

**TEXAS A&M UNIVERSITY –
COMMERCE**

**SCHOLARSHIP POLICY AND
PROCEDURES MANUAL**

2010/2011

TEXAS A&M UNIVERSITY-COMMERCE

Scholarship Policy and Procedures Manual

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Scholarship Policy

[The formation of an official University Scholarship Committee is needed to ensure that university-wide scholarship awards are made in accordance with procedures that ensure compliance with a fair and equitable application and awarding process for all eligible students. This is needed to maximize the utilization of scholarships to recruit and to retain students and to align the selection process with the awarding of financial aid packages. This committee will develop recommendations, guidelines, and policy considerations relating to scholarship awards].

●The University Scholarship Committee will be charged with the responsibility of reviewing policies and procedures related to the application and selection process of university scholarships. This Committee will work closely with their respective departments to select recipients for those scholarships with subjective scholarship criteria. This Committee will determine which scholarships will be considered “competitive scholarships” for the purpose of granting out-of-state tuition waivers. This Committee will be comprised of Department Heads representing all colleges on campus.

●Members of the University Scholarship Committee will be appointed by President Jones. Voting Membership: all committee members who are faculty members and the Assistant Dean of Graduate Studies and Research. The Chair of this Committee will be a faculty member appointed by President Jones and will serve a two-year term. Other committee members: Vice President of Access and Success (ex officio) [Dr. Mary Hendrix], Dean of Enrollment Management and Retention (ex officio) [Stephanie Holley], Director, Office of Financial Aid and Scholarships (ex officio) [Dolly Lasater], Assistant Director of Financial Aid and Scholarships (ex officio) [Susan Grove], Vice President for Advancement (ex officio) [Randy VanDeven], Associate Vice President of Academic Affairs, (ex officio) [Dr. Randy McBroom], and Associate Athletic Director (ex officio) [Judy Sackfield].

●University Scholarship Committee Members will be responsible for meeting with their respective colleges and disseminating scholarship application information to their departmental committees for the purpose of awarding scholarships.

University Scholarship Committee Members

COEHS	Martha Foote	Curriculum and Instruction
COEHS	Tracy Henley	Counseling
COEHS	Madeline Justice	Educational Leadership
COEHS	Henry Ross	Health & Human Performance
COEHS	Tracy Henley	Psychology & Special Education
COEHS	Brenda Moore	Social Work
COEHS	Harry Fullwood	Scholarship Committee Chair
CAS	David Crenshaw	Scholarship Committee Chair
CAS	James Heitholt	Agriculture Science
CAS	Joe Daun	Art
CAS	Jeffrey Kopachena	Biology
CAS	Ben Jang	Chemistry
CAS	Sang Suh	Computer Science
CAS	Judy Ford	History
CAS	Salvatore Attardo	Literature & Languages
CAS	Stuart Anderson	Mathematics
CAS	John Mark Dempsey	Mass Media/Communications & Theatre

CAS	Chris White	Music
CAS	Bao-An Li	Physics
CAS	JoAnn DiGeorgio-Lutz	Political Science
CAS	Yvonne Villanueva-Russell	Sociology/Criminal Justice
CBT	Steve Shwiff	Accounting/Economics/Finance
CBT	Jerry Parish	Applied Science
CBT	Don English	Bus. Administration/MIS
CBT	Brent Donham	Industrial Engineering & Tech.
CBT	Lloyd Basham	Marketing & Management
CBT	Asli Ogunc	Scholarship Committee Chair

Graduate School Mary Beth Sampson

Role and Responsibilities of the Office of Financial Aid and Scholarships

The Office of Financial Aid and Scholarships serves as a central point of contact for awarding scholarships and is responsible for the following:

