

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

13.03.01.C0.01 Academic Scholarships

Approved March 3, 2003

Revised March 24, 2015

Procedure Statement

Texas A&M University-Corpus Christi provides academic scholarships designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. Texas A&M University-Corpus Christi (the University) scholarships are awarded either on the basis of academic criteria only or any combination of:

- Academics,
 - Financial need,
 - Campus/community activities,
 - Leadership positions,
 - Work experience,
 - Special talent or skill, or
 - Specific criteria identified by the donor/grantor.
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Reason for Procedure

This procedure provides guidelines for the oversight, establishment, and awarding of academic scholarships at Texas A&M University-Corpus Christi.

Procedures and Responsibilities

1. OVERSIGHT OF ACADEMIC SCHOLARSHIPS

Scholarships may be awarded on the university level or on the college, departmental, or program level.

2.1.1 University Scholarship Committee

The University Scholarship Committee will be charged with the following responsibilities:

- Oversee the process for the awarding of academic and fine arts scholarships at the University, college, departmental, or program level.
 - Develop and implement guidelines regarding the awarding of scholarships.
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- Conduct evaluations to facilitate the development of guidelines.
- Review and evaluate academic and fine arts scholarships that are administered by the University and, if necessary, modify them.
- Select the recipients of certain University-level academic scholarships.
- Hear appeals concerning the withdrawal of scholarships.

1.2 The University Scholarship Committee consists of faculty representatives from each college, as well as representatives of various administrative units. Information on the process and criteria for selecting the committee membership and its chair may be found in the “University Committees and University Administrative Councils” document, which is accessible online through the campus home page.

1.3 Other Scholarship Committees

Scholarship committees may be established on the college, departmental, or program level, based on guidelines developed by the college or unit. Such committees may be charged with one or more of the following responsibilities:

- Develop specific criteria to be used in awarding scholarships administered by the college or unit. The specific criteria must conform to the general criteria in this procedure and to other criteria developed by the University Scholarship Committee or College of Graduate Studies.
- Award academic scholarships administered on the college or unit level.
- Provide reports on the academic scholarship activities within the college or unit.
- Analyze the success of the scholarship recipients to determine if the criteria for receiving and continuing scholarships are appropriate.

1.4 Oversight of Grant-Funded Scholarships

The Office of Research, Commercialization, and Outreach will review scholarships funded through external grants to ensure that the selection process conforms to relevant governmental regulations and agency guidelines.

2. ESTABLISHMENT OF ACADEMIC SCHOLARSHIPS

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- 2.1 All contributions for the establishment of academic scholarships, including those accepted by colleges and departments, will be processed through the Office of Institutional Advancement. The Director of Advancement Services will ensure that full reporting and approval processes for acceptance of private gifts from all sources, including individuals, foundations, and corporations, are followed.
- 2.2. Those wishing to establish scholarships are directed to the Office of Institutional Advancement. The Office of Institutional Advancement is responsible for establishing an agreement between the University and the donor. A copy of this agreement will be forwarded to the Office of Student Financial Assistance. The Office of the Comptroller assigns an account number and advises the Office of Institutional Advancement and the Office of Student Financial Assistance. Monies to support scholarships are received in the Office of Institutional Advancement.
- 2.3 The responsibility for formally acknowledging all donors' scholarship contributions and for identifying scholarship recipients to the donors resides with the Office of Institutional Advancement. The Office of Student Financial Assistance will provide assistance in the identification process.
- 2.4 The Office of Institutional Advancement is also responsible for the creation and maintenance of a master file on all scholarships. The file shall contain all details associated with specific scholarships, their donors, provisions, and awarding history.
- 2.5 Gifts from donors are used to fund both scholarship endowments and annual scholarships.
 - 2.5.1 Scholarship Endowment – Endowments are established to offer a stable source of scholarship funds. The Vice President for Institutional Advancement will establish minimum funding levels for endowed scholarships in consultation with the Texas A&M-Corpus Christi Foundation.
 - 2.5.2 Annual Scholarships – A donor may decide to give the University an amount to be used outright for scholarships, instead of creating an endowment. Annual scholarships are essential to increasing the number of students receiving scholarships each year.
- 2.6 Questions about setting up a scholarship should be directed to the Office of Institutional Advancement; inquiries about the administration of scholarships should be directed to the Office of Student Financial Assistance.

