

Bossier Parish Community College

Policy & Procedures

Title:	Student Life Scholarships
Effective Date:	August 1997
Cancellation:	None
Office:	Student Life

Policy Statement

Students may be awarded scholarships for special talent or services provided to the College. Selection criteria for scholarships varies depending on the nature of the activity. Auditions, tryouts, or selections of scholarship recipients are publicized and supervised by the faculty advisor to the organization offering the award.

All student activity talent-based scholarships are administered by the Financial Aid Office and are monitored by the Student Life Committee and the Vice Chancellor for Student Services.

Procedures and Specific Information

1. Purpose

To establish policy and procedures for awarding talent or service scholarships.

2. Scope and Applicability

This policy and procedures memorandum applies to all student organizations that award scholarships to students for talent or special services. The Director of Student Life is responsible for verification of eligibility prior to the scholarship being sent to the Financial Aid Office for processing. The Financial Aid Office is responsible for the posting of all financial aid awards.

The following will determine the maximum dollar value for BPCC scholarships awarded beginning Spring, 2010. The amount may be applied to **tuition only** and does not cover fees including application fee, drop/add or schedule change fee, clinical or student assessed fees. The student will be responsible for all costs in excess of the award. **Tuition awards are subject to change based on tuition increases.**

Each year, a certain percentage of the college's operating budget is set aside for in-house scholarships. In order to stay within this budget, each organization will need to award scholarships based on the selection process guidelines outlined below. All scholarship recipients must be full-time students. Part-time scholarships will not be awarded.

3. Selection Process

The method of selecting students for scholarship awards is determined by the organization advisor and is approved by the Director of Student Life. Applications for scholarship and scholarship waivers are submitted to the Director of Student Life for verification of GPA and hours. Applications and waivers are then submitted to the Financial Aid Office to be posted to students' account. Selection methods for each group are as follows:

- A. Cavalier Players (Drama): Applications are submitted to the Drama Department. Drama scholarships are awarded each year to students who have presented one audition piece or who have written a letter of intent. Selection is made by the Director of Theatre and designated staff members.
- B. Cavalier Cheerleaders/Mascot: Tryouts are held in the spring of each year following an instructional clinic. All candidates are taught the same cheer, chant, and dance. Each candidate performs for the panel of judges. Points are awarded for each category. Scores are totaled by the Director of Student Life and the official cheerleader sponsor. A minimum standard score is determined by the judges. Scoresheets are kept in the Office of Student Life for one year.
- C. Concert Choir: Auditions are announced and conducted by the Director. Applicants are judged on ability in these categories: music selections and sight reading. A minimum standard score is determined by the Director(s). Scoresheets are kept in the Music Office for one year.
- D. Concert Winds: Auditions are announced and conducted by the Director. Applicants are judged on ability in these categories: music selections; scales (wind instruments only); drum set styles (Rock, Jazz, Swing, & Latin - percussion only); and sight reading. A minimum standard score is determined by the Director(s). Scoresheets are kept in the Music Office for one year.
- E. Gospel Choir: Applications are submitted to the Office of Multicultural Affairs. Scholarships are available and tryouts are held in the fall and spring semesters. Qualifications for membership are as follows: (1) currently enrolled pursuing at least 12 hours of degree course work; (2) 2.0 cumulative GPA at BPCC or 2.0 cumulative high school GPA; (3) participate in college activities; and (4) render services to the community. The students will participate in a Christmas, Spring concert, and attend one music workshop. Scoresheets are kept in the Office of Multicultural Affairs for one year.
- F. Jazz Ensemble: Auditions are announced and conducted by the Director. Applicants are judged on ability in these categories: music selections; scales (wind instruments only); drum set styles (Rock, Jazz, Swing, & Latin - percussion only); and sight reading. A minimum standard score is determined by the Director(s). Scoresheets are kept in the Music Office for one year.
- G. Kaleidoscope: To be considered for a scholarship position, the student must complete an official application and submit at least one writing sample or portfolio as applicable to that position. Students must have taken or be currently enrolled in English 101. Students receive course credit. After a review of all applications by a faculty committee from the Liberal Arts Division, recommendations will be submitted to the faculty advisor for final approval.
- H. Ladies in Gold Danceline: Tryouts are held in the spring of each year following an instructional clinic. All candidates are taught the same dance. Each candidate performs for the panel of judges. Points are awarded for each category. Scores are totaled by the Director of Student Life and the official danceline

sponsor. A minimum standard score is determined by the judges. Scoresheets are kept in the Office of Student Life for one year.

