ADMISSIONS-BASED SCHOLARSHIP AUDITING PROCESS POLICY

Policy Statement

The academic performance of students receiving admissions-based scholarships is monitored each fall and spring semester. Recipients must comply with stipulations in order to continue receiving these funds.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding admissions-based scholarship auditing.

Who Needs to Know This Policy

The following individuals should be aware and observe this policy: staff members in First Year Initiative, coordinator of Admissions-based scholarships and director of Recruitment, and Associate Vice President for Enrollment Management. General awareness of the policy should be understood by the Honors College staff, Office of Admissions and Recruitment staff, and Student Success Center staff.

Any undergraduate student receiving an admissions-based scholarship can be affected by this policy. These scholarships include but are not limited to Presidential, University, Leadership, Academic Excellence, Golden Opportunity, Eagle Assistance, Golden Eagle, Vice Presidential, Mississippi Scholar, Regional, Transfer Achievement, Transfer Golden Opportunity, Transfer President’s Award, and All-Academic Team Scholarship.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-fyi-001

Definitions
Stipulation agreement

When students initially receive and accept an admissions-based scholarship, a stipulation agreement is mailed to the student. This address is found in PeopleSoft, the University’s official records system. It provides requirements to maintain the scholarship/award.

Probation

Students typically receive a probationary period for their scholarship if the GPA requirement is not maintained. During this period, the student will receive the scholarship funds.

Cancellation

If the student falls below full-time (at least 12 hours), their scholarship will be cancelled. If the student does not maintain their GPA for at least two semesters, their scholarship may be cancelled. If the scholarship is cancelled, they will not receive the scholarship funds. Termination of the funds will go into effect during the next fall or spring semester.

Full time

Students must be enrolled in at least 12 hours each fall or spring semester in order to be considered full time.

Grade point average

The Scholarship Committee will only look at grades officially entered and submitted in PeopleSoft/SOAR to determine grade point average.

Policy/Procedures

This policy is limited to students receiving admissions-based scholarships. These scholarships include but are not limited to Presidential, University, Leadership, Academic Excellence, Golden Opportunity, Eagle Assistance, Golden Eagle, Vice Presidential, Mississippi Scholar, Regional, Transfer Achievement, Transfer Golden Opportunity, Transfer President’s Award, and All-Academic Team Scholarship.

Each student must adhere to the various stipulations found in their Stipulation Agreement and/or initial awarding letter.

Academic performance is monitored by evaluating full-time status and satisfactory academic progress and grade point average as stated in the student’s stipulation agreement. Unsatisfactory performance may result in probation or cancellation of the scholarship.

Review

The Assistant Director of First Year Initiative is responsible for the review of this policy every four years (or whenever circumstances require immediate review).
**Forms/Instructions**

Stipulation Agreement is available from the First Year Initiative office or the Office of Admissions.

**Appendices**

N/A

**Related Information**

N/A

**History**

Enrollment Management has been auditing admissions-based scholarships since May 2009. The office of First Year Initiative has been coordinating the process since August 2012. The first audit process took place in December 2012 once fall 2012 grades were reported.

04/15/13: Formatted for template. Minor editing throughout.

**Amendments:** Month, Day, Year – summary of changes
Authorization

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STUA-FYI-001

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

[Date]
April 17, 2013