

Bossier Parish Community College

Policy & Procedures

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

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 Affairs.

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 Activities 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 Fall 2006. 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.

Full tuition award	\$636.00
Tuition & Books award	\$636.00 + books

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 Activities. Applications for scholarship and award contracts are submitted to the Director of Student Activities for verification of GPA and hours. Applications and award contracts 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. Cheerleader/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 Activities and a representative from the Vice Chancellor for Student Affairs Office. A minimum standard score is determined by the judges. Scoresheets are kept in the Student Activities Office 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 Student Activities Office 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, English 102, and Telecommunications 211

(Newswriting). Students must be full-time and have at least a 2.0 cumulative GPA. 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 Activities and a representative from the Vice Chancellor for Student Affairs Office. A minimum standard score is determined by the judges. Scoresheets are kept in the Student Activities Office for one year.
- I. Maroon Jackets: A search for candidates is publicized. Applications and letters of recommendation are submitted to the Student Activities Office. Candidates are interviewed by a subcommittee from the Student Life Committee. Scoresheets are used to tally points, and results are submitted to the Student Activities Office 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. Score cards are tallied to determine the winner and are secured by the Director of Student Activities for one year.
- K. Phi Theta Kappa: Candidates must be PTK officers currently enrolled at BPCC and must not have any other BPCC scholarship being used during the applicable semester. The officer with the highest GPA from the previous semester will receive 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 each fall and spring semester. Ballots are counted and are kept in the Student Activities Office 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 Affairs.

The procedure for revoking scholarship awards is as follows: The organization advisor will notify the Director of Student Activities in writing that this action needs to be taken and list the reason(s). The Student Activities Director 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 Activities 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 activity recipients are given the following regulations to read and sign prior to accepting the contract.

See attached Student Activities Scholarship Regulations.

Student Activities Scholarship Regulations

1. Scholarship award contracts 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 Activities.
3. All scholarship recipients must sign a Scholarship Award/Contract 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 Activities 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 activity 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 Affairs.
9. Students must adhere to all College policies and the Code of Student Conduct while participating in any student activity or organization.

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's Signature

Student's Campus ID Number

Date

Student Activities 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:

Withdrawal/dismissal date

Week 1 - 4
Week 5 - 8
Week 9 - 13
Week 14 - 15

Student repays

75% of scholarship amount
50% of scholarship amount
25% of scholarship amount
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 Activities scholarship at BPCC for one year or until restitution to the College is made.

Approved:

College Committee

Committee Chair

Vice Chancellor for Student Affairs

Policy Reference:

BPCC Student Affairs Policy

Review Process:

Annually

Student Life Committee

Financial Aid Scholarship Officer

Distribution:

Student Affairs Policy Manual

Revised 08/25/06