

HEALTH & HUMAN SCIENCES

COLLEGE OF HEALTH & HUMAN SCIENCES SCHOLARSHIP COMMITTEE

CHARGE

The Scholarship Committee reviews student scholarship applications and develops a list of awardees according to specific criteria for college-administered scholarships and for Human Sciences students nominated for outside opportunities such as TTU Parents Association Scholarships and other special awards when requested. The [CHHS Scholarship Award Operating Policy](#) guides the committee.

RESPONSIBILITIES

1. Review applications for scholarships awarded by the College of Health and Human Sciences and for health and human sciences majors by outside groups such as the TTU Parents Association.
2. Solicit departmental rankings of undergraduate candidates for scholarships that require special criteria.
3. Provide names of recipients who meet specific scholarship guidelines to the Assistant Dean for Undergraduate Student Services. Further notification and processing will occur from the Dean's Office.
4. Recommend monetary value of awarded scholarships based upon accrued interest if not otherwise stated.
5. Review student thank you letters for quality and appropriate content.

MEMBERSHIP

1. The committee is composed of one representative from each academic department appointed by the department chairperson and a staff member from the dean's office appointed by the Assistant Dean for Undergraduate Student Services.
2. The Assistant Dean for Undergraduate Student Services serves in an ex officio role, facilitates the work of the committee, but does not participate in awarding scholarships.



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OPERATING PROCEDURES

1. Once scholarship applications have been released from the STS system, the Assistant Dean for Undergraduate Student Services or designee will convene the scholarship committee.
2. The college scholarship coordinator (who is never a member of the committee) will provide application data for the pool of college applicants. Data can be organized in any way that the committee wishes.
3. The committee will examine available scholarships and match recipients based on best fit for scholarship criteria (such as academic achievement, need, and/or any other criteria called for by scholarship donors). Each student will be considered for the largest scholarship for which they meet the criteria.
4. The list of awardees is then provided to the scholarship coordinator for processing.
5. Scholarships will be awarded in two rounds, one in early spring and the second prior to May 31.
6. If the donor has specified that the scholarship should be given to student in a specific area or major, that scholarship is awarded by the department in which that major or area is housed. Department scholarship committees are constituted according to departmental policies that may vary across departments and over time.
7. Committee members who are related in any way to a student applying for a scholarship should not participate in the award process.
8. Once thank you letters from students have been submitted, committee members will review them for quality and appropriate content.

DOCUMENTS INCLUDED

[CHHS Scholarship Award Operating Policy](#)

Reviewed May 2025

