

Name of Policy: Merit Scholarships
Source: Financial Aid, Admissions, and Student Affairs
Date Revised: March 2016, reviewed June 2016, revised November 2017, revised July 2018, revised May 2019
Form to Complete: Scholarship Appeal Form, see Financial Aid to initiate

**Policy:**

KCAI merit scholarships are renewed in full annually for full-time students with a cumulative GPA of 2.5 or higher and who maintain a 75% completion rate of all attempted hours including transfer credits. KCAI reviews and determines renewal eligibility upon completion of the fall semester of the student’s second year and beyond. KCAI merit scholarships will only be applied toward tuition and fees. All other KCAI grants and scholarships are unrestricted.

For students who do not qualify for renewal in full, the following amounts will be awarded:

2.0 to 2.49 and/or below  
75% completion rate                      85% of original award

Below 2.0                                      75% of original award

	Fall Semester	Spring Semester
1 <sup>st</sup> Year	GPA and completion rate not checked	If GPA or completion rate are below the requirements, student will be placed on merit warning for the following semester
2 <sup>nd</sup> Year	GPA and completion rate checked at the end of the semester	If GPA or completion rate are below the requirements, merit scholarship will be decreased for the 3 <sup>rd</sup> year
3 <sup>rd</sup> Year	GPA and completion rate checked at the end of the semester	If GPA or completion rate are below the requirements, merit scholarship will be decreased for the 4 <sup>th</sup> year
4 <sup>th</sup> Year	GPA and completion rate checked at the end of the semester	After the 4 <sup>th</sup> year if GPA or completion rate are below the requirements, merit scholarship may be reviewed on a case by case basis and only awarded at the decreased amount

**Procedure for Scholarship Appeal:**

Scholarship probation hearings will include the student and representatives from Financial Aid and Disability and Academic Support Services. During the hearing, the student will be asked to present a statement explaining the circumstances that may have impacted their GPA or completion rate, as well as any documentation relevant to those circumstances. If the appeal is approved, the student and representatives will develop an academic plan the student will be required to follow during the scholarship probation year and the scholarship will be renewed in full. There are no additional appeal processes following the end of the probation year. All decisions made for the probation year are final, and will remain until the student's cumulative GPA returns to a 2.5 or higher and a 75% or higher completion rate of attempted hours are maintained. If the student's appeal is denied, the student's merit scholarship will be reduced according to the GPA guidelines above. The student must contact the financial aid office when they regain the minimum scholarship standards to have their merit scholarship amount fully reinstated.