

## **Jackson State Community College Diversity Committee Access and Diversity Scholarship Requirements and Policies**

### **Application Requirements for One- Year Scholarship**

To be eligible to apply for the A/D scholarship, the applicant must

- have a high school diploma or equivalent,
- be fully admitted to JSCC,
- be degree- or certificate-seeking
- not already have earned a college degree
- be enrolled for at least six hours per semester, unless fewer are required for graduation, and they must be courses required in the student's JSCC degree plan
- maintain a term and cumulative grade point average of 2.00 or better, and
- do a full application packet with documentation by the deadline for fall awards, or for first-time application in the spring or summer term. Awards are renewable for the next spring and/or summer

In the 2017-18 academic year, the Diversity Committee will consider A/D scholarship funding for students in the following currently underrepresented populations:

- Non-traditional program candidates based on gender {See Appendix B}
- Students speaking English as a second language
- Students age 25 and older
- African-American males

### **Renewal of Awards**

Scholarship recipients can be renewed to receive awards for the spring and/or summer semesters of the same academic year if the student continues to meet all application requirements and continues to be a member of the targeted group. The recipient must submit by the designated deadline for each semester the scholarship application and supporting documentation. Renewals are not considered beginning the next fall semester as current recipients and new applicants all must do the full application packet with documentation by the deadline.

Summer funding is limited and will be considered on a case-by-case basis.

Academic progress will be evaluated each semester. Renewal of the award requires a term and cumulative GPA of a minimum 2.00. A student who fails to earn the minimum and cumulative GPA will be placed on probation for one term and must attain the minimum term and cumulative GPA the following term to remain eligible for renewal.

Academic Progress will be evaluated each term based on satisfactory completion of enrolled hours. A student who becomes ineligible for the award due to a suspended status may reapply once the term and cumulative GPA are successfully earned.

### **Scholarship Amount**

- JSCC estimates that the cost of a semester's full-time attendance is more than \$2,400, including tuition, fees, books, and transportation costs. This scholarship will cover the student's needs *up to* \$2,000.
- Amounts awarded *per semester*: \$200 minimum/\$2,000 maximum for full-time students (12 or more credit hours) as of the application deadline; and, \$200 minimum/\$1,400 maximum for part-time students (6-11 credit hours) as of the application deadline. If remaining need to cover tuition and books is less than \$200, the amount awarded will be that remaining need only.
- There will be an eight-semester, 63-credit-hour limit per student for receipt of this scholarship. If a student takes longer than those limits to graduate, the student's scholarship application status will be decided by the Diversity Committee on a case-by-case basis

### **Application Process**

1. Fill out a FASFA for the applicable academic year.
2. Complete an A/D Scholarship Application, available on the Financial Aid office website under "Scholarships."
3. Submit application with documentation by:
  - a. August 1 for fall funding
  - b. December 1 for spring-only funding
  - c. May 1 for summer funding.

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### **Selection Process**

A pool of potential scholarship recipients will be identified from all applications after the Diversity Committee verifies students' information with the Financial Aid, and Admissions and Records offices. Applicants who fit current criteria as members of targeted underrepresented populations at JSCC and meet other scholarship requirements will be considered.

A scholarship sub-committee of the Diversity Committee will review applications and recommend students who should receive funding and the amounts of funding each should receive. A quorum of the Diversity Committee members must approve the sub-committee's recommendations before the scholarships are awarded.

The sub-committee will evaluate applicants using the rubric in Appendix D.

Preference in awarding available scholarship money will be as follows:

1. For fall, all eligible applicants will be evaluated equally.

2. For spring and summer, students applying for funding who received funding the prior semester and who still meet the scholarship requirements; followed by
3. Other qualifying applicants.

### **Notification of Scholarship Recipients**

All applicants, including recipients, will be notified by letter sent by the Diversity Committee. Scholarship monies awarded will be transferred from a College restricted account to the receiving students' accounts prior to the college's designated last day to pay tuition and fees each semester.

### **Default of Scholarship and Repayment**

Students may become ineligible to receive the scholarship. In such cases of withdrawal from the College or academic or demographic ineligibility, the student may be responsible for repayment of the scholarship award and may be ineligible to receive scholarship funding in the future. Guidelines for repayment follow:

- a) If a student withdraws from JSCC before the final class day of a semester, the student must repay *all* Committee scholarship money received for that semester. Until this re-payment is received, a hold will be put on the student's records.
- b) If a student receives a scholarship award amount designated for a full-time student and later in the semester drops classes to become a part-time student, the student must repay a portion of the scholarship. The amount to be repaid will be decided by the scholarship sub-committee and approved by a quorum of Committee members. Until this re-payment is received, a hold will be put on the student's records.
- c) Scholarship money repaid will go back into the Diversity Committee's College restricted account, to be used for other scholarship funding.

