

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Florida Poly Financial Aid Scholarship-Undergraduates
<b>FPU Policy Number:</b> FPU-7.00257P
X New Policy      Major Revision of Policy      Minor Technical Revision of Policy
<b>Date First Adopted:</b> July 30, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Office of Financial Aid
<b>Initiating Authority:</b> Dr. Ghazi Darkazalli, Executive VP and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all students awarded the Florida Poly Financial Aid Scholarship- Undergraduates Entering 2015-16 (the “Scholarship”). The Office of Financial Aid is responsible for awarding the Scholarships and implementing and enforcing this policy.

**B. POLICY STATEMENT:**

**1. Yearly Scholarship Amounts**

The Office of Financial Aid and the Admissions Office determine the amount of the Scholarship to be awarded at the time of a student’s acceptance to the University. Scholarship amounts vary by student, and are based on the student’s academic merit prior to admission to the University.

Scholarship Range: \$1000 - \$16,500 each Financial Aid Year (for up to 4 years)

For purposes of this Scholarship, students are given their awards for the Financial Aid Year in 2 equal disbursements-one in the Fall semester and the other in the Spring semester.

Once a student has used the maximum of the Scholarship eligibility for a given Financial Aid Year, the student is responsible for paying any uncovered tuition and fees through means other than the Scholarship.

**2. Requirements for Eligibility and Re-eligibility**

In order to be eligible to receive, or continue to receive the Scholarship, the Undergraduate recipient of the 2015-16 Scholarship must meet the following requirements:

- (a) If the recipient is a **freshman in the 2015-16 Financial Aid Year:**
  - i. the recipient must be registered as a full time student during each and every subsequent Fall and Spring semester after being admitted to the University;
  - ii. the recipient must maintain a minimum cumulative grade point average of 2.50 during the 2015-16 Financial Aid Year, and must maintain a minimum cumulative grade point average of 2.75 during each Financial Aid Year thereafter;
  - iii. the recipient must complete a minimum of 67% of the recipient’s attempted credits with a passing grade in the 2015-16 Financial Aid Year, and must complete a minimum of 80% of the recipient’s attempted credits with a passing grade in each Financial Aid Year thereafter;
  - iv. the recipient must attempt a minimum of 30 credit hours each Financial Aid Year;

- v. the recipient must have all financial obligations settled with the University before the start of the next Financial Aid Year; and
  - vi. the recipient may not have any code of conduct violations (Academic or Non-Academic) resulting in suspension or expulsion.
- (b) If the recipient is a **not a freshman in the 2015-16 Financial Aid Year:**
- i. the recipient must be registered as a full time student during each and every subsequent Fall and Spring semester after being admitted to the University;
  - ii. the recipient must maintain a minimum cumulative grade point average of 2.75 during each Financial Aid Year;
  - iii. the recipient must complete a minimum of 80% of the recipient's attempted credits with a passing grade in each Financial Aid Year;
  - iv. the recipient must attempt a minimum of 30 credit hours each Financial Aid Year;
  - v. the recipient must have all financial obligations settled with the University before the start of the next Financial Aid Year; and
  - vi. the recipient may not have any code of conduct violations (Academic or Non-Academic) resulting in suspension or expulsion.

Pursuant to regulation **FPU-4.004 Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties**, if a recipient drops a course or withdraws from a course during a semester, such may result in the student owing a balance to the University due to a refund of tuition or a reduction of the student's total tuition cost. Regulation FPU 4.004 and related policies are applicable to recipients of the Scholarship.

### 3. Exceptions to the Scholarship Requirements

- (a) A student who is unable to obtain Full Time Status due to lack of availability of courses offered in a given semester will not be penalized and such student will be funded up to the amount of credits being taken. However, the student must get written proof of lack of availability of courses from the Registrar or Vice Provost, and provide it to the Office of Financial Aid. Written proof must be provided to the Office of Financial Aid before the end of the Drop/Add period for the semester the student wishes to receive an exception.
- (b) If a student withdraws from the University due to military orders such as deployment, training, or relocation, the student will not be penalized for such withdrawal, and the student will be eligible to receive the remaining amount of the Scholarship upon the student's return to the University.
- (c) Upon a student's request, the Provost or designee has the discretion to waive the minimum credit hour requirement per Financial Aid Year, provided the student was Full Time during the Fall and Spring semester of the Financial Aid Year.

