submit the thank you letters to the Dean's Office by the Last Day to Withdrawal and Receive Partial Financial Credit.

Appendix A. Activities of the Scholarship Awarding Process by Month

Appendix B. Scholarship Thank You Letter Template

Appendix A.

Table 1. Activities of the Scholarship Awarding Process by Month

Scholarship Awarding Process Activity	Month											
	J	F	M	A	M	J	J	A	S	O	N	D
Check Endowment Spendable Balance												
Review Changes in Scholarship Requirements												
Select Pool Scholarship Recipients												
New Freshman												
Current Students												
Transfers (when able)												
Check Current Recipient GPA												
Match Recipients to Endowment Requirements												
Notify Recipients of Scholarship												
Submit Scholarship Report to Development (name of scholarship, recipient(s), scholarship amount)												
Department/WCOE Receives Scholarship Thank You Letters												
Department/WCOE Submits Scholarship Thank You Letters To Development												
Development Mails Thank You Letters to Donors												
Department/WCOE Apply Scholarship (upon Thank You Letter Receipt)												
Department/WCOE Revoke Scholarship for Non-Performance												
Department/WCOE Revoke Scholarship for No Thank You Letters												
Department/WCOE Review scholarship awards and award any remaining scholarships												

Table 2. Scholarship Activity Responsibilities

Activity	WCOE Development	WCOE (as scholarship granting entity)	Departments
Update Endowment Agreements (note new spendable and those ready to reward)	X		
Determine Spendable Balance as of February 1	X		
Confirm Spendable Balance as of February 1		X	X
Notify Departments of Changes in Scholarship Requirements	X		
Review Scholarship Requirements and make notes of those that cannot be awarded and why		X	X
Select Recipients (includes checking GPA and other requirements)		X	X
Notify Recipients		X	X
Receive Thank You Letters		X	X
Review Thank You Letters	X	X	X
Apply Scholarship		X	X
Department Submits Thank You Letters to the Dean's Office*	X	X	
Send Thank You Letters to Donors	X		
Audit of Awarding Process	X		

*Submit to Coordinator of Alumni and Donor Relations

Appendix B. Scholarship Letter Thank You Template

Whitacre College of Engineering
Texas Tech University
c/o Scholarship Coordinator
Box 43103
Lubbock, TX 79409-3103

Dear <insert donor name given on the award letter here>,

Use Times New Roman, Arial, or Calibri 12 font and one inch margins. Use this paragraph to tell about where you are from, your family background, and why you chose to attend Texas Tech University. Some questions to help: Where did you grow up? Did you move before college? Are you the first in your family to go to college? Are you following a family tradition to attend a university? Why did you choose to attend Texas Tech? Family legacy? Close to home? Rich traditions? Great academic opportunities?

Use two spaces to distinguish second paragraph. Use the second paragraph to tell the sponsor about your present situation. What is your major? Are you currently working while attending classes? What organizations do you participate in? Do you hold any officer positions or will you run for one? Do you participate in any other type of extra-curricular activity? If you are receiving this scholarship for the international experience, use this paragraph to tell about where you are going and what you hope to get out of the experience.

Use this paragraph to tell the donor about your future plans. What do you plan to do while you are at Texas Tech? Do you have an internship or full time job waiting? If so, what and where and what will you be doing? If not, tell about how you're working to find one.

Use this paragraph to tell the donor how the scholarship will help you. Do not mention an amount. Does this scholarship allow you to focus on your studies rather than work? Does it allow you to work less hours? Does it help your family?

Conclude the letter by thanking the donor for his/her generosity.

Sincerely,

<handwritten signature goes here>

Your name typed here

Note: Letter should be thoughtful and sincere. It should be $\frac{3}{4}$ to 1 page in length. The letter should be submitted electronically (word document) to the departmental scholarship coordinator.