



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Guidelines of Scholarships and Scholarship Programs	FEA – X	17	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

## PURPOSE

This document serves as a central location for guidelines related to Institutional Scholarships, Academic and Performance Scholarships, and Athletic Scholarships.

Academic Scholarships.....	2
Athletic Scholarship .....	3
Follett Merit Scholarships .....	4
Honors College Program/Scholarship .....	6
McLennan Rising Star Scholarship .....	10
McLennan Scholarship Program .....	12
Presidential Scholarship.....	14
Scholarship for GED Completers.....	16
Scholarship for Upward Bound Student Graduates .....	17



## **ACADEMIC SCHOLARSHIPS**

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.



## **ATHLETIC SCHOLARSHIP**

Athletic Scholarships shall be awarded to student athletes who demonstrate athletic ability in basketball, baseball, golf, softball, and dance. The student athlete shall meet admission requirements of the College and shall be enrolled in at least 12 semester hours of course work during the fall or spring semester. In addition, the student must meet eligibility criteria of the North Texas Junior College Athletic Conference and the National Junior College Athletic Association. Other criteria considered in selecting recipients of Athletic Scholarships are availability of other financial aid and overall financial need.

Scholarship recipients must complete the Free Application for Federal Student Aid, unless exempted by the President.

### **Types of Scholarships**

Scholarships awarded to student athletes shall defray the cost of tuition, fees, books, board, or any combination of these. The following are the number of scholarships for Intercollegiate Athletics:

<b><u>Sport</u></b>	<b><u>Full Scholarship Equivalents</u></b>
Dance Company	6.1
Basketball (Men)	10.5
Basketball (Women)	10.5
Baseball	14.5
Softball	12.0
Golf (Men)	6.1
Golf (Women)	6.1

A full scholarship equivalent includes books, tuition, fees, room and board at values designated by the President. The President may revise the number of scholarships as long as NJCAA rules are followed.

Recipients of these scholarships shall be selected by the coach of the respective sport and approved by the Athletic Director. All Student/Athletic Scholarships shall be processed through the Office of Financial Aid and the Director of Financial Aid shall determine the source of funds to be used.



## **FOLLETT MERIT SCHOLARSHIPS**

Scholarships to attend McLennan Community College will be awarded to students who are high school graduates, General Educational Development (GED) Test completers, home schooled students, or current MCC students. Students who have demonstrated scholastic ability and academic potential are eligible to apply for the scholarship.

Transcripts of college and/or high school work completed, application for the scholarship, and other documents must be completed and submitted by the deadline to the President's Office in the Administration Building, room 402 for consideration.

The scholarship will be applied towards tuition and fees based upon availability of funds; \$500 maximum for part-time students and \$1,000 maximum for full-time students per semester. The scholarship will be valid for four consecutive long semesters (for example, fall, spring, fall, spring) as long as the recipient maintains a cumulative grade point average of 3.00 or higher each semester, volunteers in at least 10 hours of validated volunteer activities and completes at least 75% of all courses each semester.

Scholarship recipients will enroll in at least twelve semester hours for full-time students and six semester hours for part-time students each semester. Exceptions to the course load and grade point average requirement may be approved by the President. Except in unusual circumstances approved by the President, the scholarship will be awarded before the semester begins.

The Follett Merit Scholarships will be administered by the President with assistance from the Director of Financial Aid.

### **Eligibility Criteria**

To be eligible for a Follett Merit Scholarship the student must meet the following criteria:

1. Submit a completed application with two letters of reference and an essay titled "My Future Goals" to the President's Office in the Administration Building, room 402.
2. Complete the FAFSA form online.
3. Interview with the President of the College.
4. Possess at least a 3.0 cumulative grade point average from MCC or be in the upper 20% of the high school class.
5. File a degree plan and sign an intent to graduate from MCC with either a certificate or associate's degree.
6. Enroll for at least six semester hours for part-time students and twelve semester hours for full-time students at MCC.



7. Demonstrate good ethical and moral character. Agree to terms of scholarship agreement by signing the Scholarship Agreement section of the application and complete appropriate paperwork as needed if a scholarship award is made.

