

## POLICIES AND PROCEDURES

Subject: Academic Scholarships Reference: G-X-j  
Source: Vice President, Instruction Eff. Date: February 9, 2001  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated Spring Semester, 1998.

Date: February 9, 2001

Academic scholarships shall be offered to college credit students for the Fall and Spring semesters (scholarships are not valid during the summer terms) in areas such as science, music, theatre, and speech communication, as approved by the President. Scholarship authorizations shall be made by amount of funds and awards shall not exceed budgeted amounts.

Eligibility criteria for awarding the scholarships shall be developed by each area or department. The appropriate divisional director shall be responsible for appointing a committee to select the scholarship recipients, determine the award amounts, and notify the Office of Financial Aid of the recipients and amount of each scholarship. All academic scholarship awards must be processed through the Office of Financial Aid.

All scholarship recipients must be enrolled full-time and maintain a minimum 2.50 grade point average. Students who fall below full-time status will lose the scholarship for the following semester or will be asked to repay the scholarship. The divisional director will make this determination, and shall be responsible for notifying the student and instituting collection procedures.

Academic scholarship recipients may receive the McLennan and/or Tartan Scholarship in addition to the academic scholarship.

The divisional director must have each recipient complete the Free Application for Federal Student Aid, unless exempted by the President, and turn this form in to the Office of Financial Aid. The Director of Financial Aid will review each recipient's eligibility for other scholarship or grant funds and shall use such funds to cover as large a portion of the scholarship's cost as possible.

The divisional director shall submit the names of students who are to receive the scholarships to the Office of Financial Aid by June 1 for the Fall semester and October 1 for Spring semester awards. For students selected after these dates, the divisional director shall notify the Office of Financial Aid as soon as possible. All awards should be made before the semester begins.

Each divisional director shall be responsible for having scholarship funds approved during the regular College budgeting process. In addition, each department shall be responsible for monitoring and controlling these expenditures.