

Polk State College Procedure

Subject	Reference	Date	Number
Scholarships	Board Rule 4.19 Florida Statute 1009.23	2/7/2018	5016

I. Purpose:

The purpose of this procedure is to provide guidelines for awarding and managing Polk State College scholarships funded through student financial aid fees and through the Polk State College Foundation.

II. Student Financial Aid Fee Scholarships:

In accordance with Florida Statute (FS) 1009.23, funds derived from student financial aid fees may be used to assist students who have absolute financial need; demonstrate academic merit; participate in athletics, public service, cultural arts, and other extracurricular programs as determined by the institution; or are identified as members of a targeted gender or ethnic minority population.

A Scholarship Review Committee consisting of the Vice President for Academic Affairs, the Vice President for Student Services, the District Dean, the Deans of Academic Affairs, the Deans of Student Services, the Director of Athletics, the Director of Student Financial Services, the Controller, and a Faculty Senate representative meet in the spring term of each year to determine the number of awards that are available to be given for each category in this procedure during the following academic year. Allocation of the funds for each category is contingent on estimated available funds.

The College has determined the following general requirements and limitations:

- With the exception of international students, each student awarded scholarship funds must have completed a *Free Application for Federal Student Aid (FAFSA)* for the current academic year.
- Each recipient must be a U.S. citizen, an eligible noncitizen as outlined in federal financial aid guidelines, or an international student attending college on a student visa.
- Each student applying for a scholarship must have submitted a *Polk State College Application for Admission*.
- Each student is limited to no more than two types of awards per term. If the student obtains multiple awards, these must be from different categories (e.g., academic merit, athletics, or cultural arts).
- The number of scholarships in each category is contingent on available funding; funds are distributed proportionally in accordance with statutory requirements.
- Each recipient must be working toward a degree or certificate.
- Exceptions can be made on a case-by-case basis with the approval of the Vice President for Academic Affairs or the Vice President for Student Services (as appropriate).

A. Need-Based Scholarships:

1. Purpose: Need-Based Scholarships are awarded to students who meet minimum academic standards and demonstrate absolute financial need.
2. Criteria:
 - a. The student must have a valid Expected Family Contribution (EFC) as determined from the FAFSA for the current academic year.
 - b. The student must have and maintain a minimum cumulative GPA of 2.0.
 - c. The student may be enrolled full-time (i.e., 12 credits or more per term) or part-time (i.e., 6-11 credits per term).
 - d. The scholarship award for each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
3. Application: Students may be automatically awarded need-based scholarships during financial aid packaging, or may apply for these funds in the Office of Student Financial Services.
4. Allocation: Funds are awarded on a case-by-case basis as determined by the Director of Student Financial Services.

B. Academic Merit Scholarships:

Academic Merit Scholarships are awarded in recognition of outstanding academic achievement. The student must be enrolled full time. This requirement may be waived if the student cannot register for at least 12 credits because the student is enrolled in a limited access program (LAP), or because the student is in the graduating term.

1. General Academic Merit Scholarships:

- a. Purpose: This scholarship is awarded to students who demonstrate high academic achievement.
- b. Criteria:
 - i. The student must have a high school or college GPA of 3.0.
 - ii. The student must have completed a FAFSA for the current academic year.
 - iii. The student must be enrolled full-time (i.e., 12 credits or more per term).
 - iv. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
- c. Application:
 - i. Students may apply for this scholarship in the Office of Student Financial Services.
 - ii. A recipient must reapply each term.
- d. Allocation: Funds are awarded on a case-by-case basis as determined by the Director of Student Financial Services. Funds are available on a first-come, first-served basis. Priority is given to students who do not have other sources of financial aid.

1. High School Senior Scholarships:

- a. Purpose: This award is intended to attract recent high school graduates or GED recipients.

- b. Criteria:
 - i. The student must meet one of the following criteria; he or she must:
 - Have a minimum unweighted high school GPA of 3.2 as calculated at the end of the fall term immediately preceding the projected high school graduation.
 - Have a General Education Development (GED) certificate or home school 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.
 - Have a minimum cumulative college GPA of 3.2 if the individual has previously dual enrolled in college courses.
 - ii. The applicant must be graduating or receiving the GED certificate in the same year as the application for the award.
 - iii. The student must be enrolled full time (i.e., 12 credits or more per term).
 - iv. The student may receive funding for a maximum of four major terms (i.e., spring and summer terms), but is limited to 32 credit hours per academic year.
 - v. The scholarship award each term cannot exceed the actual tuition and fees in the term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - vi. The student must pass 12 credits per regular term and must maintain a minimum cumulative GPA of 3.0.
 - c. Application: Applications are available online through the Polk State College Foundation website and must be submitted by the posted deadline.
 - d. Allocation:
 - i. A maximum of two scholarships are reserved for each regionally-accredited public Polk County high school; a maximum of two scholarships are reserved for applicants who are home schooled; and a maximum of two scholarships are reserved for applicants who complete GED certificates.
 - ii. Scholarship recipients are selected on a competitive selection basis from the pool of eligible applicants within the appropriate category (cf. Section (d)(i)).
 - iii. Qualified candidates who are not selected are order-ranked as alternates and are eligible to receive awards declined by original recipients.
2. Honors Program Scholarships:
- a. Purpose: Honors Program Scholarships are awarded to students participating in the Polk State College Honors Program.
 - b. Criteria:
 - i. The student must have a minimum unweighted high school GPA of 3.5 (i.e., if there is no college GPA), have a minimum college GPA of 3.2, or have appropriate test scores for admission to the Honors Program if the student is home schooled or has earned a GED certificate and has no college GPA.
 - ii. The student must be admitted to the Honors Program.
 - iii. The student must be enrolled full time in each fall and spring term.
 - iv. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - v. The student must maintain a minimum cumulative GPA of 3.2.

