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Agenda Item 303.A.

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION**

1333 MAIN STREET

SUITE 200

COLUMBIA, S.C. 29201

RAYBURN BARTON
Executive DirectorTELEPHONE
803/737-2260

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FAX NUMBER
803/737-2297**MEMORANDUM**

TO: Mr. Austin Gilbert, Chairman, and Members,
Commission on Higher Education

FROM: Mr. Frank Gilbert, Chairman,
Committee on Access & Equity and Student Services

**Consideration of Regulations for the Legislative Incentives
for Future Excellence (LIFE) Scholarship Program**

The 1998 General Assembly approved House Bill 4535, Legislative Incentives for Future Excellence (LIFE) Scholarships. The bill authorizes funding for scholarships in the amount of \$2,000 to eligible students attending four-year public and independent colleges and universities, and scholarships in the amount of \$1,000 to eligible students attending two-year public and independent colleges and universities in South Carolina. The goals of the LIFE Scholarship Program are to increase access to higher education, improve the employability of South Carolina's students so as to attract business to the State, and provide incentives for students to be better prepared for college, to improve SAT scores, and to graduate from college on time.

The Commission staff held five meetings to discuss the operational guidelines for the LIFE Scholarship Program on June 22, July 7, August 24, September 25, and October 27, 1998. Institutional representatives from the public and private colleges and universities throughout the State provided input into the development of the guidelines. These representatives were from both the admissions and financial aid offices. Also present were representatives of the Governor's Office, the S.C. Higher Education Tuition Grants Commission, S.C. Department of Revenue, and legislative staff.

As required under the Administrative Procedures Act, attached are the regulations for the LIFE Scholarship Program. However, there are three sections of the enclosed regulations which

offer alternative language proposed by some of the institutional representatives at the October 27th meeting (Student Eligibility Section H., Continued Eligibility Section A., and Transferring Students Section D.).

62-540 Student Eligibility

H. For first-time entering freshmen, a student must meet the requirements of Section A above and have graduated from high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Institutions shall use the final grade point average as reported by the high school. For numerical grade point averages, the institution shall use the equivalent 4.0 scale based on the approved policies of the high school. If a weighted grade point average is provided by the high school, the institution shall use the high school's weighted grade point average based on the approved policies of the high school in determining whether the student meets the "B" average. If more than one final GPA is reported by the high school on the final transcript, the institution may use the highest GPA.

Alternate H: For first-time entering freshmen, a student must meet the requirements of Section A above and have graduated from high school with a **STAR Diploma**. For those students who graduate from approved home-school programs or out-of-state high schools, students must **meet equivalent STAR Diploma requirements**. Using the final high school transcripts, institutions must verify that the students met the cumulative grade point average requirement for the STAR Diploma at the end of the eighth semester.

Alternative H would allow all students who receive a STAR Diploma or meet equivalent STAR Diploma requirements to be eligible for the LIFE Scholarship, thereby omitting the need for the high schools or institutions to calculate the highest grade point average within weighted or unweighted scales for the majority of the state's high school seniors.

According to the legislation that governs the LIFE Scholarship Program, continuing students may retain their LIFE scholarships each year if they earn a minimum of 30 credit hours (or their equivalents). In addition, the legislation states that "students transferring from one eligible public institution or independent institution to another are eligible for a LIFE scholarship, if they continue to meet all eligibility requirements." In calculating the number of credit hours earned and the grade point average to determine eligibility for the LIFE scholarship, some of the higher education institutions may include all credit hours, including transfer credit hours, earned by students at other institutions. However, in accordance with their institutional policies, other institutions in the State may accept only certain credit hours in calculating the grade point average or the number of credit hours earned by the student for the LIFE Scholarship.

During the October 27th meeting, some of the institutional representatives stated that they could include all credit hours earned by students at other institutions into their calculations for determining the grade point average and eligibility for continuation of the LIFE Scholarship. However, the majority of the institutional representatives recommended the alternative language below (Alternate A. and D.) which would allow the institutions to calculate the number of credit hours and the grade point average in accordance with their institutional policies and procedures.

62-550 Continued Eligibility

A. To retain the LIFE scholarship the student must earn an average of 30 credit hours at **all institutions attended for each academic year and earn a minimum 3.0 cumulative grade point average on a 4.0 scale by the end of the academic year at the institution where the student is currently enrolled.** Advanced placement and CLEP credit may be counted towards the 30 credit hour requirement.

Alternate A: To retain the LIFE Scholarship the student must earn an average of 30 credit hours for each academic year and earn a minimum 3.0 cumulative grade point average on a 4.0 scale **by the end of the academic year consistent with the policies and procedures of the institution.** Advanced placement and CLEP credit may be counted towards the 30 credit hour requirement.

