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| FLORIDA | OFFICIAL |
| POLYTECHNIC | UNIVERSITY |
| UNIVERSITY | POLICY |

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| Subject/Title: Undergraduate Inaugural Scholarship |
| FPU Policy Number: FPU-7.0026P |
| <input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy |
| Date First Adopted: June 9, 2015 |
| Date Revised: |
| Responsible Division/Department: Office of Financial Aid |
| Initiating Authority: Dr. Ghazi Darkazalli |

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all undergraduate students awarded the 2014-2015 Inaugural Scholarship. The Office of Financial Aid is responsible for the awarding of the scholarships and implementation and enforcement of this policy.

B. POLICY STATEMENT:

1. Yearly Scholarship Amounts

Undergraduate Inaugural Scholarship recipients are eligible to receive a maximum of the following amounts during the University's first four consecutive Financial Aid Years.

- Year 1: \$5,000
- Year 2: \$5,000
- Year 3: \$5,000
- Year 4: \$3,200

For purposes of this scholarship, an eligible recipient is awarded \$166.67 per credit hour taken during the Financial Aid Years 1-3 and \$106.67 for Financial Aid Year 4 until he/she has reached the maximum amount of Inaugural Scholarship for the given Financial Aid Year.

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

- (a) must be registered as a full time student during each and every subsequent Fall and Spring semester after being admitted to the University,
- (b) must maintain a minimum grade point average of 2.75 each Financial Aid Year,
- (c) must attempt 30 credit hours each Financial Aid Year,
- (d) must complete a minimum of 67% of the recipient's attempted credits in each Financial Aid Year with a passing grade,
- (e) must have all financial obligations settled with the University before the start of the next Financial Aid Year, and
- (f) 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 or withdraws from any courses during a semester, such may result in the student owing a balance to the University due to refund of tuition or a reduction of total tuition cost. Regulation FPU 4.004 and related policies are applicable to recipients of the scholarship.

3. Exceptions to Inaugural 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 30 credit hours per Financial Aid Year requirement in appropriate circumstances, for instance where student was unable to attempt 30 credit hours because of lack of availability of courses offered.

4. Violations and Non-compliance with Requirements

- (a) **Recipients that receive a Grade Point Average of 2.0 – 2.74, and/or credit completion rate of 50%-66% in a Financial Aid Year, are placed on scholarship probation for the next Financial Aid Year (the “probationary period”).**
 - i. A 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 Grade Point Average or credit completion rate by the end of the probationary period.
 - ii. If the recipient does not meet the minimum 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.
- (b) **Recipients that receive a Grade Point Average below 2.0, or a credit completion rate of less than 50% in a Financial Aid Year, are not eligible for the scholarship in the following Financial Aid Year and will be notified of such.**
- (c) 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.
 - i. Financial Aid appeal forms are available through the Office of Financial Aid.
 - ii. The Financial Aid Appeals Committee will convene to make decision to student appeals.
 - iii. 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 s 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 a student’s Inaugural Scholarship in the Student Information System based on their initial schedule.
2. After the Drop/Add period the student’s schedule will be re-evaluated for any change in credits being attempted.
3. Once schedule 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 a 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 student’s Grade Point Average, code of conduct record, and course completion rate will be evaluated for re-eligibility for the scholarship.

| POLICY APPROVAL | |
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| Policy No.: FPU-7.0026P | |
| _____ | _____ |
| Initiating Authority | Date |
| _____ | _____ |
| Policies & Procedures Review Committee Chair | Date |
| _____ | _____ |
| President/Designee | Date |
| Approved by FPU BOT, if required | _____ |
| | Date |

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