

## STANDARD ADMINISTRATIVE PROCEDURE

### 13.03.99.M0.04 Scholarships and Awards Program Coordination

*Approved January 17, 2002*

*Revised April 3, 2008*

*Revised November 28, 2012*

*Revised September 30, 2013*

*Revised February 4, 2015*

*Revised February 20, 2018*

*Revised June 12, 2018*

*Next scheduled review: June 12, 2023*

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#### SAP Statement

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This procedure outlines the oversight responsibilities of Scholarships & Financial Aid (SFA) and the University Scholarship Committee (USC), and standards that should be followed related to scholarship administration including selection/awarding processes across Texas A&M University.

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#### Official Procedure/ Responsibilities/ Process

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#### 1. RESPONSIBILITIES

- 1.1 The Office of Scholarships & Financial Aid (SFA) is responsible for the centralized coordination, administration, general oversight, and monitoring of university scholarship awarding. Oversight shall be provided to university scholarship awarding units in relation to general scholarship administration to include policies and procedures, selection and awarding, and recipient eligibility for competitive scholarship waivers. Scholarships & Financial Aid may initiate and perform reviews of university rules, SAPs and all other procedures pertaining to student scholarships.

Scholarships & Financial Aid coordinates overall scholarship administration for the University on behalf of the USC, including cooperation with designated offices at other locations. SFA works closely and cooperatively with the branch campuses, academic colleges and departments, other scholarship awarding units

and related entities. SFA prepares and distributes scholarship information and provides strategic direction and counsel to all scholarship awarding units on campus. SFA provides monitoring of general requirements and shares best practices for scholarship administration. One to two members of the USC may serve as reviewers of scholarship practices to assist SFA with monitoring scholarship awarding procedures of campus units.

The Assistant Vice President of SFA and Director of Scholarships will provide guidance on University, System, state and federal compliance and requirements to all scholarship awarding units at Texas A&M University, including branch campuses, colleges and departments.

## 1.2 University Scholarship Committees

1.2.1 The University Scholarship Committee (USC) is designated through the Faculty Senate as the executive agency of the University in matters related to student scholarships and awards. The committee functions to encourage, develop, and evaluate TAMU scholarship programs.

The USC shall consist of Ex Officio members representing the Executive Vice President and Provost, Admissions, Scholarships & Financial Aid, LAUNCH, International Student Services, Graduate and Professional Studies, the Corps of Cadets, Athletics, the Association of Former Students, and the Texas A&M Foundation. USC representatives include staff or faculty from colleges across campus, a representative from the Office of the Vice President for Student Affairs, a member of the Faculty Senate and two students. The Assistant Vice President for Scholarships & Financial Aid is designated as the secretary of the USC.

The USC may initiate and perform reviews of university rules, SAPs and all other procedures pertaining to student scholarships. The membership structure of the Committee including designated representatives from each college and key university administrators are determined by the Faculty Senate. All Committee members are designated as voting members. The Committee, through its chair, communicates policy and procedural matters associated with the review of scholarship applications. SFA provides general scholarship recommendations, researches and offers support for best practices and seeks approval for changes in policies and procedures for campus scholarship administration through this committee.

The USC also hears appeals of students whose athletic grants in aid are not renewed. In addition, the committee monitors the administration of student Non-Resident Tuition Waivers for Competitive Scholarship recipients.

1.2.2 The USC recognizes the Galveston Scholarship and Awards Committee

as the designated executive agency of the Galveston campus in matters related to scholarships and awards.

1.2.3 The USC recognizes the Texas A&M University Health Science Center (HSC) Scholarship Committee as the designated executive agency in matters related to scholarships and awards at HSC colleges and schools.

1.3 Scholarship Awarding Units provide scholarships, fellowships, grants or awards to TAMU students.

1.3.1 Responsibilities include:

- Centralized departmental record keeping for each scholarship awarding unit. A central document repository must be maintained and may be referenced in the event of a dispute. Annual records must include:
  1. Documented criteria for awarding scholarships
  2. Documented procedures of scholarship recipient evaluation and selection
  3. Documented communication of the scholarship selection committees' composition and purpose/charge, if applicable
  4. Scholarship applications accepted and considered, including documentation to support the awarding of competitive scholarship awards that may qualify a recipient for a non-resident tuition waiver
- Compliance for records retention according to the State of Texas Record Retention Schedule.
  - Scholarship applications are to be maintained for one year beyond the date of award (AC+1, where AC= Date of award)
- Periodic review of security settings and protocols for handling student and applicant information.
- Avoidance of conflict of interest or potential bias of selection committee members prior to selecting recipients through formal discussions or other methods. Committee members should recuse themselves in such situations.
- Upholding Texas Administrative Code Chapter 22, subchapter R Rule 22.404 Prohibited Scholarships: A person is not eligible to receive a scholarship originating from and administered by an institution of higher education or university system if the person is related to a current member of the governing board of the institution or system. Exceptions - the scholarship is awarded exclusively on the basis of prior academic merit, the scholarship is an athletic scholarship or the relationship of the board member is not within the third degree by consanguinity or the second degree by affinity. Scholarship applications must include a question regarding governing board relations to comply with this requirement.

- Reviewing and updating, on at least an annual basis, the contact information listed on Scholarships & Financial Aid website.  
<https://sfaid.tamu.edu/ScholarshipsContact/WebPages/ScholarshipsContact/ViewContactInfo.aspx>
- Reconciling each scholarship account monthly.
- Preferred utilization of centralized, online applications such as the ApplyTexas and Coalition applications for freshmen and transfer students and the University Scholarship Application for enrolled students.
- Timely award notification and award posting to student accounts to maximize the recruitment value of scholarship dollars as well as reduce need to adjust financial aid packages.
- Reviewing eligibility for scholarship renewal each semester.
- Offering and communicating an appeal process for recipients who lose scholarship eligibility.

### 1.3.2 Awarding process

Scholarship awards should be posted to student accounts by July 1 for the fall semester, December 1 for the spring semester, and May 15 for summer in order to ensure student eligibility and timely adjustment to a student's aid package if warranted.

Scholarship awards are subject to review and approval by the designated financial aid office. In the event that a student's total scholarship/fellowship and/or financial aid exceeds the cost of attendance (as defined by Scholarships & Financial Aid) for a particular academic year, the financial aid package may be adjusted in order to remain in compliance with institutional, state, and federal program eligibility.

Scholarship awarding units are responsible for award notification to each recipient at appropriate times in order to assist in recruiting and retention.

### 1.4 Scholarship Awarding Units include:

Scholarships & Financial Aid  
 Office of Graduate and Professional Studies  
 Office of the Commandant-Corps of Cadets  
 Athletics (grant-in-aid)  
 Colleges and Schools  
 Academic Departments  
 Other awarding units may be approved by the USC.

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## **Related Statutes, Policies, or Requirements**

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Supplements [System Policy 13.03](#)

Scholarship Administrator's Resource Guide  
<https://scholarships.tamu.edu/Staff-Resources>

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## **Contact Office**

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Scholarships & Financial Aid  
979-845-3982

TAMUG  
409-740-4500