

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Scholarship Administration Policy

SRSU Policy ID: 2.31

Policy Reviewed by: Office of Financial Aid and Office of Development and Advancement

Approval Authority: Executive Cabinet

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1. Purpose

Sul Ross State University (SRSU) is committed to administering institutional scholarships in a manner that supports student success while ensuring compliance with applicable federal and state law, Board of Regents' Rules and Regulations, University policy, donor intent, and sound fiscal stewardship.

This policy establishes the University's framework for the governance, administration, awarding, oversight, and monitoring of institutional scholarships administered by Sul Ross State University.

2. Scope

This policy applies to all institutional scholarships administered by Sul Ross State University, regardless of funding source, including:

- Institutional funds
- Endowment funds
- Donor-restricted funds
- Foundation-supported scholarships
- Departmental scholarships
- College scholarships
- Athletic scholarships, where applicable
- Competitive scholarship programs
- University Excellence Funds
- Any scholarship administered through the University's official scholarship management system and processed through the Office of Financial Aid

This policy applies to all University employees, administrators, faculty, staff, scholarship committees, and departments involved in the development, administration, recommendation, selection, approval, or oversight of institutional scholarships.

3. Definitions

For purposes of this policy, the following definitions apply:

AwardSpring – The University's official scholarship management system used to administer scholarship applications, committee reviews, and award recommendations.

Competitive Scholarship – A scholarship that meets the requirements established by Texas Education Code §54.213 and may qualify eligible nonresident students for resident tuition rates.

Donor Agreement – A written agreement establishing the purpose, funding source, eligibility criteria, selection process, and administrative requirements of a donor-funded scholarship.

Endowed Scholarship – A permanently invested scholarship fund in which investment earnings support scholarship awards while preserving the principal balance.

Institutional Scholarship – Any scholarship funded, administered, or awarded by Sul Ross State University regardless of funding source.

Scholarship Committee – A University-appointed committee responsible for recommending scholarship recipients using approved scholarship criteria.

4. Policy

Sul Ross State University shall administer all institutional scholarships in a manner that promotes fairness, consistency, accountability, transparency, and responsible stewardship of institutional and donor resources.

Scholarships shall be administered in accordance with:

- Applicable federal laws and regulations;
- Texas Education Code;
- Senate Bill 17 and other applicable state laws;
- Board of Regents' Rules and Regulations;
- University policies and procedures;
- Donor agreements; and
- Federal financial aid requirements.

Scholarship eligibility and selection criteria shall be applied consistently and shall comply with applicable law and donor intent.

No institutional scholarship may be established, advertised, awarded, or disbursed until all required institutional approvals and compliance reviews have been completed.

5. Governance

The University shall administer institutional scholarships through a coordinated governance model that promotes consistency, accountability, and compliance across all academic and administrative units.

The Office of Financial Aid serves as the University's administrative authority for scholarship administration and financial aid compliance.

The Office of Development and Advancement serves as the University's liaison for donor-funded scholarships and is responsible for coordinating the establishment and stewardship of scholarship funds.

Academic colleges, departments, and scholarship committees are responsible for recommending scholarship recipients in accordance with approved scholarship criteria and University procedures.

6. Roles and Responsibilities

Office of Financial Aid

The Office of Financial Aid shall provide institutional oversight of scholarship administration and is responsible for:

- Administering institutional scholarship programs;
- Ensuring compliance with applicable federal and state regulations;
- Reviewing scholarship awards for financial aid compliance;
- Coordinating Competitive Scholarship Waivers;
- Maintaining institutional scholarship records;
- Conducting periodic compliance reviews; and
- Maintaining procedures governing scholarship administration.

Office of Development and Advancement

The Office of Development and Advancement shall:

- Coordinate the establishment of donor-funded scholarships;
- Maintain donor agreements;
- Ensure scholarship funds are administered consistent with donor intent; and
- Coordinate with the Office of Financial Aid regarding scholarship implementation.

Academic Colleges and Departments

Academic colleges and departments shall:

- Participate in scholarship selection;
- Recommend scholarship recipients using approved criteria;
- Support scholarship administration; and
- Comply with University scholarship procedures.

Scholarship Committees

Scholarship committees shall evaluate applicants objectively, maintain confidentiality, avoid conflicts of interest, and recommend recipients based solely on approved scholarship criteria.

7. Scholarship Administration

The Office of Financial Aid shall coordinate the administration of all institutional scholarships to ensure consistent application of University policy and applicable law.

The University's official scholarship management system shall be used to administer scholarship applications and committee review processes.

Banner shall serve as the University's official student information and financial aid system of record for scholarship awards.

8. Scholarship Development

All newly established institutional scholarships shall receive appropriate institutional review and approval before implementation.

Donor-funded scholarships shall be supported by an executed donor agreement that clearly documents donor intent, scholarship purpose, eligibility criteria, and administrative requirements.

New scholarship proposals shall be reviewed to ensure compliance with applicable law, University policy, and administrative feasibility.

9. Scholarship Selection

Scholarship recipients shall be selected using only approved eligibility and selection criteria.

Selection committees shall conduct reviews impartially, maintain confidentiality, disclose conflicts of interest, and document scholarship recommendations in accordance with University procedures.

All scholarship recommendations remain subject to review by the Office of Financial Aid prior to award authorization.

10. Competitive Scholarship Waivers

Sul Ross State University shall administer Competitive Scholarship Waivers in accordance with Texas Education Code §54.213 and applicable guidance issued by the Texas Higher Education Coordinating Board.

The Office of Financial Aid is responsible for determining eligibility, maintaining supporting documentation, and administering Competitive Scholarship Waivers in accordance with applicable law and University procedures.

11. Compliance

The University shall periodically review institutional scholarship programs to ensure continued compliance with:

- Applicable federal law;
- Texas law;
- Senate Bill 17;

- Federal financial aid regulations;
- Donor agreements;
- Board of Regents' Rules and Regulations; and
- University policies.

Scholarships determined to be inconsistent with applicable law, donor intent, or University policy shall be modified, suspended, or discontinued as appropriate.

12. Records

Scholarship records shall be maintained in accordance with the University's Records Retention Schedule, applicable federal and state law, the Family Educational Rights and Privacy Act (FERPA), and University information security requirements.

Access to scholarship records shall be limited to individuals with a legitimate educational interest or official business need.

13. Internal Controls

The University shall maintain an effective system of internal controls governing scholarship administration to promote responsible stewardship of scholarship funds, protect institutional assets, and ensure compliance with applicable laws and policies.

Internal controls shall include appropriate segregation of duties, documented approval processes, reconciliation of scholarship accounts, periodic compliance reviews, and audit support.

14. Exceptions

Exceptions to this policy may be approved only when:

- Permitted by applicable law;
- Consistent with donor intent;
- Consistent with University policy; and
- Approved by the appropriate University authority.

Approved exceptions shall be documented and maintained with the appropriate scholarship records.

15. Procedures

The Office of Financial Aid shall maintain a Scholarship Administration Procedures Manual that establishes the operational processes necessary to implement this policy, including scholarship creation, application administration, selection procedures, award processing, compliance reviews, records management, and related administrative requirements.

16. References

This policy shall be administered in conjunction with:

- Texas Education Code §54.213
- Senate Bill 17
- Texas Higher Education Coordinating Board rules and guidance
- Title IV of the Higher Education Act
- Federal Student Aid Handbook
- Family Educational Rights and Privacy Act (FERPA)
- Texas State University System Board of Regents' Rules and Regulations
- Sul Ross State University Administrative Policies and Procedures Manual
- Sul Ross State University Records Retention Schedule