13.03.99.C0.03 Institutional Scholarships

Revised: December 16, 2024
Next Scheduled Review: December 16, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi uses university funds to offer institutional scholarships that recognize academic ability, leadership, service, or potential based upon a certain desired course of study. Scholarship awards are competitive, and selection is based upon appropriate criteria set to support the scholarship. This procedure provides guidelines for the oversight, establishment, and awarding of institutional scholarships.

Procedure

1. OVERSIGHT OF INSTITUTIONAL SCHOLARSHIPS

1.1. Scholarship Services has oversight responsibility and authority for all institutional scholarship awards given by the university. These scholarships are for freshman, incoming transfers, departmental scholarships, and graduate students. They differ from donor-funded scholarships as the funds for these scholarships come from the university.

1.2. Scholarship Services is empowered to review, evaluate, and modify all institutional scholarships that are recommended by the Division of Enrollment Management. Scholarship Services also conducts evaluations that will assist in the formulation of guidelines regarding the awarding of scholarships.

1.3. Scholarship committees may be established at the unit (e.g., college, school, institute), department, or program level, based on guidelines developed by the unit. Such committees may be charged with one or more of the following responsibilities:

(a) Developing specific criteria to be used in awarding scholarships administered by the unit that conform to the general criteria in this procedure;

(b) Awarding academic scholarships administered at the unit level;

(c) Providing reports on the scholarship activities within the unit; and/or

(d) Analyzing the success of the scholarship recipients to determine if the criteria for receiving and continuing to receive scholarships are appropriate.

1.4. The Division of Research and Innovation will review scholarships funded through external grants to ensure that the selection process conforms to relevant governmental regulations and agency guidelines.

1.5. If the scholarship matrix is revised, the Vice President for Enrollment Management will provide an amended annual outline of the scholarship matrix to the President's Cabinet for information and approval.

2. ESTABLISHMENT OF INSTITUTIONAL SCHOLARSHIPS

2.1. Monies to support these scholarships are allocated through institutional funds. Information related to the creation of an institutional scholarship should be organized by the Director of Scholarship Services in coordination with the Division of Enrollment Management. Inquiries about the administration of scholarships should be managed to the Director of Scholarship Services.

2.2. The Vice President for Enrollment Management, upon recommendation by the Director of Scholarship Services, will approve the institutional guidelines for establishment of scholarship matrices that consider parameters for scholarship category creation, issuance, and maintenance.

3. ELIGIBILITY REQUIREMENTS

3.1. Freshman Scholarships

A high school GPA of 3.0 or greater is required for consideration of most freshman institutional scholarships.

3.2. Transfer Students

The minimum qualifications to be considered for transfer institutional scholarships are at least a 3.0 cumulative transfer GPA with 24 transferable hours from an accredited institution. Transfer students possessing more than 90 earned hours will be considered for awards but will only be eligible to receive their award for two (2) semesters.

3.3. Other Undergraduate Scholarships

Scholarships for service, performance, or association with certain academic majors have their own unique criteria. Scholarship Services will publish eligibility requirements for new and continuing student awards. Generally,

students must be in good standing with the university and meet the prescribed parameters.

3.4. Graduate Students

New or entering graduate students must be admitted to the university in a degree-seeking graduate program and meet the eligibility requirements established for the scholarship fund.

4. GUIDELINES FOR AWARDING AND RENEWING INSTITUTIONAL SCHOLARSHIPS

4.1. Decisions to award scholarships are based on factors such as the scholastic eligibility requirements, service, leadership, and the academic major. Scholarship Services will monitor the progress of students who have been awarded scholarship(s) and determine their eligibility for continuation of their scholarship(s) based upon award parameters.

4.2. All students receiving institutional scholarships must be registered as full-time students.

4.3. Students receiving incoming freshmen, transfer, or international institutional scholarships must complete no less than 24 credit hours (undergraduate) or 18 credit hours (graduate) each academic year. In addition, the students must be continuously enrolled in classes and meet the prescribed cumulative academic grade point average (GPA) prescribed for each award.

4.4. Generally, only full-time students are awarded institutional scholarships. Exemptions to minimum enrollment levels must be approved by Scholarship Services.

