LA PPS 6.01

 Effective Date: 2/03/06

**AWARDS CEREMONY**

**COLLEGE OF LIBERAL ARTS**

**I. General Information**

1. The purpose of this document is to outline the policy and procedure for the Liberal Arts Awards Ceremony.
2. **The Ceremony honors only undergraduates, with one exception: the Outstanding Graduate Student in Liberal Arts is honored at the ceremony.**
3. Unless extenuating circumstances arise, the Liberal Arts Awards Ceremony will be held in the evening on the Thursday before the weekend of University Awards and Family Celebration (Parents’ Weekend), usually the fourth weekend in April.
4. Preferred locations for the Liberal Arts Awards are in the following order: Centennial Hall Teaching Theater, Alkek Teaching Theater, LBJ Student Center Teaching Theater, and the LBJ Student Center Ball Room, If none of these locations is available, the llth Floor (Reed Parr Room) of J.C. Kellam is also an alternative.

**II. Awards and Eligibility**

1. Awards for the **Outstanding Undergraduate Student in Liberal Arts** and the **Outstanding Graduate Student in Liberal Arts** will be given. Each department and the Center for International Education may submit **one** undergraduate and **one** graduate student.
2. To be eligible for the **Outstanding Undergraduate Student in Liberal Arts**, students must
3. have junior or senior standing,
4. major in one of the Liberal Arts Departments or Centers,
5. have a Texas State GPA of 3.8 or higher,
6. have completed one full-time semester's work (or 15 hours) at Texas State, and
7. have completed 18 hours of coursework (transfer and Texas State credit) in their major.

Applicants must turn in the following materials to their major department chair:

1. a completed application (see Attachment A),
2. a current Texas State transcript,
3. a vita/resume,
4. one letter of recommendation from a Texas State Liberal Arts faculty member, and
5. a 500-word essay detailing how the liberal arts have contributed to the student's education and what contributions the student has made to the liberal arts.
6. Nominations for the **Outstanding Graduate Student in Liberal Arts** will be submitted by graduate faculty members, in consultation with the nominee. Graduate faculty may nominate full-time and part-time graduate students. To be eligible, nominees must have:
7. completed at least 18 hours of graduate work at the time of nomination, **and**
8. earned a minimum of a 3.75 Texas State GPA.

For the nomination form, please see Attachment B. Nominees must attach a transcript, a vita, and any other relevant information such as publications, writing samples, research honors or awards, letters of recommendations, etc.

1. Liberal Arts Chairs will review materials and rank applicants/nominees. Materials will be available in Liberal Arts conference room.
2. Undergraduate students who meet the following criteria are eligible **for Academic Excellence Certificates**:
3. 3.5 or higher Texas State GPA,
4. 3.75 Texas State GPA in their major/majors,
5. a minimum of 15 hours of coursework completed at Texas State,  **and**
6. completion of 24 hours, not necessarily completed at Texas State, during the preceding calendar year (previous spring, summer, and fall).Note: Students who have a double major can receive a certificate in each, if GPAs warrant.
7. Departments/Center may recognize a minimal number of additional special award recipients. Criteria for these awards will be determined by each department or center.
8. Emmie Craddock Scholars who are Liberal Arts majors will be recognized by the Honors Program Director.

**III. Student Speaker**

1. The Outstanding Undergraduate Student in Liberal Arts will be the Student LiberalArts Awards Ceremony Speaker. See Sections II 5A and II 5C above for selection process; see Section VI 22 below for details about the speed. This student will also be a Liberal Arts nominee for the student spring commencement speaker—if the student is a graduating senior. See PPS 6.09 specifies the University’s selection process for student Commencement speaker.