- ◆Manage all on-line scholarship and paper application processes.
- ◆Update scholarship information/criteria on Office of Financial Aid and Scholarship's website.
- ◆Collect and disseminate scholarship information/applications to the University Scholarship Committee.
- ◆Communicate scholarship criteria to the University Scholarship Committee regarding all scholarships to be awarded.
- ◆Disseminate procedures for the scholarship awarding process to students, faculty and departments.
- ◆Disseminate scholarship account information to the University Scholarship Committee for the purpose of determining how many awards may be made for each fiscal year. The **University Accounting/Business Administration Department** will be responsible for providing a detailed scholarship account report to the Office of Financial Aid and Scholarships for this purpose.
- ◆Verify that students selected for scholarships meet the specific criteria set in accordance with donor intent.
- ◆Maintain records/documentation to ensure adequate support of scholarship awards.
- ◆Maintain records/documentation of the evaluation and ranking of scholarship applicants.
- ◆Maintain records/documentation of those who participated in the application evaluation and their concurrence with the list of scholarship awards.
- ◆Maintain records of documentation for the acknowledgement for those participating in the applicant selection process. All persons involved in the scholarship selection process must complete a disclosure statement form.
- ◆Retain documentation for the length of time required by the Texas A&M University System records retention schedule.
- ◆Monitor processes to ensure that the University Scholarship Committee and Departments are in compliance with university-wide scholarship procedures.

- ◆Responsible for notifying all students of their awards and processing Scholarship Acceptance Forms.
- ◆Responsible for collecting donor thank you notes from students and mailing them to the appropriate donors.
- ◆Responsible for notifying students who are not maintaining scholarship requirements and for coordinating the Scholarship Appeal Process.

General Information

- This manual outlines the processes and procedures for awarding endowment scholarships. This process excludes university, state (e.g.: Texas Higher Education Coordinating Board scholarships), and/or federal grants because these types of funds typically require a particular set of criteria to be used for awarding purposes. Departments that award scholarships funded through the Texas Higher Education Coordinating Board are required to follow the general concept of selecting scholarship recipients as detailed in this scholarship policy and procedure manual to ensure there is a fair and equitable process.
- Freshman and transfer institutional scholarships are used for recruiting purposes and will follow a fair and equitable process.

Scholarship Application Process

Undergraduate:

- Students who are interested in applying for scholarships for the upcoming academic year (fall and spring semesters) must complete and submit a Scholarship Application Form online via the Office of Financial Aid and Scholarships website by **February 15th**. The deadline for spring semester only scholarships for newly admitted students is **October 15th**. Students may apply for scholarships when they have started the application process for admission to the university.
- Students will submit a scholarship application to the Office of Financial Aid and Scholarships. It is the student's responsibility to visit the departmental website for the degree desired to determine if additional information must be added to his or her scholarship application.
- The receipt of all Scholarship Application Forms will be tracked in BANNER.
- All scholarship application forms will be retained in an electronic format by the Office of Financial Aid and Scholarships.

Graduate:

- Students who are interested in applying for scholarships must complete and submit a Graduate Scholarship Application Form online via the Office of Financial Aid and Scholarships website by **February 15th**. The deadline for new spring semester students is **October 15th**. Students may apply for scholarships when they have started the application process for admission to the graduate school.
- Students will submit a scholarship application to the Office of Financial Aid and Scholarships. It is the student's responsibility to visit the departmental website for the degree desired to determine if additional information must be added to his or her scholarship application.
- The receipt of all Scholarship Application Forms will be tracked in BANNER.
- All scholarship application forms will be retained in an electronic format by the Office of Financial Aid and Scholarships.

Scholarship Selection Process

- Scholarship awards are made for one academic year with the exception of renewable scholarships. Awards are made for both fall and spring semesters simultaneously, unless the criteria specifies otherwise. Students will receive one scholarship disbursement per semester. Students awarded a scholarship for the spring semester only will receive the full amount of their scholarship award in one disbursement. Please note: The aforementioned process does not replace the donor's intent as outlined in the specified scholarship criteria.
- The university scholarship committee will receive all scholarship application forms and detailed scholarship report including funding amounts and criteria to award for the upcoming academic year. The University Scholarship Committee is responsible for disseminating this information to their respective colleges or departments for review.
- Each Scholarship Committee Member is responsible for submitting their respective department's ranking forms along with a list of scholarship recipients to the Office of Financial Aid and Scholarships by a pre-determined deadline date. College and department scholarship committees will have a minimum of two work weeks to convene to assess applicants and select recipients after being provided all qualifying application materials.
- The scholarship application process may be re-opened with a July 1st deadline only for those departments who have endowed scholarships that allow awards to be made for newly admitted students beginning with the fall semester. This will only occur if these departments have not

exhausted their scholarship funding after reviewing all eligible applicants who met the February 15th deadline.

