



Santa Fe College Rules Manual

Title:	Board of Trustees Scholarships	Procedure: 7.14P
Based on	Rule 7.14	
Effective Date:	July 10, 2017	

Scholarship Procedures

In accordance with Rule 7.14, the board has approved the purposes for which Board of Trustees Scholarships may be awarded.

As set forth in the rule, the award amount of each scholarship type shall be determined by the Vice President for Administrative Affairs/CFO and the Vice President for Student Affairs. Tentative award amounts for each scholarship type will be determined by December 1 for the following year, with final determination made after fees have been finalized. All scholarship awards will be of equal value per credit hour, with the exception of Athletic Scholarships, Baccalaureate Scholarships, Fine Arts Scholarships, and Santa Fe Scholarships. In addition, with the exception of Athletic Scholarships, Fine Arts Scholarships, Public Service Scholarships, and Santa Fe Scholarships, scholarship awards will be capped at 12 credit hours for fall and spring terms and six credit hours for the summer term. Scholarship recipients in need of additional financial aid beyond their scholarship funds should apply for federal student financial aid.

All scholarship recipients must register for all courses by the end of the drop and add period of each standard term (e.g., fall, spring, or summer) for the courses to be included in the calculation of the award, unless the student doesn't start until a later session (e.g., B session) which would allow registration for all courses at the end of that session's drop and add period. Exceptions to this rule require the approval of the Vice President for Student Affairs. All scholarship recipients must be degree- or certificate- seeking at Santa Fe College (SF).

Scholarship applications and deadlines may be found on respective SF webpages. Each scholarship may have unique requirements. Students who do not meet scholarship requirements in a given semester may be ineligible for scholarship re-appointment in the subsequent semester.

All scholarships have a 76 attempted credit hour maximum while receiving scholarship funds with the exception of the Santa Fe Scholarship, James Gregg Scholarship, Student Ambassador Scholarship, and the Student Government Scholarship, which all have their

own terms of eligibility as noted. Exceptions to the 76 credit hour limit, as warranted by the circumstances, may be made by the Vice President for Student Affairs.

Academic Scholarships

Board of Trustees Academic Scholarships are need-based scholarships with a merit-based component and currently consist of the following: need-based scholarships, Santa Fe scholarships, and merit-based scholarships.

Need-Based Scholarship

This scholarship is a one-year award, subject to meeting all requirements of the scholarship, for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year. Students must maintain satisfactory academic standards as defined for the federal aid programs. Preference will be given to early applicants who have sufficient unmet need after all other grants and scholarships have been considered. Students must complete all SF admission requirements and the Federal Application for Student Financial Aid (FAFSA). This scholarship is awarded to students in the following categories:

- In-district, first time in college
- In-district transfer
- In-district returning

Applications are due on a first-come, first-served based on the date the FAFSA was filed. The number of scholarships available varies from year to year, based on the amount of the student financial aid fees collected for the year. This is a need-based award based on the expected family contribution from the FAFSA. Students cannot receive this scholarship and another scholarship under this rule at the same time.

The maximum award available is 12 credit hours for fall and spring terms and six credit hours for the summer term for a maximum of 76 funded credits. The Financial Aid Office/Director or designee is responsible for selecting the student award recipients.

Santa Fe Scholarship

This need-based scholarship is a flat award per term and is awarded to out-of-district students on a first-come, first-served basis who file an early Free Application for Federal Student Aid. Applications are due on a first-come, first-served based on the date the FAFSA was filed. The number of scholarships available and the amount of the award varies from year to year, based on the amount of the student financial aid fees collected for the year. This is a need-based award based on the expected family contribution from the FAFSA.

Students must maintain satisfactory academic standards as defined for the federal financial aid programs, including maximum limit caps on funding. Students may receive this scholarship while receiving another scholarship under this Rule.

The Financial Aid Office/Director or designee is responsible for selecting the student award recipients.

Merit-Based Scholarship

The James Gregg Scholarship Committee will award up to 20 scholarships per academic year to selected students from the Honors Program or from the SF Chapter of Phi Theta Kappa. The number available each cycle depends upon retention and graduation of students in and from the Program.

Each scholarship will be granted for one full year (fall, spring, and summer terms), renewable for one additional consecutive year if academic standards of the Honors Program are met. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year.