3 ELIGIBILITY REQUIREMENTS FOR ACADEMIC SCHOLARSHIPS

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The Scholarship Office, Office of Student Financial Assistance, and College of Graduate Studies provide information regarding the eligibility requirements for different types of university scholarships.

4. GUIDELINES FOR AWARDING ACADEMIC SCHOLARSHIPS

When scholarships are awarded, information will be communicated to the Office of Student Financial Assistance and the Office of Institutional Advancement within 2 weeks of the award decision by the Scholarship Committee. This information will include name of recipient, amount of award, semester of award, name of scholarship, and other relevant information about the scholarship award.

4.1 Publicizing Information on Scholarships

The Office of Student Financial Assistance will provide students with information on various types of scholarships offered by the University, including the eligibility requirements for particular scholarships and the amount of money available through them. Students may obtain this information at the Office of Student Financial Assistance or online through the University website. The university scholarship application is available online. Application deadlines, which are established by the University Scholarship Committee or based on graduate program admissions, will appear in all scholarship application materials and in the University Catalog.

4.2 Application Procedures

4.2.1 To apply for an undergraduate academic scholarship (with the exception of scholarships preferred to in section 4.2.3 below), a student must complete a university scholarship application and submit the application along with required supporting documentation to the Office of Student Financial Assistance by the submission deadline.

4.2.2. Applications for graduate academic scholarships are submitted to the College of Graduate Studies.

4.2.3 A student applying for an art, music or theatre scholarship must complete the appropriate scholarship application and return the application to the appropriate academic department by the submission deadline.

4.3 Minimum Qualifications

4.3.1 To be eligible for a scholarship, a student must meet the minimum

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scholastic qualifications for the particular scholarship. An academic scholarship will require one or more of the following: a minimum class rank in high school, a minimum score on a standardized test, a minimum cumulative grade point average in college, or other evidence of academic achievement or potential. In addition to the minimum scholastic requirements, some academic scholarships have additional requirements regarding major, classification level and other criteria. Fine arts scholarships require evidence of academic achievements and audition or portfolio reviews. Leadership scholarships are awarded to students who have been active in various clubs and organizations on and off campus, and participated in community service projects. Information on specific scholarships may be found in the Office of Student Financial Assistance.

- 4.3.2 Applicants must have been admitted to the University and must be degree-seeking students or enrolled in a certificate program.
- 4.3.3 Applicants must also meet enrollment status requirements. Undergraduate recipients of academic or fine arts scholarships must enroll in a minimum of 12 credit hours per semester and must complete 30 credit hours in the academic year (fall, spring and summer).
- 4.3.4 Graduate students must be enrolled in at least six hours per semester or a total of three credit hours over the course of the summer.

4.4 Selection of Scholarship Recipients

4.4.1 Undergraduate Academic Scholarships

The Scholarship Coordinator screens applications for certain university scholarships to determine if applicants meet minimum qualifications. The Scholarship Coordinator forwards the applications for designated academic scholarships to the University Scholarship Committee for review. The faculty membership of the Scholarship Committee selects the recipients of certain designated scholarships. In other cases, the faculty membership of the committee approves a process by which the scholarships are awarded. For example, the recipients of certain university undergraduate scholarships are selected by college or departmental scholarship committees, but the University Scholarship Committee approves the process that is used. In either process, the Dean's Office of the scholarship recipient's respective college shall receive notification and recommend approval of the selection prior to informing the recipient. The Office of Institutional Advancement provides administrative support to the University Scholarship Committee.

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College and departmental scholarships may be awarded by scholarship committees established on the college, departmental or program level. The selection of scholarship recipients must be based on the established criteria for the scholarship. The University Scholarship Committee will oversee the process for the awarding of these scholarships. The Office of the Dean will communicate information about the scholarship award to the Office of Student Financial Assistance and the Office of Institutional Advancement.

