EAST TENNESSEE STATE UNIVERSITY

ETSU Scholarship Policy

Policy Effective Date: Insert • **Policy Revised:** Insert
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Policy Name: ETSU Scholarship Policy

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Policy Purpose

This policy specifies the process for awarding scholarships to admitted and enrolled undergraduate students or Graduate School students.

Applicability

This policy is applicable to the award of scholarships to admitted and enrolled undergraduate students or Graduate School students. This policy does not apply to students who are exclusively enrolled in Quillen College of Medicine for the M.D. degree or the Gatton College of Pharmacy for the Pharm.D. degree.

Responsible Official, Office, and Interpretation

The Vice President of Student Life and Enrollment is responsible for the review and revision of this policy. For questions about this policy, please contact the Director of Financial Aid and Scholarships. The Vice President for Student Life and Enrollment, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

General University Scholarships

General university scholarships are awarded by the Office of Financial Aid and Scholarships.

Departmental Scholarships

Scholarships managed by units within colleges or divisions, limited to the specific endowment(s).

Scholarship Advisory Council

Designated by the Director of Financial Aid and Scholarships the Scholarship Advisory Council (SAC) assists with the development and oversight of the administration of

procedures that ensure all scholarships are awarded consistently with fair and equitable processes open to all eligible students.

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Policy

1. General University Scholarships.

General University Scholarships are awarded by the Office of Financial Aid and Scholarships. The Office of Financial Aid and Scholarships will establish and publish standard operating procedures related to the review of scholarship processing. Colleges and departments will begin to be onboarded into the General University Scholarship central application system in October 2027 with a complete university rollover by 2030. Once a unit is onboarded, it must use the system. The ETSU general scholarship application will be used as the primary application for all ETSU scholarships. Selection is made based on the criteria for each scholarship. Scholarship eligibility is unique and different for each scholarship. Students may apply for multiple scholarships through the general scholarship application.

2. Undergraduate First-Time Freshman Academic Performance Scholarship (APS)

First-time freshman scholarships are based on entering first-year students' high school academic performance. Students are not required to apply for Academic Performance Scholarships (APS). At the time of admission, APS scholarships are awarded based on academic eligibility.

3. Undergraduate Transfer Scholarships.

At the time of admission, Undergraduate Transfer scholarships are awarded based on transferring students' academic performance. Transfer students are not required to apply for the Transfer APS.

4. Need-based Scholarships.

Need-based aid is financial assistance provided to a student with demonstrated financial need (based on information provided by the student in their FAFSA and the Office of Financial Aid and Scholarships scholarship scale) to help them afford college or other educational expenses.

5. Endowed Scholarships.

Endowed Scholarships are awarded according to criteria outlined in the Memorandums of Understanding with the donor. Memorandums of Understanding must be kept on file in the department, and the department must provide a copy to the Office of Financial Aid and Scholarships. The criteria for departmental scholarships funded by endowed programs must comply with donor agreements. These scholarships are managed by units within colleges or divisions and are limited to the specific endowment(s). Departmental Responsibilities.

Departments awarding scholarships must use the Scholarship Authorization Form to be sent to the Office of Financial Aid and Scholarship unless the Department is onboarded into the central application system. Once a department is onboarded in the central application system, the department will not be permitted to use the Scholarship Authorization Form and awards must be made within the scholarship system. Scholarship managers requesting changes to scholarship eligibility criteria must provide a copy of the updated MOU or Restricted Fund Agreement to the Office of Financial Aid and Scholarships for the updates to be made in the scholarship system. If the scholarships are institutional, the department must submit the changes, in writing, to the Office of Financial Aid and Scholarships for the updates to be made in the scholarship system. Central Application System.

The Office of Financial Aid and Scholarships maintains a central application system. Students must submit their applications online through the Office of Financial Aid and Scholarships website. All scholarship applications are stored in the scholarships system to allow university-wide access to required documents, including but not limited to resumes, essays, and recommendation letters. Accommodation to this section and the policy may be granted in very unique circumstances by the Vice President of Student Life and Enrollment or their designee.

6. Changes to Scholarship Criteria and Award Amounts.

6.1. Request to Change Criteria before Award of Aid.

Scholarship managers requesting changes to institutional scholarship eligibility criteria must notify the Office of Financial Aid and Scholarships by August 15, prior to the upcoming scholarship application cycle, which begins October 1. The Vice President of Student Life and Enrollment or their designee may grant an extension to this deadline in unique circumstances.

6.2. Request to Change Scholarship Amount Prior to Application Cycle.

Scholarship managers may request changes to award amounts of scholarship; provided, however, that the manager must notify the Office of Financial Aid on or before August 15th for the upcoming cycle, and no funds may be awarded until such request is granted. The Vice President of Student Life and Enrollment or their designee may grant an extension to this deadline in unique circumstances.

6.3. Request to Change Scholarship Amount During Academic Year.

Scholarship managers requesting an increase or reduction to a scholarship award already made to a student for the current academic year, must complete and submit the Scholarship Authorization Form to the Office of Financial Aid and Scholarship

immediately for the award amount to be updated in the scholarship system, thereby updating the student's award. The Vice President of Student Life and Enrollment or their designee may grant an extension to this deadline in unique circumstances.

7. Scholarship Processing.

If a department/college has a separate scholarship application built within the scholarship management system and are not using the general scholarship application for their scholarships, they will be granted access the centralized scholarship system once they have completed the required training has been completed. The Office of Financial Aid and Scholarships is responsible for maintaining the central application system and trains users annually.

Foundation Accounting will provide departments with a list of scholarship funds and balances no later than February each year. Funds available will be based on endowment of spendable balances as of February 1st of each year. Exceptions will be reviewed and approved for funding purposes by the Office of Foundation Accounting.

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Procedures

- Application Deadlines

The scholarship application cycle begins each October for the following academic year. The deadline for the general scholarship application is March 1st. All scholarship decisions should be communicated to students by May 1st.

Departments awarding scholarships will send the Scholarship Authorization Form the Office of Financial Aid and Scholarship by the second week of April for awards to be on accounts by May 1st.

The deadlines for scholarships to be entered into the system are as follows:

Entering First-Time students:

- Fall: Notified on or before May 1
- Spring: On or before December 1

Entering undergraduate transfer students:

- Fall: Notified on or before May 15
- Spring: On or before December 15

Returning undergraduates:

- Fall: Notified on or before June 1
- Spring: Notified on or before January 1

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Applicable Forms and Websites

N/A

Authority and Revisions

Authority: TCA § 49-8-203;

Previous Policy: N/A

The ETSU Board of Trustees is charged with policymaking pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational programs and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the Policy Development and Rule-Making Policy webpage.

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.