Scholarship Awarding Criteria

- Students must be enrolled, in good standing with the university and in good standing academically to receive a scholarship disbursement.
- There is no set minimum or maximum award limit regarding scholarship offers.
- After the Office of Financial Aid and Scholarships receives scholarship recipient lists from the University Scholarship Committee, awards will be processed in BANNER.

Award Notification Process and Scholarship Acceptance Forms

- All scholarship recipients will receive an official letter of notification through myLeo e-mail and/or by mail of their scholarship(s) award(s) from the Office of Financial Aid and Scholarships along with a Scholarship Acceptance Form(s).
- Students must accept or decline their scholarship within the time frame indicated on the Scholarship Acceptance Form. Failure to do so will render the scholarship offer invalid and the scholarship will no longer be available for the named student.
- Students must submit their Scholarship Acceptance Form(s) before funds will be scheduled to credit to their student account in BANNER.
- Unless the donor of scholarship award is deceased, students are encouraged to write a thank you note(s) even if they are not required per donor criteria.
- The Office of Financial Aid and Scholarships will notify the departments of when all scholarship award letters have been sent to the students after which point the departments can begin communication with the recipient about their scholarship award.
- The Office of Financial Aid and Scholarships will notify the departments of any unclaimed scholarship offers.

Competitive Scholarship Waivers

●Section 54.064 of the Texas Education Code provides for a competitive scholarship waiver of non-resident tuition for a non-resident or international student who receives a competitive scholarship totaling at least \$1,000 (the \$1,000 can be a combination of several smaller scholarships or a single Texas A&M University-Commerce scholarship). A competitive scholarship waiver allows the qualifying student to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. In order to qualify as a competitive scholarship for purposes of the waiver, the student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the Board. Competitive scholarships must be awarded in accordance with factors set forth in a written policy and published in the University catalog or the Office of Financial Aid and Scholarships website in advance of any scholarship application deadline.

●Competitive scholarships may be awarded by the University Scholarship Committee or by scholarship committees within individual colleges or departments. Committees awarding competitive scholarships must have at least three members, must vote in making awards and must keep minutes of committee proceedings. A committee awarding competitive scholarships under an alternative process must set out the process in writing and have it approved by the Office of Financial Aid and Scholarships prior to any awarding of scholarships. A college or department issuing a competitive scholarship waiver must be able to demonstrate that the requirements of a waiver have been met. Scholarships open only to Texas residents are not considered competitive scholarships and do not provide a waiver of tuition. External scholarships (non-university awarded) are not eligible for the competitive scholarship waiver.

●A waiver based on a competitive scholarship award lasts for the period of the scholarship (up to a 12-month period). A student who qualifies for a competitive scholarship waiver during fall and spring may also qualify for the waiver during the summer term(s) if the award is made for an 'academic year.' A recipient must be notified in writing by the Office of Financial Aid and Scholarships of the term(s) in which a waiver is in effect. If a scholarship is terminated, the corresponding waiver is also canceled automatically. If a scholarship is to be issued in multiple disbursements and is less than \$1,000 when an award is terminated, a student does not owe a refund for the tuition that has been waived, since the waiver was granted in good faith. However, the waiver shall be canceled for the term(s) for which the scholarship is no longer applicable. A competitive scholarship waiver is not applicable from one fiscal year to another; a student must qualify for the waiver each fiscal year.

- The Office of Financial Aid and Scholarships is responsible for maintaining a list of approved competitive scholarships to ensure that awards are disbursed to students in accordance with federal, state and institutional regulations and for audit purposes.
- The total number of students paying resident tuition on the basis of competitive scholarship waivers for a particular semester may not exceed 5 percent of the total number of students enrolled in the same semester in the prior year.

