



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Guidelines for the Administering Private Donor Scholarships (No Recipient Designated)	FEA – VII	2	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F- Students	Financing Education: Financial Aid and Scholarships	FEA	8/26/2025

When the donor of a scholarship does not designate a recipient, the Scholarship Committee shall be responsible for the selection of a recipient.

The MCC Foundation shall publicize the availability of these scholarships, as well as procedures for applying for them. Division Chairs and program directors shall be made aware of the scholarships that are available in their areas of responsibility. They shall also be requested to submit recommendations to the Scholarship Committee concerning prospective recipients.

The annual scholarship competition runs October 1 through mid-January for the next academic year. A second scholarship competition takes place May 1 through the 15th to award funds that were not awarded in the first competition. The Scholarship Committee begins meeting immediately after the competition ends to score and award recipients.

ELIGIBILITY CRITERIA

Scholastic achievement and financial need shall be the criteria for awarding Private Donor scholarships, unless otherwise specified by the donor in the Scholarship Agreement.

The minimum requirements to be eligible for scholarships are as follows:

1. Current or former college students must have a minimum cumulative GPA of 2.5; or
2. Current high school students must have a minimum average of a “B”, or 80; or



3. Students who received their GED must meet minimum qualifications.

Financial need shall be determined by the Committee and shall be based on information provided by the applicants in the online application, in conjunction with information received from the Financial Aid department.

GUIDELINES FOR GRANTING SCHOLARSHIPS

Applicants are scored by the Scholarship Committee based on their online application, which includes a required outline of their educational and career goals, as well as two non-family member references. Each complete application is reviewed by two committee members and the scores are averaged. The applicants are ranked by score and scholarships are awarded based on the criteria of the scholarship (i.e., major, merit, need, merit/need, etc.).

Except in certain circumstances, scholarships are split between the fall and spring semesters equally. If a student does not maintain the minimum GPA or 6-hour enrollment requirements, the scholarship will not be awarded in the spring semester. Scholarships are not typically awarded for summer sessions.

Students generally do not receive more than one Foundation Scholarship. If a student accepts a Foundation Scholarship and is later chosen to be an Honors College or Presidential Scholar, or receives the McLennan Top 10% award, the Foundation Scholarship will be awarded to another student.