

Polk State College Procedure

Subject	Reference	Date	Number
Scholarships	Board Rule 4.19	3/29/11	5016

I. Purpose:

To provide for awarding and managing need-based, academic merit, Honors Program, athletic, cultural arts, public service, and extracurricular scholarships in accordance with Board Rule 4.19 and Florida Statute (FS) 1009.23. The number of scholarships in each category is contingent on available funding. Students are limited to one type of award per year (including Presidential Waivers) but not including scholarships from the PSC Foundation.

Need-based scholarships are awarded to students who meet minimum academic standards and demonstrate documented unmet financial need.

Academic merit scholarships are awarded to students in recognition of outstanding academic achievement in high school.

Honors Program scholarships are awarded to students participating in the Polk State College Honors Program.

Athletic scholarships are awarded to students in recognition of athletic ability and their potential contribution to the Polk State College athletic program.

Cultural arts scholarships are awarded to students in recognition of achievement and potential contribution to the Polk State College cultural arts programs.

Extracurricular scholarships are awarded to students for performing a public service to Polk State College by participating in a college approved and sponsored activity.

Public service scholarships are awarded to students in recognition of service performed during their senior year in high school in representing Polk State College to their fellow students. In addition, the recipient must serve as a Polk State College ambassador while attending Polk State College.

II. Procedure:

For all scholarships, students must be working toward a degree or certificate program. Students may receive a maximum of 64 college-level credits in tuition waivers in any scholarship in addition to college preparatory needs if applicable. All students must maintain a minimum cumulative 2.0 GPA unless otherwise noted in this procedure.

Scholarships will be considered when reviewing financial aid for each recipient.

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The scholarship will not pay for courses a student attempts for the third time. Scholarship money may be awarded for second attempts with the approval of the Dean of Academic Affairs and the Dean of Student Services.

Students applying for scholarships must have submitted a PSC application for admission; a Free Application for Federal Student Assistance (FAFSA); and a scholarship application; and students must have completed the College Placement Test (CPT), SAT, or ACT.

A Scholarship Review Committee consisting of the Vice President for Academic and Student Services, the District Dean, the Deans of Academic Affairs, the Deans of Student Services, the Director of Financial Aid, the Comptroller (or designee), and a Faculty Senate representative will meet early in the spring semester of each year to determine the number of awards available for each category of this procedure. Allocation of athletic scholarships available to each sport will not exceed FCCAA maximum awards.

Exceptions can be made for extenuating circumstances on a case-by-case basis.

A. Need-Based Scholarships

Students must have a qualifying Earned Family Contribution (EFC) from FAFSA based on the current year budget as set by the federal government and not be eligible for federal or state financial aid. Priority will be given to those students who demonstrate the greatest financial need. When there are more eligible candidates than the available funds will support, the Scholarship Selection Committee will recommend the recipients on the basis of greatest need and academic achievement.

Students can be full time or part time. Students should apply through the Office of Financial Aid. Students must reapply for consideration each semester.

B. Non-Need Based Scholarships

1. Academic Merit Scholarships

a. Allocation

i. A minimum of two (2) scholarships per school will be reserved for award to qualified applicants from each of the public, regionally accredited Polk County high schools.

ii. After complying with *a.i.* above, all additional scholarship recipients will be selected on a competitive selection basis from the entire pool of eligible applicants.

b. Application

Academic merit scholarship applications must be received by Polk State College by the date determined by the Polk State College Foundation and applicants must have:

- i. Either a 3.2 unweighted grade point average (GPA) calculated at the end of the fall term immediately preceding their projected high school graduation (early-admission students must meet this condition), or a GED or home-schooled diploma with either an SAT combined score of 1100 or higher in Mathematics and Critical Reading, or an ACT composite score of 25 or higher.
 - ii. Completed all sections of the College Placement Test (CPT), ACT or SAT.
 - iii. Submitted a PSC Application for Admission.
 - c. Selection
 - i. Preference will be given to students who do not have college prep requirements.
 - ii. Notification of results will be sent to all applicants.
 - iii. Qualified candidates not selected will be order ranked as alternates and will be eligible to receive any awards declined by original recipients.
 - d. Conditions

Applicants must be enrolled full time (12 credits or more per term). This scholarship covers up to 16 credits per fall and spring terms for two academic years, up to a maximum of 64 credit hours in addition to any college preparatory needs if applicable. The scholarship is payable each term for not more than the actual fees in any term. Students must pass 12 credits per regular term and must maintain a minimum overall GPA of 2.75 or higher.

