

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Institutional Scholarship Policy

**Regulation and Procedure
Number: URP: 06.100**

Policy Owner: Student Life

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") has established principles, policies, and responsibilities for the coordination of scholarship activities. The university has designed these guidelines to ensure fair treatment for all eligible students who apply for scholarship assistance, as well as the effective and compliant administration of university scholarships.

This policy guides the Strategic Enrollment Management Committee which is charged with setting guiding policies and practice that impact enrollment.

APPLICABILITY

This policy is applicable to TWU Applicants and TWU Enrolled Students.

DEFINITIONS

1. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.
2. "University" means Texas Woman's University.
3. "Scholarship Office" is the administrative area within the financial aid office which manages scholarships on behalf of TWU.
4. "Strategic Enrollment Management Committee" is charged with setting guiding policies and best practices that impact enrollment. In addition, this committee is charged with approving the amount and qualifications of students to be awarded within a given year.

REGULATION AND PROCEDURE

I. Scholarship Types and Administration

A. University scholarship providers (divisions, colleges, and academic and administrative departments) administer three categories of scholarships: university scholarships, college or division scholarships, and academic or administrative department scholarships. Account managers represent these providers by administering each scholarship account.

B. The Scholarship Office administers five types of university scholarships:

1. First-year recruitment scholarships are competitive and based on entering first-year students' high school academic performance. Selection is made and through holistic review and may include evaluation of elements including weighted core grade point average, class rank and standardized test scores.
 - a. Gifts received to support university first-year recruitment scholarships will be managed by the TWU Scholarship Office to ensure that university recruitment goals are met.
2. Undergraduate transfer recruitment scholarships are competitive awards based on transferring students' academic performance at community colleges or other universities.
 - a. Gifts received to support university transfer recruitment scholarships will be managed by the TWU Scholarship Office to ensure that university recruitment goals are met.
3. Need-based scholarships are awarded based on applicants' federal student aid data ("FAFSA") and other academic requirements. "Need" is determined by the Financial Aid Office.
4. Graduate Student recruitment scholarships are competitive and based on entering graduate students' previous academic performance, particularly in the last 60 credit hours of their undergraduate degree, and/or the recommendation of the accepting department.
5. University-wide opportunity scholarships are special endowments or managed funds by University Advancement disbursed according to criteria other than academic merit or need.

C. College or division scholarships are administered by the units that have received gifts to endow and maintain the scholarships. These awards support students enrolled in disciplines in the college or programs in the division with the exception of university-level recruitment scholarships administered by the TWU Scholarship Office. Athletic scholarships are classified as division scholarships.

- D. Academic or administrative departments administer any scholarships established specifically to support students enrolled in departmental programs or disciplines.
- E. All scholarship committees support the university's strategic goal of helping as many students as possible without exceeding the cost of education. Achieving this goal will maximize recruitment, retention, and scholarship leveraging.
- F. Consequently, students can receive scholarships from various campus sources as long as awards satisfy university goals and federal or state regulations and do not exceed the cost of education.
- G. Recipients must be admitted to Texas Woman's University as a degree seeking student.
- H. Students can only receive one University first time scholarship, with the exception of private, need based, special item or endowed scholarships. These awards are able to be stacked with the New Student Scholarships offered by the university.

II. Processing Scholarships

To allow for timely scholarship processing, the Scholarship Office has set the following priority dates:

- A. Entering first-year students-awarding begins in the fall semester and may continue through census date. College, departmental or division scholarships – selections will begin in the fall semester.
- B. Entering undergraduate transfer students- awarding begins in the fall semester and may continue through census date for the fall and spring term(s). College, departmental or division scholarships – selections may begin in the fall semester and may continue until after March 15th which is the published scholarship application deadline.
- C. Entering graduate student awarding may be made in the fall term which precedes enrollment for the following academic year and the awarding may continue through census date for the fall term. Awarding begins in October and continues through census date for enrollment for the spring term. College, departmental or division scholarships – selections may begin in the fall semester preceding enrollment and may continue until after March 15th which is the published scholarship application deadline.