Students who meet the following criteria are eligible to apply for the Honors Scholarship:

- A. Current membership or recent admission to the Honors Program or the SF Chapter of Phi Theta Kappa.
- B. At least a 3.5 SF Cumulative GPA and no grade in any class - standard or Honors - lower than C. (Incoming high school students must have at least a 3.5 high school GPA with no grade lower than C).
- C. Evidence of leadership qualities, participation in College activities, and/or civic and social engagement.
- D. Evidence of exceptional academic achievement, research, or creativity.

Preference will be given to students with financial need. Previous scholarship recipients must apply for a renewal of their scholarship.

Students who receive an Honors Scholarship must:

- A. Successfully complete coursework for the scholarship term.
- B. Maintain active membership in the Honors Program or the SF Chapter of Phi Theta Kappa, as shown by enrollment in Honors courses, participation in Program or Club activities, and community service.
- C. Demonstrate adequate progress towards graduating with an Associate's Degree.
- D. Meet at least twice with the Honors Program Coordinator for a mid-semester review and for an end-of-the semester review.

- E. Notify the Honors Program Coordinator in writing of any changes in schedule, major, program, etc.

The maximum award available is 12 credit hours for fall and spring terms and six credit hours for the summer term for a maximum of 76 funded credits. A scholarship selection committee reviews applications and forwards a list of recommendations to the Provost and Vice President of Student Affairs for joint approval.

Fine Arts

The Fine Arts Department will award up to 20 scholarships per academic year to select students. An effort will be made to award five scholarships to each discipline: Art, Dance, Music, and Theatre. Scholarships are awarded for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year. Auditions are usually held in the Spring.

Students who meet the following criteria are eligible to apply for the Fine Arts Scholarship:

- A. A declared program of study in Fine Arts.
- B. At least a 2.5 GPA.
- C. A scholarship audition/portfolio submission/interview.
- D. Evidence of leadership qualities.
- E. No grades lower than a B in the chosen fine arts discipline.

Incoming freshmen for fall term are given preference. The maximum award available is 76 funded credits.

Students who receive a Fine Arts scholarship must:

- A. Maintain at least an overall 2.5 SF Cumulative GPA.
- B. Actively participate in departmental events, productions and meetings as assigned.
- C. Meet with the Fine Arts Department representative for a mid-term review and registration.
- D. Meet with the assigned discipline coordinator monthly and as scheduled.
- E. Refrain from performing with outside groups without permission from the Chair of Fine Arts.
- F. Demonstrate adequate progress towards graduating with a degree.

Selection is based on merit (the proficiency level of technique that the student has coming in to the process), academic standing, leadership, and the ability to function as an ambassador for the discipline area as a model student. After review by the scholarship committee and full-time faculty in discipline areas, the Fine Arts Chair is responsible for recommending the students to the Provost and the Vice President for Student Affairs for joint approval.

Student Government Scholarships

Up to eight Student Government (SG) officers scholarships are awarded for summer, fall, and spring terms. Students who meet the following criteria are eligible for the Student Government Scholarship:

- A. Elected to one of the following offices by currently enrolled students: President, Vice President, Treasurer, Chief Justice, SG Events Chair, SG Finance Chair, Senate President or Senate Pro-Tempore.
- B. Has a 2.5 cumulative SF GPA.
- C. Has not fulfilled the requirements for the declared program of study at the beginning of the term of office covered by the scholarship.

Students who receive a Student Government scholarship must:

- A. Fulfill the duties of office outlined in the SG constitution
- B. Actively participate in SG leadership training activities
- C. Meet with the SG advisor as scheduled
- D. Maintain at least an overall 2.5 SF Cumulative GPA
- E. Demonstrate adequate progress towards graduating with an SF Degree.

The Scholarship year begins in summer. In unusual circumstances when an officer is removed from his or her elected position, the Vice President for Student Affairs may award the scholarship to the officer's successor in the next semester.

Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year. Up to six credits hours will be covered in summer and up to 12 credit hours will be covered in the fall and spring semesters. There is no limit on how many years a student may have this scholarship (i.e. SG does not have term limits). The Director of Student Life is responsible for recommending students to the Vice President for Student Affairs for scholarship approval.

Academic Teams Scholarships

Up to four Academic Teams scholarships are awarded for fall, spring, and summer terms each academic year.

Students who meet the following criteria are eligible for the Academic Teams Scholarship

- A. A documented record of active involvement in intercollegiate competitions on an SF Academic Team
- B. Evidence of significant contributions to the Academic Team
- C. At least a 2.5 SF Cumulative GPA.

