Coastal Carolina University
Procedures for Expenditure of Lottery Funds

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South Carolina College Assistance Program

(Based on SC Code 59 114 75 § 62-250 – 62-260)

Note: These standard procedures do not include provisions in temporary provisos. CCU follows guidance as set forth by CHE.

Program Benefits and Maximum Assistance

A password-protected internal Excel Workbook is maintained with information on each approved soldier. The soldier's information, including previous awards and eligibility date, is obtained from the Commission on Higher Education's (CHE) online portal. Prior to awarding the benefit, the CCU Financial Aid and Scholarships (FAS) staff member tasked with managing the CAP program at CCU, confirms that a student is meeting the eligibility requirements and maintaining satisfactory academic progress standards as part of determining eligibility for college assistance program benefits.

The appropriate FAS staff member reviews the student account when CAP funds are awarded to ensure that the award in combination with all other gift aid, including Federal, State, private and institutional funds, shall not exceed the cost-of-attendance as defined in Title IV regulations for any academic year.

The annual maximum grant is awarded for fall and spring per regulations. If a student does not use the annual maximum grant prior to annual expiration date, eligible soldiers may use funds during summer terms. Prior to awarding funds to students, eligibility reviews are conducted.

These reviews include the student's GPA, and satisfactory academic progress for the purposes of determining student eligibility for the college assistance program benefit. enrollment and eligibility date. In particular, this review ensures the student has not completed an eligible program, has not been awarded a bachelor's or graduate degree, is not receiving the award at more than one institution, is not taking graduate degree courses, is meeting satisfactory academic progress standards, has a prorated award if enrolled less than full-time, and has not exceeded the twenty-five thousand dollar maximum.

College Assistance Program Terms of Eligibility (Student Eligibility)

The FAS staff member confirms eligibility requirements through the CHE online portal and National Guard approval. FAS staff also confirms that a student has valid tuition and fee expenses, maintains satisfactory academic progress as defined by the institution, is admitted, enrolled, and classified as a degree-seeking full-time or part-time student, and meets other eligibility requirements in a semester review prior to awarding the grant, and is not receiving a full Reserve Officer's Training Corps (ROTC) scholarship.

Participant Application Process and Continued Eligibility

The application process for CAP funds is typically open June 1st – August 1st. An email is sent out to any previous CAP students typically in the last week of May or the first week of June reminding soldiers that they must reapply for CAP funds every year with the National Guard. Once eligibility has been determined by the National Guard, all documents must be initiated and submitted by the student to the institution. This process is done through the Commission on Higher Education (CHE) online portal. The list of approved soldiers is retrieved from this database by CCU staff to review for awarding. Students transferring to the institution mid-year are reviewed in the review as well.

Institutional Policies & Procedures for Awarding

An internal electronic Excel spreadsheet is maintained with information on each approved soldier. Prior to awarding the benefit each semester, FAS staff confirms that a student is meeting the eligibility requirement and satisfactory academic progress. FAS staff reviews the accounts when CAP funds are awarded to ensure that the award in combination with all other gift aid, including Federal, State, private and institutional funds, shall not exceed the cost-of-attendance as defined in Title IV regulations for any academic year. Any adjustments in the college assistance program benefit funds that may result from an over award, change in eligibility, or change in financial status or other matters are emailed a revised financial aid award notification. The electronic database, Ellucian Colleague student database used by the institution, and paper documents scanned into an electronic imaging software (Perceptive) include the award notification, institutional disbursement to the student, refunds and payments (if appropriate), enrollment and curriculum requirements, verification of required number of annual credit hours, and military mobilization orders (if appropriate).

These reviews include the student's GPA, attempted semester hours, credit hours earned, and satisfactory academic progress for the purposes of determining student eligibility for the college assistance program benefit and renewal in succeeding academic years.

Benefit Disbursement and Reimbursements

The weekly review of eligible students listed on the CHE portal continues throughout the semester until no additional soldiers are added for the semester. CCU staff is responsible for reviewing that approved soldiers meet all eligibility requirements as listened in the Regulations for the award year. The review ensures that student college assistance program awards are appropriate for enrollment (fulltime, halftime, etc.). The award code for the SC Army National Guard grant is NAYR (NA26 2026-2027). The award