III. Scholarship Committee Responsibilities

- A. The Scholarship Committee administers institutional scholarships; assures that the students' best interests are served in rewarding academic

performance; and, when necessary, interprets the wishes and intent of benefactors. Committee members are appointed by the Provost and the Vice President for Advancement. The membership of the committee is intended to be broad and includes representation from each college or school and includes the Graduate Dean and the Vice Provost for Undergraduate Studies. Ex officio members include the Associate Director of Financial Aid and Scholarships and the Vice President for Student Life.

B. The Scholarship Committee has three primary charges:

1. Conducting reviews and overall assessments of scholarship applications, for which Financial Aid and Scholarships has awarding responsibility to ensure that scholarships are awarded strategically for enrollment growth and consistently according to agreed-upon criteria; and;
2. Conducting reviews and overall assessments of general graduate scholarship applications and making the recommendations to Financial Aid and Scholarships to ensure that scholarships are awarded strategically for enrollment growth and consistently according to agreed-upon criteria; and
3. Serving as the final body for appeals pertaining to financial aid eligibility and athletic scholarships.

IV. Scholarship Office Responsibilities

- A. The Scholarship Office maintains Academic Works and annually trains new reviewers to use the scholarship system.
- B. The Scholarship Office assists colleges and academic departments with their recruitment and retention offer packages by identifying top-recruited students and by awarding scholarships within the system as identified by the departments.

V. Student Responsibilities

Recipients must enroll as full-time or part-time students (whichever is required for particular scholarship), during the regular fall and spring semesters.

VI. Eligibility

- A. FTIC Scholarship eligibility is limited to the completion of a regular four-year undergraduate course of study. Scholarship funds are available for fall and spring semesters only. The duration of scholarship eligibility is for continuous undergraduate enrollment over 8 semesters, typically four years. Eligibility begins in the fall semester immediately following the

recipient's being awarded and may not be used during the summer term immediately following high school graduation. Undergraduate Scholarships cannot be used for graduate studies, even if there is still eligibility left on the scholarship. Undergraduate scholarships can only be used for undergraduate studies.

- B. General University Awards are granted to first-time, first-year undergraduate students only. The Scholarship award is valid only for the term offered as indicated in the award offer letter. It cannot be deferred or transferred to another term of entry without prior written permission of the Scholarship Committee. If there is a time where it proves difficult to convene the Scholarship Committee, the review will take place with the Vice President for Student Life with the Vice Provost for Undergraduate Studies and the Dean of the Graduate School.
- C. Graduate Student Scholarship eligibility is limited to students in a degree program. Students must meet the following **requirement**: enroll in at least six hours of **graduate**-level (5000 or above) courses leading to the degree for each awarded semester. The GPA required is a minimum 3.5 cumulative GPA. Graduate students must maintain a cumulative GPA of 3.5 to maintain eligibility.
- D. The University reserves the right to adjust or cancel an award at any time because of changes in a recipient's enrollment, academic status, or upon learning of any irregularities in the recipient's initial or ongoing eligibility.
- E. Students receiving a General University Award (scholarships awarded to incoming first year students) may receive only one such award. Exceptions to this limitation are students who are awarded need based aid, endowments or private scholarship funds.
- F. Students may not use general scholarships during the summer unless approved by the Scholarship Committee. If there is a time where it proves difficult to convene the Scholarship Committee, the review will take place with the Vice President for Student Life with the Vice Provost for Undergraduate Studies and the Dean of the Graduate School.

VII. Retention

- A. General University scholarships are continued for recipients who maintain the required criteria for renewal each year.
- B. Recipients' GPA's are checked annually following the spring semester. Students who fall below the required GPA will not be renewed.
- C. Recipients who have a pending grade change or incomplete grade that once finalized would result in meeting renewal requirements will be considered for renewal after the changes are made to the students student

account and are reflected in Colleague. If this changes the GPA, and the student meets the criteria for renewal, they will be renewed, if applicable, on or before census date. If the student does not meet the criteria for renewal, (the New Student Scholarship) the scholarship will be removed permanently. If the student is at risk of losing their scholarship, they must provide documentation to the Office of Student Financial Aid and Scholarships before the beginning of the subsequent fall semester or risk losing their scholarship. Documentation must include a letter from the instructor, the academic advisor, or the dean in addition to a letter from the student explaining the circumstances. The grade change or incomplete grade must be updated by the university registrar by the end of the fall semester to satisfy retention responsibilities.

