

## POLICIES AND PROCEDURES

Subject: Academic Scholarships Reference: G-X-j

Source: Vice President, Instruction Eff. Date: November 18, 2016

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

Remarks: Replaces previous policy dated February 9, 2001

Date: November 18, 2016

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 Division Chair shall be responsible for appointing a committee to select the scholarship recipients, determine the award amounts, and notify the Financial Aid of the recipients and amount of each scholarship. All Academic Scholarship awards must be processed through the Financial Aid Office.

All scholarship recipients must be enrolled full-time and maintain a minimum 2.50 grade point average (GPA). Students who fall below full-time status will lose the scholarship for the following semester or will be asked to repay the scholarship. The Division Chair 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 Honors College Scholarship in addition to the Academic Scholarship.

The Division Chair must have each recipient complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the President, and turn this form in to the Financial Aid Office. 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 Division Chair shall submit the names of students who are to receive the scholarships to the Financial Aid Office by June 1 for the fall semester and October 1 for spring semester awards. For

students selected after these dates, the Division Chair shall notify the Financial Aid Office as soon as possible. All awards should be made before the semester begins.

Each Division Chair 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.