62-600 Transferring Students

D. For determining initial eligibility for the first time at the institution, transfer students must have:

1. earned a cumulative 3.0 grade point average on a 4.0 scale at the transferring institution(s) in the last academic year or a cumulative 3.0 grade point average on a 4.0 scale **at all institutions attended, whichever is higher and /or consistent with the policies and procedures of the institution;**

Alternate D. For determining initial eligibility for the first time at the institution, transfer students must have:

1. earned a cumulative 3.0 grade point average on a 4.0 scale at the transferring institution. For future eligibility in subsequent years, the student must earn a cumulative 3.0 grade point average on a 4.0 scale **consistent with the policies and procedures of the institution.**

Recommendation

The Committee on Access and Equity and Student Services recommends that the Commission on Higher Education approve the proposed regulations for the Legislative Incentives for Future Excellence (LIFE) Scholarship Program for submission to the General Assembly during the 1999 legislative session.

**COMMISSION ON HIGHER EDUCATION
CHAPTER 62**

Statutory Authority: 1976 Code Section 59-104-20
Legislative Incentives for Future Excellence (LIFE) Scholarship

Synopsis:

House Bill 4535, Legislative Incentives for Future Excellence (LIFE) Scholarships, was approved by the General Assembly during the 1998 legislative session and signed into law by Governor David Beasley on Friday, June 19, 1998. This Bill authorizes funding for scholarships in the amount of \$2,000 to eligible students attending four-year public and independent colleges and universities, and scholarships in the amount of \$1,000 to eligible students attending two-year public and independent colleges and universities in South Carolina.

The regulations address the following areas: program definitions; student eligibility; continued eligibility; regaining eligibility; award notification; policies and procedures for awarding the LIFE Scholarship; renewal of award; transferring students; enrollment in internships, cooperative work programs, travel study programs and National and International Student Exchange Programs that receive academic credit; withdrawal, suspension or dropping below full-time status; student appeals; institutional procedures for award notification: Fall; scholarship disbursements: Fall; verification of scholarships: Fall; scholarship disbursements: Spring; verification of scholarships: Spring; program administration and audits; and suspension and termination of institutional participation.

Text:

62-530 Program Definitions for Administering LIFE Scholarships

- A. "Academic year" is defined as the twelve-month period during which a full-time student is expected to earn an average of 30 credit hours (or the equivalent). The period of time used to measure the academic year will consist of a fall, spring and summer term (or its equivalent).
- B. "Associate degree program" is defined as a two-year technical or occupational program or a program, which leads to the first two years of a baccalaureate degree.

- C. "Baccalaureate program" is defined as a program of study leading to a bachelor's degree as defined by the U.S. Department of Education for participation in Federally funded financial aid programs. The first ten (10) full-time semesters of undergraduate study leading to a first professional degree (i.e., Pharm.D) are included as an eligible program of study.
- D. "Cost of Attendance" includes tuition, fees and the student's living expenses while he or she is attending school, and other costs such as costs related to disability or dependent care. The cost of attendance must conform to Title IV regulations.
- E. "Degree-seeking undergraduate student" is defined as any full-time student enrolled at an eligible institution in an undergraduate program which leads to the first one-year certificate, first two- year diploma or associate degree or to the first baccalaureate degree. Upon completion of the first one-year certificate, first two-year diploma or associate degree, or first baccalaureate degree, the student cannot use scholarship funds to pursue a program in the same or preceding level.
- F. "Eligible program of study" is defined as a program of study leading to; 1) an associate or baccalaureate degree; 2) at least a two-year program that is acceptable for full credit towards a bachelor's degree; or 3) at least a one-year educational program that leads to a degree, certificate, or other recognized educational credential (e.g., diploma); which meets all other Title IV regulations as authorized by the U.S. Department of Education for participation in federally funded financial aid programs provided that all of the above are permitted by the enabling legislation.
- G. "Full-time student" shall mean a student who has matriculated into a program leading to an associate, baccalaureate, professional undergraduate degree, diploma or one-year certificate program, and who enrolls in a minimum of twelve semester credit hours (or its equivalent) each regular academic term. The student must earn an average of 30 credit hours or the equivalent per year to receive a LIFE Scholarship.
- H. "High school" is defined as a high school located in South Carolina, an approved home-school program as defined in Section 59-69-40, 45, and 47 of State Statutes, or a preparatory high school located outside of the state where the student is a dependent of a legal resident who has custody or pays child support and college expenses of the dependent high school student. A "Preparatory High School" (out-of-state) is defined as a school recognized by the state in which the school is located to offer curricula through the twelfth grade and prepares students for college entrance.
- I. A "one-year educational program" is defined as an undergraduate program of study leading to other recognized credentials (e.g., certificates or diplomas) which prepare students for gainful employment in recognized occupation.

- J. An "offense" shall mean a violation of any law or rule in the State or federal criminal justice system.
- K. "Remedial Coursework" shall mean sub-collegiate level preparatory courses in English, mathematics, and reading.
- L. "South Carolina resident" shall be defined as an individual who satisfies the requirements of residency in accordance with the State of South Carolina Statute for Tuition and Fees, Statute 59-112-10, and all related guidelines and regulations promulgated by the Commission on Higher Education. Residency categories for in-state tuition and fees are: Resident (1); Resident-exception, Military personnel and their dependents (A); Resident-exception, Faculty and administration employees and their dependents (for public institutions only) (B); Resident-exception, Full-time employee and their dependents (C); Resident-exception. Retired persons and their dependents (D).
- M. "Transfer student" shall be defined as a student who transfers his/her enrollment from one institution to another within the most current academic year.