### **Procedures for Administering Follett Merit Scholarships**

1. Students will contact the President's Office in the Administration Building, room 402 to apply for the Follett Merit Scholarship.
2. When a student is approved for the scholarship, the President's Office will contact the Financial Aid Office to proceed with processing of the scholarship.
3. Before early and regular registration for a semester, the Director of Financial Aid, or designee, will post to the student's financial aid account funding sufficient to cover the costs of this scholarship. The Director of Financial Aid will use discretion in determining the appropriate source of funding to cover individual scholarship costs.
4. The President will determine continued eligibility each semester of each recipient of the scholarship.
5. The President may provide exceptions to the procedures and requirements contained in this policy as deemed appropriate and necessary.



## **HONORS COLLEGE PROGRAM/SCHOLARSHIP**

McLennan Honors College brings together a community of motivated and gifted learners whose interests are served through an interdisciplinary program of academic inquiry that is both challenging and nurturing.

### **I. The mission of the Honors College is threefold:**

- A. To create a rich learning environment for students who are committed to excellence by offering courses, mentoring, campus support, and other educational pursuits with supportive faculty and in collaboration with equally committed students.
- B. To provide opportunities for honors students to exercise their critical, analytical, and creative talents, both independently and collaboratively, in pursuit of intellectual, social, cultural, and aesthetic growth.
- C. To create a community of scholars who develop leadership skills and engage with peers not only to gain a broader national and global perspective but also to exercise citizenship and demonstrate concern for social justice through local action.

### **II. Functions:**

- A. Brings together campus scholars under the umbrella of the Honors College while providing tracks that allow students from diverse programs with diverse interests to connect with like-minded students. Participants in Honors College may include but are not limited to Presidential Scholars.
- B. Provides a program of coursework, exposure opportunities, and individual mentoring that increases both the breadth and depth of learning for the students involved.

### **III. Honors College Pursuits and Services:**

- A. Great Minds Colloquium: Honors College Scholars will study with a group of professors who each select a book for reading, study, discussion, and written papers.
- B. Independent Studies Project: Honors College Scholars may select a professor with whom to pursue independent study in addition to regular coursework.
- C. Research Scholars Project: Honors College Scholars may be allowed to work with a professor on research in a lab, on a research project of the professor, a scholarly or



creative writing (or film or music) project, in an internship on or off campus under supervision by a professional, etc.

- D. Honors Designated Classes: Specific course sections are designated for Honors College Scholars.
- E. Volunteer Opportunities/Internships: Honors College Scholars may pursue an internship or volunteer opportunities with local organizations or national campaigns.
- F. Honors College Services: The Honors College provides mentoring, transfer advising, and other forms of faculty and staff support to Honors College scholars.

#### **IV. Honors College Scholarship Application**

McLennan Honors College brings together a community of motivated and gifted learners with diverse interests from diverse programs. Honors College Scholars are served through an interdisciplinary program of academic inquiry that promotes success by offering an environment in which students may exercise their analytical abilities and creative talents.

Interested students must fill out an Honors College application, available on the Honors College Web page ([www.mclennan.edu/honors-college/](http://www.mclennan.edu/honors-college/)). Applications are accepted after December 15 with priority consideration given to all applications postmarked by March 1 of each year. However, applications will be considered through the spring and summer as long as scholarships are available.

The Honors College is designed for students who have demonstrated exceptional academic performance. Ideal candidates have achieved a high grade point average (GPA) and have demonstrated an aptitude for learning, service, and leadership. The Honors College intends to accept motivated and committed students from multiple majors and programs. Anyone who intends to enroll full time (12 hours or more per long semester) and who meets the application criteria may apply. Because the process is competitive and numbers are limited, meeting the criteria is not a guarantee of admission.

Students who plan to apply for admission to the Honors College must submit all of the following to complete an application:

- A. completed application form,
- B. transcripts from all previous and current institutions,
- C. SAT or ACT scores (other standardized test scores may be considered),
- D. campus/community activities,



- E. statement of personal and academic goals,
- F. academic writing sample, and
- G. three letters of recommendation, preferably from teacher/professor, counselor, and community leader/employment supervisor, and
- H. mail or email application packet to the Director of Honors College.

Applicants are interviewed by the Director of Honors College. Honors College Advisory Committee members are also invited to participate in the interviews. Each Honors College recipient will be notified of his or her acceptance and will receive a letter of intent/scholarship agreement form that must be signed and returned to the Director of Honors College.

Recipients are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the President, and turn the results in to the Financial Aid Office. 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.

Honors College Scholars shall be required to meet for an Honors course each regular semester they are enrolled in the program, unless extenuating circumstances do not allow it. All Honors coursework will appear on the student's transcript with an Honors designation. Additionally, the Honors College "Circle of Scholars" program matches scholars one-on-one with selected faculty and administrators. Scholars will receive individual assistance with course planning and preparation for transferring to a four-year institution.