Continued Eligibility

- After fall official grades are determined, warning letters will be sent to scholarship recipients (via myLeo e-mail accounts and regular mail) who have GPA and enrollment status issues.
- Satisfactory Academic Progress (SAP) [completed hours and Grade Point Average (GPA)] will be checked yearly at the end of the spring semester. The SAP process will not replace the donor requirements as specified in their outlined scholarship criteria.
- A SAP notification letter will be sent to all students (via myLeo e-mail accounts and regular mail) who did not maintain their scholarship eligibility requirements for the academic year. This notification informs students of the scholarship appeals process. A list of ineligible students will be generated from BANNER.

Scholarship Appeal Process

- Notification letters will advise students regarding the appeals process.
- The Scholarship Appeals Committee will review all scholarship appeals submitted to the Office of Financial Aid and Scholarships.
- The Scholarship Appeals Committee is appointed every year by the University President.

Scholarship Account Information

- The University Accounting/Business Administration Department will be responsible for providing the Office of Financial Aid and Scholarships with a list of scholarship fund balances to award each fiscal year.
- The Office of Financial Aid and Scholarships will review the report to ensure that all necessary scholarships are included in the report. This office will distribute the report to the University Scholarship Committee with the criteria for each scholarship.
- The University Scholarship Committee will determine how many scholarships to award per scholarship account and the amount of each scholarship award. All awards will be made in compliance with the donor's intent as stated in the donor's agreement with the university.

Scholarship Resource Sheet

Contact Information:

**Office of Financial Aid and Scholarships
Student Access and Success Center
2200 Campbell Street, Commerce, Texas 75428
Phone: 903-886-5915
Fax: 903-468-3256**

Reminder:

Incomplete scholarship applications will not be reviewed. If you have any questions about the scholarship process, please do not hesitate to contact the Office of Financial Aid and Scholarships.

Graduate Scholarship Application

Last name First name Middle name

(_____)

CWID # or Social Security Number Phone Number Email Address

Address City State Zip

Are you a U.S. citizen? Yes No (Country of Citizenship _____) Are you a Texas resident? Yes No

Undergraduate Institution(s) Attended Major GPA

First Semester to Attend Texas A&M University – Commerce: Fall Spring Summer Year _____

Will you be attending Texas A&M University – Commerce: _____ Full-time _____ Part-time

Degree Program _____ Major _____

GPA (undergraduate): _____ GPA (graduate): _____

GRE/GMAT Scores: _____

FAFSA received? Yes _____ No _____

Awards/Honors _____

Work /Service/Leadership Experience _____

Activities _____

You may be eligible for certain scholarships based on the following information. Please check all that apply:

Are you a single parent with legal dependent(s)? _____ Are you or your parents current or prior military personnel? _____
Did you receive financial aid? _____

Certification: All information on this form is true and complete to the best of my knowledge. I authorize Texas A&M University – Commerce to provide information regarding honors and achievements as necessary to foundations and scholarship donors.

Signature: _____ **Date:** _____

***To complete the application process for departmental scholarships, please visit the following website:**

NOTE: This is the information sheet that we provide to the departments for each student that submits an application. This is not a part of the student's application.