62-540 Student Eligibility

- A. To be eligible for a LIFE Scholarship, a student must have graduated from high school on or after May 1995 and be a full-time undergraduate degree-seeking student at an eligible institution. Students must enroll in an eligible institution within 2 years and three months of high school graduation (Section 59-149-60), be a South Carolina resident for in-state tuition purposes (Chapter 112 of State Statutes) at the time of enrollment at the institution, and have no felony or alcohol/drug convictions.
- B. To be eligible for a LIFE Scholarship, a student must be a U.S. citizen or a permanent resident who meets the definition of an eligible non-citizen under State residency statutes.
- C. A student must certify that he/she has not been convicted of any felonies or any alcohol or any drug related offenses under the laws of this or any other State or under the laws of the United States by submitting an affidavit each *year* to the institutions testifying to the fact. The student must sign the affidavit each *year*. Any false information provided by the student or any attempt to expend any scholarship funds for unlawful purposes or any purpose other than in payment or reimbursement for the cost of attendance at the institution authorized to award the scholarship will be cause for immediate cancellation. Any student who has obtained a scholarship through means of a willfully false statement or failure to reveal any material fact, condition, or circumstances affecting eligibility will be subject to applicable civil or criminal penalties, including loss of the scholarship.

- D. If a student has a Student Aid Report (SAR) or its equivalent on file or has applied for Title IV financial assistance by completing the Free Application for Federal Student Aid (FAFSA) form, the Student Aid Report (SAR) information will be used to verify default status or refunds owed on Federal or State financial aid. Students who have not completed a Free Application for Federal Student Aid (FAFSA) to receive Title IV financial assistance must have an affidavit on file to certify that he/she is not in default or owes a refund on Federal or State financial aid or repayment, including a State Grant, a Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan and Federal Stafford Loan.
- E. The student may receive a LIFE scholarship for not more than ten (10) semesters for a five (5) year degree program, eight (8) semesters for a four (4) year degree program, four (4) semesters for a two (2) year program, or two (2) semesters for a one (1) year certificate or diploma program. The maximum number of terms available is based on the time of initial college enrollment.

| Degree | Terms Available | Maximum Available Funds |
|-----------------------------------|------------------------|--------------------------------|
| 1 Year Certificate/Diploma | 2 | \$1000 |
| 2 Year Diploma | 4 | \$2000 |
| Associate Degree Program | 4 | \$2000 |
| Five-year Program | 10 | \$10,000 |
| Bachelor's Degree Program: | | |
| Freshmen | 8 | \$8000 |
| Sophomore | 6 | \$6000 |
| Junior | 4 | \$4000 |
| Senior | 2 | \$2000 |

- F. Any credit hours attempted or earned before high school graduation, hours exempted by examination, or advanced placement credit hours do not count against the semester limits as provided in Section 59-149-60. The credit hours earned before high school graduation can be used toward the credit hour requirement. Credit hours earned through the College Level Examination Program (CLEP) and accepted by the institution can be used toward the credit hour requirement.
- G. First-time entering freshman will not be penalized for any credit hours earned during the summer session immediately prior to the students initial award year. The credit hours earned during the summer session will not count against the semester limits. The credit hours earned during that period can be used toward the credit hour requirement.
- H. *For first-time entering freshmen, a student must meet the requirements of Section A above and have graduated from high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Institutions shall use the final grade point average as reported by the high school. For numerical grade point averages, the institution shall use the equivalent 4.0 scale based on the approved policies of the*

high school. If a weighted grade point average is provided by the high school, the institution shall use the high school's weighted grade point average based on the approved policies of the high school in determining whether the student meets the "B" average. If more than one final GPA is reported by the high school on the final transcript, the institution may use the highest GPA.

Alternate H: *For first-time entering freshmen, a student must meet the requirements of Section A above and have graduated from high school with a STAR Diploma. For those students who graduate from approved home-school programs or out-of-state high schools, students must meet equivalent STAR Diploma requirements. Using the final high school transcripts, institutions must verify that the students met the cumulative grade point average requirement for the STAR Diploma at the end of the eighth semester.*

- I. First-time entering freshmen must receive a score of at least 1000 on the Scholastic Assessment Test (SAT) or 21 on the American College Test (ACT) for the 1998-99 and 1999-2000 academic year, first-time entering freshmen must receive a score of at least 1050 on the SAT or 22 on the ACT for the 2000-2001 academic year and first-time entering freshmen must receive a score of at least 1100 on the SAT or 24 on the ACT for the 2002-2003 academic year. Test scores will be accepted through the June National test administration of the SAT and ACT during the year of high school graduation. It is permissible to select a verbal score and math score from different test administrations.
- J. First-time entering freshmen, who do not meet the high school grade point average and/or the SAT or ACT requirement, may be eligible to receive the LIFE scholarship if they meet the grade point average and minimum credit hour requirements the following year (Section III.A).
- K. For first-time entering freshmen, the SAT and ACT requirement does not apply if a student attends an eligible two-year or technical college.
- L. For initial eligibility for the LIFE Scholarship, students currently enrolled in an eligible institution must:
 - (1) earn a 3.0 cumulative grade point average on a 4.0 scale at the end of the academic year. To receive a LIFE Scholarship for the 1998-99 academic year only, participating institutions may use either the cumulative GPA earned at all institutions attended or the GPA earned at the institution where the student is currently enrolled, whichever is higher and /or consistent with the policies and procedures of the institution. For future years, the institution shall use the cumulative GPA consistent with the policies and procedures of the institution; and
 - (2) earn a minimum of 30 credit hours or an annual equivalent for students who begin mid-year (i.e., 15 hours) at the participating