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- or part-time and major in a variety of programs.

The amount, or value, of the scholarship will include tuition, fees (up to 18 hours), and a book allowance. Honors College Scholarships shall be paid in addition to any Academic Scholarship (i.e. music, science, speech communication, student government, and theatre) the student receives. The Honors College Scholarship shall pay those costs over and above the value of the McLennan Scholarship should the student be awarded both. The Honors College Scholarship shall not be duplicated with the General Educational Developmental Scholarship or the Upward Bound Scholarship, and shall pay only those costs above the value of these institutional scholarships.

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

## **V. Procedures for Administering Honors College Scholarships**





Each semester, the Office of the Dean of Arts and Sciences and or the Director of Honors College will provide to the Financial Aid Office the names of all Honors 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.



## **MCLENNAN RISING STAR SCHOLARSHIP**

The College shall offer McLennan Rising Star Scholarships to all high school students who rank academically at the end of the junior year in the top 11 to 20% (according to latest ranking), or to the students ranking 6th through 10th, whichever represents the greater number of students. If the class has fewer than 21 students, the third and fourth ranked students in the class shall be awarded the Rising Star Scholarship. Eligible high schools shall be accredited by the Texas Education Agency or the Texas Private School Accreditation Commission and meet one of the following criteria.

- Located in McLennan County
- Located in Falls County with McLennan Community College (MCC) as the primary dual credit partner
- Located outside the MCC service area with MCC as the primary dual credit partner

Students qualifying for the Rising Star Scholarship shall be identified and certified each year by the principal or counselor of their high school in the spring of their junior year.

The scholarship shall be valid for four consecutive long semesters, (for example fall, spring, fall, spring) after graduation from high school. Semesters unused by the student are lost to the scholarship and the scholarship expires after the fourth long semester after high school graduation. For example, a student chooses to attend another college during the first semester after high school graduation and then decides to return to McLennan for the following semester will have three semesters of the scholarship remaining. Except for cohort type programs that require summer enrollment for on time completion, scholarships shall not be valid during the summer terms.

Before enrolling, eligible students must apply for admission and complete the Free Application for Federal Student Aid (FASFA). Scholarship recipients shall enroll full time (defined as 12 or more hours per semester) and maintain a cumulative grade point average of 2.5 to remain eligible for this scholarship. Students who do not meet these requirements will forfeit the remainder of the scholarship, however if the student experiences extenuating circumstances during enrollment causing the GPA to falter, they may write a letter of appeal to the Director of Financial Aid explaining these circumstances and possibly have the scholarship restored.

The amount, or value, of the Rising Star Scholarship shall be one half tuition and fees each semester, excluding travel course fees, late registration fees, class change fees, Inclusive Access fees, or the additional tuition for attempting a course more than twice. The administration of the Rising Star Scholarship program shall be under the supervision of the Vice President, Finance & Administration. All Rising Star Scholarships shall be processed by the Office of



Financial Aid. Once a scholarship is offered, the offer will not be reduced – even if class rank changes for a student. If a student moves from the 11-20% rank to the top 10%, the scholarship offer will be increased. The Rising Star Scholarship shall be paid in addition to any academic scholarship the student receives. Students who receive the Presidential or Honors College Scholarship in addition to the Rising Star Scholarship will receive the scholarship that provides the greatest benefit to the student.



## **MCLENNAN SCHOLARSHIP PROGRAM**

The college shall offer McLennan Scholarships to all high school students who rank academically at the end of the junior year in the top 10% (according to latest ranking), 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. Eligible high schools shall be accredited by the Texas Education Agency or the Texas Private School Accreditation Commission and meet one of the following criteria. Located in McLennan County

- Located in Falls County with MCC as the primary dual credit partner
- Located outside the MCC service area with MCC as the primary dual credit partner

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

The McLennan Scholarship shall also be offered to five (5) students who are McLennan County residents and graduate from Home School programs. Students interested in this scholarship must complete the MCC Foundation Scholarship application and indicate their interest in the home school McLennan Scholarship. The scholarship committee will then award these scholarships. All other requirements of the scholarship remain the same.

The scholarship shall be valid for four consecutive long semesters, (for example fall, spring, fall, spring) after graduation from high school. Semesters unused by the student are lost to the scholarship and the scholarship expires after the fourth long semester after high school graduation. For example, a student chooses to attend another College during the first semester after high school graduation and then decides to return to McLennan for the following semester will have three semesters of the scholarship remaining. Except for cohort type programs that require summer enrollment for on time completion, scholarships shall not be valid during the summer terms.

