



Santa Fe College Rules Manual

Title:	Board of Trustees Scholarships	Procedure: 7.14P
Based on	Rule 7.14	
Effective Date:	May 10, 2021	

I. 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. The number and type of scholarships may vary from year to year, based on an estimate of the available amount of student financial aid fees and auxiliary resources. The allocation for scholarship funds is estimated by December 1 for the upcoming year, with the exception of Athletic scholarships which are estimated earlier. All scholarship awards will be of a fixed value per credit hour unless otherwise stated.

All students are encouraged to utilize the Free Application for Federal Student Aid (FAFSA) to maximize funding opportunities, and scholarship recipients in need of financial aid beyond their scholarship and federal funds may pursue additional support using the College's online resources.

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 information and deadlines may be found on respective SF webpages and/or applications. Each scholarship may have unique requirements beyond those specified herein. Students who do not meet scholarship requirements in a given semester may be ineligible for scholarship re-appointment / renewal in the subsequent semester or semesters. To be and remain eligible, students must not have fulfilled the requirements for the declared program of study at the beginning of the term covered by the scholarship.

The persistence, retention, and completion rates of students awarded these scholarships will be reviewed annually by the Vice President for Student Affairs and the Provost (Vice President for Academic Affairs) to determine whether the awards have supported enrollment and graduation.

II. Scholarships

Scholarships listed under this rule may have a separate and distinct need-based and merit-based category within each type of scholarship.

For scholarships with a need-based category, the primary factor considered is financial need based on the FAFSA standardized calculations. Additionally, for scholarships with a need-based category, students must meet the following criteria for the subject academic/fiscal year:

- i. Complete a valid, finalized FAFSA for the appropriate academic/fiscal year so that results can be processed by the applicable scholarship deadline(s).
- ii. Complete all SF admission requirements and be a regularly admitted, program-seeking student at SF at the time of receipt.
- iii. Maintain Satisfactory Academic Progress requirements as defined for federal aid programs. Students on Financial Aid Warning status may be considered.
- iv. Have sufficient unmet need after other grants and scholarships have been considered.
- v. Meet all standardized calculation qualifications to be a Federal Pell Grant recipient.

A. In District Scholarship

This scholarship is awarded to full- or part-time **in-district students** demonstrating need as determined by the FAFSA standardized calculation. The scholarship is awarded as a fall, spring and summer one-year award, subject to meeting all requirements of the scholarship for each term. Students must maintain satisfactory academic progress as defined for the federal aid programs. Preference will be given to early applicants who have sufficient unmet need after other grants and scholarships have been considered. Students must complete all SF admission requirements and the FAFSA. Students cannot receive this scholarship and another scholarship under this rule at the same time.

Priority consideration is given to students based on the following criteria:

- i. Previous (continuously eligible) receipt of scholarship for renewal.
- ii. Pell Grant eligibility, excluding lifetime Pell usage limits.
- iii. Early FAFSA application submission by SF priority dates as published on websites and applications.
- iv. First generation status as identified by either the FAFSA application or by the College.
- v. Special circumstances based on the FAFSA and other documentation on file.

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

B. Out of District Santa Fe Scholarship

This scholarship is awarded to full- or part-time **out-of-district** students demonstrating need as determined by the FAFSA standardized calculation. The scholarship is awarded as a fall, spring and summer one-year award, subject to meeting all requirements of the scholarship for each term. Students must maintain satisfactory academic progress as defined for the federal aid programs. Preference will be given to early applicants who have sufficient unmet need after other grants and scholarships have been considered. Students must complete all SF admission requirements and the FAFSA. Students may receive this scholarship and another scholarship under this rule at the same time.

Priority consideration is given to students based on the following criteria:

- i. Previous (continuously eligible) receipt of scholarship for renewal.
- ii. Pell Grant eligibility, excluding lifetime Pell usage limits.
- iii. Early FAFSA application submission by SF priority dates as published on websites and applications.
- iv. First generation status as identified by either the FAFSA application or by the College.
- v. Special circumstances based on the FAFSA and other documentation on file.

The maximum award available is 12 credit hours for fall and spring terms and six credit hours for the summer term.

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

C. James Gregg Honors Scholarship

The James Gregg Honors Scholarship awards up to 20 scholarships per academic year to students selected from the SF Honors Program and from the SF Chapter of Phi Theta Kappa. The maximum number of credit hours covered by the James Gregg Honors Scholarship is 12 credit hours for fall and spring terms and 6 credit hours for summer term. Each scholarship will be granted for up to one full year beginning with the first semester awarded, and are renewable for one additional consecutive year, if performance standards of the SF Honors Program or Phi Theta Kappa are met.

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

- i. Current membership or recent admission to the SF Honors Program or the SF Chapter of Phi Theta Kappa.
- ii. Current SF Honors Program and Phi Theta Kappa students must have a minimum 3.5 SF Cumulative GPA –with no grade lower than C. Incoming high school students recently admitted to the SF Honors Program must have a minimum 3.5 high school cumulative GPA with no grade lower than C.
- iii. Evidence of leadership qualities, participation in extracurricular activities, and/or civic engagement.

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:

- i. Maintain at least a 3.5 SF Cumulative GPA.
- ii. Maintain active participation in the SF Honors Program or the SF Chapter of Phi Theta Kappa, as shown by enrollment in Honors courses, participation in Honors Program or Phi Theta Kappa activities, participation in extracurricular activities, and/or participation in civic engagement.
- iii. SF Honors Program students must demonstrate adequate progress towards completing an Honors Program graduation credential. Phi Theta Kappa students must demonstrate adequate progress towards graduating with a Santa Fe College Degree.
- iv. Meet with the Honors Program Coordinator for a mid-semester review and registration.
- v. Notify the Honors Program Coordinator 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. The Honors Coordinator reviews applications and forwards a list of recommendations to the Provost and Vice President of Student Affairs for joint approval.

