

COLLEGE OF GEOSCIENCES SCHOLARSHIP POLICIES AND PROCEDURES

The College of Geosciences complies with TAMUS and TAMU rules and standard administrative procedures in terms of compliance, records retention, and philosophy for award as outlined in the Scholarship Administrator's Resource Guide (https://scholarships.tamu.edu/cd_staff.aspx). The College further follows guidelines for competitive scholarship non-resident waivers.

All departments and scholarship-granting centers, organizations, and programs such as Berg-Hughes Center, ODASES, and S-STEM also comply by having clear criteria and documented procedures for scholarship award. These policies and procedures are posted on the College website at <http://geobusiness.tamu.edu/policies/college-committee-and-bylaw-policies>.

College Scholarship Committee

The College of Geosciences scholarships and fellowships are awarded by the College Scholarship Committee consisting of one representative per academic department and program, appointed on a yearly basis by the Department Head. The Committee is chaired by the Associate Dean for Academic Affairs, assisted by the Director of Recruiting, the Senior Academic Advisor, and the Business Office administrator responsible for scholarships and fellowships.

The Committee meets as needed to 1) receive orientation and training in current College policies and procedures; 2) to establish clear criteria to guide decision-making; 3) to decide on the amounts of awards pending a yearly review of assets; 4) to review all continuing undergraduate and graduate student applications; 5) to prepare a ranking of applicants based on the criteria; and 6) to make awards based on established criteria in a consensus process.

- The Associate Dean facilitates the Committee; prepares and sends the award notification letters; tracks responses; ensures recipients prepare letters of thanks to donors; monitors eligibility each semester as specified in award letters (3.0 or better; full time enrollment in the College of Geosciences; good academic standing).
- The Senior Academic Advisor is the designated recorder, schedules meetings, and is the College representative to the University Scholarship Committee to ensure coordination.
- The Business Office administrator prepares spreadsheets; financial updates; donor requirement checklists; and posts and monitors scholarships in SPARTA.
- The Director of Recruitment works closely with the Committee to attract and recruit students with great potential and monitors acceptance by University deadlines for incoming freshmen.

Criteria and Philosophy

The College Scholarship Committee is committed to adhere to requirements specified in gift agreements and to use scholarship resources to reward and encourage academic achievement in the College in a fair and equitable—but competitive-- fashion. The Committee reserves a small number of multi-year scholarships to recruit top incoming First Time in College (FTIC) students. Remaining funds are distributed to academically high achieving and deserving students to maximize benefit to as large a number of students as feasible.

Application and Decision Making Process

All undergraduate students (<http://roadtodiscovery.tamu.edu/planning-your-route/what-will-it-cost/college-of-geosciences-scholarships>) and graduate students

(<http://takethenextstep.tamu.edu/mark/available-scholarships-in-the-college>) who apply are considered.

- Undergraduate students are ranked by each Committee member using the scoring model developed by Student Financial Services in SPARTA: ACAD, ACT, and ADV points, in accordance with donor restrictions, and after a review of the students' essays. The Committee is advised to consider FAMILY AGI to also take into consideration a student's financial need. Students' status as a member of an underrepresented minority is also considered. Data are provided to Committee members through a secure website or CD. Data are removed from the website after the decision making process is completed; CDs, if used, are collected and shredded.
- Graduate students are ranked by each Committee member after a review of applications and accompanying essays. Awards are given based on academic achievement, progress to degree, and research accomplishments. Data are provided to Committee members through a secure website or CD. Data are removed from the website after the decision making process is completed; CDs, if used, are collected and shredded.

The Committee meets to make decisions aligned with University deadlines. Each member shares his or her rankings to produce a master spreadsheet; the aggregate results are discussed until consensus is reached and all scholarships have been awarded in a fair and equitable fashion.

DEPARTMENTAL SCHOLARSHIPS AND FELLOWSHIPS

Departments, centers, and programs in the College of Geosciences also award scholarships to both undergraduate and graduate students.

Water Management And Hydrological Sciences

Philosophy & Criteria

Open to all WMHS students on a competitive basis considering academic standing, educational merit and need. A minimum of 3.0 GPR. Student must be enrolled on a full-time basis (i.e., 9 semester credit hours for fall/spring) for at least the next 2 semesters after receiving the fellowship.

Scholarship Committee

Funding decisions are made by the WMHS executive committee.

Application & Decision Making Process

Consideration for award selection is based on submission of complete application materials.

Award Notification & Monitoring

Students are notified of the award decision via email by Program Director, Rosario Sanchez. The Business Administrator in the Department of Geography posts and monitors awards.

Department Of Geology And Geophysics

Criteria and Philosophy

The Department of Geology and Geophysics follows the requirements specified in gift agreements. Scholarships are used to reward and encourage academic achievement. Some

funds are used to recruit promising freshmen. Funds are also used to reward continuing students who perform at high academic levels. The Department strives to use scholarships to reward as many deserving students as possible.