- D. Recipients who do not attain the required GPA will have their scholarship terminated. Appeals regarding scholarship termination are considered on a limited basis for certain extenuating circumstances. Appeals are reviewed by the Scholarship Committee. The Scholarship Committee makes recommendations to the Vice President for Student Life. If there is a time where it proves difficult to convene the Scholarship Committee, the review will take place with the Vice President for Student Life with the Vice Provost for Undergraduate Studies and the Dean of the Graduate School. Appeals must include circumstances that caused the GPA to fall, and an action plan on how this will be corrected.

VIII. Financial

- A. Scholarship awards will be available during the registration and fee payment process at the beginning of the semester. The annual award amount will be divided equally between the fall and spring terms. There may be limited exceptions for Endowed Scholarships. Those endowed programs may be awarded in the final semester the student is enrolled before graduation.
- B. Non-resident recipients receiving at least a \$1000 competitive scholarship may be entitled to pay reduced tuition at the Texas resident rate. If a scholarship is awarded in Fall term, and is split $\frac{1}{2}$ Fall term and $\frac{1}{2}$ Spring term, the recipient will receive reduced tuition for the Fall, Spring and following Summer term. The scholarship will only be awarded in Fall and Spring terms. As long as the recipient maintains the criteria to have the scholarship renewed, they will retain the reduced tuition for the term of scholarship. The value of the tuition reduction is not reimbursable to the student under any circumstance. Non-resident recipients receiving at least a \$1000 competitive scholarship in the Spring term may be entitled to pay reduced tuition at the Texas resident rate. If a scholarship is awarded in the Spring term, the reduced tuition rate will be for the Spring term ONLY the first year of the scholarship. If scholarship is renewed for the Fall term with the funds split $\frac{1}{2}$ in Fall and $\frac{1}{2}$ in Spring, the reduced tuition rate will begin in the Fall term and include the Spring term and the following Summer term,

as long as the recipient maintains eligibility for the scholarship. The value of the tuition reduction is not reimbursable to the student under any circumstance.

- C. The combined value of all General University Awards received by an individual may not exceed the official, resident, on-campus cost of attendance budget. This budget is determined annually by the Office of Financial Aid.
- D. Any refund generated for a General University Award recipient who withdraws (before census date) from the university will be returned to the account from which the award originated.
- E. Scholarship funds received in excess of required tuition and fees may be considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the scholarship recipient to monitor the tax implications of their scholarship award. The university does not provide scholarship recipients with an IRS Form 1099. An IRS 1098T with the appropriate information will be provided by the university Bursar's Office. Students who have not furnished a SSN or TAX ID number at the point of matriculation will be required to do so in order to comply with Federal reporting requirements.

IX. Departmental Scholarships

- A. Departmental Scholarships are awarded by various academic and administrative units throughout the University. Recipient selection will be made at the discretion of the awarding unit and in accordance with guidelines that may have been specified by the donor of the specific fund.
 - 1. Recipients may include incoming freshmen, currently enrolled students, transfer students, graduate students, and international students.
 - 2. Recipients should be admitted or currently enrolled in a degree seeking program of study and in good standing.
 - 3. While they may be renewed, these scholarship awards are made annually.
 - 4. Financial need is not a criterion for selection except as designated by the donor of a specific fund.
 - 5. GPA requirements are set by the department.
- B. Departmental scholarships and fellowships are also awarded to incoming and continuing graduate and professional students according to the terms

of the scholarship fund agreement from which the award is being made and in accordance with the policies and procedures of the awarding unit.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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