



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION  
2**

**PAGE  
D2-210.0**

SUBJECT

**APPOINTMENTS**

SUB-TOPIC

**SCHOLARSHIPS, FELLOWSHIPS AND OTHER APPOINTMENTS**

Awards for scholarships, fellowships, stipends, etc., are granted at the undergraduate, graduate, and post-graduate academic levels. Funding emanates from a variety of sources including federal and state funds, gifts from individuals, and private foundations.

A. ADMINISTRATION

1. Need Based Programs: The Office of Financial Aid administers those programs which are supported by federal and state funds and those which specify financial need as a primary requirement for eligibility. In the latter category, for scholarships funded by private gifts and grants that are administered by Financial Aid, applicants are screened for eligibility requirements in that office and recipients are selected by the University Committee on Student Fellowships and Scholarships. This Committee is appointed by the President with the advice of the Academic Council.

2. Merit Based Programs: Programs based solely on academic merit are administered by the Deans of the Schools, the Dean of Graduate Studies and Research or the Dean of Undergraduate Studies. In the case of programs within the Schools, selection committees are appointed by the Deans of the Schools annually with the approval of the appropriate Graduate or Undergraduate Dean. University-wide programs based on academic merit are administered by the Graduate or Undergraduate Dean, who may appoint a selection committee with approval of the Executive Vice President for Academic Affairs.

3. Coordination: The Office of Financial Aid, as the University's central location for information on all scholarships and fellowships awarded, is advised of awards made by the Schools or the Graduate or Undergraduate Deans through the University's "Appointment Form for School Scholarships, Fellowships and Other Awards" (see Exhibit D11).



ADMINISTRATIVE

POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
6/1/98

REVISION  
2

PAGE  
D2-210.0.1

SUBJECT

APPOINTMENTS

SUB-TOPIC

**SCHOLARSHIPS, FELLOWSHIPS AND OTHER APPOINTMENTS, Continued**

B. ESTABLISHMENT OF SCHOLARSHIPS AND FELLOWSHIPS

1. University Affairs: The Office of Development is responsible for University fund raising and communications with donors. All scholarship/fellowship accounts are established by and through the Office of Development. Any University office receiving a check to support a scholarship/fellowship should forward the check and any stipulations by the donor to the Office of Development.
2. Account Manager: Prior to establishing a new account, the Office of Development determines from the Provost/Executive Vice President for Academic Affairs the appropriate administrative unit to serve as account manager.

C. PROCESSING AWARD CHECKS

1. Scholarship and fellowship awards initiated by University offices other than the Office of Financial Aid are made by completing the "Appointment Form for School Scholarships, Fellowships and Other Awards" (see Exhibit D11).
2. Prior to approving the appointment form, the account manager must verify that the account has sufficient funds budgeted for scholarship expenditures.
  - a. Continuing accounts (e.g., endowed accounts) should be budgeted during the regular budget cycle.
  - b. The Development Office will provide the account manager with a copy of the gift receipt form which creates the fund account number for new and/or annual gifts for scholarships and fellowships. Upon receipt of this form, the account manager must process a Budget Adjustment Form (BAF) and a Signature Authority Form to create the appropriate budget for the funds and to allow the account manager to process Purchase Vouchers for award checks.



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION  
2**

**PAGE  
D2-210.0.2**

SUBJECT

**APPOINTMENTS**

SUB-TOPIC

**SCHOLARSHIPS, FELLOWSHIPS AND OTHER APPOINTMENTS, Continued**

3. A separate appointment form must be completed for each account to be charged. Multiple recipients and/or multiple payments for each recipient may be scheduled on a single appointment form, provided only one account is being charged.
4. A Purchase Voucher (see Exhibit D12) for each recipient should be prepared by the account manager for each issue date for which a recipient is scheduled on the appointment form. The account manager is responsible for submitting the Purchase Voucher to Accounts Payable at least two weeks prior to the date a recipient is scheduled to receive an award check. In the case of a single payment to a recipient, the appointment form will be forwarded to Accounts Payable with the Purchase Voucher. When multiple payments to a recipient are scheduled on the appointment form, Accounts Payable will maintain a file copy of the appointment form and voucher and issue payments as directed by the form and voucher. Accounts Payable will verify that the student/employee is still with the University before each subsequent payment is made. If there is a change in status of the appointment, it is the responsibility of the account manager to notify Accounts Payable in writing.
5. All award checks are forwarded to the Bursar's Office for distribution to recipients. If an exception to this procedure is necessary, written instructions regarding the disposition of the check(s) should be attached to the Purchase Voucher(s). Such exceptions will be subject to approval by the Director of Financial Services.
6. Upon receipt of the appointment form, Accounts Payable will indicate the date of receipt and distribute copies as indicated on the form. In the case of multiple payments to a recipient scheduled on a single appointment form, Accounts Payable will provide the Office of Financial Aid with a copy of the authorizing appointment form as each Purchase Voucher is processed.
7. The Office of Financial Aid will notify the Registrar of out-of-state and foreign students who receive competitive academic scholarships or fellowships that qualify the recipient to pay the same tuition as a Texas resident.



SUB-TOPIC

**SCHOLARSHIPS, FELLOWSHIPS AND OTHER APPOINTMENTS, Continued**

8. Appointments conditioned upon a service being rendered by the recipient should be routed through the Payroll Office prior to Accounts Payable to ensure proper deductions are calculated.

D. AWARDS QUALIFYING FOR TUITION WAIVERS

1. A nonresident student who is awarded a competitive academic scholarship in the amount of \$1,000 or more may pay the same tuition as a resident of Texas during the registration period in which the competitive academic scholarship is in effect.
2. A competitive academic scholarship is defined as an award made in competition with other students, including Texas residents, to encourage academic excellence in the academic program in which the recipient is enrolled.
3. The chairperson of the appropriate selection committee certifies on the "Appointment Form for School Scholarships, Fellowships, and Other Awards" that the criteria used by the committee does or does not meet the definition of a "competitive academic scholarship" cited above. The form also indicates the appointment period for the award which stipulates the registration period(s) in which a competitive academic scholarship is in effect.

E. THIRD PARTY AWARDS

1. Third party awards are defined as those scholarships, fellowships, or other awards which are awarded to a student enrolled for course work at U.T. Dallas by a funding agency which is not part of the U.T. Dallas administration. Normally, students apply directly to such agencies and award checks may or may not be transmitted to the student via the University.
2. All third party award checks when received by any university office should be forwarded to the Office of Financial Aid for processing through Accounts Payable, including distribution to the student via the Bursar's Office.