Undergraduate Scholarship Committee

Undergraduate scholarships are awarded by a committee consisting of a faculty member (Chair), the Academic advisor, the Business Administrator, and the Department Head. The Committee meets as needed to

- 1) review applications of new and continuing students,
- 2) establish or review criteria for awards,
- 3) decide on the amounts of awards (based on yearly assets), and
- 4) rank applicants and make awards.

Application and Decision Making Process

All undergraduate students who apply will be considered. Incoming freshmen should apply through the Apply Texas website. Continuing students should apply through the University Scholarship Application. Both can be reached through the following link.

<http://roadtodiscovery.tamu.edu/planning-your-route/what-will-it-cost/college-of-geosciences-scholarships>)

Continuing students are reminded of application deadlines through emails, but it is the responsible of all students to follow all application procedures as established by the College of Geosciences and the university.

Students are ranked using the scoring model developed by Student Financial Services in SPARTA: ACAD, ACT, and ADV points, in accordance with donor restrictions, and after a review of the students' essays. The committee also considers FAMILY AGI, a student's financial need, and status as an underrepresented minority. After an initial ranking by the Chair and the Academic Advisor, the committee meets to discuss and finalize the rankings and award amounts. The committee's serious responsibility is to see that the scholarships are awarded in a fair and equitable fashion.

Award Notification and Monitoring

Students are notified of the awards by email (from the Academic Advisor) and a letter from the Department Head through the U.S. Postal Service. Academic status and program requirements are provided and monitored by the Academic Advisor.

Department Of Oceanography

The Department of Oceanography complies with College of Geosciences, TAMUS and TAMU rules and standard administrative procedures in terms of compliance, records retention, and philosophy for awards as outlined in the Scholarship Administrator's Resource Guide (https://scholarships.tamu.edu/cd_staff.aspx). The Department further follows guidelines for competitive scholarship non-resident waivers.

Criteria and Philosophy

The Oceanography Scholarship Committee is committed to adhere to requirements specified in gift agreements and to use scholarship resources to reward and encourage academic achievement in the College in a fair and equitable—but competitive-- fashion. Remaining funds

are distributed to academically high achieving and deserving students to maximize benefit to as large a number of students as feasible.

Scholarship Committee

Department of Oceanography scholarships and fellowships are awarded by the Recruitment Advisory Committee (RAC), which consists of broad representation from the department, a representative from the Galveston campus, and the departmental academic advisor. Members of RAC are appointed on a yearly basis by the Department Head.

The Committee meets as needed to: 1) receive orientation and training in current College policies and procedures; 2) establish clear criteria to guide decision-making; 3) decide on the amounts of awards pending a yearly review of available funding; 4) review all graduate student applications; 5) prepare a ranking of applicants based on the criteria; and 6) make awards based on established criteria in a consensus process.

- The Department facilitates the activities of RAC; prepares and sends the award notification letters; tracks responses; ensures recipients prepare letters of thanks to donors; monitors eligibility and compliance each semester as specified in award letters (good academic standing and a 3.0 or better GPA; full time enrollment in the College of Geosciences).
- The Academic Advisor schedules meetings and records the minutes of meetings.
- The Business Office administrator prepares spreadsheets; financial updates; donor requirement checklists; and posts and monitors scholarships in SPARTA.

Application and Decision Making Process

All graduate students (<http://takethenextstep.tamu.edu/mark/available-scholarships-in-the-college>) who apply are considered.

- Graduate students are ranked by each Committee member after a review of applications and accompanying essays. Awards are given based on academic achievement, progress to degree, and research accomplishments. Data is provided to Committee members through a secure website or CD. Data is removed after the decision making process is over; CDs are collected and shredded.

The Committee meets to make decisions aligned with University deadlines. Each member shares his or her rankings to produce a master spreadsheet; the aggregate results are discussed until consensus is reached and all scholarships have been awarded in a fair and equitable fashion.

Award Notification and Monitoring

Students are notified of the awards by email (from the Academic Advisor) and by letter from the Department Head. Compliance with academic status requirements is monitored by the Academic Advisor. Financial requirements are monitored by the department 's Business Manager.

Department Of Atmospheric Sciences

The Department of Atmospheric Sciences complies with scholarship policies and procedures of the College of Geosciences, TAMUS and TAMU rules and standard administrative procedures in terms of compliance, records retention, and philosophy for award as outlined in the Scholarship Administrator's Resource Guide (https://scholarships.tamu.edu/cd_staff.aspx). In addition, the Department follows guidelines for competitive scholarship non-resident waivers. The criteria

and procedures for scholarship awards are outlined in this document and will be posted on the departmental website.

