Operating Policy and Procedure

SON OP: 10.055 Scholarship Policy

PURPOSE: The purpose of this policy is to provide guidelines for the scholarship process for the TTUHSC School of Nursing (SON). Through the effective use of these guidelines, the numbers of students receiving awards will be maximized.

REVIEW: All policies and publications in the Administrative Handbook are reviewed on a staggered even or odd year biennial review cycle. The Policy and Publications Oversight policy shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Recommendations are forwarded for final approval by the Dean.

1.0 Policy Statement
These policy guidelines and procedures establish principles, policies, and responsibilities for the coordination of scholarship activities within the TTUHSC SON.

2.0 Procedure

1. The SON Scholarship Coordinator runs a Cognos report of all scholarship amounts at the end of each application cycle to be expended during the upcoming semester.

2. The amount of scholarship monies identified is divided by scholarship criteria for donor scholarships. For need-based scholarships (i.e. Undergraduate Resident, Graduate Resident, and Non-Resident) the amount is divided by number of scholarship applicants for the semester with financial need based upon data from FAFSA.

3. Timeframes in which scholarship applications are accepted are as follows:

<table>
<thead>
<tr>
<th>School Semester</th>
<th>Application Open</th>
<th>Application Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1st</td>
<td>July 31st</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1st</td>
<td>November 30th</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1st</td>
<td>April 30th</td>
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</tbody>
</table>

4. Each student received information regarding the annual scholarship process via virtual orientation for incoming students. Information is also disseminated via emails from the SON Scholarship Coordinator to incoming and currently enrolled students. Information is available on the TTUHSC SON web site located at http://www.ttuhsc.edu/son/scholarships/.

5. The Scholarship Committee is composed of all program Associate Deans/Department Chairs and is chaired by the Associate Academic Dean for Student Affairs and Education Support Services. The SON offers many scholarships to undergraduate and graduate students every year. Each scholarship has a list of criteria for the award as put forth by the donor(s). The Scholarship Committee selects the recipients for each scholarship based on the criteria.

6. After the selections have been made by the scholarship committee, the recipient list is delivered to the SON Scholarship Office. This report reflects the name of the scholarship, the name of the recipient, and the amount of the award along with the application.

7. All documentation is maintained in the School of Nursing Scholarship Office. Applications submitted in the previous application system are archived within that system and go back to 2008. Applications submitted in the current scholarship application are stored in Xtender.
8. Upon receipt of information of scholarship selections, the Scholarship Office will generate an email letter for the recipient. The award notification includes instructions on submitting a thank you letter to the Scholarship Committee. Donor scholarships also require the recipient to complete an online acknowledgement form through TTUHSC Institutional Advancement. Students have two weeks to complete the requirements.

9. If a student does not send a thank you letter within two weeks an email reminder is sent to the student notifying them that their thank you letter has not been received. If, after an additional two weeks, the recipient does not complete the requirements, the scholarship will not be awarded. Per the TTUHSC Office of the President, funding will not be released until the stipulations are met.

10. Upon completion of the requirements, the SON Scholarship Coordinator will credit the award to the student’s account balance. If the student has a zero ($0) balance, the TTUHSC Student Business Services office will issue the student a refund.

11. During the year, additional monies or unexpected scholarships may be received. When this occurs, the appropriate Department Chair is notified as to the amount available for allocation.

12. A spreadsheet is maintained during the year of all scholarship distributions. The spreadsheet is forwarded to Assistant Dean for Education Support and Student Affairs each year.