

# **GLENVILLE STATE COLLEGE POLICIES**

## **TUITION AND FEES POLICY 45E**

### **PROMISE SCHOLARSHIP ADMINISTRATIVE PROCEDURES**

#### **45E.1. General**

1.1. Scope - This policy establishes the guidelines for operation of the West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship Program at Glenville State College.

1.2. Authority – West Virginia Code §18C-7-6 and Higher Education Policy Commission Series 7, Section 9.6

1.3. Effective Date – June 7, 2006

1.4. Repeal of Former Rule – This policy supersedes any or all previous GSC policies in reference to the West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship Program.

#### **45E.2. Purpose of the Program**

2.1. The PROMISE Scholarship Program was established by legislation in an effort to (1) provide an incentive for all West Virginia students to perform at a high academic levels; (2) increase the college-going rate in West Virginia; (3) develop an educated work force that will attract high skill, high wage jobs for West Virginians; and (4) increase the likelihood that West Virginians who do perform at high academic level will remain in West Virginia after completing their higher education, by inducing those students to attend institutions of higher education in the state.

#### **45E.3. Selection and Eligibility**

3.1. Recipients will be selected each year according to criteria set by the state. Specific criteria are established for statewide implementation for both initial consideration and scholarship renewal. To be eligible for consideration for an initial PROMISE Scholarship, an applicant must be eligible for the award at the time of application and at the time the award is received. The statewide guidelines for renewal are defined and included within HEPC Series 7. Glenville State College abides by the state-mandated guidelines in place at the time of the annual award process.

#### **45E.4. Appeals Process**

4.1. Glenville State College is not involved in appeals for denial of initial eligibility for the PROMISE Scholarship award.

4.2. A student granted an initial PROMISE Scholarship may appeal a non-renewal of the award at Glenville State College. The procedure for appeal for PROMISE Scholarship is as follows:

4.2.1. Any such appeal must be filed within fifteen (15) days of notification to the student that he or she is not eligible for renewal of the award. The appeal is to be filed with the Director of Financial Aid.

4.2.2. The Director of Financial Aid serves as the Chairperson of the Financial Aid Appeals Committee at Glenville State College. This appeals committee serves as the appeals committee for PROMISE Scholarship appeals.

4.2.3. The Financial Aid Appeals Committee shall review the student's letter of explanation concerning his/her circumstances, academic transcript and any other data that would be available in the student's financial aid file or the Banner system.

4.2.4. After reviewing the information available for each student, the appeals committee members will cast a written vote as to the disposition of the appeal.

4.2.4. The Director of Financial Aid will inform the student in writing of the decision of the Financial Aid Appeals Committee.

4.3. If the appeal of the non-renewal is denied by Glenville State College, the student may appeal that decision to the Executive Director at the PROMISE Board. The appeal must be filed within fifteen (15) days of notification to the student of denial of the Glenville State College appeal. This appeal shall be heard in the same manner as appeal of denial of initial awards by the PROMISE Board.

4.4. If a student with a PROMISE Scholarship is not eligible for renewal of the award because of failure to maintain academic progress, they may not utilize the procedure set out herein to challenge any grade assigned to them. Challenges to grades must be made through the student Academic Grievance Process.

Approvals:

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President

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Chair of the Board