code for the SC Air National Guard grant is NGYR (NG26 for 2026-2027). Student Eligibility Criteria (SEC) codes are also programmed into the Ellucian Colleague institutional database for these award codes. These SEC codes ensure that students with the grant meet certain eligibility criteria before the funds transmit to the students' account. These criteria include eligibility checks, such as academic level eligibility (to ensure the student is enrolled in an undergraduate degree program, enrollment status (full-time, half-time, etc.), and satisfactory academic progress eligibility (the student has been reviewed). When a student withdraws, the institutional refund policy is used in returning funds to the Commission on Higher Education. After the last day to register for each term of the eligible academic year, FAS staff verifies enrollment of each recipient and award amount based upon enrollment status. This information is then reported through the CHE online portal. The Office of Financial Aid and Scholarships works with the Office of Financial Services to complete an invoice to request funds by the established deadline each term. In addition, CCU FAS staff coordinates with Institutional Research Analyst to provide a listing of all eligible recipients by identification numbers with award amounts for the term through the CHEMIS upload process.

South Carolina Need Based Grant

The South Carolina Need Based Grant is packaged with federal financial aid (Pell Grant, SEOG, Federal Direct Loans, etc.). Students are sent an email directing them to view their award notification through MyCCU which details their financial aid awards. The SC Need Based Grant is listed on the award offer letter. Students are also required to complete the electronic "State Awards Certification Form" required agreement via MyCCU. This certification must be complete in order for SC Need Based Grant funds to transmit. The certification form is also available in a PDF format accessible on our webpage https://www.coastal.edu/financialaid/forms/ , or in the FAS office. Students can print the certificate and return to FAS. If the paper certificate is submitted to FAS, a staff member will update the FMF screen notating completion. Revisions to awards are sent electronically to the student's CCU email directing them to MyCCU to view any changes/revisions to their award package. Financial Aid and Scholarships maintains all award notification letters electronically.

South Carolina Need Based Grant is a state-funded grant program awarded to S.C. residents who are undergraduate students with demonstrated need, as determined by the FAFSA. They must be enrolled at least half-time in a degree-granting program and maintain a 2.0 cumulative GPA. Students are encouraged to apply for financial assistance by March 1 for priority consideration.

General Eligibility Requirements

- Must be a legal resident of the state of South Carolina
- Must be degree-seeking and enrolled at least half-time in first undergraduate baccalaureate degree
- Must complete the Free Application for Federal Student Aid (FAFSA) and have financial need as defined by Title IV regulations
- Must be making satisfactory academic progress
- Must not have been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felony in any state
- Must not have been adjudicated delinquent or been convicted of any second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the laws of the United States within the past academic year
- Must not be in default or owe a refund or repayment on any Federal or State financial aid
- Students who are determined to be in the custody of the South Carolina Department of Social Services are awarded the maximum of $3,500 if full-time, or $2,625 if part-

time, provided they meet the eligibility criteria. Students are required to provide verification of their status.

Award decisions will be made annually and are not automatically guaranteed.

Eligibility Requirements for Continuing Students

- Must meet all general eligibility requirements, and
- If a student received the SC Need Based Grant in the previous academic year he/she must have earned 24 credits hours if enrolled full-time or 12 credit hours if enrolled part-time within the academic year.
- Must have earned a minimum 2.0 CCU cumulative grade point average on a 4.0 scale by the end of the academic year.

Terms of Eligibility

Students may receive up to a maximum of eight full-time equivalent terms (up to $14,000) and only for up to three (3) terms of each academic year.

Dropping a Class or Withdrawing

If a student is receiving the SC Need Based Grant or any other financial aid, dropping a class or withdrawing may affect their potential refund. Depending upon the type(s) of financial aid awards involved, the withdrawal date, the amount of the refund, and other factors, they might receive a portion of the total refund amount or none of the refund amount. Under certain circumstances, if a student totally withdraws or drops all Title IV classes, they may be required to repay financial aid funds received, including the SC Need Based Grant.

Procedure

Auto-packager awards SC resident students with need as follows:

- Students with an SAI of -1,500 – 9,999 receive $3,000 per year.
- Priority awarding is given to students with an initial FAFSA submission date prior to May 1. If additional funds become available, students who meet the SAI eligibility with FAFSA completion dates after May 1 may be awarded until funds depleted.

Special cases are considered for eligibility based on availability of funds provided general eligibility requirements are met. Enrollment status will determine eligibility and follow the same guidelines as Title IV regulations. Funds are prorated based on Title IV hours. The award will be pro-rated the same as the Pell Grant guidelines. As funding allow, some of the neediest students may receive up to the maximum amount of $3,500, reviewed on a case by case basis.