Students who receive an Academic Team scholarship must:

- A. Maintain at least a 2.5 SF Cumulative GPA
- B. Maintain active membership on the Academic Team
- C. Participate in Academic Team competitions
- D. Attend Academic Team meetings
- E. Meet with the Academic Team Advisor/Coach at least twice each semester
- F. Support the maintenance and growth of Academic Teams
- G. Demonstrate adequate progress towards graduating with an SF Degree.

Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year.

The number of credit hours that will be covered is 12 credit hours for fall and spring terms and six credit hours for the summer term for a maximum of 76 funded credits. A scholarship selection committee reviews applications and the Director of Student Life forwards a list of recommendations to Vice President for Student Affairs for approval.

Athletic Scholarships

Up to 92 athletic scholarships may be awarded and may include up to 20 out-of-state athletic scholarships. This scholarship is awarded for fall, spring, and summer terms. Tentative term awards may be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year. Out-of-state athletic scholarships will have a commensurate amount per credit hour higher than the regular in-state athletic scholarships.

Athletic Scholarships may include a stipend for room and/or board, providing the student fulfills the Athletic Aid Agreement as prepared and monitored by the Athletic Director. The housing allowance may be made monthly or as a single disbursement on a term-by-term basis in accordance with the criteria established jointly by the Athletic Director, Director of Financial Aid, and Vice President for Administrative Affairs/CFO. Stipend amounts will be approved annually by the Vice President for Student Affairs. Scholarship recipients who neglect to complete the term of their scholarship contract may be required to reimburse the College the full amount of the scholarship or a portion thereof as determined by the Vice President for Student Affairs.

The Athletic Scholarships are provided for as follows:

<u>Type</u>	<u>Up to the Maximum Allowed Total</u>
Baseball, Men	24 scholarships, with a maximum of 18 to include a fixed cost per credit hour award and a maximum of 6 to include a stipend only.
Softball, Women	24 scholarships, with a maximum of 18 to include a fixed cost per credit hour award and a maximum of 6 to include a stipend only.
Basketball, Men	15 scholarships, with a maximum of 12 to include a fixed cost per credit hour award and a maximum of 3 to include a stipend only.
Basketball, Women	15 scholarships, with a maximum of 12 to include a fixed cost per credit hour award and a maximum of 3 to include a stipend only.
Volleyball, Women	14 scholarships, with a maximum of 12 to include a fixed cost per credit hour award and a maximum of 2 to include a stipend only.

Scholarships are offered beginning January 15 to student-athletes recommended by coaches to the Athletic Director based on athletic ability and eligibility. The Vice President for Student Affairs provides the final approval. SF Athletic Scholarships must meet National Junior College Athletic Association and Florida College System Activities Association guidelines.

There is a 76 credit hour maximum while receiving this scholarship. Athletic Scholarships are valid from August 1 through July 31 (for fall, spring, and summer terms). Scholarship amount varies depending upon stipend amount and/or the number of credits attempted by the student-athlete.

Baccalaureate Scholarship

Up to four scholarships are awarded to students who have been admitted to and are seeking a baccalaureate degree at SF.

Students who meet the following criteria are eligible for the Baccalaureate Scholarship

- A. Enrolled in an SF baccalaureate program
- B. At least a 3.0 cumulative GPA
- C. Completed application packet.

Students who receive a Baccalaureate Scholarship must:

- A. Maintain at least a 3.0 SF Cumulative GPA
- B. Demonstrate adequate progress towards graduating with an SF Degree.

The scholarship is awarded for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour with a commensurate amount per credit hour higher than the regular in-state scholarships to be determined each year by December 1 for the following year.

The number of credit hours that may be covered includes 12 credit hours for fall and spring terms and six credit hours for the summer term, for a maximum of 76 funded credits.

Scholarship selection results from a review of application packets by a Scholarship Committee comprised of baccalaureate degree program advisors, faculty, and administrators. Committee recommendations are forwarded to the Provost and Vice President for Academic Affairs as well as the Vice President for Student Affairs for joint approval.

College Achievement Program (CAP) Scholarship

This scholarship is awarded to selected College Achievement Program students after completion of CAP. It funds up to 40 students on scholarship at any one time. Students who meet the following criteria are eligible for the CAP Scholarship:

- A. Successful completion of the College Achievement Program
- B. A resident of Alachua or Bradford Counties.

