Admissions, Enrollment Management and Student Affairs
Operating Policy and Procedure

SON OP: 60.120 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: The policy shall be reviewed by the Associate Dean of Student Affairs by October 1st of each even numbered years (ENY), with recommendations forward to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean of the School of Nursing, or odd year biennial review cycle. The Policy and Publications Oversight policy

1.0 Policy Statement
These policy guidelines and procedures establish principles, policies, and responsibilities for the coordination of scholarship activities within the TTUHSC SON. TTUHSC Scholarship Committee is composed of all programmatic Associate Deans/Department Chairs and the Associate Dean of Student Affairs and Enrollment Management, The committee is chaired by the Associate Dean for Student Affairs and Enrollment Management. Notification is required to the Office of the Provost on the makeup of the committee.

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.

2.0 Procedure

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(s) to incoming and currently enrolled students. Information is available on the TTUHSC SON web site located at http://www.ttuhsc.edu/son/scholarships/.

Each semester the SON Scholarship Coordinator identifies the amount of scholarship dollars available for award. This report is generated using the current institutional reporting system for financial reviews.

NEED BASED SCHOLARSHIPS

Need based scholarship fall into the following categories:

- Undergraduate Resident – need based for undergraduate students who are classified as Texas Residents.
- Graduate Resident – need based for graduate students who are classified as Texas Residents.
- Non-Resident – need based for undergraduate and graduate students who are classified as not a Texas resident.
The amount of available dollars for need based scholarship is divided by the number of scholarship applicants for the semester with financial need based upon data from FAFSA. To be eligible for need based scholarships, a student must be in good academic standing with the institution.

**DONOR SCHOLARSHIPS**

These scholarships are made possible by the generosity of various individuals, clubs, organizations, industries and foundations. Scholarship recipients are chosen based on the specific criteria established for each scholarship by the donors. Financial need as well as academic record may come into consideration. The amount of scholarship monies identified during each cycle is provided to the Scholarship Committee for distribution to those who apply and meet the criteria as put forth by the donor.

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>
</tr>
</tbody>
</table>

1. Upon processing of all applications, reports reflecting data on the applicants and available funds are forwarded to each Associate Dean and Department Chair for consideration. Within each program, the Associate Dean and Department Chair appoints sub-committee members to evaluate all applications for award. These sub-committee appointments are for a period of one year. All recommendations for award are reviewed and approved by the Associate Dean and Department Chair prior to presentation to the TTUHSC SON Scholarship Committee.

2. After review and approval of all scholarships to be awarded by the SON Scholarship Committee, the full 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.

3. All documentation is maintained in the School of Nursing Scholarship Office. All applications submitted are archived in the current TTUHSC electronic filing system.

4. 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.

5. 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.

6. 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.

7. During the year, additional monies or unexpected scholarships may be received. When this occurs, the appropriate Associate Dean and Department Chair is notified as to the amount available for allocation in the upcoming semester.

8. 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.
EMERGENCY SCHOLARSHIPS

Emergency Scholarship dollars may be available to provide assistance to students who are confronted with an unforeseen personal crisis that has caused them to become unable to meet their college financial obligations.

All students applying for these emergency scholarship funds must meet the following general eligibility criteria:

- Student must be currently enrolled full-time
- Student must have a GPA of 2.5 or higher and in good academic standing
- Student can apply by submitting a Letter of Need to the SON Scholarship Office. Guidelines for the Letter of Need may be requested in advance from the Scholarship Coordinator.

Students seeking Emergency Scholarship funds must fall into one of the following categories and must provide the following supporting documentation before awards can be granted:

- Death of a Legal Guardian/Spouse/Partner/Child – The applicant must provide proof of the demise by submitting a copy of the death certificate, obituary or note from the hospital or Funeral Director.
- Natural Disaster – The applicant must provide documentation to support claim.
- Fire – The applicant must provide the police/firehouse report and/or insurance report.
- Theft – The applicant must provide documentation to support claim.
- Other emergency situation which meet the intent as stated above. Each situation would be determined on a case by case basis with supporting documentation provided to the Programmatic Associate Dean/Department Chair.

This award is a one-time award unless a student has an emergency situation (as explained above) more than once. All funding is contingent upon the availability of funds.

The inability to pay for tuition in the absence of an emergency does not qualify for emergency funding.

Conflict of Interest Statement
In making scholarship awards, the SON Scholarship Committee should avoid any conflicts of interest. These conflicts include selecting recipients based on their relationship to the donor, SON administrators and faculty, and members of the SON Scholarship Committee. It is imperative that the members of the SON Scholarship Committee take great care in avoiding even the appearance of a conflict of interest.

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