



## **University of Pittsburgh Tuition Exchange Scholarship Program Policy Committee Charter**

### **I. Preamble**

This body is called the Tuition Exchange Scholarship Program Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Provost and Senior Vice Chancellor (SVC-P) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

### **II. Purpose**

The Committee is created for the purpose of proposing substantial revisions to the University Policy on the Tuition Exchange Scholarship Program, as well as documents that will support implementation, which will govern the University of Pittsburgh's participation in the Tuition Exchange Program. This new policy will update the current University Policy, Tuition Exchange Scholarship Program (Policy 09-03-01).

### **III. Background**

The University has been an active participant in the Tuition Exchange Scholarship Program since the 1990-91 academic year. Member institutions of the Tuition Exchange Program allow dependent children of eligible faculty and staff to apply for Tuition Exchange scholarships at other participating member institutions. The Tuition Exchange Program is a scholarship opportunity and not a guaranteed employee benefit.

The Tuition Exchange Scholarship Organization requires that participating institutions maintain a balance between the number of students enrolled at host institutions with a Tuition Exchange scholarship and the number of students from other member schools who are enrolled at the home institution with a Tuition Exchange scholarship. The number of available scholarships to be awarded is determined by the Provost's Office in accordance with the University's financial capacity and is reviewed on an as-needed basis.

In consultation with the Office of Policy Development and Management (Policy Office), the SVC-P has requested that University Policy 09-03-01, Tuition Exchange Scholarship Program, be revised. This policy has University-wide application as it establishes the University's participation in the Tuition Exchange Program, which is administered by the Office of Admissions and Financial Aid (OAFA). This policy includes the terms of the scholarship and the criteria for determining eligibility to participate in the program. This policy was last reviewed in December 2006.

#### **IV. Scope and Authority**

The Committee will recommend a revised Tuition Exchange Scholarship Program policy, and supplemental documents, which will replace the current Policy and Procedure found at 09-03-01. In doing so, the Committee's deliberations will consider the following topics:

- Clarity in Purpose. Clarify that the Tuition Exchange scholarship is not a guaranteed employee benefit, but rather a scholarship available to eligible dependent children of regular full-time University employees;
- Application Deadline. Consider changing the application deadline for the scholarship, which is currently set at April 1, for subsequent fall terms;
- Scholarship Preference. Establish scholarship preference to first-time program participants, and not limit scholarship eligibility to one child per family;
- Consistency in Definitions. Align the definition of dependent student with other relevant University policies;
- Application Review. Authorize the Tuition Exchange Committee to exercise professional judgment during application reviews;
- Study Abroad Programs. Clarify the use of Tuition Exchange for Pitt Approved and Pitt Recognized study abroad programs;
- Renewal Guidelines. Add renewal guidelines to specify that Import students must maintain Satisfactory Academic Progress as defined by University Policy 09-04-02; and
- Renewal Criteria. Align academic renewal criteria to match University merit scholarship eligibility.

## V. Responsibilities

As provided above, the Committee is created to propose a revised policy on the Tuition Exchange Scholarship Program for the University. To perform this function, the Committee has the responsibility to:

- Review and consider the current Tuition Scholarship Program Exchange Policy (Policy 09-03-01);
- Review and consider prior work and suggested revisions of this Policy;
- Research and discuss best practices for the Tuition Exchange Program, including a benchmarking of peer universities' respective policies;
- Incorporate or address applicable local, state, and federal requirements in the proposed policy and procedure;
- Recommend a draft policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

## VI. Composition

This Committee, at the direction of the SVC-P, will be chaired by **Randall L. McCready**, Executive Director of Financial Aid. The Committee will include the following members:

1. **Kenyon Bonner**, Vice Provost and Dean of Students
2. **Zechariah Brown**, Student Government Board President
3. **Lucy Russell**, Vice Provost and Chief of Staff
4. **Michelle Jackson**, Director of Financial Aid Operations
5. **Ron Jankowski**, Associate Director, Office of Admissions and Financial Aid
6. **John Kozar**, Assistant Vice Chancellor, University Benefits
7. **Doug Landsittel**, Professor of Biomedical Informatics, Biostatistics, and Clinical and Translational Science
8. **John Twynning**, Associate Professor and Associate Dean of Undergraduate Studies, Kenneth P. Dietrich School of Arts and Sciences

In addition, **Tyler Tenney**, Policy Specialist, will help facilitate and support the Committee.

## **VII. Operations**

The Committee will meet biweekly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed policy to replace Policy 09-03-01, Tuition Exchange Scholarship Program, will be submitted to the SVC-P no later than Fall 2019. The SVC-P may ask for interim status reports.

After the SVC-P's review is complete, the draft policy will be submitted to the Policy Office to coordinate its review consistent with Policy 01-01-01.

## **VIII. Proposed Policy Review Process**

The review process for the Committee's recommended policy will include:

- University comment period;
- Council of Deans;
- University Senate's Student Admissions, Aid, and Affairs Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. It is anticipated that the review process will be completed no later than Fall 2019.

Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

## **IX. Amendment**

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs the Tuition Exchange Scholarship Program, unless otherwise directed by the Chancellor.