



July 2008

Dear Scholarship/Incentive Grant Recipient,

This is a special reminder as you begin the fall semester that being aware of all academic responsibilities in order to maintain your scholarship/grant would be to your own advantage. Keeping in mind that your academic success is important to all at St. Joseph's College, please review the following information.

1. Your **TERM GPA IS EVALUATED EACH SEMESTER.** The scholarship/incentive grant is **not rounded** or based on a **cumulative average.**
2. Please read your original contract or award letter for terms and conditions and keep it in an easily accessible location. Note the number of semesters of eligibility and the GPA you have agreed to maintain. (If you are unable to locate your contract/award letter, contact the Financial Aid office at 631.447.3212 and request a copy.)
3. You must maintain a **consecutive fall** and **spring** semester, full time status, completing a minimum of **12 credits** per semester. A scholarship/incentive grant is automatically **forfeited** if a student falls below a full time status or drops a semester.
4. Length of Enrollment: (Scholarships and incentive grants apply to fall and spring semesters only)  
Traditional Freshmen: Scholarships and grants are limited to eight (8) semesters of undergraduate enrollment (four years).  
Transfers: Scholarships and grants are limited to the number of semesters needed to complete a degree as a full-time matriculated student and are adjusted based on the student's standing upon admission.
5. Student Code of Conduct: You must be in good standing pursuant to the policies and standards set forth in the College's *Student Code of Conduct* as articulated in the *Student Handbook*.
6. Academic Progress: A minimum grade point average must be maintained in order for you to retain your scholarship or grant. Grade point averages are reviewed on a semester-by-semester basis. The grade point average for renewal each semester is **based on grades received only at St. Joseph's College.**
  - a. *Freshman Presidential Scholarship:*  
**Attain a grade point average of at least 3.0** for each semester of study at the College. **If you previously needed a 3.2, you now need a 3.0, effective spring 07. This new policy is not retroactive.**
  - b. *Freshman Scholastic Achievement Award:*  
Attain a grade point average of at least **3.0** for each semester of study at the College.
  - c. *St. Joseph's Incentive Grant:*  
Attain a grade point average of at least **2.8** for each semester of study at the College.
  - d. *Dean's Scholarship:*  
Attain a grade point average of at least a **3.0** for each semester of study at

the College.

**e. Transfer Scholastic Achievement, Academic Achievement Scholarship and Transfer Honors Scholarship and Phi Theta Kappa Scholarship:**

Attain a grade point average of at least **3.0** for each semester of study at the College.

**If you previously needed a 3.2, you now need a 3.0, effective spring 07. This new policy is not retroactive.**

\* Previous contracts/incentive letters for a **2.7** GPA or a **2.8** GPA remain the same.

7. Other College Costs: Scholarships and grants are applied to tuition only and are not applied to miscellaneous college fees. This includes intercession classes and summer session classes.

**8. Submit an Application for Financial Aid:** All Scholarship and incentive grant recipients are required to submit a FAFSA (Free Application for Federal Student Aid) and Application for the New York State Tuition Assistance Program (TAP) designating St. Joseph's College as a recipient. Please note, these financial aid applications must be filed for each year of study at the College. You must inform the Financial Aid Office in writing of any outside scholarships you have received. Your College award will not be reduced unless the total of your outside grants and scholarships exceeds the tuition.

**9. Renewal:** Your scholarship or incentive grant will be renewed each semester as long as the above terms and conditions are met.

**10. Scholarship or Incentive Grant Appeal: Students who receive a loss letter may submit an appeal in writing only once during their academic enrollment. Scholarship and incentive grant appeal forms are distributed and returned to the Assistant Dean of Academic Affairs, Room N304 – N306 in O'Connor Hall. The appeal is then presented to the Academic Dean. Reinstatement of awards is based on documented exceptional circumstances. Forfeits are not worthy of an appeal, due to lack of full time status or lack of consecutive semesters other than approval for study abroad. All appeals must be requested and returned within one month of receipt of Loss Letter.**

11. If there is an academic difficulty, address the problem before it becomes too serious and gravely influences your grade point average for the semester. Use the Academic Learning Center on the third floor of O'Connor Hall for tutoring or help with specific writing assignments. To make arrangements, contact Matt Lavery at 631.447-5865.

12. Avoid grade difficulties by completing and submitting all assignments by their due date.

13. Ask for help when you need it. You will receive only **ONE WARNING** letter before your scholarship/incentive grant is lost.

14. **A WARNING LETTER CANNOT BE APPEALED.** If a grade change takes place after a warning letter has been sent, you must contact this office to request a transcript review so we may update our files.

15. If you choose to appeal a loss, know that **APPEALS ARE RARELY GRANTED** and the situation must prove to be grave to merit a review for an appeal. Appeal forms may be picked up and returned in a timely manner to Sister Karen Donohue, Office N304-N306 (across from the Student Life Office). All appeals will then be processed through the office of the Academic Dean. Appeals for fall semester and spring semester must be returned within one month of receipt of the loss letter.

16. Request for extensions are rarely granted and only honored for one semester. Please take advantage of all academic services that are at your disposal and recognize that your scholarship/grant is a precious gift that should be taken seriously. I hope this guideline review

proves to be helpful and encourages you to make your academic achievement a priority. If you have any questions, call me at 631.447.3345 or Gianna Hooper at 631.447.3334.

Sincerely,  
Sister Karen Donohue  
Assistant Dean of Academic Affairs

**Procedure:**

- If your GPA falls below the required GPA for your scholarship – **1<sup>st</sup> time** you will receive a **WARNING**. (Cannot Appeal a warning)
- If your GPA falls below the required GPA for your scholarship – **2<sup>nd</sup> time** you will receive a **LOSS**. (Can Appeal a loss)  
Reinstatement of your scholarship is based on documented exceptional circumstances. Please pick up your appeal form in room N304-N306, and return it back to room N304-N306 no later than 1 month of receipt of the loss letter.
- If your scholarship has been **REINSTATED** after an appeal process, and your GPA falls below the required GPA for your scholarship a **3<sup>rd</sup> time**, you will receive a loss without the chance of an appeal.
- If you fall below full time student status (12 credits), you will automatically **FORFEIT** your scholarship. If you decide to take a semester off, you will automatically **FORFEIT** your scholarship. You must maintain a consecutive semester-full time status to keep your scholarship active. **YOU CANNOT APPEAL A FORFEIT.**

**Transcript Example:**

<u>Course</u>	<u>Title</u>	<u>Grd R</u>	Hrs <u>Att.</u>	Hrs <u>Cmpt.</u>	
BUS 200	Marketing	B+	3.00	3.00	
COM 141	Microcomputr Appli	A	3.00	3.00	
MAT 111	College Algebra	B	3.00	3.00	
MUS 121	“vocal tech, Chora	A-	3.00	3.00	
SPC 102	Speech Communicati	A	3.00	3.00	
Reporting Term 2008SP			<b><u>Totals: 15.00</u></b>	15.00	<b><u>GPA = 3.6000</u></b>
Cumulative Totals:			30.00	42.00	GPA = 3.7400