

## POLICIES AND PROCEDURES

Subject: Tartan Scholarship Reference: G-X-r

Source: Vice President, Instruction Eff. Date: March 31, 1999

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date: March 31, 1999

At McLennan Community College, the Tartan Scholarship is available to a select group of students demonstrating outstanding ability.

Interested students must fill out a Tartan Scholar application, available at the office of the Dean of Arts and Sciences. Applications are available year round but are due in March each year for the succeeding fall semester and in October each year for the succeeding spring semester. Applicants must also secure the written recommendations from faculty members or administrators, and are encouraged to submit a portfolio of their written or other creative work. Some possibilities for the portfolio include a brief performance tape, snapshots of original artwork, a well composed essay or report, or a photograph of the student providing community service or engaged in a hobby.

The recipients are selected by a committee. Each year the Tartan Scholars Program sponsor will select a committee chair and assist with the selection of the committee. The committee will meet each semester to select the recipients. The committee will consider the application, portfolio, letters of recommendation, and the personal interview, as well as the grade point average, and standardized test scores in deciding who will receive the scholarship.

Each recipient shall be strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the President, and turn the results in to the Office of Student Financial Assistance. A review of eligibility will be made by the Director of Financial Aid, who shall determine the recipient's eligibility for other scholarship or grant funds and shall use such funds to cover as large a portion of the scholarship cost as possible.

Tartan Scholars shall be required to meet for a credit colloquium (course) each regular semester they are enrolled in the program. The Scholar who successfully completes three colloquia shall

receive special recognition during graduation exercises. The Scholar may also receive up to 12 hours of transferable college credit for successfully completing the colloquia. Part-time students may take their colloquia proportional to the number of other semester hours to remain on scholarship.

The length of time that the scholarship is valid is determined at the time the selections are made and may vary according to the student's enrollment status, major and other factors. A scholar may be enrolled full-time or part-time and major in a variety of programs.

The amount, or value, of the Tartan Scholarship is tuition, fees, a book allowance, and study tour costs. Tartan Scholarships shall be paid in addition to any Academic Scholarship (i.e. journalism, music, science, speech communication, student government, and theatre) the student receives. The Tartan Scholarship shall pay those costs over and above the value of the McLennan Scholarship should the student be awarded both. The Tartan Scholarship shall not be duplicated with the General Educational Developmental Scholarship or the Upward Bound Scholarship, or the Black/Hispanic Scholarship, and shall pay only those costs above the value of these institutional scholarships.

The administration of the awarded monies for the Tartan Scholars Program shall be under the supervision of the Dean of Arts and Sciences. All scholarship awards shall be processed by the Office of Financial Aid.

#### **Procedures for Administering Tartan Scholarships**

Each semester, the Office of the Dean of Arts and Sciences or the sponsor of the Tartan Scholarship program will provide to the Financial Aid Office the names of all Tartan Scholars that are to receive the scholarship for that semester.

The Financial Aid Office will post the scholarship to the student's account to cover the approved costs of each student.