1. ESTABLISHMENT OF DONOR-FUNDED ACADEMIC SCHOLARSHIPS

1.1 All contributions for the establishment of academic scholarships, including those accepted by colleges and departments, will be processed through the Office of Institutional Advancement. Full reporting and approval procedures for acceptance of private gifts from all sources, including individuals, foundations, and corporations, must be followed.

1.2 Those wishing to establish scholarships are directed to the Office of the Vice President for Institutional Advancement. The Office of the Vice President for Institutional Advancement is responsible for establishing an agreement between the University and the donor. A copy of this agreement will be forwarded to the Office of Student Financial Assistance. The Office of the Comptroller assigns an account number and advises Institutional Advancement and Student Financial Assistance. Monies to support scholarships are received in the Office of the Vice President for Institutional Advancement.

1.3 The responsibility for formally acknowledging all donors' scholarship contributions and for identifying scholarship recipients to the donors resides with the Office of the Vice President for Institutional Advancement. The Office of Student Financial Assistance will provide assistance in the identification process.

1.4 In addition, the Office of the Vice President for Institutional Advancement is responsible for the creation and maintenance of a master file on all scholarships. The file is to contain all details associated with specific scholarships, their donors, provisions, and awarding history.

1.5 Gifts from donors are used to fund both scholarship endowments and annual scholarships.

1.5.1 Scholarship Endowment - Endowments are established to offer a stable source of scholarship funds. The Vice President for Institutional Advancement will establish minimum funding levels for endowed scholarships in consultation with the Texas A&M-Corpus Christi Foundation.

1.5.2 Annual Scholarships - A donor may decide to give the University an amount to be used outright for scholarships, instead of creating an endowment. Annual scholarships are essential to increasing the number of students receiving scholarships each year.

1.6 Questions about setting up a scholarship should be directed to the Office of the Vice President for Institutional Advancement; inquiries about the administration of scholarships should be directed to the Office of Student Financial Assistance.

2. ESTABLISHMENT OF ACADEMIC SCHOLARSHIPS FUNDED BY GRANTS FROM EXTERNAL AGENCIES External agencies may award scholarship monies to particular university programs to advance the goals of those agencies. The process for establishing grant-funded academic scholarships must comply with relevant governmental regulations, agency requirements, and university procedures. This process will be monitored by the Office of Graduate Studies and Research.

Contact for Interpretation: Vice President for Institutional Advancement