- institution and all prior institutions for the previous academic year to be eligible for the scholarship as a continuing student (2nd year); or
- (3) earn a minimum of 60 credit hours or an annual equivalent for students who begin mid-year (i.e., 15 hours) at the participating institution and all prior institutions to be eligible for the scholarship as a continuing student (3rd year); or
 - (4) earn a minimum of 90 credit hours or an annual equivalent for students who begin mid-year (i.e., 15 hours) at the participating institution and all prior institutions to be eligible for the scholarship as a continuing student (4th year).
- M. Students who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and who are considered full-time by the institution (and are approved to enroll in less than 12 credit hours) and do not meet the annual credit hour requirements of the LIFE Scholarship Program, may be eligible to receive the LIFE Scholarship. Students must comply with all institutional policies and procedures in accordance with ADA and Section 504 of the Rehabilitation Act of 1973. Students who qualify under this section may receive the maximum number of available terms and available funds as stated in Section III.A.
- N. Life Scholarship funds may not be applied to the costs of continuing education or remedial courses (Section 59-149-110 (B)). 12 hours of the course-load must be non-remedial or non-continuing education courses in order to receive LIFE Scholarship funds. Remedial and continuing education courses will not be included in the cumulative grade point average or credit hour calculations.
- O. First year entering freshmen attending eligible two-year or technical colleges who enroll in remedial courses during the first semester or semesters will not be eligible for scholarship funds during this semester or these semesters unless the student is enrolled in at least 12 hours of non-remedial courses. Credit hours earned during the semester or semesters of remedial enrollment will not be used to determine remaining scholarship eligibility at the completion of remediation unless the student has completed at least 12 hours of non-remedial course work each semester of enrollment. However, the student will be eligible for the scholarship for the semester following completion of remediation if the student was eligible to receive the LIFE Scholarship upon high school graduation.
- P. The number of available terms to receive the LIFE Scholarship shall not include the period of time the student is enrolled in remedial courses under Section II.O. Students who were eligible for the LIFE scholarship based on high school record but required more than one academic year of remedial course work will not be eligible for the LIFE Scholarship the semester after completion of remediation. These students must meet the conditions set forth in Section II.Q. to gain eligibility.
- Q. Students who do not meet the scholarship eligibility requirements upon high school graduation and enroll in remedial courses during the first year must meet the

scholarship requirements for eligibility, (earn a minimum 3.0 cumulative grade point average on a 4.0 scale and earn an average of 30 credit hours for the academic year). at the end of the first year of enrollment in non-remedial courses as specified under Section II.P. to be eligible to receive the scholarship for the second year.

- R. Students receiving a Palmetto Fellow Scholarship are not eligible for a LIFE Scholarship (Section 59-149-20 (C)).
- S. All documents required for determining LIFE Scholarship eligibility must be submitted to the institution by their established deadline(s).
- T. Students who meet the eligibility requirements for the LIFE scholarship under this Section are eligible to receive scholarship funds for a total maximum of eight (8) semesters, based upon one of the following criteria (whichever is shorter in semester duration).
 - 1) Until the eighth semester of eligibility if the student is pursuing the student's first academic degree where that degree is offered in an allied health or health sciences field at an institution that does not offer an entry-level bachelor's degree program in that field, or
 - 2) Until the student has reached a point in the student's degree program where the student is eligible by national professional standards to sit for certification examinations which are prerequisite for the practice of the profession, regardless of whether the student might yet have completed the degree program of study.

Calculation of the maximum number of terms available for scholarship funding begins with initial college enrollment and is based on the number of credit hours earned at all prior institutions. Students who have already been awarded their first baccalaureate degree as defined under Section I.C. are not eligible to receive the LIFE Scholarship, even if they are enrolling in an entry-level degree program in fields where such programs are typically offered at a graduate level. First professional degree programs in dentistry, divinity, law, and medicine are not eligible, as are programs in nursing where the typical entry-level degree is not at the graduate level. The Commission on Higher Education will make the final decision as to which programs qualify under this provision.

62-550 Continued Eligibility

- A. To retain the LIFE scholarship the student must earn an average of 30 credit hours at all institutions attended for each academic year and earn a minimum 3.0 cumulative grade point average on a 4.0 scale by the end of the academic year at the institution where the student is currently enrolled. Advanced placement and CLEP credit may be counted towards the 30 credit hour requirement.***

Alternate A: To retain the LIFE Scholarship the student must earn an average of 30 credit hours for each academic year and earn a minimum 3.0 cumulative grade point average on a 4.0 scale by the end of the academic year consistent with the policies and procedures of the institution. Advanced placement and CLEP credit may be counted towards the 30 credit hour requirement.