Annual Award Amounts:

- Full-time (12+ credits) amounts are up to $3,500
- Three-quarter time: (9-11 credits) amounts are up to $2,625
- Half-time: (6-8 credits) amounts are up to $1,750

Semester Award Amounts:

- Full-time (12+) are up to $1,750
- Three-quarter time: (9-11 credits) amounts are up to $1,312
- Half-time: (6-8 credits) amounts are up to $875

Criteria for Renewal:

- Minimum 2.0 cumulative GPA (by the end of prior academic year)
- If received the grant during the previous year:
- Must have earned 24 credit hours if enrolled FT
- Must have earned 12 credit hours if enrolled part-time
- Maintain a minimum 2.0 cumulative GPA

Monitoring Procedures

The Commission on Higher Education requires all SC state schools to monitor the SC Need Based Grant program. Students are only allowed to receive the equivalent of eight (8) full-time semesters (maximum amount $14,000) of the grant for their undergraduate education. Students attending Coastal Carolina University and have received the SC Need Based Grant are monitored by coding through the Colleague FMF screen (see procedure below). An automatic process is run to update the FMF screen for each transmitted SC Need Based award.

CODE Explanation

DHH.FA.LOAD.TERM.NB.AWARDS CFAM→ XFAM→ XNBA

This program selects from the SA.ACYR file, any student who had received (transmitted) SC Need Based Grant aid for the academic year in question. The following determines the code that is posted on FMF – Field 9:

- Year specific code if awarded Fall and Spring Ex: NB26
- Year specific code followed by a space if one term only Ex: NB26 26/SP

The FMF screen may be updated manually but must be done as described below:

- 2-Digit year followed by 'NB' if for the entire academic year Example: 26NB
- 2- Digit year followed by 'NB' followed by a space and then the term if only for one semester Example: 26NB 27/SP

South Carolina Palmetto Fellows Scholarship

$6,700 per academic year, during freshman year
$7,500 per academic year, during sophomore, junior, senior years
Proration for less than full-time enrollment available for final semester of graduation
Awarded up to 8 continuous semesters from initial college enrollment

New First Year Students in Fall

Initial eligibility is determined by the SC Commission on Higher Education (CHE), students must work with high school guidance counselor to submit application by established deadlines. Students determined "Eligible" are notified by CHE and must submit the CHE Designation Form indicating what South Carolina institution they will be attending.

Initial Awards

After the PFS Application opens and decisions are released, the SC Commission on Higher Education notifies, via the PFS portal, the institution that the list of students determined "Eligible" for awards is available. The institution staff will begin monitoring the "Palmetto Fellows recipients for your institution" list on the CHE portal for recipients who have been moved to "Fellows" status by submitted the Designation Form to CHE indicating that they will be attending CCU. Upon review:

- Award at a 'P' (pending) status until final high school transcript is received.
- Update status to 'A' (awarded) upon verification of final high school transcript.
- For any of these students who have been previously determined eligible for the SC Palmetto LIFE Scholarship, the LIFE award is declined once students are moved to "Fellows" status.
- Send awarded students the FINAL Palmetto Fellows Scholarship awarded letter. This letter also reminds them to sign the Palmetto Fellows Certification Form.
- All FINAL Palmetto Fellows Scholarship notifications will also include notification of the opportunity and requirements for STEM and Education Enhancements.

New Transfer Students – Any Semester

Palmetto Fellows recipients who transfer to a new "home" institution in South Carolina must submit an In- state Transfer Form to CHE.

CHE Staff will email the institution a notification of Palmetto Fellows transfer. This email will include the students name, last 4 digits of SSN, current home institution, transferring institution, and Palmetto Fellows Cohort. Institution staff will confirm for CHE Staff the number of credits earned at the previous institution and previous

institution GPA. The institution staff will also confirm that all residency requirements are met and all final collegiate transcripts are on file. Award Palmetto Fellows at 'A' (awarded) status on AIDE screen. (Note: If previously determined eligible for LIFE Scholarship in the New Transfer LIFE review, decline LIFE award prior to awarding Palmetto Fellows).

Awarding Continuing Students who are Renewing (or now qualify for LIFE)

When spring semester grades have been finalized, typically near the end of May, run the 'Review Eligibility after Spring Grades' (XRSG) report. This report pulls a list of students, who had an active scholarship in the prior academic year, and reports their current GPAs, credits, and other information to help in the renewal process. Note: this report pulls mostly all of the renewable scholarships, including the University Merit-based Scholarships. When report is complete (it takes a very long time to run), follow these procedures:

