

UT Health Science Center: COHP108 Student Scholarship Guidelines - Academic Policy	
Version 2	Publication Date: 03/12/2025

No./Title: COHP108 Student Scholarship Award Guidelines	Resp. Office: STUDENT AFFAIRS Approval Body: College Council	Effective Date: March 2019
Category: Student	Last Review: July 2023	Next Review: July 2026
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Related Policies:		

Introduction

The College of Health Professions (COHP) provides up-to-date information about student scholarships to all students in the UTHSC Academic Bulletin. Several scholarships are offered to students in COHP in collaboration with the UTHSC Office of Financial Aid. To award scholarships in a fair and equitable manner, each COHP department (where applicable) will have a scholarship committee.

Procedure

Guidelines for COHP Departmental Scholarship Committees.

- a. Each academic program that offers scholarships will have a scholarship committee. Scholarship selection committees are appointed by the department chair and are typically comprised of departmental full-time faculty and may include external members who has a significant interest in the program. The exception to this is when the composition of the selection committee is outlined by the "Scholarship Memorandum of Agreement and Administrative Provisions" for each endowed scholarship.
- b. Scholarship selection committees will meet formally at least once each year to review applications and select scholarship recipients for both incoming and existing students. Additional meetings may be conducted as needed.
- c. Accurate records of the selection process must be maintained in a secure manner:
 1. Meeting minutes with an attendance roster;
 2. Written documentation supporting the selection based upon criteria dictated by individual scholarship guidelines;
 3. For departmental or programmatic endowed scholarships in which financial need is a criterion, there should be documentation of the information used in the selection process, such as a roster of eligible students showing unmet financial need;
 4. The "Scholarship Memorandum of Agreement and Administrative Provisions" for

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each endowed scholarship awarded by COHP programs will be reviewed by the scholarship selection committee. This is the document that was approved when the scholarship was established.

5. If the amount awarded is to be selected by the UTHSC Office of Financial Aid, the department should contact that office to obtain the amount of the award prior to submitting their spreadsheet to the Executive Associate Dean for Academic, Faculty, and Student Affairs.
6. If the award is an in-house scholarship (e.g., the Ann Craig Scholarship in Physical Therapy), the amount available to award is obtained by the department chair by viewing the account balance in DASH.
7. Upon receiving the scholarship spreadsheet from the scholarship selection committee, a congratulatory letter from the Program Director, Department Chair and/or Dean will be emailed to the student(s). The letter(s) will be copied to the program director/chair of the department awarding the scholarship. The Executive Associate Dean for Academic, Faculty, and Student Affairs will forward the names and amounts for scholarship recipients to the Office of Financial Aid.

Guidelines for COHP College Scholarship Committee Scholarship Criteria and Eligibility

1. The COHP College Scholarship Committee will award the University Scholarship and Chancellor's Scholarship.
2. Criteria for the scholarship is listed in the table below.
3. Scholarships will be awarded based on the student's degree level (Undergraduate, Professional Masters, Professional Doctorate).
4. Funds will be allocated based on the proportion of total students in the degree level.

Scholarship Application

1. All scholarship applications will be submitted through the scholarship management system.
2. Scholarship applications will be available January 10 for Fall admissions and July 1 for Spring admissions.

Review of Applications

1. Application review will begin April 1 for Fall admissions and August 1 for Spring admissions and continue until all funds are distributed.
2. The scholarship committee will consist of one representative from each department.
3. Applications will be scored based on answers in the scholarship application and criteria from the student information system.
4. In the event of a tie, the decision will be made by the College Dean.

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Notification of Awardees

1. Students will be notified via UTHSC email of their scholarship awards.
2. Students will be required to complete a thank you letter through the scholarship management system before funds are distributed.
3. Funds will be distributed through the student information system.

APPROVAL HISTORY

Effective: March 2019

Approved: March 25, 2019, HPFO

Approved: March 27, 2019, COHP Dean

Approved: July 12, 2023, College Council