

**Computer Science and Engineering Process and Policy
for Undergraduate Scholarship Award**

Current as of November 6, 2008

1. Scholarship applications are accepted by the Department of Computer Science and Engineering on a continual basis. Applications are considered active for 12 months from the date on the application after which they are removed from further consideration.
2. Academic year scholarships will be awarded, when possible, during the first two weeks of the academic term(s), thereby allowing maximum student financial benefit. In order to be considered for these awards, scholarship applications must be received by the Department of Computer Science and Engineering no later than June 15th for the Fall Semester or December 1st for the Spring Semester of the current calendar year. It is recommended that students submit an application once a year or when significant changes in their information occur. For example, if a student is elected to a leadership position within a student organization, or the nature of their financial situation changes considerably, a new application should be submitted.
3. The Undergraduate Awards Committee (UAC) will endeavor to spread departmental scholarship monies across as many students as possible in order to achieve the maximum benefit of available award funds. With this in mind, the UAC will utilize reports from the Department of Financial Aid to determine the levels of support for all CSE Department students under consideration for awards.
4. Scholarship applications will be updated in the scholarship application database within ten days of submittal to the Department of Computer Science and Engineering. Credit hours completed and GPR data will be updated at the end of each semester for all current scholarship applications. A student DOES NOT need to submit a new scholarship application if those are the only changes to their information.
5. Periodic performance reviews of current scholarship holders will be completed to determine eligibility to continue to receive the award. For students receiving payment of a scholarship over two semesters, this includes meeting all departmental award requirements for the second semester in which payment is received.

For scholarship donors who do not stipulate specific criteria for their awards, the following basic metrics will be used to determine scholarship awardees:

1. Full-time undergraduate student (may include co-enrolled credit hours). Full-time enrollment will be verified after the add/drop date each semester. Full-time enrollment is a minimum of 24 hours per academic year which includes fall, spring, and summer semesters.
 2. Enrolled in one of the following majors: CPSL, CPSC, CECL, CECN.
 3. Minimum GPR of 3.00.
 4. Scholarship is renewable for the academic school year based on scholastic progress. Students must maintain 3.00 cumulative GPR to be eligible to continue scholarship.
 5. Other criteria considered as appropriate for selection such as financial need, leadership and/or extracurricular activities.
- Students must reapply for scholarships. It should not be assumed that a scholarship will automatically be renewed from year to year.

Scholarship Student Requirements and Limitations

Students may be considered for scholarships if they are full-time students, regardless of whether or not all current registered hours are at Texas A&M University. Students with full-time status through co-enrollment are responsible for submitting fee slips to the undergraduate advisor to verify enrollment. Fee slips from the co-enrolled institution are the ONLY method that will be used to verify co-enrolled credit hours.

Students who are participating in a co-op or are enrolled for less than 12 hours during their graduation semester are considered full-time students and are eligible for departmental scholarships.

Students will only be afforded the benefit of a Non-Resident Tuition Waiver if they meet University requirements. These requirements may differ from the scholarship guidelines outlined in this policy. For information on requirements for receiving the Non-Resident Tuition Waiver, students should refer to information from the TAMU Department of Financial Aid.