



## The Prairie View A&M Faculty & Staff Doctoral Program Initiative Scholarship Guidelines

The Prairie View A&M Faculty & Staff Doctoral Program Initiative is a program designed by the Texas A&M University System to invest in and assist employees to further their knowledge, skills, and job effectiveness.

### A. Definitions

1. **Employee**-Faculty or staff employed in a full-time, budgeted faculty position at PVAMU no less than 2 long semesters prior to starting the program as a faculty member or employed in a budgeted professional staff position at PVAMU no less than 12 months prior to starting the program as a staff member.
2. **Texas A&M System University/Agency**-Any of the eleven A&M System universities or eight State Agencies that fall under the Texas A&M University System. A list of the eleven universities and eight agencies may be found at <https://www.tamus.edu/system/about/>
3. **Admitted**-Accepted for admission to enroll in courses at an A&M System university.
4. **Home Institution**-University, Agency or System office the employee is employed with.
5. **Provider Institution**- The A&M System university the employee is admitted to and completing the PhD degree.
6. **Funding**-Amount paid or provided to or for the benefit of a student enrolled in a doctoral program to aid such individual in pursuit of a PhD degree.
7. **Staff**-Employed in a budgeted non-faculty/non-teaching position.
8. **Faculty**-Employed in a budgeted academic teaching, lecturing, or research position.
9. **Good Academic Standing**-Maintaining a 3.0 cumulative G.P.A for PhD studies.

### B. Eligibility

1. Must be a full-time, budgeted employee at any Texas A&M System University, Agency, or Texas A&M System Office meeting the qualifications as a qualified faculty or qualified staff as stated below:

#### A. Faculty Qualifications

- i. Must have been employed in a full-time, budgeted faculty position at an A&M System university or agency no less than 2 long semesters prior to starting the program.
- ii. Must be employed in a full-time budgeted faculty position at an A&M System university or agency each semester while in the program. (Note: summer eligibility for university faculty is contingent on meeting this standard the previous semester and presumed full-time employment the following semester. Summer eligibility for agency faculty is contingent on employment during the summer months.)
- iii. Must be admitted to a doctoral program at an A&M System university, have at least a satisfactory performance review on file, be in good academic standing, and making progress towards degree completion (no minimum number of hours per semester required). The employee may be enrolled in a doctoral program at any university in the A&M System, not limited to their own employer. The doctoral program must be consistent with the faculty appointment such that completion of the degree would be recognized by The Southern Association of



Colleges and Schools Commission on Colleges (SACSCOC) as appropriate credentials on the reaffirmation faculty roster.

- iv. Funding eligibility is limited to 6 years.

**B. Staff Qualifications**

- i. Must be employed in a full-time, budgeted professional staff position at an A&M System university, agency, or System office no less than 12 months prior to starting the program.
- ii. Must be employed in a full-time budgeted professional staff position at an A&M System university, agency, or System office each semester while in the program. (Note: summer eligibility is contingent on employment during the summer months.)
- iii. Must be admitted to a doctoral program at an A&M System university, have at least a satisfactory performance review on file, be in good academic standing, and making progress toward degree completion (no minimum number of hours per semester required). The employee may be enrolled in a doctoral program at any university in the A&M System, not limited to their own employer. Doctoral program must be consistent with the mission of the office in which the administrator or staff member is employed.
- iv. Funding eligibility is limited to 6 years.

**C. Funding/Assistance and Reimbursement Process**

All tuition and mandatory fees for courses required for completion of the degree will be reimbursed to the “provider” institution. ***The tuition and mandatory fees at PVAMU that will be covered are state tuition & designated tuition, student health fee, student center fee, athletic fee, recreational fee, scholarship fee, university services fee, and laboratory fee if the course has a lab fee. Our Executive DBA program is not an eligible doctoral program and will not be covered along with any auxiliary and miscellaneous fees such as meals and housing.*** No reimbursements will be provided for additional courses (outside the degree plan) or auxiliary activities. All A&M System member employees including universities, agencies and system offices are eligible to participate in this program.

1. The employee’s appropriate vice president, assistant vice president or director will certify the employee’s eligibility for this program at their home institution.
2. All employees will complete an application each semester they wish to receive funding for their enrolled qualified courses. Applications must be submitted no later than August 5, for fall semesters, no later than January 5, for spring semesters and no later than May 5, for summer semesters to be considered for funding. The deadlines will allow time for departments involved to process the application in a timely manner and to allow the posting of grades for the current term for those continuing in the program.
3. If the eligible employee will be enrolled at PVAMU, they will receive a third-party sponsor credit on their account for the mandatory tuition & fees the program covers once the application is processed. The third-party sponsor credit will prevent the student from being “dropped” for non-payment.