**IV. Responsibilities**

10. The College of Liberal Arts will

1. Reserve the room for the ceremony;
2. Call the Chair of Music to arrange for special live music by student musicians while guests are being seated before the ceremony begins;
3. Arrange for food catering for the ceremony;
4. Order lists of majors for each department/center from the Systems Support Analyst for department verification; lists should specify **Texas State GPAs** and major **Texas State GPAs** for majors (including pre-majors and double majors) for students **completing a minimum of 24 hours, not necessarily at Texas State, during the previous calendar year**;
5. Send out letters of invitation to recipients of the Outstanding Undergraduate Student Award, the Outstanding Graduate Student Award, and the Academic Excellence Certificates;
6. Order a plaque for the Outstanding Undergraduate Student Award and inform the Graduate College to order the Outstanding Graduate Student Award plaque;
7. Provide blank certificates to departments/center for Academic Excellence Awards, and
8. Draft an invitation to Liberal Arts faculty (and special guests, if any). Dean approves; Associate Dean of Students oversees distribution.
9. After the appropriate information has been received from the departments/center, the Associate Dean of Students for the College of Liberal Arts and the College’s Resource Developer will compose and proofread the program, then see it through printing.
10. Send letters to students who applied or were nominated for, but did not win, outstanding undergraduate student award or outstanding graduate student award.

1. 11. Departments/Center will

a) Certify the eligibility of students in their majors for all awards;

b) Submit the names and addresses to the College of Liberal Arts for students being recognized for Academic Excellence;

c) For students receiving special department/center awards, **inform/invite** the students and their families;

d) Complete the certificates for the Academic Excellence Awards; and

e) **Personally encourage students and their families to attend the Liberal Arts Awards Ceremony.**

12. The Director of the Honors Program will

a) **Inform/invite** recipients and families for students receiving the Emmie Craddock Scholarships,

b) **Personally encourage students and their families to attend the Liberal Arts Awards Ceremony.**

**V. Timelines**

13. By **October 3lst**, the College of Liberal Arts will reserve the room for the ceremony and request special music from the Chair of Music.

14. By **February l5th** the College of Liberal Arts will order the lists of majors from the Systems Support Analyst and send to departments/center.

1. By **first Friday in March** students are responsible for submitting applications for Undergraduate Student Awards to their major department. Nominations for Graduate Student Awards must also be submitted to the major department by this date.

16..By **second Friday in March** documentation for eligible applicants/nominees must be forwarded to the Dean of the College of Liberal Arts by 5:00 pm. Applications and nominations received after the deadline will not be considered.

1. By **March 15th** departments/center will provide the College of Liberal Arts the names and addresses of students recognized for Academic Excellence at the ceremony; Honors will provide names only for the program.
2. By **first Friday after Spring Break** Liberal Arts Council will evaluate and rank applicants/nominees for the Outstanding Undergraduate Student in Liberal Arts and the Outstanding Graduate Student in Liberal Arts.
3. By **April lst** the College of Liberal Arts will
4. send out letters of invitations (*Attachment D*), including a request that students notify the College of any inappropriate major identification so that students who have switched majors after the 12th day of the semester can be identified;
5. order food service and confirm room and music;
6. order plaque for the Outstanding Undergraduate Student;
7. confirm with the Graduate College that they will order plaque for Outstanding Graduate Student;
8. provide the departments/center with blank certificates; and
9. prepare the program for publication
10. send invitations to Liberal Arts faculty.
11. By the **second Thursday in April,** departments/centers will
12. **inform/invite** students receiving special departmental/center recognition and
13. provide the completed Certificates for Academic Excellence to the College of Liberal Arts for the Dean's signature. The certificates will then be returned to the appropriate department/center for chairs and directors to bring to the ceremony.
	* 1. **The Ceremony**
14. The Dean of the College will be the Master of Ceremonies.
15. The Outstanding Undergraduate in Liberal Arts, who is also the Liberal Arts Awards Ceremony Student Speaker, will give a brief address of no more than three double-spaced, typed pages to students, families, faculty, and staff who are present.
16. Chairs, the Director of International Studies, and the Director of Honors will present awards to their students. Before each department/center presentation the respective chair/director will request students to gather near the front to save time during the ceremony.
17. A reception will immediately follow the ceremony.
18. Departments/Center will be responsible for distributing certificates to any students who were not able to attend the ceremony.

