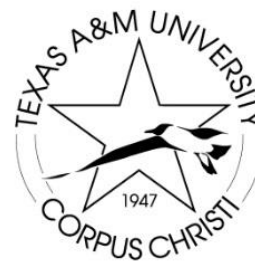


## 13.03.99.C0.01 Academic Scholarships

Revised: November 25, 2019

Next Scheduled Review: November 25, 2024

[Revision History](#)



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### Procedure Summary

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Texas A&M University-Corpus Christi (TAMU-CC) provides academic scholarships designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. This procedure provides guidelines for the oversight, establishment, and awarding of academic scholarships.

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### Procedure

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#### 1. OVERSIGHT OF ACADEMIC SCHOLARSHIPS

Academic scholarships may be awarded on the university level or on the college, department, or program level. Oversight of these scholarships is handled by committees, divisions, and departments at TAMU-CC.

##### 1.1. University Scholarship Committee

The University Scholarship Committee is charged with the following responsibilities:

- (a) Overseeing the process for the awarding of academic and fine arts scholarships at the university, college, department, or program level;
- (b) Developing and implementing guidelines regarding the awarding of scholarships;
- (c) Conducting evaluations to facilitate the development of award guidelines;
- (d) Reviewing and evaluating academic and fine arts scholarships that are administered by the university and, if necessary, modifying them;
- (e) Selecting the recipients of certain university-level academic scholarships; and
- (f) Hearing appeals concerning the withdrawal of scholarships.

1.2. The University Scholarship Committee consists of faculty representatives from each academic college, as well as representatives of various administrative units. Information on the process and criteria for selecting the committee membership and its chair may be found on the university's Committees and Councils website.

1.3. Other Scholarship Committees

Scholarship committees may be established at the college, department, or program level, based on guidelines developed by the college or 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 college or unit that conform to the general criteria in this procedure and to other criteria developed by the University Scholarship Committee or College of Graduate Studies;
- (b) Awarding academic scholarships administered on the college or unit level;
- (c) Providing reports on the academic scholarship activities within the college or unit; and/or
- (d) Analyzing the success of the scholarship recipients to determine if the criteria for receiving and continuing scholarships are appropriate.

1.4. Oversight of Grant-Funded Scholarships

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.

2. ESTABLISHMENT OF ACADEMIC SCHOLARSHIPS

2.1. Donor-Funded Academic Scholarships

2.1.1. All contributions for the establishment of donor-funded academic scholarships, including those accepted by colleges and departments, will be processed through Institutional Advancement. The Assistant Vice President of Development will ensure that the full reporting and approval processes for the acceptance of private gifts from all sources, including individuals, foundations, and corporations, are followed.

2.1.2. Those wishing to establish scholarships are directed to Institutional Advancement. Institutional Advancement is responsible for establishing an agreement between the university and the donor. A copy of this agreement will be forwarded to the Scholarships Office. The Office of the Comptroller

assigns an account number and advises Institutional Advancement and the Scholarships Office. Monies to support scholarships are received in Institutional Advancement.

- 2.1.3. Institutional Advancement is responsible for working with donors to establish criteria for awarding the scholarship based on the donor's intentions 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 the Scholarships Office and the appropriate college dean and/or the director of the Harte Research Institute 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, then the scholarship shall 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.
- 2.1.4. The responsibility for formally acknowledging all donors' scholarship contributions and for reporting a list of scholarship recipients to the donors resides with Institutional Advancement. The Scholarships Office will aid in the identification process.
- 2.1.5. Institutional Advancement is responsible for the creation and maintenance of a master file on all scholarships. The file will contain all details associated with each scholarship including its agreements, monetary value, provisions, awarding history, and history of interactions with donors. The Scholarships Office is responsible for creating and maintaining a file containing a list of scholarship awards for each academic year.
- 2.1.6. Gifts from donors can be used to fund both scholarship endowments and annual scholarships.
  - 2.1.6.1. Scholarship Endowment – An endowment preserves the principal of a gift to the university or the Texas A&M-Corpus Christi Foundation. In the case of scholarship endowments, the gift is invested, and a portion of the earnings is used to fund the scholarship. The remaining earnings, if any, are reinvested each year to retain purchasing power. This method allows the endowment to continue to grow and thereby increases the scholarship award. Endowments offer a stable source of scholarship funds each year to the university.
  - 2.1.6.2. Annual Scholarships – An annual scholarship is fully available for awarding upon receipt from the donor. None of the funds are invested for long-term existence.