- move the hold file "LCKSCHOLARREVIEW" to the Colleague File Export (ST-FLDL) and open file in Excel.
- Sort list by scholarship (award code), and copy the students with the Palmetto Fellows scholarship to a new excel spreadsheet.
- Leave remaining students/scholarships in the old spreadsheet for a later review and rename the file.
- Compare list with previously created Rollover Spreadsheet to find any students who might not have pulled on current report.
- Add any students to list so they may be included in review.
- Sort list by "START TERM" to separate students into academic year cohorts.
- Note students who have a 'TR' (transfer) Admit Status and include them in the appropriate cohort.
- Any student within a cohort more than 4 academic years prior (8 semesters) will no longer be eligible to receive the Palmetto Fellows Scholarship. These tend to be transfer students.
- Decline Palmetto Fellow awards for students who no longer have semesters of eligibility.
- Once students are separated into cohorts, sort by CCU GPA column. Be sure the column is reporting GPA to the second decimal.
    - For any student whose CCU GPA is below 3.00:
        - Note on Spreadsheet that they are not eligible due to GPA;
        - Set the Palmetto Fellows status to 'O' (not yet eligible) status on AIDE.

        - Leave comment on AIDE that after spring review, student did not meet GPA requirement to qualify for renewal.
        - Send these students the Palmetto Fellows 'Denied/Summer' letter, notifying them they are not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
    - For Any student whose CCU GPA is at or above 3.00:
        - Continue forward with review.
        - Manually review each student in each cohort. Renewal requirements call for Palmetto Fellows recipients to complete a minimum of 30 institutional credits each academic year. Determine the number of new credits earned in the fall semester and spring semester and the total credits earned. (Note: Per CHE regulations, Advanced Placement, International Baccalaureate, and Duel Enrollment credits do not count for Palmetto Fellows renewal requirements).
    - If the student is not meeting all requirements:
        - Note on spreadsheet they are not eligible due to credits or GPA or both.
        - Set the Palmetto Fellows status to 'O' (not yet eligible) status on AIDE.
        - Leave comments on AIDE that after spring review, student did not meet credit, GPA, or both requirements to qualify for renewal.
        - Send these students the Palmetto Fellows 'Denied/Summer' letter, notifying them they are not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
    - If the student is meeting all requirements:
        - Note on spreadsheet they are eligible for renewal.
        - Set Palmetto Fellows Scholarship to 'A' (awarded) status on AIDE and leave comment that student met renewal requirements.
        - Send the awarded students the Palmetto Fellows Renewal Letter confirming their eligibility. This letter also reminds students to complete the Palmetto Fellows Scholarship certification form.
- Repeat this review process throughout the summer (typically once after the summer 1 session is complete, and a second time after the summer 2 session is complete). A final review must be done prior to or just shortly after the start of the fall semester, to determine if any student who had not initially met the

renewal requirements after the spring semester, now qualifies after summer coursework.

- Once the FINAL review is done after all summer coursework is complete, Decline the Palmetto Fellows awards on the AIDE screen for all students that did not meet the renewal requirements.
- Make comments in AIDE they were not eligible upon final review after summer.
- For students who do not meet renewal requirements for the Palmetto Fellows Scholarship, review to see if meeting requirements to receive LIFE.
    - If meeting the LIFE GPA and credit requirements (based on Initial College Enrollment, see LIFE procedures), make LIFE award on AIDE screen, leave comment.
    - Send the awarded students the LIFE Renewal Letter confirming their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form.

Special situations:

ADA

Students with disabilities who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 must meet all eligibility requirements as defined by current CHE regulation, with the exception of the full time enrollment requirement. The number of credits required for enrollment and renewal is dependent on the number of credits the student is approved for by the Institutions Disability Services Provider. (Example: if student is approved for 9 credits = full time for both fall and spring semesters, the annual completed credit requirement is 18).

The Financial Aid Office must receive written documentation from the Disability Services Provider prior to the start of the semester detailing the number of credits the student is approved to take and the semester(s) covered by the approval. (*Note: CHE staff has confirmed that approval can be given mid-year to start in the spring term).

- Leave a comment as to the specific credit approval in AIDE and XNLG. Set flag on XNLG screen (*CHE) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.
- See CHE's Palmetto Fellows Regulation 62-345 for additional guidance.

Internships, Cooperative Work, Travel Study, National or International Student Exchange

- Follow guidelines set forth in CHE Palmetto Fellows Regulation 62-350.
- Confirm receipt of transcripts from the CCU Center for Global Engagement.

Military Mobilization

- Follow guidelines set forth in the CHE Palmetto Fellows Regulation 62-351.
- Obtain documentation from the student of Military Mobilization. The DD-214 is preferred, but other official documentation may be accepted at the discretion of the University.
- Set flag in on XNLG screen (*MIL) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.

