

## OFFICIAL

Policy and Procedure Statement 6.05  
Review Cycle: Nov. 1, E4Y  
Review Date: 11/1/2016  
Reviewer: Associate VP for Enrollment  
Management & Marketing,  
Director of Financial Aid and Scholarships

Presidential Upper Level  
Scholarship Program  
(17 paragraphs)  
[Appendix A](#)  
[Appendix B](#)

### ELIGIBILITY AND SELECTION CRITERIA

1. The Presidential Upper Level Scholarship Program provides financial assistance and special recognition to a limited number of undergraduate students who have been outstanding in their college work. Each Scholarship is valued at twelve hundred dollars, and the award is for one year only. Each of the eight undergraduate colleges (excluding the Honors College) will be authorized to choose one student per year for the award.
2. To receive this scholarship, a student must earn 60 or more credits by the time the scholarship is funded (fall term). Thirty of the sixty credits must have been earned at Texas State. The award will go to the next ranked nominee if the recipient does not complete 60 hours by the end of summer school, or if the recipient graduated after completing one semester of work as a scholarship holder.
3. Academic achievement, as shown by grades and other standards expected and defined by departments, will be the principal criteria for the selection of recipients. Breadth of interests and achievements normally will take precedence over narrow pursuits. Leadership in departmental or school and other activities will be considered important, if they do not detract from academic achievements in classroom-related activities.
4. Students will be given six hundred dollars at each (fall and spring) registration, contingent upon their enrolling for at least 12 hours of course work.
5. Each student who applies will be nominated only by the department/school of that student's major.

### NOMINATION PROCEDURES WITHIN DEPARTMENTS

7. By February 1 each department chair or school director will name a Departmental Presidential Upper Level Scholarship Screening Committee consisting of the department chair or school director, one senior faculty member, and one junior faculty member.

8. Application is a two-stage process:
  - a. Applicants must complete an application form ([Appendix A](#)) and deliver it to the department chair or school director, along with an official transcript.
  - b. The applicant must request three faculty members, preferably from the major departments to fill out an evaluation form ([Appendix B](#)) and deliver it to the Chair/Director.
  
9. When applications have been received and the deadline (February 15, or the next working day if February 15 falls on a weekend) has passed, the department chair or school director will send to each faculty member a list of applicants. All faculty members are encouraged to send forward any comments on students that they may have had in their classes.
  
10. Each Department or School Committee, in meeting(s) prior to March 25, will consider each candidate. The Committee should interview candidates if the applicants are not well known to them.
  
11. Each departmental or school committee may recommend candidates to the Dean according to the number of upper-level majors, as shown on the Registrar's previous fall report of majors and minors, as follows:
 

Up to 99 upper level majors	1
100 to 199 upper level majors	2
200 to 299 upper level majors	3
300 or more upper level majors	4

### **SELECTION OF NOMINEES BY SCHOOLS**

12. Each college dean will name and convene by April 1 a College Selection Committee to consider all nominees in that college and to select a student to be recommended for the award. The Committee will consist of one faculty member from each department or school in the college. Candidates may be interviewed by the Committee. Voting will be in secret, and the dean will not vote except to break a tie.
  
13. The dean will notify the first choice and ask for the student's acceptance of the scholarship. The dean should request letters of acceptance from recipients. If that student declines the scholarship, the dean will contact the next ranked nominee. The Dean's Office will ensure that all students who apply for the scholarships are informed of the decision.

## ANNOUNCEMENT OF AWARDS

14. The dean will notify the student via letter. The dean will by April 10 send the name and ID number of the recipient to the Assistant Director for Scholarships at Financial Aid and Scholarships for processing of the funds.

## PAYMENT

15. The student will be given six hundred dollars (or a credit) at each fall and spring registration, contingent upon their enrollment for at least 12 hours course work.
16. Should a recipient complete requirements for graduation at the end of the first semester of the scholarship year, or vacate the scholarship after one semester for any other reason, the dean of the appropriate college may select the next ranked candidate who is eligible. The appointment will be for spring semester only, and the recipient is not eligible for consideration of a subsequent full-year appointment as a Presidential Upper Level Scholar.

## CERTIFICATION STATEMENT

17. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_

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