If a student pursues the following program:

| <u>Degree</u> | <u>Cumulative GPA</u> | <u>*Total Min. Credit Hours</u> | <u>Years Available</u> | <u>Terms Available</u> | <u>Maximum Available Funds</u> |
|--------------------------------|-----------------------|---------------------------------|------------------------|------------------------|--------------------------------|
| 1 Year Certificate/ Diploma | 3.0 | 30 | 1 | 2 | \$1000 |
| 2 Year Diploma | 3.0 | 30/60 | 2 | 4 | \$2000 |
| Associate Degree Program | 3.0 | 30/60 | 2 | 4 | \$2000 |
| Five-year Program | 3.0 | 150 | 5 | 10 | \$10,000 |
| Bachelor's Degree Program: | | | | | |
| Freshmen | 3.0 | 30 | 4 | 8 | \$8000 |
| Sophomore | 3.0 | 60 | 3 | 6 | \$6000 |
| Junior | 3.0 | 90 | 2 | 4 | \$4000 |
| Senior | 3.0 | 120 | 1 | 2 | \$2000 |

*(Section 59-149-110) Any credit hours attempted or earned before high school graduation, hours exempted by examination, or advanced placement credit hours do not count against the semester limits as provided in Section 59-149-60. The credit hours earned before high school graduation can be used toward the credit hour requirement. Credit hours earned through the College Level Examination Program (CLEP) and accepted by the institution can be used toward the credit hour requirement.

For the purpose of the scholarship program:

- The institution where the students are transferring to will determine the classification of the entering student and the remaining amount of scholarship funds available.
- Students will be classified according to the minimum credit hours on the above chart.
- Students who received scholarship funds and complete a one-year certificate or diploma program will have two terms (one year) remaining to pursue a two-year program.
- Students who receive scholarship funds and complete a one-year certificate or diploma program and enter a four-year college in a baccalaureate program will have six terms (three years) of available scholarship funds remaining if they meet the eligibility requirements. In a five-year degree program, a student will have eight terms (four years) of available scholarship funds remaining if they meet the eligibility requirements.

- Students who receive scholarship funds for a two-year diploma or associate degree program and enter a four-year college in a baccalaureate program will have four terms (two years) of available scholarship funds remaining if they meet the eligibility requirements. In a five-year program, students will have six terms (three years) of available scholarship funds remaining if they meet eligibility requirements.
 - Students who have used scholarship funds to complete a two-year program (diploma or associates) cannot use scholarship funds to pursue another two-year program.
 - Students who use scholarship funds to complete a one-year program (diploma or certificate) cannot use scholarship funds to pursue another one-year program.
- B. Credit hours earned by the student at the home institution or at any other institution by the end of the academic year must be included in determining the credit hour requirement according to Section II.
- C. Students must earn requisite number of credit hours and earn a cumulative 3.0 grade point average by the end of their academic year.
- D. Students who meet the continuing eligibility requirements by the end of the spring term and choose to enroll in a summer session(s) will not be eligible to receive the LIFE scholarship if their cumulative grade point average falls below a 3.0 at the end of the summer session.
- E. Students who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and who are considered full-time by the institution (and are approved to enroll in less than 12 credit hours) and do not meet the annual credit hour requirements of the LIFE Scholarship Program, may be eligible to receive the LIFE Scholarship. Students must comply with all institutional policies and procedures in accordance with ADA and Section 504 of the Rehabilitation Act of 1973. Students who qualify under this section may receive the maximum number of available terms and available funds as stated in Section III.A. Students must complete the required number of hours approved by the institutional ADA Coordinator each year for scholarship renewal and earn a minimum 3.0 cumulative grade point average on a 4.0 scale by the end of the academic year.
- F. In order to be eligible for the LIFE Scholarship, students who no longer qualify under Section III.E. must comply with the requirements under Section III.
- G. All documents required for determining LIFE Scholarship eligibility must be submitted to the institution by their established deadline(s).

62-560 Regain Eligibility for the LIFE Scholarship

- A. Students who fail to earn 30 credit hours with a cumulative grade point average of 3.0 at the end of the academic year may regain eligibility if their cumulative grade point average is 3.0 at the end of the academic year that they have:
 - (1) earned a minimum of 60 credit hours if a sophomore; or
 - (2) earned a minimum of 90 credit hours if a junior; or
 - (3) earned a minimum of 120 credit hours if a senior.
- B. Students who do not meet the eligibility requirements at the beginning of the academic year and then come into compliance during the same academic year shall not be awarded a LIFE Scholarship until the following academic year provided that they continue to meet the eligibility requirements.