4.5. Scholarships for all types of students are generally awarded on an annual basis unless funds are available for mid-year awards.

4.6. Some institutional scholarships may be renewed if the recipient continues to meet the prescribed maintenance criteria for each award.

4.7. For awarding and maintaining scholarships, the academic year consists of the fall and spring semesters. The first and second summer sessions are awarded at the discretion of Scholarship Services if funds are available.

5. SCHOLARSHIP AWARDING PROCESS

5.1. The selection of scholarship recipients and the awarding of scholarships is based upon certain academic, service, or performance-based criteria set out in the scholarship matrix.

5.2. All students who apply for institutional academic scholarships must have applied to the university and been admitted prior to the appropriate priority deadline date: October 1 (freshmen), March 1 (transfer), or June 7 (Graduate). The deadline for institutional scholarships will be set by Enrollment Management. Notifications of scholarship awards are made by Scholarship Services on a rolling basis after the priority date and will continue as funds are available.

5.3. Scholarship Services is responsible for issuing awards and posting student funds on appropriate university enterprise systems. Students awarded scholarships for the fall semester will be encouraged to provide an acceptance decision within thirty (30) days but no later than the date specified in the award notification. Students receiving scholarship offers for the spring semester will be encouraged to provide an acceptance decision within thirty (30) days and prior to January 10th. Students that do not accept their awards prior to the appropriate deadline will have their awards withdrawn.

5.4. Disbursement of funds is based upon appropriate criteria for each award.

5.5. Scholarship Services reports any institutional scholarship awarded to a student-athlete to the Athletics Department.

6. SATISFACTORY PROGRESS CRITERIA

6.1. To qualify for renewal of their scholarships, students must make satisfactory academic progress.

6.2. All freshman, transfer, and graduate students receiving institutional scholarships must meet academic progress and maintenance requirements associated with each award. In addition, they may be required to maintain a current FAFSA application (with all necessary supporting documents provided) each year depending on the type of award. International students are exempt from filing the FAFSA as they are not eligible for federal financial aid consideration.

6.3. During their first semester, recipients of incoming freshman awards must maintain a cumulative GPA of at least a 2.75 to retain their scholarship. By the end of their first and subsequent years, they must maintain a 3.0 GPA.

7. WAIVER OF NON-RESIDENT TUITION

7.1. Non-residents who are awarded one or more eligible competitive scholarship administered by the university that total $1,000 or more may be considered for a waiver of non-resident tuition for the academic year the scholarship is in effect. Scholarships eligible for this waiver will be noted as such in the award

letter. 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 student scholarships as they are not competitive.

7.2. 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.

7.3. 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.

8. CANCELLATION, REDUCTION, AND APPEALS

8.1. Scholarship Services will notify scholarship recipients electronically of any reduction or cancellation of an institutional scholarship award, as well as the opportunity and guidelines for appeal.

8.2. A student who wishes to appeal any decision related to their institutional scholarship award must do so in writing to the Director of Scholarship Services within 14 days of receipt of the award cancellation notice. An appeal form will be provided with the notice of cancellation.

8.3. A hearing on the appeal will be conducted by Scholarship Services in conjunction with the Scholarship Review Panel.

8.4. Scholarship Services will schedule a hearing before the Scholarship Review Panel to review statements and documentation submitted by the student during the appeal hearing in order to render a decision. No in-person appeals are allowed. The student will be notified of the panel's decision within three (3) days of the hearing.

8.5. If the student wishes to appeal of the final decision, they may request an administrative review and appeal decision from the Vice President for Enrollment Management within seven (7) days of the panel's decision. If the Vice President for Enrollment Management requires additional information relative to the appeal, they may request additional information from the student prior to rendering a decision. An in-person appeal is not required. The decision of the Vice President for Enrollment Management is final.

Related Statutes, Policies, or Requirements

System Policy *13.03, Texas Public Education Grants*
University Procedure *13.03.99.C0.01, Donor-Funded Scholarships*
University Procedure *13.03.99.C0.02, Athletic Scholarships*

Contact Office

Contact for interpretation and clarification:	Director of Scholarship Services 361.825.2522