Criteria and Philosophy

Our department is committed to using scholarship resources to recruit and retain high quality undergraduate and graduate students and to encourage continuing academic achievement. A small number of 1-time scholarships are reserved for top incoming students. Remaining funds are distributed to the most deserving upperclass students based on merit.

Scholarship Committees

Undergraduate scholarship awardees are determined by the Undergraduate Committee and the Academic Advisor. Graduate student scholarship awardees are determined by the Graduate Committee.

Application and Decision Making Process

The department offers a limited number of one- year scholarships, some of which are renewable for additional years, based on progress to degree and availability of funds. The majority of graduate scholarships are also awarded at the time of application and entry to the Department of Atmospheric Sciences. All undergraduate students (<http://roadtodiscovery.tamu.edu/planning-your-route/what-will-it-cost/college-of-geosciences-scholarships>) and graduate students (<http://takethenextstep.tamu.edu/mark/available-scholarships-in-the-college>) who apply are considered.

- Atmospheric science students interested in obtaining a Dept. of Atmospheric Sciences scholarship must first apply for College of Geosciences scholarships using the College application.
- Undergraduate students are ranked by the academic advisor and the scholarship representative member of the undergraduate committee. Atmospheric Sciences scholarship ranking is determined by (in approximate order of importance)
 1. Academic grades
 2. Financial need
 3. Departmental/Meteorology Major involvement
 4. Status as a member of an underrepresented minority and/or first member of family to attend college.
 5. Recipient of substantial College of Geosciences scholarships (receipt of a large College scholarship will decrease a student's Departmental scholarship ranking)
 6. In-state vs. out-of-state status may be considered.
 7. In addition, we adhere to any additional specific criteria detailed by the donor of a specific scholarship fund.

Using these data, the academic advisor and the scholarship representative identify potential scholarship awardees, and present the list of awardees to the undergraduate committee. Data are provided to undergraduate committee members through a secure website or hardcopy available in the office of the academic advisor. Data are removed from the website after the decision making process is completed. Final selection of awardees is determined by committee vote.

- Graduate student scholarship awardees are determined by the Graduate Committee. Graduate students are ranked by each Committee member after a review of

applications and accompanying essays. Awards are given based on academic achievement, progress to degree, and research accomplishments. Data are provided to graduate committee members through a secure website or hardcopy available in the office of the academic advisor. Data are removed from the website after the decision making process is completed.

The Undergraduate and Graduate Committees meet to make decisions aligned with University deadlines. Rankings are discussed until consensus is reached and all scholarships have been awarded in a fair and equitable fashion.

Award Notification & Monitoring

Students are notified of the award decision via email by Academic Advisor, Christine Arnold. Business Administrator in the Department of Atmospheric Sciences posts and monitors awards.

Berg-Hughes Center (BHC) For Petroleum & Sedimentary Systems

Philosophy & Criteria

The Center will evaluate nominations to select the students that will be offered fellowship awards using the following criteria:

- Letter of application from the student demonstrating his/her interest in the study of petroleum and/or sedimentary systems as evidenced by his/her planned thesis/dissertation research.
- Evidence of overall GPA of 3.25 or higher.
- Documentation of student's academic progress (progress toward meeting degree requirements, publications, and scientific and/or engineering meeting presentations).
- List of grants, awards, and honors received by the student.
- Discussion of student's career plans and development (internships awarded and attendance at professional meetings, seminars, short courses, and workshops).
Letter of nomination from the advisor of the student.

The fellowship awardee is expected to:

1. Be active in the activities and programs of the Center (lectures, seminars, short courses, and workshops).
2. Take two courses in petroleum and/or sedimentary systems approved by the student's advisor.
3. Thesis/Dissertation should include a component that demonstrates application to petroleum or sedimentary systems.
4. Submit a manuscript for publication resulting from the thesis/dissertation research.
5. Students interested in a career in the petroleum industry are encouraged to obtain the Petroleum Graduate Certificate in Petroleum Geosciences

Scholarship Committee

The BHC Director chairs the Scholarship Committee which consists of the BHC Associate Directors: one from from GEPL and one from PETE; the GEPL Department Graduate Advisor, appointed by the department head in GEPL; and a faculty member appointed for a one year reappointable term by the GEPL department head.

Application & Decision Making Process

The Berg-Hughes Center for Petroleum and Sedimentary Systems seeks nominations from faculty members for fellowship awards administered by the Center. Award offers will be made to full-time and resident geoscience graduate students (M.S. and Ph.D.) for a single academic year. Names of nominated students and supporting information requested should be submitted to the administrative assistant for the Berg-Hughes Center. Recommendations for awards are made to the department head of each student who makes the final decision.

Award Notification & Monitoring

Students awarded one of these fellowships will not be eligible for a teaching or research assistantship position or Internship during the semesters supported by the fellowship. The files of the Committee reside in the office of the Senior Business Coordinator for the Department of Geology and Geophysics.