

# 2017-2018 Freshman Institutional Tuition Merit Scholarships

			Policy identification number: <i>To come...</i>	
			File: <b>Enrollment Management Policies &gt; Award of Scholarships</b>	
<h2>2017-2018 Freshman Institutional Tuition Merit Scholarships</h2>				
Policy Summary				
<p><b>This policy states the requirements for the award, disbursement, renewal, cancellation, and reinstatement of freshman institutional tuition merit scholarships awarded for the 2017-2018 academic year.</b></p>				
Policy Owner	Approval Date	Effective Date		
<b>President</b>	<b>October 12, 2016 (revised November 29, 2017)</b>	<b>October 12, 2016 for 2017-2018 Awards</b>		
Search Terms	Scheduled for Review			
<b>president, f,</b>	<b>Fall 2017</b>			

## Section I: Requirements Applicable to All Freshman Institutional Tuition Merit Scholarships

1. The application for admission serves as the application for a freshman tuition merit scholarship, hereafter FITM scholarship.
2. FITM scholarships will only be offered to students whose applications are received by June 1 (for initial awards in the Fall) and October 1 (for initial awards in the Spring).
3. Students must be admitted as a first-time freshman in the Augmester 2017, Fall 2017 or Spring 2018 semester to be eligible for a FITM scholarship.
4. Students offered a FITM scholarship must confirm their enrollment by July 15 (for initial awards in the Fall) and by December 1 (for initial awards in the Spring).
5. Students must qualify as college-level in English and mathematics under the Colorado Commission on Higher Education policy Section I, Part E, Statewide Remedial Policy.
6. A student may receive only one FITM scholarship.
7. FITM scholarships can only be applied to Fort Lewis College tuition expenses.
8. FITM scholarship disbursements are applied to the Fort Lewis College tuition bill by the Controller's Office.
9. A freshman who has both ACT composite and SAT combined scores at the time of admission will receive the benefit of their highest score.
10. A freshman may petition for a higher FITM scholarship award if their academic credentials have improved. A student must initiate the process and the petition must be filed by the deadline prior to the Fall 2017 or Spring 2018 semester publicized on the Admission website.
11. A student must have accepted the scholarship and its terms and conditions and be enrolled in a minimum of 12 credits by Census Date to be eligible for disbursement.
12. FITM scholarships will be disbursed at 50% of the annual award each Fall and Spring semester.
13. The award length for a FITM scholarship is eight consecutive Fall and Spring semesters or 120 credits, whichever comes first. The eight semesters will be counted from the student's first Fall or Spring term of attendance regardless of disbursement. All earned college credits, including credits earned through evaluation of prior learning, dual enrollment, or transfer, count toward the 120 credit limit.
14. A student receiving benefits under Fort Lewis College policy 4-13 Tuition Reduction Benefit Program for Spouses and Dependent Children are eligible for a FITM scholarship but the scholarship will be applied last, after the tuition reduction, up to the cost of in-state tuition.
15. A student receiving full tuition benefits from an external agency is not eligible for a FITM scholarship.
16. A student receiving partial tuition benefits from an external agency is eligible for the FITM scholarship, but the scholarship will be applied last, after the external agency tuition benefits, up to the cost of tuition, unless an agreement between an external agency and Fort Lewis College specifies otherwise.
17. An employee eligible for tuition benefits under 4-6 Staff Study Privileges policy who is also eligible for a FITM scholarship will have their merit scholarship applied first.

## Section II: Eligibility Criteria for Initial Award of a Freshman Institutional Tuition Merit Scholarship

1. Freshman New Mexico Reciprocal Tuition Merit Scholarship
  - A. Because there is a limited number of these awards, meeting minimum eligibility standards does not result in automatic award.
  - B. The minimum eligibility standards are:
    - i. Must be a permanent resident of New Mexico.
    - ii. Must have a cumulative high school grade point average of 3.20 or higher.
    - iii. Must have a minimum ACT composite score of 25 SAT combined score of 1110 (scoring system prior to March 2016, hereafter "old scores") or 1180 (scoring system beginning March 2016, hereafter "new scores").
2. Freshman Finish in Four Tuition Merit Scholarship
  - A. The Freshman Finish in Four Tuition Merit Scholarship includes those merit scholarships marketed as Western Undergraduate Exchange scholarships.
  - B. The minimum eligibility standards are:
    - i. Must have a cumulative high school grade point average of 3.00 or higher.
    - ii. Must have a minimum ACT composite score of 20 or a minimum SAT combined score of 890 (old scores) or 970 (new scores).