Process for Renewal Notification to CHE

In mid-September, CHE staff sends an email to the institutional representatives for the Palmetto Fellows Scholarship Program as notification that the CHE Palmetto Fellows Renewal Report is available on the CHE portal. Instructions are included. A summary is provided below:

The institutional staff will log into the CHE portal and fill in requested information for each Palmetto Fellows Recipient, including total number of terms awarded PFS, number of credits earned in previous fall, spring, and summer terms, total number of credits earned in the previous academic year, home institution GPA, and confirmation of renewal. If student did not meet renewal requirements, an explanation of why is provided. Additional comments may be provided. Once completed, follow instructions provided by CHE to submit information to the portal.

Return of Funds.

Follow “Return of Funds” policy.

South Carolina Palmetto LIFE Scholarship

$5000 per academic year
Proration for less than full-time enrollment available for final semester of graduation
Awarded up to 8 continuous semesters from initial college enrollment.

New First Year Students in Fall

Preliminary Awarding

- Beginning in December or January start to review the Coastal Scholarship Eligible' (XSCH). This is a weekly download.
- Counselors in the Office of Admissions and Merit Awards will verify the XADS screen for all admitted students. They will update the 'VERIF' field in the XADS screen to a 'Y' status, when the student has been verified.
- Financial Aid staff will use the verified list from the Admission's Office to review for any necessary changes found by the Admissions counselor.
- Determine which students on list have residency issues, including those that are graduating from a high school outside of South Carolina. Present those students to the University Residency staff, who will determine the South Carolina residency start date for each of those students. Confirm the student's residency start date is prior to the high school graduation date.
- Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met per the SC Uniform Grading Policy (UGP). Do not make preliminary awards for students who graduate from an out-of-state high school.
- Confirm which students are meeting two of the following three requirements:
    - Earn a minimum 3.0 cumulative high school GPA based on the SC uniform grading scale; and
    - Earn a minimum of 1100 SAT (math and critical reading sections only) OR 22 ACT; or
    - Rank in the top 30.000% of the graduating class. (Note: 30.001% DOES NOT qualify)
- Batch award the eligible students the LIFE Scholarship on the AIDE screen. Have the award code set to an 'P' (pending) status on the AIDE screen, as this is a preliminary review.
- Send preliminary awarded students the Preliminary LIFE Scholarship Notification Letter, informing students that based on their current high school transcript information, they are meeting the requirements for this award. However, a final

review will be done before they will be officially awarded (upon receipt of the final official transcript).

Final Awarding

- Beginning in June, start to pull the FINAL transcript review report (XLOT). This report will pull any student with the LIFE scholarship award currently at an 'P' (pending) status on the AIDE screen, along with the GPA, rank, and test score information currently imputed on the XADS screen.
- As the Admissions Office receives and verifies FINAL transcripts, they will automatically update the 'VERIF' field in the XADS screen to an 'F'* (finalized) status. This status will pull on the XLOT report. (*For 2017 graduates of SC public high schools the "VERIF" field is updated with a 'V' (validated) status to indicate the calculation date is on or after the school district validation date listed on CHE's website.)
- Sort the XLOT report to only look at those who have the 'F' (finalized) status ('V' status for Class of 2017 SC public high school graduates).
- Confirm all students are still meeting at least two of the required three requirements (explained above).
- Review the transcripts of the students who graduated from a non-South Carolina high school, and confirm they met the 3.0 GPA requirement per the SC UGP (CHE LIFE regulation 62-1200.10, Section A, subsection d).
- For students who are meeting at least two of the required three requirements, batch award their LIFE Scholarship to the 'A' (awarded) status on the AIDE screen.
    - Send the awarded students the FINAL LIFE Scholarship awarded letter, confirming after a review of their FINAL high school transcript they qualify for the SC LIFE Scholarship. This letter also reminds them to sign the LIFE Scholarship Certification Form.
- For students who are not meeting at least two of the required three requirements (explained above), but are at least meeting the 3.0 GPA requirement, decline their LIFE Scholarship award on the AIDE Screen, and instead award the SC Hope Scholarship to the 'A' (awarded) status.
    - Send the awarded students the FINAL Hope Scholarship awarded letter, confirming after a review of their FINAL high school transcript they no longer qualify for the SC LIFE Scholarship, but instead qualify for the Hope Scholarship. This letter also reminds them to sign the Hope Scholarship Certification Form.