4.4.2 Graduate Academic Scholarships

Applicants are screened in the College of Graduate Studies to determine if minimum qualifications are met. Applications are then forwarded to the appropriate College Committees for review. The faculty membership of the College Committees identifies the recipients of certain designated scholarships, as well as the amounts to be awarded, based on pre-established criteria. The Dean's Office of the scholarship recipient's respective college shall receive notification and recommend approval of the selection prior to informing the recipient. All applicant information, both those awarded and denied, is returned to the College of Graduate Studies to verify that criteria have been met.

College and departmental scholarships may be awarded by scholarship committees established at the college, departmental or program level. The selection of scholarship recipients must be based on the established criteria for the scholarship. The College of Graduate Studies will oversee the process for awarding institutional scholarships. The process for awarding donor-based scholarships will remain with the Office of Institutional Advancement. The College of Graduate Studies will communicate information about the scholarship award to the Office of Student Financial Assistance and the Office of Institutional Advancement.

4.4.3 Fine Arts Scholarships

Applications for fine arts scholarships are reviewed in the relevant department. The art, music and theatre faculties conduct auditions and/or portfolio reviews and forward their award recommendations to the chair of the appropriate department. The chair provides the Scholarship Coordinator with the names of the scholarship recipients.

4.4.4 Grant-Funded Scholarships

External agencies may award particular university programs with scholarship monies to advance the goals of those agencies. The principal

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investigator for the grant will communicate required information about the scholarship awards to the Office of Research, Commercialization and Outreach, the Office of Student Financial Assistance, and the Office of Institutional Advancement. The process for awarding grant-funded academic scholarships must comply with governmental regulations, granting agency requirements, and as well as the provisions of this procedure. The Office of Research, Commercialization and Outreach will review scholarships funded through external grants to ensure that the selection process meets these guidelines.

4.4.5 Criteria for Selection – All scholarship awards are made in accordance with the established criteria for the scholarship. Decisions are based on the qualifications of the applicants, as documented by their application materials, and the availability of funding.

4.4.6 Notification – The Office of Student Financial Assistance and the Scholarship Coordinator provide notification of awards to the recipients.

4.5 Maximum Time Frame

“Maximum Time Frame” is the maximum number of semesters a student may retain a scholarship. Information on the maximum time frame for specific scholarships is available from the Scholarship Coordinator.

4.6 Definition of Academic Year:

For the purpose of awarding and maintaining scholarships, the academic year consists of the fall and spring semesters and the first and second summer sessions. Minimesters starting after census date are included in the subsequent semester.

4.7 Role of Scholarship Coordinator

The Scholarship Coordinator helps to coordinate administrative functions to ensure that documentation and information flow in a systematic and timely fashion. The Scholarship Coordinator works with scholarship award groups and scholarship recipients to prevent the over-awarding of the student’s total financial aid package, as determined by federal regulations.

4.8 Avoidance of Conflict of Interest

Faculty members and any employees involved in scholarship administration will be required to sign a disclosure form on relationship to applicants. Members of the Scholarship Committee who are related to a scholarship applicant are required

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to disclose this information to the Chair of the Scholarship Committee and should excuse themselves from the evaluation process for such an applicant.

4.9 Confidentiality Agreements

Faculty members and any employees involved in scholarship administration will be required to sign a Confidentiality Agreement.

5. RENEWAL OF SCHOLARSHIPS

5.1 The Office of Student Financial Assistance and the Scholarship Coordinator monitor the progress of students who have been awarded scholarships and determine whether they are eligible for continuation of their scholarships. Decisions on the renewal of scholarships are based on the student's satisfactory academic progress and factors such as enrollment status, the maximum time frame for awarding the particular scholarship, donor guidelines, and the continued availability of funding.

5.2 As a condition for the continuance of scholarships, the Office of Institutional Advancement may require students that thank the donors of their scholarships in writing, and attend a donor-recognition event.

