**Texas State University Outstanding SS/PPS No. 07.20**

**Senior Award Issue No. 3**

 **Effective Date: 04/22/2022**

 **Next Review Date: 04/01/2025 (E3Y)**

 **Sr. Reviewer: Associate Vice**

 **President and Dean of Students**

**POLICY STATEMENT**

*Texas State University is committed to excellence in undergraduate, graduate, and continuing education, through research, scholarship, and creative expression.*

**01. SCOPE**

* 1. The Texas State University Outstanding Senior Award is awarded by Texas State University to an outstanding senior based on leadership, scholarship, character, individual potential, and loyalty.

**02. DEFINITIONS**

02.01 Eligible Students – Nominee must be a candidate for graduation at Texas State in the spring of the year that the award is conferred or have graduated the preceding August or December.

02.02 Scholarship Advisory Committee – composed of the committee chair who will be a staff representative of the Dean of Students Office and appointed by the associate vice president and dean of Students, two faculty members appointed by the provost and vice president for Academic Affairs (VPAA), and two staff members appointed by the vice president for Student Success (VPSS). The committee is responsible for reviewing all applications, interviewing applicants, and selecting the top three candidates in the pool. The committee will move forward with a recommendation of the top one to three candidates to the associate vice president and dean of Students. Committee members will be appointed every two years.

**03. SCHOLARSHIP CRITERIA AND QUALIFICATIONS**

03.01 Criteria for the award is based on scholarship, leadership, character, individual potential, and loyalty to Texas State. General scholarship applications must be completed and submitted to the Scholarship Advisory Committee. All scholarship applications will be approved by the Scholarship Advisory Committee to make sure they meet the initial guidelines.

a. Nominee must have demonstrated academic success and a grade point average of 3.0 or higher.

03.02 The Scholarship Advisory Committee chair will be responsible for providing the nominees a notice of nomination requesting their application. The electronic application packet outlining scholarship requirements will be attached.

03.03 The associate vice president and dean of Students will send an email to each academic dean prompting them to nominate at least one student who qualifies for the award based on the selection criteria. Additionally, the associate vice president and dean of Students will send an email to all faculty and staff inviting them to nominate eligible students for this award.

03.04 Nominees must submit a completed packet application to the Scholarship Advisory Committee chair by November 1 which must include the application form, cover letter, two recommendation letters, resume, and essay. Recommendation letters may not be submitted by members of the Scholarship Advisory Committee, Dean of Students Office staff, or Texas State faculty or staff who are family members of the nominee.

03.05 The Scholarship Advisory Committee chair will provide the university-verified grade point average from the Registrar’s Office to the Scholarship Advisory Committee for each applicant.

03.06 Disciplinary records will be checked by the Scholarship Advisory Committee chair with the [Student Conduct and Community Standards](https://www.dos.txstate.edu/services/student-conduct-and-community-standards.html) to verify that applicants are in good disciplinary standing with the university.

**04. SELECTION PROCEDURES**

04.01 Scholarship Advisory Committee members will evaluate applicants utilizing a [rubric](http://sa.txstate.edu/pps/sapps0720scoresheet.pdf) to determine the top one to three applicants to be forwarded to the associate vice president and dean of Students.

04.02 The associate vice president and dean of Students will forward the recommendations of the top one to three applicants to the VPSS. The VPSS, in consultation with the president of Texas State, will decide on the recipient of the award.

04.03 A congratulatory letter will be sent to the Texas State University Outstanding Senior Award recipient by the associate vice president and dean of Students.

**05. AWARDS**

05.01 The recipient of the Texas State University Outstanding Senior Award will receive a stipend in the amount of $1,500 by the end of the spring semester. The Scholarship Advisory Committee chair will coordinate with the Dean of Students Office for financial disbursement.

05.02 The associate vice president and dean of Students will coordinate with the Commencement chair to assure that the recipient will be seated on the commencement platform and will receive a plaque presented by the president of Texas State during the spring commencement ceremony.

**06. REVIEWERS OF THIS PPS**

06.01 Reviewers of this PPS include the following:

Position Date

Associate Vice President and Dean April 1 E3Y

of Students

Scholarship Advisory Committee April 1 E3Y

Chair

Vice President for Student Success April 1 E3Y

**07. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Associate Vice President for Student Success and Dean of Students; senior reviewer of this PPS

Vice President for Student Success