- For students who do not meet any of the three requirements decline their LIFE Scholarship award on the AIDE Screen.
    - Send these students notification that after a review of their FINAL high school transcript, they are no longer qualified for the SC LIFE Scholarship. This letter also outlines the opportunity a student has to receive the LIFE scholarship their sophomore year.

All FINAL LIFE Scholarship notifications will also include notification of the opportunity and requirements for Enhancement.

Home School Notes

On the weekly download (XSCH), students who attend a home school flag in the 'home school's column or as a residency issue (I*) in the residency field. The Scholarship Coordinator will confirm the homeschool per the SC Dept. of Education's guidelines and confirm the home school in question ranks as policy.

Once residency and homeschool option are confirmed, make a note on the XSCH spreadsheet and continue with preliminary/final review.

New First Year Students in Spring

- Beginning in October, start to pull the weekly download (XSCH) entering the spring semester as the start term.
- Counselors in the Office of Admissions and Merit Awards will verify the XADS screen for all admitted students. They will update the 'VERIF' field in the XADS screen to a 'Y' status, when the student has been verified.
- Financial Aid staff will use the verified list from the Admission's Office to review for any necessary changes found by the Admissions counselor.
- Determine which students on list have residency issues, including those that are graduating from a high school outside of South Carolina. Present those students to the University Residency staff, who will determine the South Carolina residency start date for each of those students. Confirm the student's residency start date is prior to the high school graduation date.
- Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met per the SC Uniform Grading Policy (UGP).
- Determine initial college enrollment.
    - If the student graduated high school prior to the start of the current fall term:
        - Verify initial college enrollment.

- If it is not clear whether the student attended courses prior to the upcoming spring term, have the student submit written documentation confirming they have not attended any courses from the time the graduated high school until the start of the spring semester.

Early High School Graduate

If the student will be graduating high school/completing their high school graduation requirements in December, or January of the current year (Early High School Graduate):

- Send students the Early High School Graduation letter and form. This letter outlines how the student may qualify for LIFE scholarship if required documentation is submitted by the March 1st deadline. This letter also describes the option the student has to opt out of receiving a State Scholarship in the spring semester, and rather start their eligibility the following fall semester, after official graduation (in May or June). Per the SC Commission on Higher Education's website, the required documentation includes:
    - Completed Early High School Graduation Form (institutional form).
    - A letter on school letterhead signed by the principal or guidance counselor from the student's graduating high school, verifying that the student has completed all SC graduation requirements.
    - An official final high school transcript; and
    - Official SAT and/or ACT scores.
- When all documentation has been received, continue forward with review. Confirm which students are meeting two of the following three requirements:
    - Earn a minimum 3.0 cumulative high school GPA based on the SC uniform grading scale.
    - Earn a minimum of 1100 SAT (math and critical reading sections only) OR 22 ACT.
    - Rank in the top 30.000% of the graduating class (note: Early High School Graduates may NOT use rank to qualify for the LIFE Scholarship if being awarded the spring semester prior to official graduation in May or June).
- Once FINAL transcript has been reviewed and initial college enrollment confirmed, award the eligible students the LIFE Scholarship set to an 'A' (awarded) status on the AIDE screen in the spring semester only.
- Send the awarded students the FINAL LIFE Scholarship awarded letter, confirming after a review of their FINAL high school transcript they qualify for

the SC LIFE Scholarship. Since the student's initial college enrollment is in the spring semester, the letter will also outline that to renew the LIFE Scholarship after the spring semester, they must have 15 credits earned with a 3.0 LIFE GPA. This letter also reminds them to sign the LIFE Scholarship Certification Form.

Awarding New Transfer Students in Fall

Beginning in late May or early June, run the 'Life Ineligible Report' (XLIL). This report pulls a list of all students who did not receive the LIFE scholarship last year but are now meeting the requirements, so it includes all new transfer students.

- Once program is run, move the hold file 'LIFE.INELIGIBLE.LACYR.TR' to the Colleague File Export (ST-FLDL).
- Open this file in Excel and sort by CCU start term. Find the students whose start term is the upcoming fall semester.
- Sort file by HS State column and find the group of students who graduated from a high school in South Carolina. All others can be noted as 'did not review- per did not graduate from a SC high school' at this time.
- Sort the remaining students by HS year column. If high school year is missing, review documents in Perceptive and/or Slate to help determine when the students graduated high school, such as the application, or high school transcripts. If not clear, you may also review the college transcripts on file to determine if coursework was earned prior to four years ago - if so, the student has no eligible terms remaining and will not be eligible.
- Find the group of students who graduated within the past six years (go back six years as a way to find students who took time off between high school graduation and initial college enrollment). All others can be noted as 'did not review - per graduated HS prior to 2010' at this time.
- With the remaining students, determine the true Initial College Enrollment by reviewing college transcripts to find the first semester of enrollment after high school graduation.
- Note the confirmed initial college enrollment on the spreadsheet in a new column and update the "Override Start Term" field on XNLG screen with true Initial College Enrollment semester. *be sure to watch for remedial courses, as per current LIFE regulations if a student enrolls in a two year college and takes less than full time of regular coursework while taking remedial credits, that semester –up to two semesters- will not count against the student for the LIFE Scholarship. ***The semester cannot be put on hold if remedial courses are taken at a 4-year school.

