

OWENS COMMUNITY COLLEGE
PROCEDURES

Board of Trustees Scholarship Program

Board Policy No.: 3358:11-1-13

PROCEDURES AND GUIDELINES:

(A) Funding.

- (1) Funds for the Owens Community College Board of Trustees Scholarship program will be provided from the College's general operating budget, or until scholarship funds may be raised through the Owens Community College Foundation. Funds will be budgeted each year to support scholarship awards for continuing students and for first-time awards. Determination of the number of first-time students will be based on recruitment goals, retention of previous awardees and funding availability.
- (2) The scholarship award amount is \$1,000 per semester for continuous enrollment of four consecutive semesters (summer optional).

(B) Eligibility of Students. Based on available funding, the College will identify the established number of eligible students for first-time awards from the following populations:

- (1) A graduating high school senior with a high school cumulative grade point average of 3.7 or above attending a high school located in the legal district of Owens Community College. The recipient will be selected by the College, as based upon the high school transcript, which may be submitted on or after January 1 of the senior year of the high school student and available funds.
- (2) A graduating high school senior with a high school cumulative grade point average of 3.0 or above attending a high school located in the legal district of Owens Community College. The student must be nominated for being a motivated student. The selection will be based on the receipt and assessment of the completed nomination form, high school transcripts which may be submitted on or after January 1 of the senior year of high school and available funds.
- (3) A non-traditional student who resides in the College's legal district, who has a high school diploma or has earned a GED, and who is nominated for the scholarship award for being motivated, which may be demonstrated by exceptional work record or public/community service (including military service) or academic performance or other demonstrated leadership or other experience as related to a career path. The selection will be based on the receipt and assessment of the completed nomination form, high school or GED transcript and available funds. Students must be new to Owens or must have not been enrolled at the College for a minimum of one year.

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(C) Award Notification.

- (1) The recipients will be notified in writing of the first-time award during the spring term preceding the fall semester of eligibility.
- (2) The recipients must have full-time enrollment at a minimum of twelve credit hours for the scholarship award to be applied to the student account. Additionally, the recipients must maintain a college cumulative grade point average of 3.0 or above to continue eligibility for each semester.

(D) Administrative Procedures.

Marketing:

- (1) Scholarship information will be placed on the public website of Owens Community College.
- (2) The Student Services division shall be responsible for the marketing of the scholarship.

Nomination and Selection:

- (3) The receipt and processing of Board of Trustees Scholarship nomination forms will be the responsibility of the Office of the Vice President of Student Services. The Office of the Vice President of Student Services will implement the procedures and a review process with the assistance of staff of the Office of Financial Aid and the Office of Admissions.
- (4) A list of the degree-granting high schools (public, private and charter) which are located in the Owens legal district will be generated annually from the Office of Admissions to assist with the determination of eligibility.
- (5) In summary, the College must have the following on file:
 - (a) An application for admission to the College;
 - (b) Official academic transcripts, including high school or GED, on file at the Records Office;
 - (c) Board of Trustees Scholarship nomination form for non-traditional students and high school seniors with a 3.0 cumulative grade point average on file at the Office of Vice President of Student Services;
 - (d) Full-time enrollment at a minimum of twelve credit hours for each semester (four semester maximum) at Owens to continue eligibility for the scholarship;
 - (e) Maintain a cumulative grade point average of 3.0 at Owens to continue eligibility for the scholarship.

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Awarding and Disbursement:

- (6) The Office of Financial Aid will administer the processing of awards. The verification of continuing eligibility and notifications to students who lose eligibility will be made by the Office of Financial Aid.
- (7) If a student receives other funds, which have cleared a student's tuition and fees account balance, then any credit balance from the Board of Trustees Scholarship will be refunded to the student to be used for education related expenses.

Recognition and Assessment:

- (8) The Owens Community College Board of Trustees may annually recognize the scholarship recipients during a scheduled regular meeting in the fall semester.
 - (9) The Office of the Vice President of Student Services will perform an assessment of the effectiveness of the program on a periodic basis.
- (E) Exception to the Award of the Scholarship.
- (1) An exception for continuing eligibility, based upon sound academic reasoning or extenuating circumstance beyond a student's control, may be reviewed and considered by the Office of the Vice President of Student Services. An exception request must be submitted in writing. Supporting documentation will be required.

Effective 3-11-2017