62-570 Award Notification

- A. Award Notification: The institution will identify award amounts, which cannot exceed \$2000 for students enrolled at four-year institutions and \$1000 for students enrolled at two-year institutions per academic year. Half of each shall be disbursed during the fall and half during the spring terms (or their equivalents) of each year assuming continued eligibility. Under the legislation, the maximum amounts which may be received by a recipient shall be \$10,000 for ten semesters of full-time study leading to the first five-year degree program; \$8000 for eight semesters of full-time study leading to the first baccalaureate degree (four-year degree program); \$2000 for four semesters of full-time study leading to the first associate degree or two-year diploma program; or \$1000 for two semesters of full-time study leading to the first one-year certificate degree program. Study toward the first diploma or certificate may be followed by study toward the first associate degree, which may be followed by transfer to a baccalaureate degree program.
- B. The institution shall provide an award notification to LIFE scholarship recipients which will contain the terms and conditions of the scholarship. Students will be notified of adjustments in scholarship funds.

62-580 Policies and Procedures for Awarding LIFE Scholarship

- A. LIFE Scholarship awards are to be used only for payment for cost of attendance as established by Title IV regulations.
- B. The institution must retain appropriate documentation to include at a minimum:

- (1) award notification (annually)
- (2) institutional disbursements to students (annually)
- (3) refunds and repayments
- (4) student residency status (annually)
- (5) enrollment status, cumulative grade point average and cumulative number of credits hours earned (annually)
- (6) affidavit documenting that the student has never been convicted of any felonies and/or alcohol/drug related convictions as stated in Section II.C. (annually)
- (7) affidavit documenting that the student is not in default or owes a refund on Federal or State financial aid or repayment, including a State Grant, a Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan and Federal Stafford Loan. (annually)
- (8) high school graduation date (or home school completion date)
- (9) high school grade point average (first-time entering freshmen)
- (10) SAT or ACT scores (first-time entering freshmen)

C. Any student who has obtained a LIFE Scholarship award through means of willfully false statement or failure to reveal any material fact, condition, or circumstances affecting eligibility will be subject to applicable civil or criminal penalties, including loss of the LIFE Scholarship.

D. Each participating institution shall identify to the Commission a LIFE Scholarship institutional representative who is responsible for the operation of the LIFE Scholarship Program on the campus and will serve as the contact person for the program.

62-590 Renewal of Award

A. In order to retain eligibility for the LIFE Scholarship after the initial year, the student must:

- (1) enroll full-time during the period of scholarship disbursement;
- (2) earn and maintain at least a cumulative 3.0 grade point average (GPA) on a 4.0 scale reviewed annually after each academic year; and
- (3) earn an average of 30 credit hours by the end of the academic year.

62-600 Transferring Students

A. Transfer students must comply with all standards for continued eligibility as defined under "Renewal of Award" section, including the cumulative 3.0 grade point average (GPA) requirement on a 4.0 scale.

B. Students transferring from one institution to a participating institution who may be eligible to receive a LIFE Scholarship must submit an official

transcript from the transferring institution, which provides evidence of current credit hours earned and cumulative grade point average. For students transferring from an institution out of state, refer to the definition of residency in this document.

- C. Students who received the scholarship and transferred mid-year to another institution may be eligible to receive the scholarship for the Spring term at the institution where the student transferred. The student must submit an official document from the transferring institution to verify that he/she met the requirements for continued eligibility at the beginning of the academic year prior to transfer (Section III.A.). The scholarship amount for the Spring term must comply with Section XIII.D.

- D. *For determining initial eligibility for the first time at the institution, transfer students must have:*

(1) earned a cumulative 3.0 grade point average on a 4.0 scale at the transferring institution(s) in the last academic year or a cumulative 3.0 grade point average on a 4.0 scale at all institutions attended, whichever is higher and /or consistent with the policies and procedures of the institution; and

Alternate D. (1).: earned a cumulative 3.0 grade point average on a 4.0 scale at the transferring institution. For future eligibility in subsequent years, the student must earn a cumulative 3.0 grade point average on a 4.0 scale consistent with the policies and procedures of the institution.

(2) earned a minimum of 30 credit hours or an annual equivalent for student who begins mid-year at the participating institution and all prior institutions for the previous academic year to be eligible for the scholarship as a continuing student (2nd year) and /or consistent with the policies and procedures of the institution; or

(3) earned a minimum of 60 credit hours at the participating institution and all prior institutions or an annual equivalent to be eligible for the scholarship as a continuing student (3rd year) and /or consistent with the policies and procedures of the institution; or

(4) earned a minimum of 90 credit hours or an annual equivalent at the participating institution and all prior institutions or an annual equivalent to be eligible for the scholarship as a continuing student (4th year) and /or consistent with the policies and procedures of the institution.