- Once the initial college enrollment has been verified, review each college transcript to determine the GPA and credits earned in each term. To calculate GPA, find the 'GPA Points' or 'Grade Points' for each course and divide by course credits. It is important to review each transcript when determining grade points, as schools may differ (example: a B+ may be worth 3.33 at one school and 3.5 at another). Watch for remedial, and non-degree courses as well as repeat, and failed coursework.
- Use the LIFE Review Worksheet to organize each semester's data onto one page. Be sure that FINAL transcripts are reviewed, as well as any current summer coursework before moving forward.
- After all FINAL transcripts have been reviewed, and data for all semesters have been calculated, calculating the LIFE GPA and total LIFE credit hours earned. To calculate the LIFE GPA, find the sum of all 'GPA or Grade Points' and divide by the sum of the credits attempted. Note the LIFE credit hours earned could be different than the credit hours used to determine the LIFE GPA, especially when failed or repeated courses come into play.
- Determine if students are meeting both the 3.0 LIFE GPA as well as the credit hour requirement based on their initial college enrollment. If the spring semester that just ended was there:
    - 1st semester since initial college enrollment, they need to have 15 credit hours earned.
    - 2nd semester since initial college enrollment, they need to have 30 credit hours earned.
    - 3rd semester since initial college enrollment, they need to have 45 credit hours earned.
    - 4th semester since initial college enrollment, they need to have 60 credit hours earned.
    - 5th semester since initial college enrollment, they need to have 75 credit hours earned.
    - 6th semester since initial college enrollment, they need to have 90 credit hours earned.
    - 7th semester since initial college enrollment, they need to have 105 credit hours earned and are eligible for only one more semester: or
    - 8th semester since initial college enrollment, THEY ARE NO LONGER ELIGIBLE FOR LIFE.
- If the student is meeting all requirements, review residency information to confirm student is a South Carolina resident at the time of high school graduation and college enrollment. If information is unclear, have University

Residency staff review and verify South Carolina residency date and/or US residency. If residency is after high school graduation date, students will never be eligible for LIFE Scholarship. If residency date is prior to high school graduation date, move forward with review.

- If the student is not meeting all requirements, including residency, make a comment on the AIDE screen, that a review was done and reason why the student was found to be ineligible. Put any review worksheets into Perceptive that include comments or information confirming ineligibility.
- If the student meets all requirements, award the LIFE Scholarship to be set to an 'A' (awarded) status. Send the awarded students the LIFE Scholarship new transfer letter, congratulating them on their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form. Put any review worksheet into Perceptive that include comments or information confirming eligibility.

Awarding New Transfer Students in Spring

Beginning in October or November, run the 'Life Ineligible Report' (XLIL). This report pulls a list of all students who did not receive the LIFE scholarship last year but are now meeting the requirements, so it includes all new transfer students.

- Once program is run, move the hold file 'LIFE.INELIGIBLE.LACYR.TR' to the Colleague File Export (ST-FLDL).
- Open this file in Excel and sort by CCU start term. Find the students whose start term is the upcoming spring semester.
- Sort file by HS State column and find the group of students who graduated from a high school in South Carolina. All others can be noted as 'did not review- per did not graduate from a SC high school' at this time.
- Sort the remaining students by HS year column. If high school year is missing, review documents in Perceptive/Slate to help determine when the students graduated high school, such as the application, or high school transcripts. If not clear, you may also review the college transcripts on file to determine if coursework was earned prior to four years ago - if so, the student has no eligible terms remaining and will not be eligible.
- Find the group of students who graduated within the past six years (go back six years as a way to find students who took time off between high school graduation and initial college enrollment). All others can be noted as 'did not review - per graduated HS prior to 2010' at this time.
- With the remaining students, determine the true Initial College Enrollment by reviewing college transcripts to find the first semester of enrollment after high

school graduation. Note the confirmed initial college enrollment on the spreadsheet in a new column and update the "Override Start Term" field on XNLG screen with true Initial College Enrollment semester. *be sure to watch for remedial courses, as per current LIFE regulations if a student enrolls in a two year college and takes less than full time of regular coursework while taking remedial credits, that semester –up to two semesters- will not count against the student for the LIFE Scholarship. ***The semester cannot be put on hold if remedial courses are taken at a 4-year school.

