

Graduate Standard Operating Procedure (SOP)Topic: Graduate School Fund (GSF) Administration

Document #: GR-SOP-Finance-04

I. INTRODUCTION

- A. The Graduate School Fund (GSF) provides financial assistance for state of Texas resident graduate students who demonstrate financial need. GSF is administered jointly by the Office of the Provost and the Office of Scholarships & Financial Aid under the Division of Student Affairs & Enrollment Services. The Office of the Provost is responsible for delineating the packaging philosophy of the fund; the Office of Scholarships & Financial Aid is responsible for managing all logistics for awarding the fund and for reconciling all expenditures.
- B. GSF will be awarded on a first-come, first-serve basis, determined by the applicant's [FAFSA](#) submission date and state of Texas residency status. Award amounts will be based on a student's financial need, enrollment level, and the availability of funds. The GSF can only be applied to the cost of tuition and mandatory fees. This award is non-refundable and will be adjusted if the scholarship amount exceeds the actual cost of a student's tuition and mandatory fees.
- C. If students awarded GSF are also eligible for Hazelwood benefits, the Graduate School will contact the student to confirm that the student wants to use the Hazelwood benefit. If the student decides to use the Hazelwood benefit, the Graduate School will adjust the GSF amount to cover the amount of tuition and mandatory fees that the Hazelwood benefit does not cover.

II. ELIGIBILITY

- A. Applicants' residency status must be classified as a Texas resident.
- B. Applicant must complete the [FAFSA](#) (Federal Application for Federal Student Aid) annually.
- C. Demonstrate financial need.
- D. Be a degree-seeking graduate student, enrolled in a minimum of 6 credit hours during a long term (Fall/Spring), according to the policy set in the [Graduate Catalog](#).
- E. Demonstrate [Satisfactory Academic Progress](#) (SAP) in course work, and timely progress in completing the degree requirements, including both course work and thesis/dissertation. Requests for an exception from Financial Aid SAP and program SAP will need to complete both of the forms below.
 1. For students who are not meeting SAP requirements, a notification will be sent by the Office of Scholarships and Financial Aid. Requests for an exception will be evaluated on a case-by-case basis and must be submitted through a [Satisfactory Academic Progress \(SAP\) Appeal Form](#).
 2. Requests for an exception from the minimum academic requirement will be evaluated on a case-by-case basis. These exceptions must be requested through a [Graduate & Professional Student Petition](#).
- F. For renewal students, Financial Aid will assess the academic program to determine length of award.
- G. Students who have a Graduate Tuition Fellowship (GTF) are not eligible to receive the GSF.

III. AMOUNT

- A. GSF will be awarded based on enrolled hours during the semester. The prorated amounts are published on the [Graduate Funding website](#).

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- B. This award is non-refundable and will be adjusted after Official Reporting Day (ORD) to actual tuition & mandatory fees only if the amount awarded **exceeds** the final costs of tuition & mandatory fees.
- C. Enrollment less than 6 hours will be considered only if the student is in their graduating term; an application to graduate must be on file to receive this award.

IV. ADMINISTRATION

- A. Scholarships & Financial Aid
 - 1. Manage all standard adjustments (GSF (or other aid that pays for tuition and fees only) is greater than tuition and fees) and disbursements.
 - 2. Resource allocations from GSF will be monitored by reconciling expenses against the cost center and monitoring the cost center in the fund equity report.
- B. Graduate School
 - 1. Manage new awards.
 - 2. Manage GSF increases and Hazelwood/GSF adjustments:
 - a. Submitted through SAM 3.0

V. DOCUMENTATION

- A. [FAFSA](#)
- B. Graduate Funding Website: <http://www.uh.edu/graduate-school/graduate-funding/>
- C. [Satisfactory Academic Progress](#)
- D. [Satisfactory Academic Progress \(SAP\) Appeal](#)
- E. [Graduate & Professional Student Petition](#)
- F. [Graduate Catalog](#)

VI. APPROVAL

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Approval Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	6/25/2020	Initial edition