4. If the eligible employee will be enrolling in a PhD program at another A&M System university (provider institution), the provider institution will be notified of your application and eligibility for this program. Once the provider institution receives this information from the employee's home institution, the provider institution will give the eligible employee a third-party sponsor credit for the mandatory tuition & fees that their institution considers required tuition & mandatory fees. Funding will also be based on the hours of enrollment of eligible courses in the employee's degree plan.
5. The System Office shall reimburse the provider institution based on the invoice provided. Only eligible costs (as defined above) will be reimbursed. Eligible employees will be responsible for any additional costs. ***Fees not covered include but are not limited to parking fees, sport passes, late fees, auxiliary charges, installment fees, miscellaneous fees, etc. Fees covered (if considered mandatory fees) at other A&M System universities are University Advancement Fee, University Services Fee, Rec-sports Fee, Student Center Fee, Health Center Fee, Athletics Fee, Program Fees, Course Specific Fees, etc.***
6. The provider institution will submit an invoice to the System Office for payment on behalf of the eligible employee.

**D. Applying for the Panther Doctoral Program Initiative Scholarship**

1. Eligible employees must first apply for admissions through the Common Application process at <http://www.pvamu.edu/future-students/step-2-apply-2/> by the application deadlines and be admitted to any A&M System University.
2. Complete the "[Request for Taking Courses during Normal Work Hours](#)" application if taking courses during the work hour.
3. Register for classes through PVPlace by using your alternate pin <http://www.pvamu.edu/pvplace/> if attending PVAMU. If attending another A&M System university, register for courses based on that university's registration process.
4. Complete and submit a PVAMU Faculty and Staff Doctoral Program Initiative application for [PVAMU enrollment](#) or [other A&M System Campus enrollment](#) by the due dates in section C.2 above. If the employee is attending another A&M System university, you will still need to complete the PVAMU application at the link above.
5. If seeking additional financial aid assistance, the recipient should complete the Federal Application for Student Financial Aid (FASFA) by the deadline for priority awarding. See additional information regarding financial aid assistance at <http://www.pvamu.edu/faid/>

**E. Taking Courses**

1. Employees that wish to enroll in courses during normal work hours must first follow the processes outlined in [31.99.01.P0.01](#) regarding Employees Registering as Students before enrolling in courses. The [Request to Attend Courses during Normal Work Hours Application](#) must also be completed and submitted to your immediate supervisor as well as your Vice President or designee before enrolling in courses.

**F. Taxation**

1. According to IRS Publication 970, If you receive a tuition reduction for education as a graduate or doctoral level student and if you receive employer benefits in excess of \$5,250,



you must pay taxes on the excess benefits. PVAMU will include in your wages (Form W-2, box 1) the amount that you must include in income.

**G. International Students**

1. Payments of scholarships, fellowships, and grants paid to U.S. citizens and resident aliens are not generally reportable to the IRS and are not generally subject to withholding of tax. However, payments of taxable scholarships, fellowships, and grants to **nonresident aliens** are generally reportable to the IRS and are generally subject to withholding of U.S. Federal income tax.
2. In general, the taxable portion of a scholarship or fellowship paid to a NONRESIDENT ALIEN is subject to Federal income tax withholding at the rate of 30%, unless the payments are exempt from tax under the Internal Revenue Code or a tax treaty. However, payees who are temporarily present in the United States in F-1, J-1, M-1, Q-1, or Q-2 nonimmigrant status are subject to a reduced 14% withholding rate on the taxable portion of the grant because such individuals are considered to be engaged in a U.S. trade or business under I.R.C. § 871(c).
3. In general, those portions of a scholarship, fellowship, or grant used to pay tuition, fees, books, supplies, or equipment are classified as a "Qualified Scholarship" and are not includible in the gross income of the recipient under I.R.C. § section 117 if the recipient is a candidate for a degree. Any portion of the scholarship, fellowship, or grant that does not correlate to the five items mentioned above is includible in the gross income of the recipient, which means that it is subject to withholding.
4. PVAMU International students must be registered in Glacier before a scholarship is given. Registering with Glacier will let the university know if there is a tax treaty with their country and to apply the appropriate tax amount. Please contact the Payroll Associate at [payroll@pvamu.edu](mailto:payroll@pvamu.edu) or at 936-261-1924 to get access to register in Glacier. When registering the student must select that they are receiving a scholarship/fellowship
5. Students must also contact the PVAMU Immigration Services Associate after being admitted to the University.
6. The PVAMU Immigration Services Associate enters the international student's visa status based on their I-20, I-94, passport and visa in the student system (BANNER).

**H. Financial Aid**

1. If the employee, spouse or dependent is a current financial aid recipient and becomes eligible for the Panther Doctoral Program & Initiative Scholarship after the awarding of financial aid, an over award situation may result. This scholarship must be treated as estimated financial aid assistance in the calculation of aid eligibility and may affect the eligibility for financial aid programs.