Departmental Scholarship Undergraduate Student Information Form

Name: _____

CWID: _____

Major: _____

Classification: _____

SAT Scores: _____

ACT Scores: _____

High School GPA: _____

Native GPA: _____

Transfer GPA: _____

FAFSA received? Yes _____ No _____

Financial need? Yes _____ No _____ N/A _____

Departmental Scholarship Graduate Student Information Form

Name: _____

CWID: _____

Major: _____

GRE Scores: _____

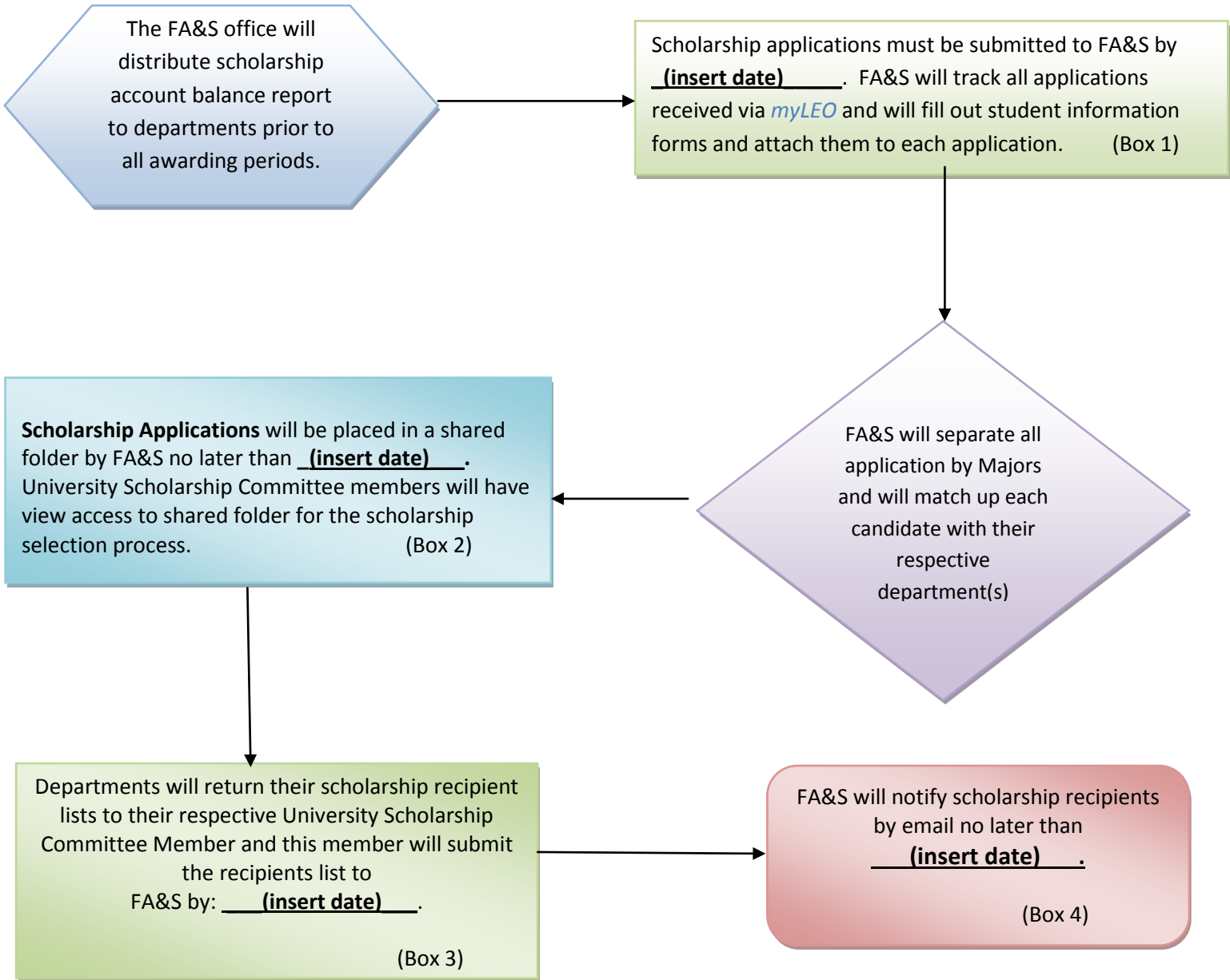
GMAT Scores: _____

GPA (undergraduate): _____ overall GPA (graduate): _____ native GPA(graduate) _____

FAFSA received? Yes _____ No _____

Financial need? Yes _____ No _____ N/A _____

Scholarship Process Flowchart
OFFICE OF FINANCIAL AID & SCHOLARSHIPS (FA&S)
Process for University Scholarship Applications



	BOX 1	BOX 2	BOX 3	BOX 4
Track 1	Feb 15 th	Feb. 22 nd	Mar. 22 nd	Apr. 1 st
Track 2	Oct. 15 th	Oct. 22 nd	Nov. 12 th	Nov. 24 th

SAMPLE LETTER

Scholarship Award Letter

Date

Student Name
Street Address
City, State Zip Code

Dear Student,

Congratulations! You have been selected to receive the **Adelle Rogers Clark Scholarship Endowment** Scholarship, valued at a total of \$4,000, beginning in the fall of 2009.

