



## **AOP 12.39: POLICY ON UNDERGRADUATE UNIVERSITY SCHOLARSHIP PROGRAMS AND PROCEDURES**

### **PURPOSE**

To provide guidelines and regulations governing scholarship programs, award processing, and renewal criteria of undergraduate scholarship awards at Mississippi State University administered by the Executive Enrollment Management Council.

### **POLICY/PROCEDURE**

Scholarships are administered by three groups: The Executive Enrollment Management Council determines scholarship programs; The Scholarship Awards Committee administers scholarship programs; and The Scholarship Appeals Committee administers the scholarship appeals process.

#### 1. Scholarship Programs

- The Executive Enrollment Management Council meets annually to review the E&G budget and enrollment and institutional goals in order to develop and approve scholarship programs and committee award guidelines.
- Scholarship programs may include but are not limited to the following categories:
  - a. Academic scholarships for entering freshmen (Academic Excellence, Non-Resident Tuition, National Merit, etc.)
  - b. Scholarships for entering transfers (Phi Theta Kappa, Community College Recognition, Non-Resident Tuition, etc.)
  - c. Leadership and Service Scholarships (Eagle Scout, Gold Award, STAR Student, Student Body President, Key Club, Anchor Club, National Service, etc.)
  - d. Athletic and Talent Scholarships (band, choir, spirit groups, etc.)
  - e. Alumni Non-Resident Tuition Scholarships
- Committee award guidelines are based on numerous criteria which may include academic merit, leadership and service, athletic and talent, and residency.

#### 2. Award Process

- Students must be admitted to the University and in most cases have completed a general scholarship application to be considered for review.

- Academic, transfer, and leadership and service awards are determined by committee review at the university, college, and departmental levels, which may include a review of competitive test scores, transferable hours, high school or transfer GPA, and excellent leadership and service activities as reflected in a student's General Scholarship Application.
- Athletic and talent scholarship awards are determined by a committee review, which may include a performance audition or portfolio showing.
- Alumni Non-Resident Tuition Scholarships are determined by ACT and/or GPA, residency, and legacy status. Students must be assessed non-resident tuition in order to receive a Non-Resident Tuition Scholarship and/or an Alumni Non-Resident Tuition Scholarship. The combination of the Alumni Non-Resident Tuition Scholarship and other non-resident scholarships/waivers cannot exceed the non-resident fee portion of tuition. Also, the non-resident tuition scholarships may not be combined with any other programs that waive the non-resident charges, such as: Academic Common Market; Veteran, Service-Member, Dependent or Spouse Non-Resident Tuition Waiver; etc.

### 3. Renewal Criteria and Appeals Process

- Scholarship renewal criteria vary from program to program depending on scholarship objectives (Academic, Leadership and Service, Athletic and Talent, and Non-Resident Tuition).
- Where applicable, at the end of each fall semester, warning letters are issued to students who are at risk of losing their scholarship(s).
- At the end of the spring semester, students who fail to meet renewal criteria are issued non-renewal scholarship letters.
- All students have the right to appeal their scholarship status. Appeals of the loss of non-resident tuition/academic scholarship may be made based on mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the non-resident tuition/academic scholarship. Mitigating circumstances are those that influence the student's academic performance, were substantially beyond the control of the student, and whose occurrence would not likely be repeated.
- Illness or injuries of the student or death in the student's immediate family are examples of situations that could be mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the non-resident tuition/academic scholarship.
- Non-resident students whose GPA falls below the required minimum 3.0 GPA will have the opportunity to earn back the non-resident tuition grant/scholarship provided the student meets the following requirements:
  - Must successfully bring cumulative GPA back up to an overall 3.0

- Must maintain continuous, full-time enrollment at MSU during the fall & spring semesters
- Must have remaining semesters of non-resident tuition scholarship eligibility (each fall/spring semester that a student uses to earn back the non-resident tuition grant/scholarship counts against the total semesters remaining)

Once a student regains an overall 3.0 GPA, it is the student's responsibility to notify the Scholarship Office for the reinstatement of their non-resident tuition scholarship.

- Students must obtain the appeals form from the Office of Admissions & Scholarships and submit completed forms no later than June 1.
- The Scholarship Appeals Committee will review all scholarship appeals and render decisions no later than June 30 of each year.
- Students will be notified by letter and email of appeal decisions prior to the start of each fall semester.

#### 4. Scholarships for Early Graduates

- **For students who enter as freshmen**

Academic Scholarships are awarded up to 4 years (8 semesters). Students who graduate from MSU in less than 4 years (8 semesters) and have academic scholarship semesters remaining, may be eligible to use the remaining academic scholarship for graduate school. Students must maintain continuous full-time enrollment and maintain the required GPA as listed in the scholarship offer. The student must be admitted to graduate school at MSU and must be enrolled full time in the semester in which the award is received. The student must contact the Scholarship Office to determine eligibility.

- **For students who enter as transfers**

Academic Scholarships are awarded up to 2 years (4 semesters). Students who graduate from MSU in less than 2 years (4 semesters) and have academic scholarship semesters remaining, may be eligible to use the remaining academic scholarship for graduate school. Students must maintain continuous full-time enrollment and maintain the required GPA as listed in the scholarship offer. The student must be admitted to graduate school at MSU and must be enrolled full time in the semester in which the award is received. The student must contact the Scholarship Office to determine eligibility.

### **REVIEW**

This AOP will be reviewed every four years or earlier if circumstances require a review by the Office of Admissions and Scholarships with recommendations for revision presented to the Provost and Executive Vice President for Academic Affairs.

**REVIEWED**

John Dickerson 11/24/2020  
Assistant Vice President for Enrollment Date

Peter Ryan 12/9/2020  
Executive Vice President & Dean, Graduate School Date

David Shaw 3/17/2021  
Provost and Executive Vice President Date

Rebecca Robichaux-Davis 3/11/2022  
President, Robert Holland Faculty Senate Date

Tracey N. Baham 3/27/2022  
Assistant Vice President, Institutional Strategy & Effectiveness Date

Joan Lucas 5/9/2022  
General Counsel Date

**APPROVED**

Mark E. Keenum 5/23/2022  
President Date