### **Non-Renewal or Reduction of Scholarship**

The Committee may decide to decrease or cease funding to a student pending any of the following conditions:

- a) The student is determined to be in default of FAFSA application requirements.
- b) The student is in default of A/D scholarship application requirements.
- c) The student is no longer a member of, or is discovered to have never been a member of, a targeted underrepresented group receiving scholarship funding from the Committee.
- d) The scholarship fund is too low to continue making awards, or to continue making awards at amounts specified in the *Scholarship Amount* section of these policies.

The Jackson State Community College (JSCC) Access and Diversity (A/D) Scholarship is established and managed by the Diversity Committee. Scholarship funding depends upon money

received from various sources, including Tennessee Board of Regents' (TBR) A/D scholarship funds.

JSCC promotes a diverse campus culture that honors and reflects the communities it serves by respecting, valuing, and celebrating individual ideas, identities, and traits. JSCC is committed to attracting, recruiting, and retaining a diverse faculty, staff, and student body from a broad range of cultural, ethnic, geographic, and economic backgrounds.

The JSCC Diversity Committee exists to provide support to students, faculty, and staff who are members of underrepresented groups on JSCC's campus, in an effort to foster a campus climate that increases not only the recruitment and retention of members of these groups but enhances the collegiate experience for all current, potential, and past members of the campus community. The A/D scholarship exists to provide financial support for students who are members of *targeted* underrepresented groups. The groups who will be targeted in the upcoming academic year will be identified by the Diversity Committee at the conclusion of the previous academic year in order to target publicity of the scholarship to targeted group members.

For example, the committee determined in May 2017 which groups will be eligible to apply for the A/D scholarship in the 2017-2018 academic year. The targeted groups will change as the Diversity Committee annually reevaluates the evolving needs of the campus, as the previously targeted groups move toward equitable representation on JSCC's campus. The Diversity Committee has the responsibility, and reserves the right, to determine which students meet Committee's criteria as members of targeted underrepresented groups and are therefore eligible to be considered for scholarship funding. (See Appendices A and B.)

When the Diversity Committee deems that a previously underrepresented population group has attained representation on campus comparable to the group's numbers in the College community, the Committee will identify other currently underrepresented groups and will provide funding in turn to these new targeted populations. The "JSCC Diversity Committee Access and Diversity Scholarship Requirements and Policies" will be reviewed and updated yearly, in particular to reflect any changes in population groups for which scholarships will be provided by the Committee. All changes to policy will be reflected in JSCC A/D scholarship publicity efforts. (See Appendix C.)

When new diversity groups come under consideration, students who received funding as members of previously targeted groups and who still meet application requirements, will continue to receive funding according to these policies, until they graduate or until the time limit for their funding has passed.

## **Appendix A: Establishing Scholarship Criteria**

The Diversity Committee at JSCC has targeted four underrepresented or underserved groups to receive Access and Diversity (A/D) Scholarships in the 2017-18 academic year:

- Students with non-traditional majors (based on gender), see Appendix B,
- Students for whom English is a second language,
- Students age 25 and older
- African American Males

The Committee identified these four groups as candidates for the A/D Scholarship using statistics compiled through internal assessment and tracking. Many of JSCC's major programs are heavily gendered; our service area has a growing population of potential students for who English is a second language; and enrollment for students age 25 and older has declined at JSCC in recent years and is targeted in the college's Strategic Plan. The retention and success of African-American males at JSCC is an area of concern, and therefore a focus for the college, particularly through our Achieving the Dream efforts.

To determine which major programs were gendered, the Diversity Committee used data showing students' majors, programs, and genders to identify those programs in which at least 65% of students were either male or female. The gender that represents less than 35% of students in the program is considered underrepresented and is eligible for the A/D scholarship. See Appendix B for eligible programs.

### **Documentation requirements for the three target populations are distinct:**

- Students applying within the non-traditional major by gender populations are not required to provide external documentation. Their eligibility will be determined through JSCC records of their gender and declared major at the application deadline.
- Students applying as using English as a second language are required to provide documentation from their elementary, middle, or high school, from their employer, or from a social service agency representative that they were identified as coming from a home where English was not the primary language used.
- Students applying as age 25 or older must provide a copy of their valid driver's license or state photo I.D. showing their birth date.
- Eligibility of students applying as African-American males will be determined through JSCC records of their self-identified race.