## Section III: Annual Award Amounts

1. Freshman New Mexico Reciprocal Tuition Merit Scholarship annual award amount is the difference between the cost of out-of-state tuition and the student's share of in-state tuition.
2. Freshman Finish in Four Institutional Tuition Merit Scholarship annual award amounts are \$2,000-\$10,000, depending on tuition classification and academic credentials.
  - A. \$2,000 Award: In-state resident for tuition classification purposes; ACT Composite score 20-21 or SAT combined score 890-970 (old scores) or 970-1050 (new scores); minimum cumulative high school grade point average of 3.00
  - B. \$3,000 Award:
    - i. In-state resident for tuition classification purposes; ACT Composite score 22-24 or SAT combined score 980-1100 (old scores) or 1060-1170 (new scores); minimum cumulative high school grade point average of 3.00.
    - ii. In-state resident for tuition classification purposes; ACT Composite score 25-36 or SAT combined score 1110-1240 (old scores) or 1180-1600 (new scores); cumulative high school grade point average of 3.00-3.19.
  - C. \$4,000 Award:
    - i. In-state resident for tuition classification purposes; ACT Composite score 25-27 or SAT combined score 1110-1240 (old scores) or 1180-1310 (new scores); minimum cumulative high school grade point average of 3.20.
    - ii. In-state resident for tuition classification purposes; ACT Composite score 25-36 or SAT combined score 1110-1240 (old scores) or 1180-1600 (new scores); cumulative high school grade point average of 3.20-3.49.
    - iii. Non-resident for tuition classification purposes; ACT Composite score 20-21 or SAT combined score 890-970 (old scores) or 970-1050 (new scores); minimum cumulative high school grade point average of 3.00.
  - D. \$6,000 Award:
    - i. In-state resident for tuition classification purposes; ACT Composite 28-36 or SAT combined score 1250-1600 (old scores) or 1320-1600 (new scores); minimum cumulative high school grade point average of 3.50.
    - ii. Non-resident for tuition classification purposes; ACT Composite 22-24 or SAT combined score 980-1100 (old scores) or 1060-1170 (new scores); minimum cumulative high school grade point average of 3.00.
    - iii. Non-resident for tuition classification purposes; ACT Composite 25-36 or SAT combined score 1110-1600 (old scores) or 1060-1600 (new scores); cumulative high school grade point average of 3.00-3.19.
  - E. \$8,000 Award:
    - i. Non-resident for tuition classification purposes; ACT Composite 25-27 or SAT combined 1110-1240 (old scores) or 1180-1310 (new scores); minimum cumulative high school grade point average of 3.50.
    - ii. Non-resident for tuition classification purposes; ACT Composite 25-36 or SAT combined 1110-1600 (old scores) or 1180-1600 (new scores); cumulative high school grade point average of 3.20-3.49.
  - F. \$10,000 Award:
    - i. Non-resident for tuition classification purposes; ACT Composite 28-36 or SAT combined 1250-1600 (old scores) or 1320-1600 (new scores); minimum cumulative high school grade point average of 3.50-4.00.

## Section IV: Renewal Criteria

The renewal criteria for the Freshman New Mexico Reciprocal Tuition Merit Scholarship and the Freshman Finish in Four Tuition Merit Scholarship are:

1. **Renewal for 2018-2019 Academic Year**
  - A. Credit Completion
    - i. A student receiving an award in Fall 2017 and Spring 2018 must have earned a minimum of 24 credits at Fort Lewis College by the end of Summer 2018 with grades of A, B, C, D, P or S (including +/- grades).
    - ii. A student receiving an award only in Spring 2018 must have earned a minimum of 12 credits at Fort Lewis College by the end of Summer 2018 with grades of A, B, C, D, P or S (including +/- grades).
  - B. Cumulative Grade Point Average
    - i. A student must have a minimum cumulative grade point average of 2.00 by the end of Summer 2018.
2. **Renewal for academic years after initial award year**
  - A. Credit Completion
    - i. A student must have earned a minimum of 30 credits at Fort Lewis College by the end of Summer semester with grades of A, B, C, D, P or S (including +/- grades).
  - B. Cumulative Grade Point Average
    - i. A student must have a minimum cumulative grade point average of 2.00 by the end of the Summer term.

## Section V: Evaluation of Renewal Criteria

1. A student receiving a FITM scholarship, regardless of whether the initial award was in Fall 2017 or Spring 2018, will be evaluated for renewal criteria by the Office of Financial Aid after posting of grades by the Registrar for the Spring semester.
2. A student not meeting renewal criteria after Spring semester who is enrolled in Summer courses at Fort Lewis College will be evaluated again after the posting of grades by the Registrar for the Summer semester.