### 4. Violations and Non-compliance with Requirements

- (a) Freshmen recipients that fail to achieve a Cumulative Grade Point Average of 2.5 in the 2015-16 Financial Aid Year but achieve a minimum Cumulative Grade Point Average of 2.0 in the 2015-16 Financial Aid Year are placed on scholarship probation for the next Financial Aid Year (the "probationary period").
- (b) Freshmen recipients that fail to achieve a credit completion rate of 67% in the 2015-16 Financial Aid Year but achieve a minimum credit completion rate of 50% in the 2015-16 Financial Aid Year, are placed on scholarship probation for the next Financial Aid Year (the "probationary period").
- (c) Recipients that are required to achieve a Cumulative Grade Point Average of 2.75 and fail to do so, but achieve a minimum Cumulative Grade Point Average of 2.5 are placed on scholarship probation for the next Financial Aid Year (the "probationary period").

- (d) All recipients that are required to achieve a credit completion rate of 80% and fail to do so but achieve a credit completion rate of at least 67%, are placed on scholarship probation for the next Financial Aid Year (the "probationary period").
- (e) During the probationary period:
  - i. the recipient on scholarship probation is required to meet with an Academic Advisor at the beginning of the probationary period to create an Academic Plan so that the recipient will meet the minimum Cumulative Grade Point Average or credit completion rate by the end of the probationary period.
  - ii. If the recipient does not meet the minimum Cumulative GPA or credit completion rate by the end of the probationary period, the recipient is no longer eligible to receive the Scholarship and will be notified of such.
- (f) Freshmen recipients that achieve a Cumulative Grade Point Average below 2.0 in the 2015-16 Financial Aid Year, or achieve a credit completion rate of less than 50% in the 2015-16 Financial Aid Year, will not be placed on scholarship probation as they are no longer eligible for the Scholarship and will be notified of such.
- (g) Recipients that are required to achieve a Cumulative Grade Point Average of 2.75, and achieve below 2.5 will not be placed on scholarship probation as they are no longer eligible for the Scholarship, and will be notified of such.
- (h) Recipients that are required to achieve a credit completion rate of 80% and achieve less than 67% in a Financial Aid Year, will not be placed on scholarship probation as they are no longer eligible for the Scholarship and will be notified of such.

## 5. Appeals.

Students have a right to appeal their ineligibility for the Scholarship with the Office of Financial Aid. The appeal must be received by the Office of Financial Aid no later than 30 days after the date the ineligibility notice was issued.

- (a) Financial Aid appeal forms are available through the Office of Financial Aid.
- (b) The Financial Aid Appeals Committee will convene to make decisions on student appeals.
- (c) The decision of the Financial Aid Appeals Committee is final.

## C. DEFINITIONS:

**Financial Aid Year:** For the purposes of this Scholarship, the financial aid year starts on the first day of the Fall semester and ends on the last day of the Summer semester.

**Full Time:** For the purposes of this Scholarship, Full Time ranges from 12 credit hours to 18 credit hours within a semester.

**Attempted Credits:** Any credits taken within a semester, where the student is enrolled in the course after the end of the drop/add period. Where a student has withdrawn from a course, the credits related to such course are still considered to be attempted credits.

**Passing Grade:** A grade of A, B, C, or D in a completed course.

## D. PROCEDURES:

1. The Office of Financial Aid will package the student's Scholarship in the Student Information System based on the student's initial registration.
2. After the Drop/Add period the Office of Financial Aid will re-evaluate the student's registration for any change in credits being attempted.

3. Once the student's official registration has been confirmed, the Office of Financial Aid will batch the student's Scholarship for disbursement.
4. The Office of Financial Aid will continuously monitor the student's account for change in activity, including drops, withdrawals, course additions, and rate of completion.
5. At the end of each Financial Aid Year, the Office of Financial Aid will evaluate the student's Grade Point Average, code of conduct record, and course completion rate and determine the student's re-eligibility for the Scholarship.

POLICY APPROVAL

Policy No.: FPU-7.00257P

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Initiating Authority

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Date

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Policies & Procedures Review Committee Chair

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Date

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President/Designee

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Date

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Approved by FPU BOT, if required

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Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**