- I. Maroon Jackets: A search for candidates is publicized. Applications and letters of recommendation are submitted to the Office of Student Life. Candidates are interviewed by a subcommittee from the Student Life Committee. Scoresheets are used to tally points, and results are submitted to the Office of Student Life and are kept for one year.
- J. Ms. BPCC: Students are nominated by the faculty/staff or by a student organization. Candidates are judged during an interview and from on-stage performance based on poise, personality, and personal attractiveness. Scores are tallied to determine the winner and are secured by the Director of Student Life for one year.
- K. Phi Theta Kappa: Candidates must hold the position of President in the organization and must not have any other BPCC scholarship being used during the applicable semester. Should the President deny the scholarship for any reason, the executive officer with the highest GPA from the previous semester will be awarded the scholarship. If there is a tie, the officer with the highest number of service hours from the previous semester will be awarded the scholarship.
- L. Student Government Association: Executive officers are awarded full-tuition scholarships. All members of the SGA are elected by vote of the student body. Elections are held electronically each fall and spring semester. Election results are forwarded to the Director of Student Life from the Computer Services Department and are kept in the Office of Student Life for one year.

4. Oversight

Scholarships are to be awarded at the beginning of each semester. Any unclaimed scholarships may be awarded by a special selection process during the semester, provided individuals meet all eligibility criteria. Exceptions to this Scholarship Oversight Policy must be approved in advance by the Vice Chancellor for Student Services.

The procedure for revoking scholarship awards is as follows: The organization advisor will notify the Assistant Director of Student Life in writing that this action needs to be taken and list the reason(s). The Assistant Director of Student Life will notify the student in writing and will notify the Financial Aid Office of the action that will be taken. If needed, the Director of Student Life will notify the Registrar to place the appropriate hold on the student's records.

5. Scholarship Criteria

Organizations offering scholarships may have varying requirements specific to their needs. All Student Life scholarship recipients are given the following regulations to read and sign prior to accepting the contract.

See attached Student Life Scholarship Regulations.

Student Life Scholarship Regulations

1. Scholarship waivers indicate what is covered by the scholarship & include the maximum value. Scholarships do not cover application fee, drop/add or schedule change fee, clinical fees, or any student assessed fees.
2. Students must meet and maintain requirements for scholarships as established by the advisor. Students failing to maintain proper qualifications or failing to fulfill obligations must repay scholarships and return all books or school property to the proper advisor before grades or transcripts will be released. A hold may be placed on the students' records by the Registrar's Office after notification from the Director of Student Life.
3. All scholarship recipients must sign a Scholarship Waiver to receive aid.
4. Anyone receiving a scholarship must be taking a minimum of twelve hours. Students must maintain this number of hours throughout the semester or be subject to the Student Life Scholarship Restitution Policy. Student textbooks (if applicable) are on loan and must be returned at the end of each semester.
5. Students who drop below the required qualifications and do not make restitution to the College are not eligible for ANY student activity scholarship the following year or until the debt is paid.
6. A student may receive a Student Life scholarship for a total of six (6) regular semesters.
7. In accordance with the LCTCS Board Guidelines for Scholarships, students must have at least a 2.0 cumulative GPA at the time of selection, and must maintain at least a 2.0 cumulative GPA to receive the second semester's scholarship. Students have the right to appeal the school eligibility determination.
8. Students will refrain from participation in any form of hazing and will report immediately any hazing violations to the Vice Chancellor for Student Services.
9. Students must adhere to all College policies and the Code of Student Conduct while participating in any student activity or organization.
10. All Student Life scholarship recipients must have obtained a high school diploma, a GED, or the equivalent (ATB Test) at the time the scholarship goes into effect.

I have read and understand the requirements of this scholarship. I understand that I must repay the scholarship funds according to the stated schedule if I do not meet the qualifications during the semester in which I receive the scholarship.

Student Signature

Student Campus ID Number

Date

Student Life Scholarship Restitution Policy

A student on scholarship may lose that scholarship as a result of one of the following reasons:

- A. Revocation with documentation by the advisor/coach
- B. Revocation with documentation by the College for disciplinary or other reasons
- C. The student documented failure to maintain the required number of hours
- D. The student documented decision to quit a team or organization
- E. The student documented lack of participation or not fulfilling the requirements of the contract

If the student wishes to remain in school and receive grades and credit for work, that student must make restitution to the College. Restitution includes any tuition, books, equipment, supplies, or other indebtedness to the College. When a scholarship is revoked or a student falls below full-time status, the amount of payback will be as follows:

<u>Withdrawal/dismissal date</u>	<u>Student repays</u>
Week 1 - 4	75% of scholarship amount
Week 5 - 8	50% of scholarship amount
Week 9 - 13	25% of scholarship amount
Week 14 - 15	Owes no repayment

A student who resigns from the College at the time of his/her loss of scholarship will not be required to repay any of the scholarship award but must return any books, equipment, supplies, or other property of the College prior to the resignation. This student will not be eligible for ANY Student Life scholarship at BPCC for one year or until restitution to the College is made.

Approved:

College Committee

Committee Chair

Vice Chancellor for Student Services

Policy Reference:

BPCC Student Services Policy

Review Process:

Annually

Student Life Committee

Financial Aid Scholarship Officer

Distribution:

Student Services Policy Manual

Revised 06/07/10