The Blue and Gold Scholarship is an award totaling \$4,000 toward your baccalaureate degree. This will be awarded in the amount of \$1,000 per academic year (\$500 per fall/spring semester) for up to four years or until a baccalaureate degree is conferred as long as criteria (12 semester credit hours and a 3.0 g.p.a.) is met prior to each award year.

Please complete and return the enclosed acceptance form to the Office of Financial Aid & Scholarships by June 17, 2009. If you have any questions, please contact the Office of Financial Aid & Scholarships at 903-886-5915 or Scholarships@tamu-commerce.edu. ***Please make a copy of the acceptance form for your records.***

Sincerely,

Susan M. Grove
Assistant Director
Office of Financial Aid and Scholarships

SAMPLE FORM

**Texas A&M University-Commerce
Scholarship Acceptance Form**

Name _____ CWID or SS# _____

Check the appropriate statement.

_____ **I wish to ACCEPT the _____ Scholarship.**
Complete the following checklist, sign below and return to the address listed.

_____ **I wish to DECLINE the _____ Scholarship.**
Sign below and return to the address listed.

Initial each statement:

_____ I agree that my name can be published as a scholarship recipient via e-mail and newspapers.

_____ I understand that if my scholarship offer is at least \$1,000 and if I am not a Texas resident, this scholarship will waive my non-resident tuition charges. I will not receive the non-resident tuition waiver in cash; however, an adjustment will be made to my tuition bill. (This scholarship enables me to receive non-resident tuition waivers for each semester in the 2009/2010 academic year.)

_____ I understand that my scholarship will be credited to my student account 10-days prior to the start of each semester. I am responsible for ensuring that my tuition and fees are paid in full by the payment deadline for each semester.

_____ Example: I understand that successful completion of a minimum of 12 semester hours from Texas A&M University-Commerce each semester is required to receive and maintain this scholarship (if stated of donor's criteria)

_____ Example: I understand that a minimum of a _____ cumulative academic grade point average from Texas A&M University-Commerce (if stated in donor's criteria)

_____ Other criteria listed in donor's criteria

Student's Signature _____ Date _____

**Mail completed Scholarship Acceptance Form to:
Texas A&M University-Commerce
Office of Financial Aid & Scholarships
PO Box 3011
Commerce, TX 75429**

Please print a copy of this form for your records.

SAMPLE LETTER

Thank You Note

Date

Student Name
Street Address
City, State Zip Code

Dear Mr. and/or Ms. _____.
Donor's Name

Thank you for the Blue and Gold Scholarship funded by the Adelle Roger Clark Endowment. Because of your generosity, I will be able to focus on my academic success as I pursue my degree in _____.

I grew up in a family that understood that value of a good education. Both of my parents and several extended family members are educators and administrators in public schools. With my interest in agriculture, it was only sensible that I would follow their lead and go to college to teach agricultural science. I have always enjoyed being outdoors. I challenged myself to do my best academically and athletically. My greatest achievement was when I became an Eagle Scout.

I took dual credit classes in high school and started college with college credit under my belt. I went to Grayson County College and took most of my basics and became welding certified there. I use my welding skills every day in my small business of welding for the public. I transferred to Texas A&M University–Commerce in the fall of 2008. The Department of Agricultural Science instructors have helped me tremendously this last year and I feel fortunate to be able to attend the finest Ag program in the state of Texas.

I hope to get my Bachelor's of Science degree and teacher certification by 2014. I would like to find a teaching position where I can give back to the community that has given me so much.

Once again, I thank you for your generosity through the Adelle Rogers Clark Endowment.