2. Honors Program Scholarships

These scholarships are designed to support students participating in the PSC Honors Program.

- a. Application

Applications are available from the PSC Honors Program website and will be due by the date set by the Honors Program Scholarship Committee. Students must have a 3.7 unweighted high school GPA or have a 3.5 college GPA. They must be enrolled in a degree program and be admitted to the Honors Program.

b. Selection

The recipients will be selected by the Honors Program Scholarship Committee.

c. Conditions

Applicants must be enrolled full-time (12 credits or more per term). This scholarship covers a set number of credits determined by the Honors Program Scholarship Committee during the fall and spring terms for up to two academic years up to a maximum of 64 credit hours in addition to any college preparatory needs. The scholarship is payable each term for not more than the actual fees in that term. To maintain eligibility for this scholarship, students must:

- i. Complete a minimum of twelve (12) semester hours during each term the scholarship is awarded with a minimum 3.0 GPA.
- ii. Complete a minimum of nine (9) semester hours of Honors courses with a minimum 3.0 cumulative GPA by the end of the second regular academic term an award is given.
- iii. Submit a letter of intent to continue the scholarship for a second year by April 1 of the first year of the award.
- iv. Complete at least twelve (12) semester hours of Honors courses with a minimum 3.0 cumulative GPA by the end of the third regular academic term an award is given.

Note: If a student leaves PSC or becomes ineligible for the scholarship before the two-year period has elapsed, the remainder of the scholarship may be awarded to another student.

3. Athletic Scholarships

a. Selection

The awarding of athletic scholarships will be based on the student's potential to succeed at the college level in both academics and athletics and the student's exceptional athletic skills in the area being recruited.

b. Conditions

The awards may consist of tuition, fees, books, room and/or board. The scholarship recipients must be enrolled full-time (minimum of twelve 12) for any term benefits are awarded.

4. Cultural Arts

These scholarships are designed to recruit students into the art, music and drama programs. Recipients must have selected an AA advising track in art, music, drama or liberal arts.

a. Application

Cultural Arts scholarship applications must be received by the Deans of Academic Affairs by July 1 for fall awards and November 15 for spring awards. Applicants must have:

- i. Filled out a Cultural Arts scholarship application
- ii. Submitted a letter of recommendation from a high school teacher or PSC faculty member in the applicant's area of interest (arts, music, drama, etc.).

b. Selection

The fine arts faculty will make recommendations to the Deans of Academic Affairs. The process of selecting students who will be awarded scholarships may include the following steps:

- i. A review of the student's goals.
- ii. A review of the college transcript, if applicable.
- iii. Personal interviews will be conducted, if needed.
- iv. Auditions/tryouts will be scheduled as needed.
- v. Review of portfolio will be conducted, if needed.

c. Conditions

Applicants must be enrolled full-time (12 credits or more per term). This scholarship covers up to 16 credits per fall and spring terms for two academic years up to a maximum of 64 credit hours in addition to any college preparatory needs. The scholarship is payable each term for not more than the actual fees in any term. It does not include summer terms. Students must maintain an overall GPA of 2.5. *Note:* If a student withdraws from PSC or becomes ineligible for the scholarship before the two-year period has elapsed, the remainder of the scholarship may be awarded to another student

5. Extracurricular Scholarships

Extracurricular scholarships will be awarded each term to students involved in the College's extracurricular activities.

