



## POLICIES AND PROCEDURES

Subject: McLennan Scholarship Program Reference: G-X-k  
Source: Vice President, Instruction Eff. Date: February 9, 2001  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated Fall Semester, 1997.

Date: February 9, 2001

The college shall offer McLennan Scholarships to all students who rank academically in the top 10% (according to latest ranking) of the senior class of each high school in McLennan County accredited by the Texas Education Agency, or to the top five students in such classes, whichever represents the greater number of students. If the class has fewer than 21 students, the two highest-ranking students in the class shall be awarded a McLennan Scholarship.

Students qualifying for the McLennan Scholarship shall be identified and certified each year by the principal of their high school in the spring of their senior year.

The scholarship shall be valid for four consecutive long semesters, (for example fall, spring, fall, spring) after graduation from high school. Recipients must begin using their scholarships the fall semester immediately following graduation from high school. Students who graduate at times other than the spring must begin using their scholarship during the first long term after graduation. Scholarships shall not be valid during the summer terms.

Scholarship recipients shall enroll in and maintain enrollment in at least twelve semester hours of college level courses during the fall and spring semesters. A cumulative grade point average of 3.0 shall be required to maintain eligibility for this scholarship. Students who do not maintain full-time enrollment status will be required to repay the scholarship for that semester or will forfeit the remainder of the scholarship. (Exceptions to the course load and grade point average requirement may be approved by the Director of Financial Aid.)

The amount, or value, of a McLennan Scholarship shall be full tuition and fees each semester, excluding late registration fees or class change fees. The administration of the McLennan Scholarship program shall be under the supervision of the Dean of Student Services. All McLennan Scholarships shall be processed by the Office of Financial Aid. The McLennan Scholarship shall be paid in

addition to any academic scholarship the student receives. Students who receive the Tartan Scholarship in addition to the McLennan Scholarship will receive the Tartan only for those costs not covered by the McLennan Scholarship.

### **Procedures for Administering McLennan Scholarships**

1. During the first week of March of each year, the Director of Financial Aid shall request each high school principal in McLennan County to provide the College with the names of students who are eligible to receive the McLennan Scholarship. Names need to be submitted by mid April to allow time to prepare certificates and letters.
2. Upon receipt of these names, the Office of Financial Aid shall prepare the scholarship certificates and eligibility letters.
3. These certificates shall be mailed to high school principals as soon as the names of students are received, usually by the 1st of May (or as soon thereafter as possible). The principals shall be requested to notify the recipients of the scholarship and/or present the certificate.
4. The Director of Financial Aid shall notify all scholarship recipients by letter of their scholarship award and shall encourage them to attend McLennan Community College. Students shall be invited to visit the campus and bring their scholarship certificate to the Office of Financial Aid and complete a Financial Aid Student Data Sheet before the date they are scheduled to register for classes. Students must complete the Free Application for Federal Student Aid, unless exempted by the President, to determine their eligibility for other sources of funding.
5. Before early and regular registration periods, the Office of Financial Aid will provide an adjustment on the computer system to cover the cost of the scholarship. During other registration periods scheduled at irregular times, the staff in the Office of Business Services shall confirm with the Office of Financial Aid the eligibility of registrants claiming the scholarship before awarding the scholarship.
6. The Director of Financial Aid shall determine the satisfactory progress of each McLennan Scholar at the end of each semester and shall advise students if they become ineligible.
7. The Director of Financial Aid shall 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.