- c. Application:
 - i. Applications are available from the Polk State College Honors Program website and are due by the date set by the Honors Program Scholarship Committee.
 - d. Allocation:
 - i. Recipients are selected by the Honors Program Scholarship Committee.
 - ii. The scholarship covers a set number of credits (as determined by the Honors Program Scholarship Committee) during the fall and spring terms.
 - iii. If a student becomes ineligible or leaves Polk State College before the one-year period has elapsed, the remainder of the scholarship may be awarded to another eligible student.
3. STEM (Science, Technology, Engineering, and Math) Scholarships:
- a. Purpose: STEM Scholarships are awarded to students participating in Polk State College STEM programs. These scholarships are designed to support students pursuing associate's degrees in fields related to science, technology, engineering, or math.
 - b. Criteria:
 - i. The student must have a minimum unweighted high school GPA of 3.2, or a minimum cumulative college GPA of 3.0, to be eligible.
 - ii. A student may receive a full-time scholarship (i.e., 12 or more credits per term) or a part-time scholarship (i.e., 6-11 credits per term).
 - iii. The scholarship is available in the fall and spring terms only.
 - iv. A student may receive funding for a maximum of four major terms, but must reapply for the scholarship each year.
 - v. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - vi. The student must maintain a minimum cumulative GPA of 3.0.
 - vii. If a student changes the program of study to a non-STEM program, he or she loses eligibility for this scholarship.
 - c. Application: Applications are available online through the Polk State College Foundation website and must be submitted before the posted deadline.
 - d. Allocation:
 - i. Recipients are selected and awards amounts are determined by the STEM Scholarship Committee.
 - ii. The scholarship is limited to four major terms (i.e., spring and fall).
4. Bachelor Degree Scholarships:
- a. Purpose: Bachelor Degree Scholarships are designed to support students participating in baccalaureate programs at Polk State College.
 - b. Criteria:
 - i. The student must have completed an associate's degree and have a minimum cumulative college GPA of 3.0.
 - ii. The student must be admitted to a baccalaureate degree program at Polk State College.
 - iii. The student must maintain a minimum cumulative GPA of 3.0.
 - iv. A student may receive a full-time scholarship (i.e., 12 or more credits per term) or a part-time scholarship (i.e., 6-11 credits per term).
 - v. A student may be awarded the scholarship for up to three years, but funding may not exceed 60 credit hours.

- vi. The scholarship award for each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - c. Application:
 - i. Applications are available online through the Polk State College Foundation website and must be submitted by the posted deadline.
 - ii. The student must reapply for the scholarship each academic year to be considered for additional awards.
 - d. Allocation:
 - i. Recipients are selected and award amounts are determined by the Baccalaureate Programs Scholarship Committee.
- C. Athletic Scholarships:
- 1. Purpose: Athletic Scholarships are awarded to students in recognition of their athletic ability and potential contribution to the Polk State College athletic programs.
 - 2. Criteria:
 - a. The student must have a minimum cumulative GPA of 2.0.
 - b. Awards may consist of funding for tuition, fees, books, room and/or board.
 - c. This scholarship is available only for the fall and spring terms.
 - d. Each scholarship recipient must be enrolled full time in each term for which an award is received.
 - e. A minimum cumulative GPA of 2.0 is required to maintain the scholarship.
 - 3. Application: Letters of intent are completed through the Polk State College Athletics Department.
 - 4. Allocation: An Athletic Scholarship award is based on a student's potential to succeed at the college level in both academics and athletics, as well as the student's exceptional athletic skills in the recruited area.
- D. Public Service Scholarships:
- 1. Purpose: Public service scholarships are awarded to students in recognition of service performed during the senior year of high school while representing Polk State College to their peers.
 - 2. Criteria:
 - a. The student must have a minimum unweighted high school GPA of 2.75.
 - b. The student must serve as a Polk State College Ambassador during his or her senior year of high school while also attending Polk State College.
 - c. The student must maintain a minimum cumulative college GPA of 2.0.
 - d. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - e. The scholarship is available for the fall and spring terms only.
 - f. The scholarship recipient must be enrolled full time (i.e., 12 or more credit hours) during each term for which an award is received.
 - g. The student may receive funding for a maximum of four major terms (i.e., spring and summer), but is limited to 32 credit hours per academic year.
 - 3. Application:
 - a. Each year the Deans of Student Services announce the availability of this scholarship in a letter written to the principal (or designee) of each Polk County public high school. The Deans of Student Services send a copy of the letter and a supply of applications to the high school guidance counselors.