Sincerely,

Student

SAMPLE LETTER

Scholarship Regret Letter

Date

Student Name
Street Address
City, State Zip Code

Dear Student,

We would like to thank you for applying for general scholarships offered through the Texas A&M University-Commerce Scholarship Program. We regret to inform you that you were not selected for a scholarship at this time. Your scholarship application will remain on file through the 2009-2010 academic year and reviewed for future scholarship opportunities.

The Scholarship Committee had many strong applications to review this year. The quality of the submissions made their decisions extremely difficult. We appreciate that you took the time to submit your information to the committee.

Thank you for your interest in our scholarships! We wish you much success in your academic pursuits.

Sincerely,

Susan M. Grove
Assistant Director
Office of Financial Aid and Scholarships

SAMPLE FORM
Satisfactory Academic Progress Letter

Date

Student Name
Street Address
City, State Zip Code

Dear Student,

A review of your academic performance indicates that you are not making Satisfactory Academic Progress. Evaluation of the satisfactory academic progress of scholarship recipients is completed yearly at the end of each academic year in May by the staff of the Office of Financial Aid and Scholarships. Students whose Texas A&M University-Commerce semester and cumulative grade point average is equal to or above the required grade point average will be considered to be making satisfactory academic progress. Transfer GPAs will not be considered in determining cumulative GPA. Required GPAs are as follows:

Scholarship 1
Scholarship 2
Scholarship 3

A student will only be allowed to submit an appeal twice as an undergraduate and twice as a graduate student. A scholarship student who wishes to appeal an eligibility ruling on the basis of satisfactory academic progress for a scholarship shall do so in writing to the Office of Financial Aid and Scholarships. A committee within the Office of Financial Aid and Scholarships will review the appeal and notify the student of the appeal decision. If the student is not satisfied with the decision of this committee, then the student can request to have their appeal reviewed by the Scholarship Appeals Committee. All decisions made by the Scholarship Appeals Committee are final.

To appeal for the reinstatement of scholarship eligibility, the student must complete and submit the Request for Appeal Form. A completed form must include:

1. An explanation written on the Scholarship Appeal Form documenting the extenuating circumstance(s). For example, personal illness, medical problems, death in the family, etc. This explanation should provide details of the situation. Documentation must be provided to substantiate the extenuating circumstance(s) such as hospital records, doctor's reports, invoices, or obituaries'.

For your convenience the SAP Appeal form is attached. If you have questions, please call the Office of Financial Aid and Scholarships at 903-886-5915 or contact us by email at Scholarships@ tamu-commerce.edu.

SAMPLE FORM

Office use only:

___APPROVED ___DENIED

SCHOLARSHIP APPEAL FORM SATISFACTORY ACADEMIC PROGRESS

NAME _____ CAMPUS WIDE ID# _____

PLEASE PRINT

YOUR CAMPUS EMAIL ADDRESS IS THE OFFICIAL MEANS OF COMMUNICATION FOR A&M-COMMERCE.

SCHOLARSHIP(S) RECEIVING: (PLEASE CHECK ALL THAT APPLY.)

___ Blue & Gold ___ Transfer ___ Housing
___ Academic Excellence ___ Phi Theta Kappa ___ Graduate Housing
___ Presidential ___ All-State/All USA ___ Other (Scholarship Name)

In accordance with A&M-Commerce University procedure you have the option to appeal to maintain your scholarship due to the fact you did not meet satisfactory academic progress for the _____ semester.

Below, please provide information regarding your situation and why you did not meet satisfactory academic progress for your scholarship(s).

TYPE OR PRINT. PLEASE DO NOT USE THE BACK OF THIS FORM. ATTACH ADDITIONAL INFORMATION IF NEEDED.