- E. For determining remaining terms of eligibility, the institution where the student is transferring will determine the classification of the entering transferring student and use this classification to determine the remaining

amount of scholarship funds available in compliance with Section III.A. The following chart will be used to determine remaining eligibility.

| | | Hours Earned At All Other Institutions | | | | | | | | | |
|----------------------------------|-------------------------------------|-----------------------------------------------|-------|-------|-------|-------|-------|--------|---------|---------|---------|
| | | 1-11 | 12-30 | 31-45 | 46-59 | 60-75 | 76-90 | 91-105 | 106-120 | 121-134 | 135-150 |
| Degree | Maximum Terms of Eligibility | Terms of Remaining Eligibility | | | | | | | | | |
| One Year Certificate/ Diploma | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two year Diploma or Associate | 4 | 4 | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bachelor | 8 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | 0 |
| 5 year Bachelor | 10 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |

62-610 Internships, Cooperative Work Programs, Travel Study Programs and National and International Student Exchange Programs That Receive Academic Credit

- A. Students enrolled in internships, cooperative work programs, travel study program or National or International Student Exchange Programs that receive academic credit are eligible to receive LIFE Scholarship funds during the period in which the student is enrolled in such programs provided that the student meets the continued eligibility requirements.
- B. The student and the home institution shall adhere to all requirements stipulated in the guidelines, including the criteria for continued eligibility (enrolled full-time each term, complete a minimum of 30 credit hours and earn a 3.0 cumulative grade point average on a 4.0 scale at the end of the academic year). Students enrolled in internships, cooperative work programs, travel study programs or National and International Student Exchange Programs shall receive scholarship funds for the maximum allowable terms for the degree program as defined under Section III.A.
- C. Students who enroll in one term at the home institution during the academic year and also enroll in an internship, cooperative work program, travel study program or National or International Student Exchange Program during the same academic year must complete 15 credit hours and earn a 3.0 cumulative grade point average on a 4.0 scale within the academic year, to be eligible for scholarship renewal for the next academic year.

- D. For students in an internship, cooperative work program, travel study program or National or International Student Exchange Program during the entire academic year, scholarship renewal for the next academic year will be based on the prior year's eligibility.
- E. Students participating in an internship program, a cooperative work program, a travel study program or National and International Student Exchange Programs that receive academic credit and did not use LIFE Scholarship funds during this period shall be allowed to receive LIFE Scholarship funds during the succeeding summer. In order to receive LIFE Scholarship funds for summer school, students must enroll in 12 credit hours during the summer. In order to maintain eligibility for the next academic year, the student must earn a total of 27 credit hours for the academic year. The student must meet all continued eligibility requirements as specified in Section IX.B. except for the completion of the 30 hour requirement for the academic year.
- F. Scholarship funds will be transferred to the students account for tuition and fee purposes as stated in Section A above. Eligible students may use the appropriated portion of the LIFE Scholarship funds (Section III.A.) for internships, cooperative work programs, travel study programs or National or International Student Exchange Programs that receive academic credit. LIFE Scholarship funds must be used as payment for cost of attendance to the home institution. Scholarship funds will not be transferred as payment to the institution where student will participate in internships, cooperative work programs, travel study programs or National or International Student Exchange Programs.
- G. The home institution will be responsible for securing official certification of the student's cumulative grade point average, credit hours attempted and completed, verification of full-time enrollment and academic progress for the purposes of determining eligibility for scholarship renewal for the 1999-2000 academic year.

62-620 Withdrawal, Suspension or Dropping below Full-time Status

- A. In the event a student who has been awarded a LIFE Scholarship withdraws, is suspended from the institution, or drops below full-time enrollment status during any term of the academic year, institutions must reimburse the LIFE Scholarship Program for the amount of the LIFE Scholarship for the term in question pursuant to the refund policies of the institution.
- B. In the event a student withdraws or drops below full-time status after the institution's refund period and therefore must pay tuition and fees for full-time enrollment, the scholarship may be retained pursuant to the refund policies of the institution.

62-630 Student Appeals

- A. Students who did not meet the continued eligibility requirements for the scholarship at the end of the academic year may request an appeal with the Commission on Higher Education.
- B. Should extenuating circumstances exist which warrant an appeal, the student must contact the LIFE Scholarship Representative at the institution to request that the institution provide a letter to the Commission supporting the continuation of the Scholarship. The Commission will only consider appeals supported by the institution.
- C. All appeals materials, including institutional support, must be submitted to the Commission by established deadlines. Failure to submit an appeal by the required deadline(s) will result in forfeiture of the scholarship.

62-640 Institutional Procedures for Award Notification: Fall

- A. Participating four-year colleges and universities will identify students who meet the eligibility requirements for LIFE Scholarships:
 - Enrollment status (full-time as defined by Title IV of Higher Ed. Act)
 - Classification
 - SAT (verbal and math) or ACT test scores (first-time entering freshmen)
 - High school graduation date (or home-school completion date)
 - High school grade point average (first-time entering freshmen)
 - Residency status
 - Degree level
 - Cumulative credit hours
 - Cumulative grade point averages of continuing undergraduate students
- B. Participating two-year colleges will identify students who meet the eligibility requirements for LIFE Scholarships:
 - First or second-year enrollment status
 - Enrollment status (full-time as defined by Title IV of Higher Ed. Act)
 - High school graduation date (or home-school completion date)
 - High school grade point average (first-year student)
 - Residency status
 - Degree level
 - Cumulative credit hours of continuing students
 - Cumulative grade point averages of continuing students

62-650 LIFE Scholarship Disbursements: Fall

- A. Scholarships will be disbursed during fall and spring terms only (or the equivalent). Scholarships cannot be disbursed during the summer or any interim sessions with the exception to disbursements that meet the requisites under Section IX.E.
- B. Four-year public colleges and universities will send social security numbers of eligible students, amount per student, and an Appropriation Transfer (STAR 30) form to the Commission by no later than October 1.
- C. Two-year technical colleges and independent colleges and universities will send social security numbers of eligible students, amount per student, and an invoice to the Commission by no later than October 1.
- D. The Commission will disburse awards to the participating institutions to be placed in each eligible student's account:
 - 1) up to \$1,000 for eligible students enrolled at four-year independent and public colleges and universities during the fall term; or
 - 2) up to \$500 for eligible students enrolled at two-year independent and public colleges during the fall term.

