13.03.99.C0.01 Donor-Funded Scholarships

Revised: November 11, 2024
Next Scheduled Review: November 11, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) provides endowed and annual donor-funded scholarships designed to encourage and assist students in pursuing academic excellence and leadership roles. This procedure provides guidelines for the oversight, establishment, and awarding of donor-funded scholarships. Scholarships using university funds are covered in university procedure *13.03.99.C0.03, Institutional Scholarships*.

Definitions

Endowed Scholarship – An endowed scholarship is funded from a portion of the income earned from a permanent investment fund established by a donor(s). These funds can be invested with the Texas A&M University System Endowment Fund or the Texas A&M-Corpus Christi Foundation. The endowed scholarships from these funds are awarded to students at TAMU-CC.

Annual Scholarship – An annual scholarship is a current use fund that is created to award to students at TAMU-CC. Different from an endowed scholarship, funds are not invested, and instead are awarded entirely to students in the award year designated by the donor.

Procedure

1. OVERSIGHT OF DONOR-FUNDED SCHOLARSHIPS

1.1. Institutional Advancement is responsible for the maintenance of a donor database which contains scholarship agreements, fund values, and a history of interactions with donors. Scholarship Services is responsible for creating and maintaining a file containing scholarship information, awarding criteria, and a list of scholarship awards for each academic year.

1.2. Institutional Advancement is responsible for formally acknowledging gifts designated for endowed and annual scholarships and for providing

endowment reports and scholarship recipients to endowed scholarship contacts annually. Scholarship Services will provide Institutional Advancement with a list of all students awarded a donor-funded scholarship on a term-by-term basis.

1.3. Questions about setting up an endowed or annual scholarship should be directed to Institutional Advancement; inquiries about the administration of endowed scholarships should be directed to Scholarship Services.

2. ESTABLISHMENT OF DONOR-FUNDED SCHOLARSHIPS

2.1. All contributions for endowed and annual donor-funded scholarships, including those accepted by academic units (e.g., college, school, library) and departments, will be processed through Institutional Advancement. The Senior Vice President of Institutional Advancement will ensure the federal and state law, System policies/regulations, and TAMU-CC rules/procedures related to donor-funded scholarships are followed.

2.2. Those wishing to establish scholarships will be directed to Institutional Advancement. Institutional Advancement is responsible for preparing a mutually agreed upon scholarship agreement between TAMU-CC and the donor or the Texas A&M-Corpus Christi Foundation and the donor, dependent on which investment vehicle the donor has selected. A copy of the executed agreement will be forwarded to Scholarship Services. The Office of the Comptroller assigns an account number and advises Institutional Advancement and Scholarship Services. Monies to support scholarships are received by Institutional Advancement.

2.3. Institutional Advancement is responsible for working with donors to establish criteria for awarding the scholarship based on the donor's intentions and in accordance with all federal, state, and local requirements and will outline the donor's preferred awarding criteria in a draft scholarship agreement with the donor. The draft scholarship agreement will be circulated to Scholarship Services and other university administration for review and approval prior to being finalized with the donor to ensure it is awardable and appropriate. In the instance that donor-established awarding criteria are not available or provided by the donor, the scholarship will be awarded to student(s) who meet the following criteria: (1) is attending TAMU-CC as a part-time or full-time student, (2) is enrolled as an undergraduate or graduate student, and (3) has a minimum GPA of 2.5.

3. ELIGIBILITY REQUIREMENTS

Scholarships Services provides information regarding the eligibility requirements for donor-funded scholarships.

4. GUIDELINES FOR AWARDING DONOR-FUNDED SCHOLARSHIPS

When scholarships are awarded, information will be communicated to Scholarship Services within two (2) weeks of the award decision by the Scholarship Review Panel or the Texas A&M-Corpus Christi Foundation Scholarship and Awards Committee.

Scholarship Services reports any academic scholarship awarded to a student-athlete to the assigned Athletics Department personnel on a daily basis. This information will include the name of recipient, amount of award, semester of award, name of scholarship, and other relevant information about the scholarship award.

5. SATISFACTORY PROGRESS CRITERIA

Donor-funded scholarship renewal criteria are based on each donor's scholarship agreement. If the student does not meet the minimum GPA or hours specified in the agreement for the fall semester, they will lose the scholarship for the spring semester.

6. WAIVER OF NON-RESIDENT TUITION

6.1. Non-residents who are awarded one or more competitive scholarships administered by the university that total $1,000 or more are eligible for consideration for a waiver of non-resident tuition for the academic year the scholarship is in effect. Recipients of fall and spring awards will be eligible for non-resident tuition waivers during the entire academic year if they maintain satisfactory progress as defined above. This wavier is not applicable to international scholarships.

6.2. The student must have competed with other students, including Texas residents, for the academic scholarship to be eligible for the waiver. Scholarship Services must have approved the process for awarding the scholarship.

6.3. The total number of students paying resident tuition under this section for a given semester may not exceed five percent (5%) of the total number of students registered at the institution for the same semester of the preceding academic year.

7. CANCELLATION

Endowed and annual donor-funded scholarships do not have an appeal process because awards are based on the criteria established within the gift agreements. If a student fails to meet the agreement requirements, the award will be cancelled and issued to another student. Students can contact Scholarship Services to verify the criteria for endowed and annual donor-funded scholarships.

Related Statutes, Policies, or Requirements

System Policy *13.03, Texas Public Education Grants*
University Procedure *13.03.99.C0.02, Athletic Scholarships*
University Procedure *13.03.99.C0.03, Institutional Scholarships*

This procedure supersedes:

- *13.03.01.C0.01, Academic Scholarships*
- *13.03.99.C0.01, Academic Scholarships*
- *13.03.01.C2.01, Establishing Academic Scholarships*

Contact Office

Contact for interpretation and clarification:	Director of Scholarship Services 361.825.2522