FOR OFFICE USE ONLY

Number of Appeals _____ **Entry Semester** _____ **Transfer from:** _____

Semester Hours Attempted _____ Semester Hours Completed _____ Semester GPA _____

Cumulative Hours Attempted _____ Cumulative Hours Completed _____ Cumulative GPA _____
(TR GPA not included)

Transfer Hours Attempted _____ Transfer Hours Completed _____ Transfer GPA _____

SAMPLE FORM

**Texas A&M University - Commerce
Scholarship Appeal Committee Worksheet**

Student Name: _____ **CWID:** _____

Major(s): _____ **Scholarship Name:** _____

Comment Sections:

Appeal Decision: ____ Yes ____ No

Signature:

Committee Member's Name

Date

Student Name: _____ **CWID:** _____

Major: _____ **Scholarship Name:** _____

Comment Sections:

Appeal Decision: ____ Yes ____ No

Signature:

Committee Member's Name

Date

SAMPLE FORM

Satisfactory Academic Progress Approval Letter

Date

Dear Student,

We are happy to report that a thorough review of your scholarship appeal has been conducted by the Scholarship Committee and your appeal has been approved. This approval indicates that you are eligible to receive your scholarship(s) for the _____ semester.

If you encounter difficulties with your coursework at anytime throughout the academic year, please utilize the resources available to you on campus such as tutoring and counseling. Please communicate with you professor(s) regarding any concerns or issues that you may be experiencing in your coursework. Please refer to the enclosed brochure that outlines available resources that can assist you.

Best wishes for a successful year at Texas A&M University – Commerce.

Sincerely,

Susan Grove
Assistant Director of
Financial Aid & Scholarships
Texas A&M University-Commerce
PO Box 3011
Commerce, TX 75428
Phone: 903-886-5915

Enclosure

SAMPLE FORM

Satisfactory Academic Progress Denial Letter

Date

Dear Student,

A thorough review of your scholarship appeal has been conducted by the Scholarship Committee and we regret to inform you that your appeal has been denied. This denial indicates that you are ineligible to receive your scholarship(s) for the spring 2009 semester and future periods of enrollment.

If you are in need of information regarding short-term loans and payment plan options that are available to cover the cost of tuition/fees and books, please contact the Bursar's Office at 903-886-5051.

If you encounter difficulties with your coursework at anytime throughout the academic year, please utilize the resources available to you on campus such as tutoring and counseling. Please communicate with you professor(s) regarding any concerns or issues that you may be experiencing in your coursework. Please refer to the enclosed brochure that outlines available resources that can assist you.

Best wishes for a successful year at Texas A&M University – Commerce.

Sincerely,

Susan Grove
Assistant Director of
Financial Aid & Scholarships
Texas A&M University-Commerce
PO Box 3011
Commerce, TX 75428
Phone: 903-886-5915

Enclosure

SAMPLE FORM

**Texas A&M University-Commerce
Disclosure Statement for the University Scholarship Selection Process**

By agreeing to serve on a scholarship selection committee, participants also agree to comply with the following rules:

- ❖ A committee member has a conflict of interest if (a) the committee member is related by blood, marriage, or adoption to a scholarship applicant; (b) the committee member will receive a direct or indirect financial benefit from recommending a scholarship to a particular applicant; or (c) due to personal or business relationships, or any other reason, the committee member exerts influence to recommend a recipient without regard to set scholarship criteria.
- ❖ If a committee member has an actual or potential conflict of interest concerning an applicant, the committee member will disclose the conflict to the rest of the committee. The committee member must disclose the conflict of interest in writing to the Chair of the University Scholarship Committee and is prohibited from submitting an evaluation on that applicant. The committee member shall not discuss the scholarship applicant with anyone on the committee and will not participate in or be present during any committee deliberations concerning the applicant.
- ❖ Committee members agree to treat their committee’s deliberations and recommendations as confidential and not disclose information to anyone outside the committee.
- ❖ All committee members must sign a disclosure statement before they can review any scholarship applications to ensure that all applicants receive a fair evaluation. A disclosure statement must be signed by all committee members annually.

[The Office of Financial Aid and Scholarships will maintain records of all signed disclosure forms and written notifications of conflict of interest statements for auditing purposes].

By signing this disclosure agreement, I agree to comply with all rules stated above.

Committee Member (Please Print)

Signature/Date

Committee Chair (Please Print)

Signature/Date