Attachment A

**TEXAS STATE UNIVERSITY**

**COLLEGE OF LIBERAL ARTS**

UNDERGRADUATE STUDENT AWARD

An annual award will be made to an outstanding undergraduate student in the College of Liberal Arts. **Students are responsible for submitting applications to their major department by the first Friday in March.** Part-time and full-time undergraduate students who have not received this award before may apply, provided they meet the following criteria:

 1. Junior or senior classification;

 2. Major in one of the departments of the College of Liberal Arts;

 3. Texas State GPA of 3.8;

4. Completion of one full-time semester’s work (or fifteen hours) at Texas State; **and**

5. 18 hours of course work completed in major (including course work at Texas State as well as transfer credit).

Applicants must turn in the following to their major department: (a) a completed application (attached) for the award; (b) a current Texas State transcript; (c) a vita/resume, (d) one letter of recommendation from a Texas State Liberal Arts faculty member, and (e) a 500-word essay detailing how the liberal arts have contributed to the student’s education, as well as the contributions the student has made to the liberal arts. The departments are responsible for screening all applicants for eligibility and for forwarding application packets. **The names and application packets of eligible candidates must be forwarded to the Dean’s office, College of Liberal Arts, by 5:00 p.m. the second Friday in March.**

Chairs and Directors of degree granting programs in the College of Liberal Arts will review and rank the candidates the week after spring break. [**NOTE:** The committee may recommend that no award be presented for the year.] The award will be presented at the College of Liberal Arts Awards Day in April. (Please check with your major department for this year’s date.)

**TEXAS STATE UNIVERSITY**

**COLLEGE OF LIBERAL ARTS**

## APPLICATION FORM—UNDERGRADUATE STUDENT AWARD

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Completed at TexasState\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours Completed in Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Texas State GPA\_\_\_\_\_\_\_\_\_\_Texas State Major GPA\_\_\_\_\_\_

Please attach the following items to this application form: a current Texas State transcript, a vita/résumé, one letter of recommendation from a Texas State Liberal Arts faculty member, and a 500-word essay detailing how the liberal arts have contributed to the student’s education, as well as the contributions the student has made to the liberal arts. Submit these documents to your major department for determination of eligibility by the first Friday in March. Most departmental offices are open between the hours of 8:00 a.m. - noon and 1 - 5:00 p.m. Monday through Friday. Applications received after the deadline will not be considered.

Attachment B

**TEXAS STATE UNIVERSITY**

**COLLEGE OF LIBERAL ARTS**

GRADUATE STUDENT AWARD

An annual award will be made to an outstanding graduate student in the College of Liberal Arts. Nominations may be submitted by graduate faculty members, in consultation with the nominee. Both part-time and full-time graduate students in Liberal Arts graduate programs may be nominated. Nominees must have completed at least 18 hours of graduate work at the time of nomination and must have earned a Texas State GPA of at least 3.75. Any graduate student who meets the criteria may be nominated. The call for nominations and the selection of the recipient are the responsibility of the Liberal Arts Council. **Nominations must be submitted to the major department for verification of eligibility by the first Friday in March; the documentation for eligible applicants must be forwarded to the Dean of the College of Liberal Arts, FH 313, by 5:00 p.m. of the second Friday in March. Applications received after the deadline date will not be considered.**

Chairs and Directors of degree granting programs in the College of Liberal Arts will review and rank the candidates the week after spring break. [**NOTE:** The committee may recommend that no award be presented for the year.] The award will be presented at the College of Liberal Arts Awards Day in April. (Please check with your major department for this year’s date.)

**TEXAS STATE UNIVERSITY**

## COLLEGE OF LIBERAL ARTS

## NOMINATION FORM—GRADUATE STUDENT AWARD

Nominee’s Name SSN

Local Address

Phone E-Mail

Department/Major Texas State GPA —

Graduate Faculty Member’s

Name Title

Address Phone

Dept. E-Mail

**Please list below your reason for submitting the above name. Please be as specific as possible. Attach a transcript, a vita, and any additional information that is applicable, e.g., publications, writing samples, research honors or awards, student evaluations to document teaching experience, examples of campus or other service and activities, as well as letters of support.**