D. 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. Auditions are usually held in the Spring.

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

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

Incoming freshmen for fall term are given preference.

Students who receive a Fine Arts scholarship must:

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

Selection is based on merit (the proficiency level of technique that the student has coming into the scholarship 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 students for this scholarship to the Provost (Vice President for Academic Affairs) and to the Vice President for Student Affairs for joint approval.

E. Student Government Scholarships

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

- i. 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.
- ii. At least a 2.5 cumulative GPA.
- iii. 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:

- i. Fulfill the duties of office outlined in the SG Constitution.
- ii. Actively participate in SG leadership training activities.
- iii. Meet with the SG advisor as scheduled.
- iv. Maintain at least an overall 2.5 SF Cumulative GPA.
- v. 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 current or next semester, depending on when the change in position occurs during the semester.

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 qualifying 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.

F. Academic Teams Scholarships

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

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

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

Students who receive an Academic Team scholarship must:

- i. Maintain at least a 2.5 SF Cumulative GPA.
- ii. Maintain active membership on the Academic Team.
- iii. Participate in Academic Team competitions.
- iv. Attend Academic Team meetings.
- v. Meet with the Academic Team Advisor/Coach at least twice each semester.
- vi. Support the maintenance and growth of Academic Teams.
- vii. Demonstrate adequate progress towards graduating with an SF Degree.

The number of credit hours that will be covered is up to 12 credit hours for fall and spring terms and six credit hours for the summer term. A scholarship selection committee reviews applications which include recommendations from Academic Team Advisors. The Director of Student Life is responsible for forwarding committee recommendations to the Vice President for Student Affairs and the Provost (Vice President for Academic Affairs) for approval.

G. 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 June 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 and/or meal plan 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 and/or meal plan 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 and/or meal plan 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 and/or meal plan 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 and/or meal plan only.

Scholarships are offered beginning November 1 of each year 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.

Athletic Scholarships are valid from August 1 through July 31 (for fall, spring, and summer terms). The scholarship amount varies depending upon the stipend amount and/or the number of credits attempted by the student-athlete.

H. 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:

- i. Enrolled in an SF baccalaureate program.
- ii. At least a 3.0 cumulative GPA.
- iii. Completed application packet.

Students who receive a Baccalaureate Scholarship must:

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

The scholarship is awarded for fall, spring, and summer terms. 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. 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.

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 (Vice President for Academic Affairs) and to the Vice President for Student Affairs for joint approval.

I. College Achievement Program (CAP) Scholarship

This scholarship is awarded to selected College Achievement Program students after completion of the CAP summer bridge program. It funds up to 40 students for 12 credit hours each fall and spring and 6 credit hours for the summer semesters and is awarded for fall, spring and summer terms subject to meeting criteria. The TRIO Director may reallocate a portion of CAP scholarships each year to fund the completion of a 3 credit-hours SLS course during the summer bridge program.

Special consideration is given to those students who may have factors which impact their ability to attend college, and/or those students who participated in one of the following Santa Fe College Pre-Collegiate Programs: Educational Talent Search, PASS, or Upward Bound.

Initial Eligibility:

Students who meet the following criteria are eligible for the CAP Scholarship:

- i. Successful completion of the College Achievement Program Summer Bridge Series.
- ii. A resident of Alachua or Bradford Counties.
- iii. Plan to enroll at SF College in the Fall immediately following high school in at least 12 credit hours.

Renewal Eligibility:

Students who have received the initial CAP scholarship are eligible for renewal based on the following criteria:

- i. Maintain at least a 2.5 SF Cumulative GPA.
- ii. Demonstrate adequate progress towards graduating with an Associate's Degree.
- iii. Meet regularly with the CAP Program Academic Coach.
- iv. Notify the CAP Program Academic Coach in writing of any changes in schedule, major, program, etc.
- v. Complete at least 75% of attempted courses.
- vi. Enroll in at least 12 credit hours each fall and spring term (exceptions are considered for those CAP Scholars who are less than 12 credits away from graduation).

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.

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

J. 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.

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.

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 (Vice President for Academic Affairs) and to the Vice President for Student Affairs for joint approval.

K. Career and Technical Education Scholarship

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

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

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

Students who receive a CTE Scholarship must:

- i. Maintain at least a 3.0 SF Cumulative GPA.
- ii. Demonstrate adequate progress towards graduating with a CTE degree or certificate.
- iii. 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 (Vice President for Academic Affairs) and to the Vice President for Student Affairs for joint approval.

The scholarship is awarded for fall, spring, and summer terms. 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.

L. Student Ambassador Scholarship

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

The maximum number of credit hours covered by the Student Ambassador Scholarship is 12 credit hours for fall and spring terms and 6 credit hours for summer term.

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

- i. Earned at least 15 credit hours at SF College
- ii. Has at least a 3.0 SF Cumulative GPA
- iii. Demonstrates evidence of leadership qualities, participation in College activities, and/or civic and social engagement.

Students who receive an Ambassador Scholarship must:

- i. Maintain at least a 3.0 SF Cumulative GPA.
- ii. Demonstrate adequate progress towards graduating with an SF Degree.
- iii. Participate in the Ambassador Leadership Training Workshops.
- iv. 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.