- a. **Application**
Extracurricular scholarship applications must be received by the faculty or staff supervising the extracurricular activity for which the award would be given by July 1 for fall awards and November 15 for spring awards. Applicants must have:
 - i. Filled out an Extracurricular scholarship application
 - ii. Submitted a letter of recommendation from a high school teacher or PSC faculty member in the applicant's area of interest (arts, music, drama, Brain Bowl, Ambassador Program, etc.).

- b. **Selection**
The faculty and staff involved in supervising extracurricular activities at the College will make recommendations to the appropriate dean.

The process of selecting students who will be awarded scholarships may include the following steps:

- i. A review of the high school GPA.
 - ii. A review of the student's goals.
 - iii. A review of the placement test results.
 - iv. Personal interviews will be conducted, if needed.
 - v. Auditions/tryouts will be scheduled as needed.
 - vi. Review of portfolio will be conducted, if needed.
- c. **Conditions**
Students may receive a full-time scholarship (12-16 credits per term) or a part-time scholarship (6-11 credits per term). The scholarship is available in fall and spring terms. The scholarship is not awarded in summer terms. Students must reapply each semester and may receive the scholarship for up to a maximum of 64 credits in addition to any college preparatory needs. The scholarship is payable each term for not more than the actual fees in any term. Students will be asked to provide service for the extracurricular activity for which the scholarship is awarded.

- 6. **Public Service Scholarships**
Each year the Deans of Student Services will announce the availability of the scholarships in a letter written to the principal of each high school eligible to

receive the awards. The letter will solicit applications from qualified students with a weighted 2.75 GPA or higher. A copy of the letter along with information and a supply of applications will be sent to the guidance department at the same time.

a. Application

Applications are due by March 1 and must be accompanied by:

- i. A personal letter from the student concerning educational goals and commitment to public service as evidenced by involvement in activities.
- ii. A letter of recommendation from a faculty member or school official acquainted with the student's record of public service.

b. Selection

A selection committee chaired by the Deans of Student Services will review applications for Public Service Scholarships and make awards.

c. Service Requirements

The respective Dean of Student Services is responsible for training, monitoring, and certifying the requirements of Public Service Scholarship recipients to include PSC Ambassador representation after enrollment at PSC.

d. Conditions:

Applicants must be enrolled full-time (12 credits or more per term). This scholarship covers up to 16 credits per fall and spring terms for two academic years up to a maximum of 64 credit hours, in addition to any college preparatory needs. The scholarship is payable each term for not more than the actual fees in any term. It does not include summer terms.

7. Foundation Scholarships

a. Application

The application process is an online process and will be advertised and solicited through the Polk State College Foundation with the assistance of the Financial Aid Office, Student Services, and prepared news releases from the Office of College Information. Applications will be accepted February 1 through March 15 of each year.

b. Criteria and Requirements

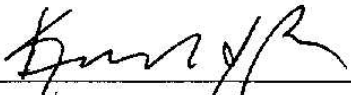
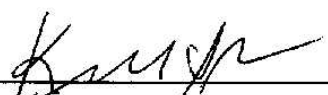
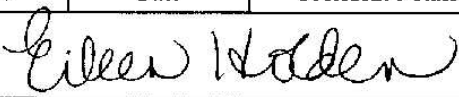
Application criteria and related requirements will be disseminated by the Foundation via an online application process. Scholarship criteria and requirements are specific to each individual scholarship and are established by the respective scholarship donors.

- c. **Selection and Award**
 All awards will be made by the PSC Foundation after review and recommendation by the Foundation Scholarship Committee and will be announced no later than May 1 of each year. Awards will be available for use no earlier than July 1 of each year following announcement of award recipients.

HISTORY:

Adopted: October 7, 1983
 Revised: January 25, 1984, November 5, 1985, January 28, 1987, August 5, 1987, January 23, 1991, May 19, 1997, April 21, 1998, February 12, 1999, June 13, 2006, May 18, 2010 and March 29, 2011.

DISTRIBUTION: All holders of PSC Procedures Manual

	3/29/11		3/29/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			3/29/11
President's Approval			Date