

**Tennessee Technological University**  
**Policy No. 254**



**Scholarship**  
**Policy**

Effective Date: July 1, 2017

**Policy No.:** 254

**Policy Name:** Scholarship Policy

**Policy Subject:** Tennessee Tech Scholarship Application and Awarding

### **I. Purpose**

The purpose of this policy is to provide consistency and fairness with regard to the strategic use of scholarships awarded to students.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Scholarships in consultation with the Associate Vice President for Enrollment Management and Student Success with recommendations for revision presented to the Administrative Council and University Assembly.

### **III. Scope**

This policy does not apply to athletic scholarships or international student scholarships.

### **IV. Definition**

Scholarship—a monetary grant, however titled, for a designated purpose that is posted to a student's account and that covers, in the first instance, outstanding balances on the student's account.

### **V. Policy**

- A.** Any student who wishes to be considered for an Academic Service, donor-funded, or institutional scholarship must complete a Tennessee Tech scholarship application and submit supporting materials as directed by the Office of Scholarships or as described on the Tennessee Tech Scholarship webpage.
- B.** Only the Tennessee Tech Scholarship Application will be used as the application for scholarships unless exempted by the Associate Vice President for Enrollment Management and Student Success. All administering units will have access to student information through the centralized ScholarWeb database.
- C.** Tennessee Tech may award scholarships to students who are full-time, part-time, out-of-state, or in-state residents.
- D.** Requirements for Scholarships
  - 1. Academic Service Scholarships
    - a. An academic service scholarship involves a service obligation to Tennessee Tech of a prescribed number of hours per semester. The service obligation will provide primarily an educational

benefit to the student, not a work benefit to Tennessee Tech.

- b. Tennessee Tech may define the service obligation for the purpose of the scholarship to include academic or co-curricular activities, such as study abroad, undergraduate research, service learning, student teaching, nursing clinical, social work practicum, and approved institutional service.
2. Renewable institutional scholarships, including Academic Service Scholarships, may have requirements that must be met to continue receiving the funds. Failure to meet these renewal requirements (e.g. maintain the required GPA, complete the service hours required) will result in the student being placed on scholarship probation for the following semester. If, after the probationary semester, the renewal requirements are not met, the student's scholarship will be permanently terminated.
3. Donor-Funded Scholarships
  - a. Donor-funded scholarship recipients must meet the criteria outlined in each scholarship's gift agreement and the requirements outlined by the awarding unit.
  - b. Recipients of a donor-funded scholarship must re-apply for the scholarship each year.
  - c. Recipients must submit a thank you letter to the donor of the scholarship by May 1<sup>st</sup> of the award year.
  - d. Scholarship recipients will be asked to release their biographical information (name, major, class, and address) to share with the donor.

#### **E. Scholarship Awarding**

1. Scholarships shall be awarded based on a student meeting the criteria for selection.
2. The scholarship's administering unit must notify recipients of their award by March 1<sup>st</sup> of each year.
3. The Office of Scholarships, at its discretion, may reallocate any scholarship unclaimed by May 15<sup>th</sup> each year, provided any donor-funded scholarships not awarded by May 15<sup>th</sup> may be awarded by the Scholarship Office, with permission from the Vice President of University

Advancement.

4. Every administering unit must post all Tennessee Tech scholarships to both the student's ScholarWeb account and Eagle Online account, as federal aid regulations require an accurate accounting of receipt of scholarship and award dollars.
5. Scholarship funds must first be used toward a student's outstanding balance.
6. Refunds will be handled in accordance to Tennessee Tech Policy 511.1 (Student Fee Adjustments, Refunds, and Appeals).

**F. Exceptions and Appeals**

1. A student wishing to appeal a decision related to her/his scholarship must complete the [Request for Exception Form](#) and submit it to the Scholarship Office.
2. The Appeals Committee composed of the Director of Scholarships, The Director of Financial Aid or her/his designee, and the Assistant Vice President for Recruitment or her/his designee will convene on the call of the Director of Scholarships to hear the matter.
3. The Director of Scholarships will communicate in writing to the student the Committee's decision within 30 calendar days of the Director's receipt of the appeal.
4. The student may appeal the Committee's decision in writing to the Associate Vice President for Enrollment Management and Student Success (AVP-EMSS) within 15 calendar days of receipt of the Committee's decision.
5. The AVP-EMSS will communicate her/his decision in writing to the student within 30 calendar days of receipt of the second appeal. The decision of the AVP-EMSS shall be final.

**VI. Interpretation**

The President or her/his designee has the final authority to interpret the terms of this policy.

**VII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(E)

Approved by:

Administrative Council: August 24, 2016

University Assembly: November 16, 2016