

**3341-3-55 Scholarship Appeal- Undergraduate.**

Applicability	All University units
Responsible Unit	Office of the Provost
Policy Administrator	Scholarships and Student Awards

**(A) Policy Statement and Purpose**

This policy outlines the scholarship appeal process to allow a student to petition to receive his/her scholarship(s) after not meeting the minimum cGPA and course load requirements.

**(B) Policy**

A student's cGPA is reviewed annually, after spring term, to determine if his/her scholarship(s) will automatically be renewed or if the scholarship(s) will be revoked. A student who does not meet the scholarship renewal criteria is given the opportunity to appeal the decision to suspend his/her scholarship(s) based on extenuating circumstances. The student must complete the Scholarship Appeal Form supplying detailed information explaining the circumstance and provide documentation to support the appeal. Once the appeal is received, the scholarship committee will meet to discuss the appeal, and subsequently render a decision to either approve or deny the appeal. The scholarship committee has the final authority to determine if the scholarship(s) will be extended or denied a student. Decisions made by the scholarship committee are conclusive and cannot be appealed.

A student may also complete a Scholarship Appeal Form to appeal to use his/her scholarship(s) in the summer term or at a less than full-time course load, with the understanding that this will count as a full term of usage toward the maximum eight terms of eligibility. Students wishing to utilize one of these options must complete a Scholarship Appeal Form requesting to use their funds.

**(1) Scholarship renewal requires the following:**

- (a) Students in cohorts prior to 2138 must maintain two point seventy five cGPA and a full-time course load at the end of the spring term.
  - (b) Students in cohorts 2138 or after must maintain a three point zero cGPA and a full-time course load at the end of the spring term.
- (2) Reasons for appeal approval:
- (a) Documented medical issues which have since been resolved. If a student does not submit the medical documentation showing dates of illness and the prognosis, the appeal can either be denied, or the committee can request additional documentation from the student.
  - (b) Documented family situation which adversely affected student's ability to concentrate (such as family issues at home when student started/attended college, death in the family or a close relative (would need documentation showing the date of death of the relative), etc.).
  - (c) The student realizes that he/she didn't focus on school initially and are now making improvement in their GPA by utilizing various support services across campus.
  - (d) Using a scholarship at less than full-time enrollment. This appeal type still counts as one term of scholarship usage even though the scholarship value may be reduced below what is typically awarded during a "regular" semester of full-time enrollment.
  - (e) Summer usage of a scholarship.
  - (f) Students who have not attended classes for more than one semester (usually due to co-ops, study abroad, or stopping out), who have had their scholarships removed.
- (3) Reasons for appeal denial:
- (a) Adjustment to college and the coursework rigor required in college
  - (b) Homesickness

- (c) Change in major
- (d) Student has used all eight semesters of their scholarship eligibility. Appeals are not granted for additional terms because the student added another major, changed majors, etc.
- (e) Students-requesting to use all of his/her scholarship monies within one semester. The excess scholarship funds which a student doesn't utilize (due to an early graduation, for example) cannot be "cashed out" or applied to one semester of fees due.

Registered Date: March 24, 2015