

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.7	Standing Committees	Revised:	September 2009
<b>Policy 1.7.18</b>	<b>Student Scholarship Committees</b>	Responsibility:	Vice President for Academic Administration

## **STUDENT SCHOLARSHIP COMMITTEES**

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### **Student Scholarship Committees**

The Dental School, School of Nursing, Graduate School of Biomedical Sciences, School of Medicine, and School of Health Professions shall each have a Student Scholarship Committee that fulfills the function of the Health Science Center Institutional Student Loan and Scholarship Committee as required by The University of Texas System.

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### **Members**

1. Associate/Assistant Dean charged with oversight of Student Affairs
  2. A minimum of three, but no more than seven faculty members to be appointed by the Dean
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### **Ex-Officio (without vote)**

1. Director, Student Financial Aid \*
2. Representative from the Development Office\*\*

\* The Director of Student Financial Aid or a designated representative is also assigned as an ex-officio member of every School's Scholarship Committee.

\*\* The Development Office representative will ensure endowment compliance requirements are met.

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### **Chair**

Associate/Assistant Dean

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### **Charge**

To make selection of scholarship awards for institutional scholarship funds that supports prudent and conscientious stewardship for endowed scholarship gifts and annual scholarship gifts from donors following The University of Texas System standards for endowment compliance and timely and proper distribution of scholars awards in accordance with donor intent.

The Committee(s) propose and establish specific policies and

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procedures for their respective School that relate to the application, evaluation and selection of scholarship recipients. The Committee(s) is responsible for the selection of students to be awarded academic scholarships based on the criteria of the donor in a timely manner. In the case where there is no donor criteria, the Committee(s) shall develop written criteria for scholarships. The Committee(s) forward the names and other identification data, as well as documentation that might waive the payment of out-of-state tuition to the Director of Student Financial Aid for evaluation and assessment for financial aid purposes.

The Committee(s) will serve as collaborative consultants to the Development Office in identifying areas of need for scholarships and maintaining accessible records of scholarship recipients.

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**Stewardship  
Responsibilities**

Student Financial Aid: Provide to Associate/Assistant Deans and Development Office the final award amount and student names after assessment of financial need.

Associate/Assistant Deans:

1. Request and provide student release of information to the Development Office
2. Provide student thank you letters to the Development Office

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**Ad Hoc  
Committee**

An Ad Hoc Committee will be used to discuss/resolve issues or concerns regarding scholarships outside the respective School's authority.

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**Ad Hoc  
Committee  
Members**

1. Assistant Vice President for Student Services
2. Associate Dean for Student Affairs, Dental School
3. Associate Dean for Admissions and Student Services, School of Nursing
4. Assistant Dean, Graduate School of Biomedical Sciences

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5. Associate Dean for Student Affairs, School of Medicine
  6. Assistant Dean for Student Affairs, School of Health Professions
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**Ex-Officio  
(without vote)**

1. Director, Student Financial Aid\*
2. Bursar
3. Representative from the Development Office as assigned by the Vice President of Development\*\*

\* The Director of Student Financial Aid or a designated representative

\*\* The Development Office representative will ensure endowment compliance requirements are met.

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**Ad Hoc  
Committee Chair**

Assistant Vice President for Student Services

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**Shared  
Scholarships**

The Office of Student Financial Aid annually shall equally divide shared scholarships among the eligible Schools. A list of all shared scholarships will be provided to the Associate/Assistant Deans. The Office of Student Financial Aid will aggregate available balances, divide the amount equally, and notify the Associate/Assistant Deans. Each School's Scholarship Committee will select students to receive the scholarships following donor criteria.

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