62-660 Verification of Scholarships: Fall

- A. Public colleges and universities: the Commission will verify enrollment, grade point average, and residency data of students who were determined to be eligible through CHEMIS reports. CHEMIS reports are due by October 31.
- B. Independent colleges or universities: the Commission will verify enrollment, grade point average, and residency data of students who were determined to be eligible through CHEMIS disbursement reports. Reports are due by October 31.
- C. Student information to be submitted to the Commission by October 31:
 - Social security number
 - Enrollment status (full-time as defined by Title IV of Higher Ed. Act)
 - Classification
 - SAT (verbal and math) or ACT test scores (first-time entering freshmen)
 - High school graduation date (or home-school completion date)
 - High school grade point average (first-time entering freshmen)

- Residency status
- Degree level
- Race and Gender
- Cumulative credit hours
- Cumulative grade point averages of continuing students

62-670 LIFE Scholarship Disbursements: Spring

- A. Adjustments for fall term disbursements will be made after confirmation of CHEMIS data and CHEMIS disbursement reports.
- B. Participating two-and four-year colleges and universities will identify first-time entering freshmen or first-year students who meet eligibility requirements for LIFE Scholarships (Section II.) to determine eligibility for Life Scholarships beginning spring term.
- C. Participating colleges and universities will provide social security numbers of all first time students and continuing students enrolled in the second semester (continuing freshmen, sophomores, juniors, and seniors, or continuing first-year and second-year students enrolled at two-year colleges) who are eligible to receive a LIFE Scholarship to the Commission by no later than February 5.
- D. Four-year public colleges and universities will send an amount per student and an Appropriation Transfer (STAR 30) form to the Commission by no later than February 5.
- E. Two-year technical colleges and independent colleges and universities will send amount per student and an invoice to the Commission by no later than February 5.
- F. The Commission will disburse LIFE Scholarship awards to the participating institutions to be placed in each eligible student's account:
 - 1) up to \$1,000 for eligible students enrolled at four-year independent and public colleges and universities during the spring term; or
 - 2) up to \$500 for eligible students enrolled at two-year independent and public colleges during the spring term.

62-680 Verification of Awards: Spring

- A. Public colleges and universities: the Commission will confirm spring enrollment, credit hour, grade point average, and residency data of students who were determined to be eligible for the LIFE Scholarship through CHEMIS reports. CHEMIS reports are due by March 31.
- B. Independent colleges and universities: the Commission will confirm spring enrollment, credit hour, grade point average, and residency data of students

who were determined to be eligible for the LIFE Scholarship through CHEMIS disbursement reports. Reports are due by March 31.

C. Information submitted to the Commission by March 31:

- Social security number
- Enrollment status (full-time as defined by Title IV of Higher Education Act)
- Classification
- SAT (verbal and math) or ACT test scores (first-time entering freshmen)
- High school graduation date (or home-school completion date)
- High school grade point average (first-time entering freshmen)
- Residency status
- Degree level
- Race and Gender
- Cumulative credit hours
- Cumulative grade point averages of continuing students

D. Adjustments for spring term disbursements will be made after confirmation of CHEMIS data and disbursement reports. All participating institutions will submit a reconciliation report to the Commission at the end of the academic year. Along with this report the institution may submit any additional requests for disbursements and/or return any unused funds to the Commission.

62-690 Program Administration and Audits

A. The Commission shall be responsible for the oversight of functions (e.g., rules, regulations, policies) relative to this program with participating institutions, including allocation of funds, promulgation of guidelines and regulations governing the LIFE Scholarship Program, any audits, or other oversight as may be deemed necessary to monitor the expenditures of scholarship funds.

62-700 Suspension or Termination of Institutional Participation

A. The Commission may review institutional administrative practices to determine institutional compliance with rules and regulations, pertinent statutes, and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations or guidelines, the Commission may suspend, terminate, or place certain conditions upon the institution's continued participation in the program and require reimbursement to the LIFE Scholarship program for any funds lost or improperly awarded.

B. Upon receipt of evidence that an institution has failed to comply with program rules, regulations, or guidelines, the Commission on Higher Education shall

notify the institution in writing of the nature of such allegations and conduct an audit.

- C. If an audit indicates that a violation or violations may have occurred or are occurring at any public or independent college or university, the Commission on Higher Education shall secure immediate reimbursement from the institution in the event that any funds were expended out of compliance with the provisions of the Act, any relevant Statutes, pertinent rules, and these regulations.