For scholarship renewal, CAP scholarship recipients must:

- A. Maintain at least a 2.5 SF Cumulative GPA

- B. Demonstrate adequate progress towards graduating with an Associate's Degree
- C. Meet regularly with the CAP Program Coordinator
- D. Notify the CAP Program Coordinator in writing of any changes in schedule, major program, etc.

The scholarship is awarded for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year.

Scholarships are awarded at the end of summer B term and at the end of fall and spring semesters, if available. The number of credit hours covered includes up to 12 credit hours for fall and spring terms and 6 credit hours for summer term for a maximum of 76 funded credit hours.

CAP instructors recommend students for scholarships based on an assessment of grades, attendance, attitude towards learning, and meaningful participation. The CAP Coordinator forwards recommendations to the Vice President for Student Affairs for final approval.

Public Service Scholarship

Up to six scholarships may be awarded annually in this category. Selection will be determined by the Director of the Institute of Public Safety. Awards will be based on needs of the local public safety agencies for advanced training for their personnel. The scholarship is awarded for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year.

Term of award and which academic terms are covered are as follows:

- For the fall cohort: fall 17 credit hours, spring 17 credit hours, summer nine credit hours.
- For the spring cohort: spring 17 credit hours, summer 17 credit hours, fall nine credit hours

Students must meet all the prerequisites for courses before acceptance into the paramedic program. Students will have to pass the appropriate background check, and meet the program and college's admissions requirements.

A maximum of 76 funded credit hours will be covered.

Other public safety program students are also eligible for this scholarship and can obtain information from the Kirkpatrick Criminal Justice Training Center.

Selection will be determined by the Director of the Institute of Public Safety and forwarded to the Provost and Vice President for Student Affairs for joint approval.

Career and Technical Education Scholarship

Up to 18 Career and Technical Education scholarships are awarded annually.

Students who meet the following criteria are eligible to apply for the CTE Scholarship:

- A. Currently enrolled in Career and Technical Education programs working on a certificate, AS degree, or AAS degree;
- B. At least a 3.0 SF Cumulative GPA
- C. Demonstrated financial need

Students who receive a CTE Scholarship must:

- A. Maintain at least a 3.0 SF Cumulative GPA
- B. Demonstrate adequate progress towards graduating with a degree or certificate
- C. Meet regularly with the CTE Advisor

Scholarship selection is through a review of applications by a Scholarship Committee comprised of CTE administrators, advisors, and faculty. The committee's recommendations are forwarded to the Provost and Vice President for Academic Affairs as well as the Vice President for Student Affairs for joint approval.

The scholarship is awarded for fall, spring, and summer terms. Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year. Students must maintain a 3.0 cumulative GPA for renewal.

The number of credit hours that may be covered is 12 credit hours for fall and spring terms and six credit hours for summer term, for a maximum of 76 funded credit hours.

Student Ambassador Scholarship

The Student Ambassador Scholarship shall be awarded to up to 12 students each academic year.

Students who meet the following criteria are eligible to apply for the Ambassador Scholarship:

- A. Earned at least 18 credit hours at SF College

- B. Has at least a 3.0 SF Cumulative GPA
- C. Demonstrates evidence of leadership qualities, participation in College activities, and/or civic and social engagement.

Students who receive an Ambassador Scholarship must:

- A. Maintain at least a 3.0 SF Cumulative GPA
- B. Demonstrate adequate progress towards graduating with an SF Degree
- C. Participate in the Ambassador Leadership Training Workshops
- D. Engage in Ambassador Activity Hours.

While the primary purpose of Ambassador Scholarship funds is to further the education and training of SF students, Ambassadors are compensated with taxable income for Ambassador Activity Hours. Ambassador Activity Hours involve service that primarily benefits the College and Ambassadors are limited to 20 Ambassador Activity Hours in the summer, 40 Ambassador Activity Hours in the fall and 40 Ambassador Activity Hours in the spring.

Ambassador selection is through a review of applications as well as interviews by a selection committee. The committee's recommendations are forwarded by the Ambassador Advisor to the Vice President for Student Affairs for approval.

Tentative term awards will be calculated using a fixed cost per credit hour to be determined each year by December 1 for the following year.

The Student Ambassador Scholarship covers up to 12 credit hours for fall and spring terms and up to six credit hours for the summer term.