



# Red Rocks Community College Procedure

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Category: Students

Title: Scholarships and Certificates

Number: RRPR – 4 - 20

Approved: April 9, 2012

Effective: April 9, 2012

Revised: April 2, 2012

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Reference: [BP – 4-20 - Student Tuition and Fees/Scholarships](#)

Red Rocks Community College also complies with the Veterans Readjustment Act of 1973, sections 503 and 504.

Purpose: The purpose of this procedure is to provide the College with established and processes related to the awarding and managing of scholarships and certificates.

Scope: This procedure covers all scholarships and certificates awarded by Red Rocks Community College.

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Attachment: Scholarship Appeal Form

Definitions:

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## PROCESS

The identification of issues and opportunities, the organizational management and the issuance of policies and procedures will be the responsibility of the College Scholarship Committee with the approval of the Cabinet. Specific daily management of scholarships will rest with those departments that either offer or coordinate such. Red Rocks Community College (RRCC), along with the Red Rocks Foundation, is authorized to offer scholarships to resident instruction students. All scholarships should be eligible for FTE funding (assuming all other FTE reporting requirements are met).

Scholarship criteria vary greatly, but may include academic achievement, program affiliation, civic involvement and/or financial need. Financial need may be a criterion for some scholarships, but not necessarily for others. If a student receives a scholarship, it will be counted in determining his/her financial need. Other types of aid may be reduced if the scholarship, when combined with other assistance, more than meets the student's documented need or falls outside the packaging policy parameters.

### **COMPOSITION**

The RRCC president appoints the Scholarship Committee with members serving a minimum of one year. The committee's permanent representation includes the, Director of Financial Aid (Chair), V.P of Administrative Services, Controller, representatives from Recruiting and the Red Rocks Foundation. Additional membership is based on volunteerism, representation of constituencies and relevancy to the scholarship process. The Scholarship Committee will meet annually, or on an as-needed basis.

### **AUTHORIZATION**

The development of RRCC scholarships will be coordinated through the Scholarship Committee with final approval by the Cabinet and RRCC president.

#### **I. Scholarships**

(a) The initial point of contact for all scholarship inquiries is Financial Aid. Initial inquiries should be directed to this department, which in turn will determine if a referral is appropriate to one of the other departments/offices that provide scholarships. Administering departments will be responsible for tracking academic progress and will report their findings by the end of each applicable semester to the Director of Financial Aid.

(b) Red Rocks Community College is authorized to offer scholarships to the following categories:

1. Academic Achievement: Scholarships for students who have achieved a specified minimum grade point average, and/or minimum ACT/SAT test scores.
2. Financial need: Scholarships for students who have met specified criteria and who demonstrate a clear financial need;
3. Community: Scholarships provided through RRCC or through joint partnerships;
4. High Schools: Scholarships specifically designated for RRCC service-area high schools;
5. Articulated 4-year: Scholarships provided with or by articulated four-year institutions;
6. Department: Scholarships specifically targeted for RRCC department students;
7. Foundation: Scholarships specifically funded through donor contributions
8. Colorado: Scholarships provided through the State of Colorado.

- (c) To receive a Red Rocks Community College scholarship, the student must be enrolled at RRCC;
- (d) All requests/nominations will follow a prescribed process as defined for each scholarship;
- (e) The administering department will determine any cash remuneration;
- (f) Students will be advised in writing that they are expected to maintain a minimum cumulative grade point average as determined by the administering department or donor. The disclaimer (see below) will include that RRCC interprets 12 credits hours as full-time, the definition of consecutive scholarships and the stipulation that need based financial aid could result in a reduction to a scholarship award. Any semester in which the scholarship student receives a cumulative grade point average below 2.0, the administering department will make a determination whether the scholarship should be discontinued.
- (g) In the case of a student appeal (non-selection, removal, etc.) regarding RRCC scholarships, a written appeal (including supporting documentation) is submitted to the administering department. All appeals must be submitted within the current semester and will be reviewed by a committee. A final written response will be provided to the student within 10 working days of receipt of the appeal. The final decision will be submitted to the Financial Aid Office for disposition (payment to the student's account or cancellation of the award).
- (h) A database, maintained by the administering departments, will be used to track scholarships. These departments will report updates and changes to Financial Aid by June 30<sup>th</sup> of each calendar year, which will then in turn provide a comprehensive database to the Cabinet and applicable departments.

## II. Certificates Community Good Will

*Certificates are intended as a form of community good will. They may be issued primarily to or for, among others, selected not-for-profit, silent auctions, education and government organizations. Requestors must submit a letter to College Relations, Marketing and Communications, which will in turn evaluate the purpose, requesting organization and value to the College. Based on this outcome, and available funding, three-credit certificates may be provided. Recipients must qualify for resident tuition. Marketing and Communications will be responsible for maintaining a comprehensive database.*

III. Red Rocks Community College Foundation

RRCC Foundation scholarships are administered by the policies and procedures of the RRCC Foundation

**DISCLAIMER:** A Red Rocks Community College or Red Rocks Community College Foundation scholarship will only be valid for students enrolled at this college. Red Rocks Community College defines “full-time” enrollment as 12 credit hours per semester. Annual scholarships are defined as fall and spring semesters in the same academic year. Scholarship students who receive need-based financial aid or other additional awards may recognize a reduction to their original scholarship award.

Students receiving scholarships are expected to maintain a RRCC minimum grade point average of 2.0, or higher as determined by the type of award offered via the administering department or donor. If the scholarship student drops below the minimum grade point average during any semester, a discontinuance of the scholarship may result. Additionally the student may be required to provide reimbursement for current awards issued as determined by the administering department. The Director of Financial Aid is the initial point of contact for all scholarship questions.

Red Rocks Community College does not unlawfully discriminate in its admissions, education programs, activities or employment policies on the basis of race, age, sex, sexual orientation, religion, color, national origin or handicap, and is subject to Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964 as amended.

Red Rocks Community College also complies with the Veterans Readjustment Act of 1973, sections 503 and 504.