

Operating Policy and Procedures

CHHS OP: **General Scholarship Awards**

Date: March 7, 2025

Purpose: This Operating Policy aims to establish the procedures to ensure timely and consistent awarding of undergraduate and graduate scholarships.

Review: This Operating Policy will be reviewed annually in preparation for the October annual scholarship kickoff meeting.

Related University OP(s):

TTU OP 30.02 Centralized Scholarship Office

TTU OP 62.17 Payment of Scholarships, Fellowship Grants, and Awards

TTU OP 10.11 Ethics Policy

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OVERVIEW

The College of Health and Human Sciences (CHHS) has a culture of awarding scholarships so that the most qualified students enrolled in CHHS receive these awards. 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 Health and Human Sciences has a hybrid centralized and decentralized process by which graduate scholarships and graduate/undergraduate scholarships are administered by the academic departments housing the central specified by the scholarship donor. Student Services office awards undergraduate-only, broadly defined, and/or general scholarships governed by the SS “Student Services” Scholarship for Undergraduate Recruitment Awards OP.

POLICY

1. **Conflict of Interest:** because CHHS 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 must recuse themselves to avoid potential conflict of interest, nepotism, bias, or prejudice in the awarding of scholarships. Committee members at the college, department, program, or center levels, the Associate Dean, or the Scholarship Coordinator related to a student applying for a scholarship will not be allowed to participate in the award process. For those who do not adhere to the proper disclosure and recusal processes, the scholarship award and appropriate disciplinary action will be revoked. 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 Principles of Ethical Behavior and Conflict of Interest.

2. **Scholarship Committee:**

- i. **Departments, Centers, and Programs - each department, center, or program will establish a scholarship committee comprised of faculty within their area, including their home department, which** will determine who receives scholarships from the funds held by that department. The committee will consist of at least three (3) faculty members.
- ii. **College** - 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 representatives across the departments and the Office of the Dean who do not serve on department committees.

Each committee will choose an evaluation/ranking system for the scholarship applicants. This will ensure that applicants are ranked and matched to scholarship criteria established by the donors and that scholarships are awarded competitively.

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

3. **Endowment Agreements and Honoring the Donor's Wishes:** the committee ensures that specific criteria are honored. Scholarships awarded should always adhere to the endowment requirement. Based on donor criteria, some scholarships may be multi-year. Many endowments state that “priority should be given to.....” and this should be adhered to wherever possible. Suppose a student is unavailable for a priority preference. In that case, the committee shall record the situation and award it to a student who still meets the requirement, although not priority preference.
4. **Competitive Scholarships:** 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 requirements may potentially be awarded these scholarships. The scholarship donor or the department sets these criteria in advance as appropriate. An official form should be used when awarding scholarships. The departments award several scholarships each year to graduate students as part of recruitment efforts. Many of these scholarships are

awarded to international students and non-Texas residents, so out-of-state tuition is waived. These scholarships are critical for attracting students to TTU and are an essential part of the recruitment effort for some departments. However, how they are awarded MUST comply with the following rules when granting scholarships of \$1,000 or more to non-resident students. *The Dean recommends that all scholarships be awarded at least \$1,000 to adhere to a sound competitive process.

Coordinating Board Rules Chapter 21, Subchapter SS, § 21.2263 – Competitive Scholarships.

- a. Authorizing Status. The waiver program for scholarship students is authorized through the Texas Education Code, §54.213.
- b. Eligible Persons. A nonresident person who received a competitive scholarship from a Texas public institution of higher education under the following conditions may obtain a waiver under the provisions of this section:
 - a. The competitive scholarship must meet the following requirements:
 - i. Total at least \$1,000 for the period of time covered by the scholarship, not to exceed 12 months.
 - ii. Be awarded by a scholarship committee authorized in writing by the institution’s administration to grant scholarships that permit this waiver of nonresident tuition.
 - iii. Be awarded according to criteria published in the institution’s paper or electronic catalog, available to the public in advance of any application deadline
 - iv. Be awarded under circumstances that cause both the funds and the selection process to be under control of the institution
 - v. Permit awards to both resident and on resident persons
 - b. The waiver of nonresident tuition under this provision shall only apply to the semester or semesters for which the enabling scholarship is awarded

Should a scholarship of \$1,000 or more be awarded to a non-resident student and the above rules are not satisfied, the scholarship committee will notify financial aid that a tuition waiver should not be granted to the student.

- 5. **Normal Award Periods:** the scholarship application cycle begins each August for the following Academic Year (*for example, the process starts August 1, 2024, for Fall 2025 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 & transfer students	December 1	Fall
Current Students	February 1	Fall
Undergraduate transfer students	March 1	Fall
Undergraduate transfer students	November 15	Spring

- 6. **Awarding Scholarships:** all committees should attempt to spend as much scholarship money as reasonably possible. A second round of scholarship awards should be held to do this effectively.

The 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 the deadline.” Second/FINAL round scholarship offers should be completed by **May 1 each year**.

7. **Awarding Part-Time Students:** If the committee would like to award part-time students a scholarship, they may do so if the endowment criteria do not require full-time status and documentation is provided, including justification. We want to avoid unintentionally awarding part-time students and be sure it is documented. The committee should make a notation that they are intentionally awarding to a PT student so we know it was not just an oversight.
8. **Allocation of Scholarship Awards:** scholarship awards may be allocated over Fall and Spring or may also include Summer sessions. The committee shall determine how the scholarships are to be divided. A student may receive the full amount of the scholarship award during the Fall semester if graduating in December of that year.

PROCEDURE FOR AWARDING

Scholarship Coordinator: the college/department/program/center will appoint a staff member as Scholarship Coordinator. The Coordinator will maintain scholarship records and financial reports, prepare correspondence, evaluation/ranking reports, and/or student scholarship applications as requested by the committee, and coordinate the activities of the scholarship committee. The Coordinator will also submit the scholarship awards approved by the committee and the Assistant/Associate Dean. The college Scholarship Coordinator will track and maintain scholarship acceptance/declinations to include completed files of each year’s awards.

Entering/Submitting the Awards: upon approval signature secured by the scholarship committee, CHHS Stewardship Coordinator (Development Office), and the CHHS Assistant Dean for Students or designee, the Scholarship Coordinator, who will NOT be involved in the selection process, will submit all awards to the TTU Central Scholarship Office. Due to the nature of the CHHS MERIT SCHOLARSHIP PROGRAM, the 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. Committee review and approval signatures on the Approval Candidate Form will then ensue.

Cancellation of Scholarships: scholarship awards may NOT be canceled 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 notify the TTU Central Scholarship Office that the award status has changed to “rejected” or “revoked.” Status changes will be loaded into Banner, and canceled funds will be removed from student credits and added to the scholarship account’s available funds.

Annual Internal Review of Scholarship Award Process: an internal scholarship review for each area will be conducted for each award cycle to review the following:

- *Record of Dean’s Approval form/submission verification (verifying that scholarship*

awards were submitted to TTU Central Scholarship Office by the scholarship coordinator are 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*
- *The department has an adequate file system*

Attachments (updated and distributed annually):

General Scholarship Award Timeline

How to/quick reference guide

25/26 Scholarship Award Spreadsheet TEMPLATE

Approval of Candidates for Scholarship Award Form

Awarding and Student Thank You Letter Process

Department Chair/Dean Cover Letter Process

Internal Scholarship Review Form