## Section VI: Scholarship Cancellation

1. A student will have their FITM scholarship cancelled if they:
  - A. Do not meet the renewal criteria set forth in Section IV.
  - B. Does not accept the scholarship through processes established by the Director of Financial Aid by Census Date of the first payment period.
  - C. Does not meet the disbursement criteria set forth in Section I.
  - D. Does not attend continuous Fall and Spring semesters after award of the scholarship.

## Section VII: Scholarship Appeals

1. A student whose scholarship has been cancelled after initial award for any of the requirements stated in Sections I, IV or V may appeal for reinstatement to the Scholarship Appeals Committee.
2. The Scholarship Appeals Committee voting membership includes the Associate Vice President for Enrollment Management, Chair; Director of Admission; Scholarship Coordinator for the Office of Financial Aid; Scholarship Manager for the Fort Lewis College Foundation, and Assistant Controller, Accounts Receivable.
  - A. The Scholarship Appeals Committee must have a quorum of three members to consider an appeal.
3. To appeal, the student must prepare an appeals package. Required documents are:
  - A. Completed and signed Institutional Scholarship Cancellation & Award Amount Appeal Form.
  - B. Personal Statement.
  - C. Documentation verifying the claims in the personal statement.
  - D. A complete appeals package must be received by the Office of Financial Aid by the method and deadline published on the Scholarships website.
4. The Scholarship Appeals Committee may consider academic and disciplinary history and standing in making its decision.
5. The Scholarship Appeals Committee may make the following determinations after review of an appeals package:
  - A. Deferred.
  - B. Denied.
  - C. Denied with invitation to re-appeal after meeting specified conditions.
  - D. Approved for immediate reinstatement of full or partial scholarship, with or without conditions.
  - E. Approved for disbursement of partial scholarship in a Summer semester with conditions.
6. Decisions of the Scholarship Appeals Committee may be appealed to the President through the Chair of the committee. The President's decision is final.

## Section VIII: Notifications

1. Notification of Initial Award:
  - A. The Director of Admission will announce the award of a tuition merit scholarship in the offer of admission letter.
  - B. The Director of Financial Aid will send an official award notification by letter detailing the award amount, the terms and conditions, and the instructions and deadline for formally accepting the scholarship offer and its terms and conditions.
2. Notification of Changes to Initial Award:
  - A. The Director of Admission will notify a student by email to the student's FLC email account of reductions or cancellations after initial award. Changes may occur due to, but are not limited to, admission status appeal decision, discovery of undisclosed transcripts, changes in residency status, or funding availability.
  - B. The Director of Financial Aid will send a revised official award notification to the student's FLC email account.
3. Notification of Cancellations:
  - A. The Director of Financial Aid will notify a student by email to the student's FLC email account after the Spring semester if their scholarship is cancelled due to failure to meet renewal criteria unless a student is enrolled in the Summer semester at Fort Lewis College, in which case notification will occur at the end of the Summer semester. The notice will include the reason for cancellation and the process to appeal.
  - B. The Director of Financial Aid will notify a student by email to the student's FLC email account if a scholarship is being cancelled due to receipt of full tuition benefits from an external agency. The notice will be sent when the Office of Financial Aid has become aware of the external resources. These resources could include, but are not limited to, private tuition scholarships or eligibility for the Native American Tuition Waiver.
4. Notification of Appeal Decisions
  - A. The Scholarship Coordinator for the Office of Financial Aid will notify a student by email to the student's FLC email account the decision made on a scholarship appeal.
5. Reminders
  - A. The Office of Financial Aid will send out a reminder notice after Fall census to remind students of the credit completion requirement as well as the award length limits.
  - B. The Office of Financial Aid will send out a reminder notice prior to registration for each Fall term reminding them of award length and providing them the resources to develop a degree plan.

## Reason for Policy

To specify the requirements for award, disbursement, renewal, cancellation, and reinstatement of freshman institutional tuition merit scholarships initially awarded for the 2017-2018 academic year.

## Responsibilities

**For following the policy:** Students receiving scholarship awards; Director of Admission, Director of Financial Aid, Scholarship Appeals Committee

**For enforcement of the policy:** Associate Vice President for Enrollment Management

**For oversight of the policy:** President

**For notification of policy to campus:** Policy Librarian

**For notification of policy to students:** Director of Financial Aid

**For procedures implementing the policy:** Controller, Director of Financial Aid, Director of Admission, Associate Vice President for Enrollment Management