Student Aid Notice of Award

Purpose

Provide guidelines for issuing a Student Aid Notice of Award

Policy

Section 498(d), 34 CFR 668.16 of the Higher Education Act requires that institutions participating in federal financial aid programs must coordinate all financial assistance it offers to its students to ensure that a student’s funding from all sources does not exceed his or her needs. Awards made to students will be made at the discretion of the department, but with the proper approval.

Procedures

1. Department should designate a creator and grant access to complete the electronic form available on the MY.UTEP.EDU web portal link: https://my.utep.edu.
2. Students must be enrolled in the current semester or look back to previous two semesters to be eligible for the award. In addition, they must be enrolled for the following hours:
   - 3 hours for Undergraduate students Spring, Summer, and Fall semesters
   - 9 hours for Graduate students in the Spring and Fall
   - 3 hours for Graduate students in the Summer

Undergraduate GPA – Undergraduate GPA must be a 2.0.

Graduate GPA – Graduate GPA must be 3.0 or above.

For awards funded from 29 accounts, grade point averages will not apply. The system will only verify enrollment criteria to be eligible for the award.

3. Upon completion, electronic form will be automatically routed for approvals as follows:
   - Department head or
   - Principal Investigator (PI) (26 account)
   - Office of Research & Sponsored Projects (26 accounts)
   - Financial Aid

   Email notifications will be sent throughout the process to all relevant parties.

4. Student Confirmation Email – Status field is approved or rejected an email will be sent out to the student giving them a status of the award.
5. If a student does not automatically qualify for the award, the student and the award creator will need to contact their College Administrative Officer (CAO) or the designated contact within the department for further assistance.

Applicability

Applies to all University departments.

Responsible Party

Comptroller

Last Updated: October, 2008