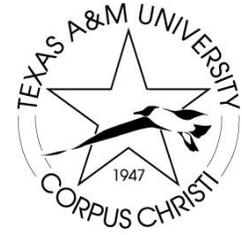


13.03.99.C0.03 Institutional Scholarships

Approved: April 27, 2020
Next Scheduled Review: April 27, 2025



Procedure Summary

Texas A&M University-Corpus Christi offers 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. This procedure should be read in conjunction with university procedure *13.03.99.C0.01, Academic Scholarships*.

Procedure

1. OVERSIGHT OF INSTITUTIONAL SCHOLARSHIPS
 - 1.1. The Office of Scholarships has oversight responsibility and authority for all institutional scholarship awards given by the university.
 - 1.2. The Office of Scholarships has three (3) roles related to institutional scholarships: developing guidelines, managing the awarding process, and monitoring.
 - 1.3. The Office of Scholarships is empowered to review, evaluate, and modify all institutional scholarships that are recommended by the Division of Enrollment Management and/or the Institutional Scholarship Committee. Associated with its scholarship oversight responsibility, the staff in the Office of Scholarships is empowered to conduct evaluations that will assist in the formulation of guidelines regarding the awarding of scholarships.
2. ESTABLISHMENT OF INSTITUTIONAL SCHOLARSHIPS & MATRICES
 - 2.1. Monies to support scholarships are allocated through institutional or endowment funds. Information related to the creation of a scholarship should be organized by the Director of Scholarships in coordination with the Division of Enrollment Management and the Division of Institutional Advancement; inquiries about the administration of scholarships should be managed to the Director of Scholarships.
 - 2.2. The Vice President for Enrollment Management, upon recommendation by the Director of Scholarships, shall initially approve the institutional guidelines for

establishment of scholarship matrices that consider parameters for scholarship category creation, issuance, and maintenance.

- 2.3. The Vice President for Enrollment Management shall provide an annual outline of the scholarship matrix to the Institutional Scholarship Committee and the President's Cabinet for information and concurrent approval.

3. SCHOLARSHIP AWARDING PROCESS

- 3.1. The selection of scholarship recipients and the awarding of scholarships shall be based upon certain academic, service, or performance-based criteria set out in the scholarship matrix.
- 3.2. All students who apply for institutional academic scholarships must have applied to the university and been admitted prior to the appropriate priority deadline date: to the December 1 (freshmen), March 1 (transfer), or June 7 (Graduate). Students who are awarded scholarships must have been admitted to the university before funds may be disbursed. Notifications of scholarship awards are made by the Office of Scholarships on a rolling basis after the priority date and will continue as funds are available.
- 3.3. The staff in the Office of Scholarships 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 and prior to the May 1st national commitment deadline. 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.
- 3.4. Disbursement of funds shall be based upon appropriate criteria for each award.

4. CRITERIA FOR AWARDING AND RENEWING SCHOLARSHIPS

- 4.1. Decisions to award scholarships are based on factors such as the scholastic eligibility requirements, service, leadership, or the academic major. The Office of Scholarships shall monitor the progress of students who have been awarded scholarships and determine their eligibility for continuation of their scholarships 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 30 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. Students not meeting the hour or GPA requirement for their first yearly review or those who had intervening factors may appeal based upon acceptable circumstances. Appeals shall be collected by the Office of Scholarships and considered by the Institutional Scholarship Committee. A final review and/or appeal may be made to the Vice President for Enrollment Management.

5. ELIGIBILITY REQUIREMENTS

5.1. Freshman Scholarships

Minimum qualifications to be considered for a freshman institutional scholarship are at least a 21 ACT/1100 SAT score and a 3.0 GPA for initial consideration.

5.2. Transfer Students

Minimum qualifications to be considered for transfer institutional scholarships are at least a 3.0 cumulative transfer GPA with 30 transferrable 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.

5.3. Other Undergraduate Scholarships

Service, performance, or scholarships associated with certain academic majors have their own unique criteria. The Office of Scholarships shall publish eligibility requirements for new and continuing student awards. Generally, students must be in good standing with the university and meet the prescribed parameters.

5.4. Graduate Students

5.4.1. New or entering graduate students must be admitted to the university in a degree-seeking graduate program.

5.4.2. Graduate scholarship candidates must meet eligibility requirements established for each scholarship fund.

6. ENROLLMENT STATUS AND TIMEFRAME CONSIDERATIONS

- 6.1. Generally, only full-time students are awarded institutional scholarships. Exemptions to minimum enrollment levels must be approved by the Office of Scholarships.

- 6.2. Scholarships for all types of students are generally awarded on an annual basis unless funds are available for mid-year awards.
- 6.3. Institutional Scholarships may be renewed if the recipient continues to meet the prescribed maintenance criteria for each award.
- 6.4. 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 the Office of Scholarships if funds are available.

7. SATISFACTORY PROGRESS CRITERIA

- 7.1. To qualify for renewal of their scholarships, students must make satisfactory academic progress.
- 7.2. All freshman, transfer, and graduate students receiving institutional scholarships must meet academic progress and maintenance requirements associated with each award. In addition, they must maintain a current FAFSA application (with all necessary supporting documents provided) each year. International students are exempt from filing the FAFSA as they are not eligible for federal financial aid consideration.

8. CANCELLATION, REDUCTION, AND THE APPEAL PROCESS

- 8.1. The Office of Scholarships shall notify scholarship recipients in writing and 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 Scholarships 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 the Office of Scholarships in conjunction with the Institutional Scholarship Committee.
- 8.4. The Director of Scholarships will schedule a hearing before the Institutional Scholarship Committee 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 committee's decision within three (3) days of the hearing.
- 8.5. If the student wishes to request an appeal of the final decision, they may request a review and administrative appeal decision from the Vice President for Enrollment Management within seven (7) days of the committee 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 considered a final administrative appeal.

Related Statutes, Policies or Requirements

System Policy [13.03, Texas Public Education Grants](#)

University Procedure [13.03.99.C0.01, Academic Scholarships](#)

University Procedure [13.03.99.C0.02, Athletic Scholarships](#)

Contact Office

Contact for interpretation and clarification: Director of Scholarships
(361) 825-2522