- b. The application is due to the College by March 1 of each year and must be accompanied by:
 - i. A personal letter from the student concerning educational goals, and a 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.
 - c. Allocation: A selection committee chaired by the Deans of Student Services reviews applications for Public Service Scholarships and makes awards. The number of awards each year is determined by available funding.
- E. Cultural Arts Scholarships:
1. Purpose: Cultural Arts Scholarships are designed to recruit students into the visual arts, music, and theatre programs.
 2. Criteria:
 - a. Each recipient must be enrolled in the Associate in Arts degree program with a selected transfer major in Art, Music, or Theatre.
 - b. A student may receive a full-time scholarship (i.e., 12 or more credits per term) or a part-time scholarship (i.e., 6-11 credits per term).
 - c. The scholarship is available in the fall and spring terms only.
 - d. A student may receive the scholarship for up to a maximum of four major terms (i.e., spring and fall).
 - e. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - f. Students must maintain a minimum cumulative GPA of 2.5.
 3. Application:
 - a. Each applicant must submit the *Cultural Arts Scholarship Application*.
 - b. The *Cultural Arts Scholarship Application* must be received by the Fine Arts Department by the due date established by the department.
 - c. A recipient must reapply each term.
 - d. The student may be asked to audition or submit a portfolio for renewal of the scholarship.
 - e. The Fine Arts Department forwards applications to the Deans of Academic Affairs along with recommendations for awards.
 4. Allocation: The Deans of Academic Affairs select students based on their potential to contribute to the cultural arts of the College.
- F. Other Extracurricular Program Scholarships:
1. Purpose: Extracurricular Scholarships are awarded to students for performing a public service to Polk State College by participating in College-approved and sponsored activities.
 2. Criteria:
 - a. A student may receive a full-time scholarship (i.e., 12 or more credits per term) or a part-time scholarship (i.e., 6-11 credits per term).
 - b. The scholarship is available for the fall and spring terms only.
 - c. A student may receive the scholarship for up to a maximum of four major terms (i.e., spring and fall).
 - d. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
 - e. The student must maintain a minimum cumulative GPA of 2.5.

3. Application:
 - a. The student must complete an *Extracurricular Scholarship Application*.
 - b. The student must reapply each term.
 - c. The *Extracurricular Scholarship Application* must be received by the faculty or staff member supervising the extracurricular activity for which the award is to be given by the due date established by the faculty or staff member.
 - d. The faculty and staff members involved in supervising extracurricular activities make recommendations to the appropriate Deans of Academic Affairs.
4. Allocation: The Deans of Academic Affairs select students based on their contribution to the College through their extracurricular involvement.

G. Targeted Populations Scholarships:

1. Purpose: Targeted Populations Scholarships are designed to promote college enrollment and completion among members of targeted gender or ethnic minority populations.
2. Criteria:
 - a. Each recipient must be a member of a targeted gender or ethnic minority as defined by College administration.
 - b. A student may receive a full-time scholarship (i.e., 12 or more credits per term), a part-time scholarship (i.e., 6-11 credits per term), or a less than part-time scholarship (i.e., less than 6 credits per term).
 - c. The scholarship award each term cannot exceed the actual tuition and fees in any term; if a student is awarded two scholarships, some funds may be converted to cover books or other fees.
3. Application:
 - a. The student must complete a *Targeted Populations Scholarship Application*.
 - b. The student must reapply each term.
4. Allocation:
 - a. Funds are awarded on a case-by-case basis as determined by the Director of Student Financial Services. Funds are available on a first-come, first-served basis. Priority is given to students who do not have other sources of financial aid.

III. Polk State College Foundation Scholarships:

- A. Purpose: Polk State College Foundation scholarships are made available to students who have unmet financial need or extenuating circumstances, or who meet the eligibility criteria established by the donor of the funds.
- B. Criteria: Eligibility criteria and related requirements are disseminated by the Foundation via the online application process. Scholarship criteria and requirements are specific to each individual scholarship and are established by the respective scholarship donor.
- C. Application:
 1. Applications are available online, and are advertised and solicited through the Polk State College Foundation with the assistance of Student Financial Services and the Office of Student Services; there are also prepared news releases from the Office of Communication and Public Affairs.
 2. Applications are accepted through the Polk State College Foundation website from February 1 through March 15 of each year.
 3. Certain Polk State College Foundation scholarships are reserved for specific programs of study at the direction of the donor and have application periods consistent with those specific programs. Applications for these specific scholarships are available by contacting the appropriate program manager.

4. Allocation:

- a. All awards are made by the Polk State College Foundation upon review and recommendation of the Foundation Scholarship Committee. Awards are announced no later than June 15 of each year.
- b. Awards are available for use in the fall term of each year following the 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; March 29, 2011; January 17, 2014; October 4, 2016; December 6, 2017; February 7, 2018

<i>Reginal T. Weh</i>	<i>2/12/18</i>	<i>Reginal T. Weh</i>	<i>2/12/18</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>eAUF</i>			<i>2/13/18</i>
President's Approval			Date