Before enrolling, eligible students must apply for admission and complete the Free Application for Federal Student Aid (FASFA). Scholarship recipients shall enroll full time (defined as 12 or more hours per semester) and maintain a cumulative grade point average of 3.0 to remain eligible for this scholarship. Students who do not meet these requirements will forfeit the remainder of the scholarship, however if the student experiences extenuating circumstances during enrollment causing the GPA to falter, they may write a letter of appeal to the Director of Financial Aid explaining these circumstances and possibly have the scholarship restored.

The amount, or value, of a McLennan Scholarship shall be full tuition and fees each semester, excluding travel course fees, late registration fees, class change fees, Inclusive Access fees, or the additional tuition for attempting a course more than twice. The administration of the



McLennan Scholarship program shall be under the supervision of the Vice President, Finance & Administration. All McLennan Scholarships shall be processed by the Office of Financial Aid. Once a scholarship is offered, the offer will not be reduced – even if class rank changes for a student. If a student moves from the 11-20% rank to the top 10%, the scholarship offer will be increased. The McLennan Scholarship shall be paid in addition to any academic scholarship the student receives. Students who receive the Presidential or Honors College Scholarship in addition to the McLennan Scholarship will receive the scholarship that provides the greatest benefit to the student.



## **PRESIDENTIAL SCHOLARSHIP**

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 <https://www.mclennan.edu/foundation/scholarships-and-resources/> 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 (Associate Director, Operations & Scholarships, of the 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.



## **SCHOLARSHIP FOR GED COMPLETERS**

Scholarships shall be offered twice a year to coincide with the Fall and Spring Semesters to individuals who complete the General Educational Development Test (GED) with a Standard Average Score (SAS) of 160 or higher. The recipients of these scholarships shall be residents of McLennan County.

The Director of Financial Aid shall be responsible for verifying the eligibility of the individuals who are recommended for scholarships. The Project Director of Adult Education and Literacy shall submit recommendations to the Director of Financial Aid three weeks before the Adult Education and Literacy graduation ceremony. The Project Director of Adult Education and Literacy shall notify the recipients.

Scholarship recipients must complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the President. The scholarship shall be valid for two calendar years following the semester during which the GED Test is completed and shall cover full tuition and fees for the fall and spring semesters, excluding late registration or class change fees. To remain eligible for this scholarship, recipients must maintain a 2.50 cumulative grade point average each semester.





## **SCHOLARSHIP FOR UPWARD BOUND STUDENT GRADUATES**

Two high school graduates who have been participants in the Upward Bound Program shall be awarded a scholarship to attend McLennan Community College. The scholarship shall be awarded by the Scholarship Committee, and the Project Director, Upward Bound.

The scholarship shall be for full tuition and fees excluding late registration fees, travel course fees, or class change fees each semester and shall be valid for four consecutive long semesters (for example fall, spring, fall, spring), after graduation from high school. Recipients of the scholarship shall begin using it not later than the fall semester following graduation from high school. Exceptions must be approved by the Vice President, Finance & Administration.

To be eligible for the scholarship, the Upward Bound students shall meet the following criteria:

1. Be a resident of McLennan County.
2. Have actively participated in the Upward Bound Program for at least three years.
3. Have graduated with a high school grade average of 80 or better.
4. Enroll or intend to enroll in a minimum of 12 semester hours of college level course work in the fall semester immediately following the completion of the summer Upward Bound Bridge Program.
5. Maintain at least a cumulative grade point average (GPA) of 2.50 while enrolled at the College to remain eligible for the scholarship. Exceptions to the course load and grade point average requirement must be approved by the Director of Financial Aid.
6. Submit to the Scholarship Committee through the Project Director, Upward Bound:
  - a. copy of high school transcript;
  - b. two letters of recommendation, one from the Academic or Counseling Specialist, Upward Bound Program, and the other from a high school teacher, counselor, or someone who is knowledgeable of the student's ability to persevere in completing assigned tasks and his/her involvement in school and community activities; and
  - c. a personal statement concerning a declared educational interest which will include their educational goals.
7. Scholarship recipients must complete the Free Application for Federal Student Aid (FAFSA), unless exempted by the President.

The Director of Financial Aid shall administer the scholarship for Upward Bound students under the supervision of the Vice President, Instruction and Student Engagement.