

ADMINISTRATIVE PROCEDURE MANUAL		
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BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-10.5 Scholarships, Grants, and Loans	September 6, 2023	

Purpose

The purpose of this procedure is to establish the criteria and procedures for awarding and renewing Honors Program Scholarships.

Procedure

A. Initial Eligibility

1. Students receiving Honors Program Scholarships must:
 - a. Submit an Honors Program application including a personal essay and one (1) letter of recommendation.
 - b. Meet specified application deadlines.
2. All Honors Program Scholarship applications will be reviewed by the Director of the Honors Program and/or the Honors Steering Committee.
3. Applications will be screened according to designated criteria of academic merit and essay evaluation. The number and amount of awards will be based upon the available scholarship budget.
4. Selected applicants will be sent a notification of award status with information about academic and extracurricular expectations of the Honors Program deadlines for acceptance of the award.

B. Continued Eligibility

1. At the end of each term, records of Honors Program students will be reviewed by the Honors Program Director. Students who have withdrawn from more than one (1) class, who have failed to meet the required cumulative college credit GPA of 3.2, who have failed to successfully complete any Honors co-curricular requirements or who have otherwise failed to meet additional requirements will be informed their scholarship will not be renewed unless it is authorized by the Director of the Honors Program.
2. Students will have the opportunity to appeal the loss of a scholarship if there are extenuating circumstances. All appeals will be evaluated by the Director of the Honors Program and Associate Vice President of Curriculum & Instruction. Students will be notified in writing of the decision of the appeal.
3. Each semester, the Director of the Honors Program will send the scholarship department a list of Honors Program students and their scholarship award amount, including any variance due to change in enrollment status. The scholarship department will disburse funds in accordance with the list submitted each term.



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4. Eligible Honors Program students will have their award terminated once they have met their degree requirements or have attempted the credit maximum for their intended primary program of study, whichever comes first.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: January 24, 2014

Revision Date: February 3, 2015, September 6, 2023