5.3 Undergraduate academic scholarships are generally renewed automatically provided that the recipient continues to meet the scholarship requirements. However, graduate academic scholarships are generally non-renewable. Any one-time academic scholarships must be clearly identified on application materials. Fine arts scholarships require reapplication each year.

6. SATISFACTORY PROGRESS CRITERIA

To qualify for renewal of their scholarships, students must make satisfactory academic progress as explained below.

6.1 Conditions for Freshman Scholarships

During their first semester, recipients of freshman scholarships must attain at least a 2.750 cumulative grade point average in order to retain their scholarship. By the end of their first and subsequent years (including summer sessions), recipients of freshman scholarships must attain at least a 3.0 cumulative grade point average in courses taken at Texas A&M University-Corpus Christi in order to retain their scholarship.

6.2 Conditions for Scholarships Awarded to Transfer and Graduate Students

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- 6.2.1 Undergraduate recipients of academic scholarships must attain a cumulative grade point average of at least 3.0 in courses taken at Texas A&M University-Corpus Christi by the end of each academic year (including summer sessions) in order to retain their scholarships.
- 6.2.2 Recipients of art, music, or theatre scholarships must maintain a minimum grade point average of 3.0 in courses taken in their major at Texas A&M University-Corpus Christi in order to retain renewable scholarships. In addition, they must maintain satisfactory semester scholarship renewal reviews in order to retain their scholarships.
- 6.2.3 Some academic scholarships for graduate students are not renewable. In the case of renewable graduate scholarships, the recipients must maintain a cumulative grade point average of at least 3.0 in courses taken at Texas A&M University-Corpus Christi in order to retain their scholarships.
- 6.2.4 Certain scholarships may contain additional and specific requirements unique to those scholarships that must also be fulfilled in order for students to retain their scholarships.

7. WAIVER OF NON-RESIDENT TUITION

- 7.1 Non-residents who are awarded one or more competitive scholarships administered by the University that total \$1,000 or more may qualify for a waiver of non-resident tuition for the period of time the scholarship is in effect. For example, awards that are made for one semester will waive non-resident tuition for that semester only. However, recipients of fall and spring awards will be eligible for non-resident tuition waivers during the entire academic year as long as they maintain satisfactory progress as defined above.
- 7.2 The student must have competed with other students, including Texas residents, for the academic scholarship. The University Scholarship Committee or the College of Graduate Studies must have approved the process for awarding the scholarship.
- 7.3 The total number of students paying resident tuition under this section for a particular semester may not exceed five percent of the total number of students registered at the institution for the same semester of the preceding academic year.

8. APPEAL PROCESS

Whenever a scholarship is withdrawn for failure to comply with the satisfactory progress criteria, the student may appeal the decision to withdraw the scholarship if mitigating circumstances prevented satisfactory progress. Undergraduate students receiving

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renewable scholarships may be allowed one probationary period for failure to maintain their 3.0 GPA. If the student fails to raise his/her GPA and/or if the student falls below a 3.0 again during the four year period s/he receives the scholarship, the scholarship will be permanently removed.

- 8.1 For undergraduate scholarship recipients to appeal the withdrawal of a scholarship, the student should submit a letter describing the mitigating circumstances, with any supporting documentation, to the Scholarship Coordinator. A decision on the appeal will be made by the University Scholarship Committee and the student will be informed of the decision as soon as possible, but no later than 30 days after receipt of the appeal.

- 8.2 For graduate scholarship recipients to appeal the withdrawal of a scholarship, the student should submit a letter describing the mitigating circumstances, with any supporting documentation, to the Graduate Dean. A decision on the appeal will be made by the Graduate Dean and the student will be informed of the decision as soon as possible, but no later than 30 days after receipt of the appeal.

Related Statutes, Policies, or Requirements

TAMUCC Procedure 13.03.01.C0.02 Athletic Scholarships

Contact Office

Contact for interpretation and clarification: Vice President for Institutional Advancement
(361) 825-5749