

## POLICIES AND PROCEDURES

Subject: Presidential Scholarship Reference: G-X-n

Source: President Eff. Date: November 18, 2016

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

Remarks: Replaces previous policy dated February 14, 2014

Date: November 18, 2016

Scholarships to attend McLennan Community College shall be awarded to approximately 20 students who are high school graduates, or General Educational Development (GED) Test completers, or current MCC students. Students who have demonstrated scholastic ability (3.0 average or higher) and academic potential shall be eligible to apply for a scholarship.

Transcripts of college and/or high school work completed, applications for the scholarship, and other documents shall be completed and submitted online to the MCC Foundation by the published deadline or by exception of the College President. The Scholarship Committee and the College President shall participate in the selection of the recipients before May of each year.

The scholarship shall pay for tuition, fees, required textbooks, and agreed travel. The recipient shall begin using the scholarship no later than the fall semester following receipt of the scholarship.

Scholarship recipients shall enroll in at least 12 semester hours each semester. A cumulative grade point average (GPA) of 3.00 shall be required to maintain eligibility for the scholarship. Exceptions to the course load and grade point average requirement may be approved by the College President.

The MCC Presidential Scholarships shall be administered by the College President with assistance from the Director of Financial Aid.

## Eligibility Criteria

To be eligible for a Presidential Scholarship the student shall meet the following criteria:

1. Demonstrate scholastic ability as evidenced by a high school cumulative grade point average of 3.0 or above or a GED. Grades received in college level courses will also be considered.
2. Enroll in at least 12 semester hours of college level credit courses each semester.
3. Provide two letters of recommendation for a scholarship from a teacher, counselor, principal, or a community leader.
4. Write and submit with the application for the scholarship a description of personal and educational goals, career aspirations, and a personal plan for achieving these goals.
5. Agree to meet with the College President at least once during each long semester.
6. Agree to serve as an ambassador for the College President at designated events.
7. Complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the College President.

## Procedures for Administering Presidential Scholarships

1. Students shall refer to the MCC Foundation website at [www.mclennan.edu/foundation/scholarships](http://www.mclennan.edu/foundation/scholarships) for the Scholarship Application link to apply for the Presidential Scholarship or contact the President's Office. Official transcripts are also required to be submitted and delivered to the MCC Foundation on or before January 31.
2. The Chairman of the Scholarship Committee (Coordinator of Operations & Scholarships, MCC Foundation) shall prepare for the Scholarship Committee each student's application documents and shall submit them to the Scholarship Committee before March 1 of each year.
3. The Scholarship Committee shall review the documents and forward the documents of qualified applicants to the College President. The College President will review the documents and conduct interviews with selected scholarship applicants.
4. The President's Office shall notify all recipients by letter of their scholarship award and shall encourage them to attend

McLennan Community College. The Coordinator of Presidential & Board Activities shall follow up with a telephone call to offer assistance to each scholarship recipient.

5. Before early and regular registration for a semester, the Director of Financial Aid, or his designee, shall post to the student's financial aid account funding sufficient to cover the costs of this scholarship. The Director of Financial Aid shall use discretion in determining the appropriate source of funding to cover individual scholarship costs.
6. The College President shall determine continued eligibility each semester of each recipient of the scholarship.
7. The College President may provide exceptions to the procedures and requirements contained in this policy as deemed appropriate and necessary.