**2017-2018 Gender of Students by Program based on Fall 2016 enrollment**

Qualify in a major with less than 35% of your gender represented

### **Business Dept.**

Major	M	%	F	%	Total
Bus. Studies	24	46	28	54	52
Office Adm	2	7	25	93	27
TTP Accoun	18	50	18	50	36
Bus. Adm.	57	59	40	41	97

### **General Tech**

Major	M	%	F	%	Total
Gen. Tech.	2	66	1	33	3

### **Industrial Tech**

Major	M	%	F	%	Total
IT Manufacture	2	66	1	33	3
IT Multi-Skill Maintenance	45	98	1	2	46

### **Education/PE Dept.**

Major	M	%	F	%	Total
AS Teaching	6	11	47	89	53

### **Comm/Fine Arts**

Major	M	%	F	%	Total
Art	13	56	10	44	23
Mass Comm	21	51	20	49	41

### **Social Sciences**

Major	M	%	F	%	Total
Criminal Justice	35	50	35	50	100
History	6	60	4	40	10
Political Science	4	57	3	43	7
Psychology	6	14	38	86	44
Sociology	1	11	8	89	9
Social Work	5	9	51	91	56
TTP Economics	1	25	3	75	5

### **Engl/Foreign Lang**

Major	M	%	F	%	Total
English	2	17	10	83	12
For. Lang.	1	14	6	86	7

### **Medical Lab Tech**

Major	M	%	F	%	Total
Accepted	5	23	17	77	22
Pre-MLT	2	25	6	75	8
Phlebotomy	1	10	9	90	10

### **General Studies**

Major	M	%	F	%	Total
Gen. Studies	174	41	250	59	424

### **Nursing**

Major	M	%	F	%	Total
Accepted	36	15	205	85	241
Pre-Nursing	25	12	192	88	217
LPN Mobility	0	0	2	100	2
Pre-LPN	1	9	10	91	11

### **Computer Info Sys**

Major	M	%	F	%	Total
Cyber Defense	21	81	5	19	26
Network Admin	44	81	10	19	54
Software Devel.	38	86	6	14	44
TTP Info Syste	12	86	2	14	14

### Occupational Therapy Assist.

Major	M	%	F	%	Total
Accepted	4	17	20	83	24
Pre-	5	22	18	78	23
Transfer OT	1	10	9	90	10

### Physical Therapist Assistant

Major	M	%	F	%	Total
Accepted	15	33	30	67	45
Pre-	15	33	30	67	45
Transfer Pre-PT	19	58	14	42	33

### Radiography

Major	M	%	F	%	Total
Accepted	7	17	35	83	42
Pre-	11	20	45	80	56

### EMT/Paramedic

Major	M	%	F	%	Total
Basic	35	50	35	50	70
Advanced EMT	2	100	0	0	2
Paramedic	11	52	10	48	21

### Math

Major	M	%	F	%	Total
TTP Math	4	80	1	20	5

### Natural Science

Major	M	%	F	%	Total
TTP Ag Bus	19	95	1	5	20
TTP Animal Sci	7	19	29	81	36
TTP Plant/Soil	14	70	6	30	20
Biology	15	58	11	42	26
Chemistry	3	60	2	40	5
Physics	1	50	1	50	2
TTP Civil Eng	9	82	2	18	11
TTP Elec Eng	15	100	0	0	15
TTP Mech Eng	15	100	0	0	15
Pre-Health Prof	10	26	29	74	39

### Academic Focus Areas

Focus	M	%	F	%	Total
Applied Tech	16	76	5	24	21
Art	67	35	11	65	36
Business	63	55	52	45	20
Education	19	36	33	64	26
General Ed.	126	51	119	49	5
Health Profes	93	17	455	83	2
Humanities	4	27	11	73	11
Social Science	27	33	55	67	15
Science, Tech, Engineering and Math	22	51	21	49	15



### **Appendix C: Access and Diversity Scholarship Publicity**

The Jackson State Community College (JSCC) Diversity Committee Access and Diversity (A/D) Scholarship exists to provide support for current students on JSCC's campuses and for potential students in JSCC's service area who are members of targeted underrepresented groups.

To publicize the scholarship, JSCC's Diversity Committee will utilize current Financial Aid scholarship publicity practices; inform faculty, staff, and students through internal communications; and work with community programs, high schools, industry, and social service organizations. Strategies are listed below:

- a) **List in financial aid information.** JSCC's Financial Aid Office maintains a list of available scholarships, which it distributes to students, recruiters, and counselors interested in financial aid. The A/D scholarship is included in the list of scholarships.
- b) **Post information on JSCC's website for students and the public.** Information on the scholarship is on the financial aid site on JSCC's website.
- c) **Post information on JSCC's Intranet, jWeb.** Faculty and staff serve as resources to inform potential and current students of the scholarship and students reference jWeb for college announcements.
- d) **List in all college publications** such as the catalog/handbook, brochures, etc.
- e) **Work with organizations that serve targeted groups.** JSCC's service area is home to many organizations that serve our targeted groups of underrepresented students.
- f) **Include on program for new JSCC students.** JSCC hosts mandatory orientation sessions for first-time college students and first-time attendees of Jackson State, many of whom may be eligible for the A/D scholarship.