

Scholarship Committee By-laws

Guide to by-laws

Students should be aware of all the Scholarship Committee by-laws as they will affect the awarding of scholarships. They have been accepted by the University Senate. There are some which specifically pertain to the Study Abroad/International Travel Scholarships (11, 12, 13, 14 19, 20).

1. Letters of recommendation will only be accepted from UTD faculty and advisors, except in the case of transfer scholarships where letters will be accepted from external faculty.
2. Late applications will not be considered.
3. Students applying for all but the “entrance” scholarships must be degree-seeking and have successfully completed 12 hours at UTD at the undergraduate level, or 9 hours at UTD at the graduate level, except in cases where the conditions of the scholarship require exceptions.
4. The Committee will award as many scholarships as possible before the beginning of the fall semester to help with retention and to reduce financial need. This means that the Scholarship Committee appointed in the fall has to meet during the fall, spring and most importantly during the summer.
5. The Committee will start awarding scholarship monies for the upcoming fall beginning in April of the same year. This means that the bulk of the work of the Scholarship Committee will be conducted over the summer, and so members of the committee should be selected who are available to serve over this time frame.
6. When there is any mention of financial need as a criterion in the scholarship, the Committee requires that a “FAFSA” form be submitted.
7. The Committee will award scholarship monies as equitably as possible since there are a large number of applicants who apply for all the advertised scholarships. The Committee will try to award the largest scholarships first. Students who receive these large scholarships will then be eliminated from eligibility for the lesser scholarships. Sometimes, when several eligible students received smaller scholarships, the committee may decide to make different levels of awards within a single scholarship so that one student might receive a single scholarship worth “X,” and someone else of similar caliber, might receive two scholarships which combined, totaled up to “X.”

8. Decisions of the scholarship committee are final. They are not subject to appeal. Members of the committee should not be contacted by students who want to know why they did not get an award. The Committee will notify students whose applications were not accepted to tell them the reason why when it is appropriate to do so (such as their application was received late, they did not have appropriate references, or sufficient references etc.).
9. For prestigious awards, “runners up” will be chosen in case the initial awardees decline or cannot accept the award.
10. If students are awarded a scholarship to be disbursed over two semesters, the award will be divided over the two semesters. Students receiving a two-semester award who will be attending only one semester will receive one half of the total award.
11. International Education Fund Scholarships (IEFS) awarded to go to a stated location cannot be transferred to a different location. If the student does not go to the stated location the award will be forfeited.
12. A student who has received a small IEFS award for a specific trip to may reapply in subsequent semesters of the same academic year for increased funding for the same trip. IEFS scholarships are dependent upon the number of applicants and the availability of funds.
13. If a student receives money for one IEFS trip, the Scholarship committee will not consider them a high priority if they apply for a second trip. In effect this means that the Scholarship Committee would not normally disburse money to someone for a second trip. Also students who have been awarded other scholarships which provide money for travel will not be considered high priority.
14. Student's who apply for the IEFS should use the Committee's UTD IEFS form. This includes a financial statement of resources needed to travel abroad and a statement listing specific educational objectives and how the courses taken abroad will transfer back to UTD for use in the applicant's degree program. The form makes it clear that the purpose of the IEF Scholarship is to supplement student expenses, NOT to cover the cost of most or all of the trip.
15. All members of the Scholarship Committee will have computer accounts set up that will enable them to view Scholarship Applications on line. This will involve encryption software, and any other measure to ensure the security of student information (FERPA)
16. For Scholarships which are reviewed by outside parties (donors), the scholarship review process will be undertaken on campus to ensure confidentiality of student records.

17. Applications of "Consortium students" will only be considered if the majority of the courses are being taken at UTD.
18. To facilitate students who wish to apply for departmental scholarships, the Committee will name a departmental contact for each department. This contact information is provided to the Financial Aid Office.
19. The Scholarship Committee will not award IEFS (International Education Fund/Study Abroad) Scholarships to students who have not gone through the International Education Office to complete and have accepted the institutional Protocol, including the "Pre Approval Course Form" or "Out of State, Foreign and Field Trip Course Approval Form." These forms are to help ensure that students have a safe and worthwhile travel experience.
20. When a student is awarded an IEFS Scholarship and then does not go, the university will keep the designated funds in the IEFS/Study Abroad general account to award to other applicants in subsequent semesters. Concurrently, the Scholarship Committee will also designate that this student has received an award and is therefore the lowest priority for future Study Abroad awards. (There are always exceptions of course such as if the class does not make or if an institution cancels a class.) If the reason is personal, however, such as not having enough money saved, the student is not behaving responsibly. The second reason is that the size of the awards is decided partially by the number of applicants. If students who are not serious about their educational travel experience get awards, then the students who actually travel end up with smaller awards.
21. Scholarship applications require new documentation including letters of recommendation with each application. It is not sufficient to refer to dated material of the previous years or materials not submitted with the application that may be on file somewhere in the university.
22. Students who wish to graduate in December, and to use a scholarship over the summer and fall which is actually designated for use in the fall and spring must meet the following conditions:
 - a. There must be sufficient funds in the scholarship account to accommodate this request;
 - b. The student must not have problems of "scholarship overload" with the financial aid office;
 - c. The student must be taking a full course load (as defined in the catalog) in both summer and fall semesters; and
 - d. The student must intend to graduate in December and be successful in that endeavor. In other words, if a student did not graduate in December as planned, he/she would not be eligible to request additional funds from that scholarship.