2.1.7. Questions about setting up a scholarship should be directed to Institutional Advancement; inquiries about the administration of undergraduate and graduate endowed scholarships should be directed to the Scholarships Office and/or the College of Graduate Studies.

## 2.2. Academic Scholarships Funded with Institutional Funds

The Scholarships Office is responsible for determining the criteria and overseeing the awarding process of undergraduate academic scholarships funded with institutional funds. Similarly, the College of Graduate Studies oversees graduate academic scholarships.

## 3. ELIGIBILITY REQUIREMENTS

The Scholarships Office and College of Graduate Studies provide information regarding the eligibility requirements for different types of university scholarships (e.g., donor and institutional funded scholarships).

## 4. GUIDELINES FOR AWARDING ACADEMIC SCHOLARSHIPS

When scholarships are awarded, information will be communicated to the Scholarships Office, the College of Graduate Studies, and Institutional Advancement within two (2) weeks of the award decision by the University Scholarship Committee. The Scholarships Office will notify the Associate Athletics Director for Compliance of any academic scholarship awarded to a student-athlete within five (5) business days of receiving notice from the University Scholarship Committee. 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

To qualify for renewal of their institutional scholarship(s), students must make satisfactory academic progress as explained below.

### 5.1. Conditions for Freshman Scholarships

During their first semester, recipients of freshman scholarships must attain a cumulative grade point average of at least a 2.75 to retain their scholarship. By the end of their first and subsequent years (including summer sessions), recipients of freshman scholarships must maintain a cumulative grade point average of at least a 3.0 in courses taken at TAMU-CC to retain their scholarship.

5.1.1. Freshman recipients of art, music, or theatre scholarships must meet the conditions listed in 5.3 of this procedure.

### 5.2. Conditions for Scholarships Awarded to Transfer and Graduate Students

- 5.2.1. Undergraduate recipients of academic scholarships must maintain a cumulative grade point average of at least 3.0 in courses taken at TAMU-CC by the end of each academic year (including summer sessions) to retain their scholarships.
- 5.2.2. Some academic scholarships for graduate students are not renewable. In the case of renewable graduate scholarships, the recipients must maintain a cumulative grade point average of at least 3.0 in courses taken at TAMU-CC to retain their scholarships.
- 5.2.3. Certain scholarships may contain additional and specific requirements unique to those scholarships that must also be fulfilled for students to retain their scholarships.
- 5.3. Recipients of art, music, or theatre scholarships must maintain a minimum grade point average of 3.0 in courses taken in their major at TAMU-CC to retain renewable scholarships. In addition, they must maintain satisfactory semester scholarship renewal reviews to retain their scholarships.
- 5.4. Donor-funded scholarship renewal criteria is based on each donor's scholarship agreement.

## 6. WAIVER OF NON-RESIDENT TUITION

- 6.1. Non-residents who are awarded one or more competitive scholarship 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.
- 6.2. The student must have competed with other students, including Texas residents, for the academic scholarship. The University Scholarship Committee or the College of Graduate Studies 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. APPEAL PROCESS

Whenever a scholarship is withdrawn for failure to comply with the satisfactory progress criteria, the student may appeal the decision to withdraw the scholarship if mitigating circumstances prevented satisfactory progress. Undergraduate students receiving renewable scholarships may be allowed one probationary period for failure to maintain a 3.0 grade point average. If the student fails to raise their grade point average and/or if the

student falls below a 3.0 grade point average again during the four-year period that they receive the scholarship, the scholarship will be permanently removed.

- 7.1. For undergraduate scholarship recipients to appeal the withdrawal of a scholarship, the student should submit a letter describing the mitigating circumstances, with any supporting documentation, to the Scholarship Director. A decision on the appeal will be made by the University Scholarship Committee and the student will be informed of the decision as soon as possible, but no later than 30 days after receipt of the appeal.
- 7.2. For graduate scholarship recipients to appeal the withdrawal of an institutional scholarship, the student should submit a letter describing the mitigating circumstances, with any supporting documentation, to the dean of the College of Graduate Studies. Letters to appeal the withdrawal of a donor-funded graduate scholarship should be submitted to the Scholarships Office. A decision on the appeal will be made by the dean or the Scholarships Office, and the student will be informed of the decision as soon as possible, but no later than 30 days after receipt of the appeal.

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## **Related Statutes, Policies, or Requirements**

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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*

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## **Contact Office**

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