Trustees’ academic excellence scholarship program Board Policy No.: 3358:11-1-4

PROCEDURES AND GUIDELINES:

(A) Criteria guidelines.

(1) A recipient must be a high school graduate who has a minimum high school grade point average of 3.0.

(2) A recipient must be enrolled in an associate degree program.

(3) A recipient must maintain full-time enrollment at Owens community college.

(4) A recipient must maintain a minimum 3.0 cumulative grade point average at Owens community college.

(5) Service area scholarship. In addition to the nomination/recommendation from their high school principal, a student must submit a short essay containing a statement of educational goals. The student essay should not exceed three pages and should be typed and double-spaced.

(6) The start date of the scholarship will be the fall semester immediately following high school graduation.

(B) Award nominee notification.

(1) Award recipients will be notified in writing.

(2) To receive the award, the nominated recipient must sign and return an intention agreement, accepting or declining the scholarship.

(3) The recipient must register for fall semester classes no later than June 30.

(C) Administrative guidelines.

(1) Distribution of nomination/recommendation forms to high school principals will be the responsibility of the office of the provost, or designee. The office of student development will be responsible for marketing the scholarship during high school recruitment visits.

(2) The processing of nomination/recommendation materials will be the responsibility of the office of the provost, or designee.

(3) Selection of the service area scholarship awards will be made by the provost council.
The Owens community college board of trustees will approve the awarding of the scholarships at a public meeting.

The office of the provost, or designee, will coordinate presentation of the awards.

The office of financial aid will administer the processing of awards.

The scholarship funds will be applied directly to a recipient’s tuition and fees account within the office of student accounts.

If a recipient receives other scholarship/financial aid funds which have cleared a recipient’s tuition and fees account balance, then any surplus funds from the Owens community college trustees’ academic excellence scholarship will be refunded to a recipient to be used for education related expenses.

Verification of continuing eligibility will be made by the college’s office of financial aid, in conjunction with the college’s record’s office.

Exception to criteria guidelines.

Exception based upon sound academic reasoning or extenuating circumstance beyond a new or continuing student’s control, will be reviewed and considered by the office of the provost. An exception request must be submitted in writing. Supporting documentation may be required.

Examples of exception may include, but are not limited to:

(i) Sound academic reasoning: a continuing student-recipient having successfully completed the majority of program requirements towards their associates degree, and the remaining requirements equal less than full-time enrollment status.

(ii) Extenuating circumstance: health concern, or medical necessity, effecting the recipient or immediate family of the recipient.

(iii) An extenuating circumstance that would necessitate a delayed start.
(E) Funding guidelines.

(1) Funds for the Owens community college trustees’ academic excellence scholarship will be provided from the college’s general operating budget with a specific dollar amount set aside each year to correspond with the amount of awards made.

These procedures were reviewed by the Academic Standards Committee and implemented by the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President’s Cabinet review.

These procedures conform to the policy as approved by the Board of Trustees on May 3, 2011 and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of May 14, 2011.

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