- Once the initial college enrollment has been verified, separate the list into two groups. One group being students whose initial college enrollment is the current fall semester, and the other group being students whose initial college enrollment was prior to the current fall semester and review as follows:
    - For students whose initial college enrollment is the current fall semester:
        - Verify fall initial college enrollment, by reviewing documents in Perceptive or Slate (transcripts, application), with an Admission's Counselor, or with the student.
        - Confirm receipt of FINAL high school transcript. Be sure the 'VERIF' field in the XARS screen has been set to an 'F' (finalized) by an Admission's Counselor. Once this has been confirmed move forward with review.
        - Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met on the SC Uniform Grading Scale (UGS).
        - Confirm which students are meeting two of the following three requirements:
            - Earn a minimum 3.0 cumulative high school GPA based on the SC uniform grading scale.
            - Earn a minimum of 1100 SAT (math and critical reading sections only) OR 22 ACT.
            - Rank in the top 30.000% of the graduating class
        - For students whose initial college enrollment was prior to the current fall semester.
            - Review each college transcript to determine the GPA and credits earned in each term PRIOR TO THE CURRENT FALL SEMESTER. To calculate GPA, find the 'GPA Points' or 'Grade Points' for each course and divide by course credits. It is important to review each transcript when determining grade points, as schools may differ (example:

a B+ may be worth 3.33 at one school and 3.5 at another). Watch for remedial, and non-degree courses as well as repeat, and failed coursework.

- Use the LIFE Review Worksheet to organize each semester's data onto one page. Be sure that FINAL transcripts are reviewed, as well as any summer coursework before moving forward.

- After all FINAL transcripts have been reviewed, and data for all semesters have been calculated, calculating the LIFE GPA and total LIFE credit hours earned. To calculate the LIFE GPA, find the sum of all 'GPA or Grade Points' and divide by the sum of the credits attempted. Note the LIFE credit hours earned could be different than the credit hours used to determine the LIFE GPA, especially when failed or repeated courses come into play.
- Determine if students are meeting both the 3.0 LIFE GPA as well as the credit hour requirement based on their initial college enrollment. If the spring semester prior to the current fall semester was the:
    - 1st semester since initial college enrollment, they need to have 15 credit hours earned.
    - 2nd semester since initial college enrollment, they need to have 30 credit hours earned.
    - 3rd semester since initial college enrollment, they need to have 45 credit hours earned.
    - 4th semester since initial college enrollment, they need to have 60 credit hours earned.
    - 5th semester since initial college enrollment, they need to have 75 credit hours earned.
    - 6th semester since initial college enrollment, they need to have 90 credit hours earned.
    - 7th semester since initial college enrollment, THEY ARE NO LONGER ELIGIBLE FOR LIFE as the current fall semester was their last semester of eligibility; or
    - 8th semester since initial college enrollment, THEY ARE NO LONGER ELIGIBLE FOR LIFE.

REMEMBER DO NOT INCLUDE CURRENT FALL SEMESTER WORK IN CALCULATION FOR SPRING ELIGIBILITY

- If the student is meeting all requirements, review residency information to confirm student is a South Carolina resident at the time of high school

graduation and college enrollment. If information is unclear, have University Residency staff review and verify South Carolina residency date and/or US residency. If residency is after high school graduation date, students will never be eligible for LIFE Scholarship. If residency date is prior to high school graduation date, move forward with review.

- If the student is not meeting all requirements, including residency, make a comment on the AIDE screen, that a review was done and reason why the student was found to be ineligible. Put any review worksheets into Perceptive that include comments or information confirming ineligibility.
- If the student is meeting all requirements, award the LIFE Scholarship set to an 'A' (awarded) status for the spring semester. Send the awarded students the LIFE Scholarship new transfer letter, congratulating them on their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form. Put any review worksheet into Perceptive that include comments or information confirming eligibility.

Awarding Continuing Students Renewed LIFE Scholarship

When spring semester grades have been finalized, typically near the end of May, run the 'Review Eligibility after Spring Grades' (XRSG) report. This report pulls a list of students who had an active scholarship in the prior academic year, and reports their current GPAs, credits, and other information to help in the renewal process. Note: this report pulls mostly all of the renewable scholarships, including the University Merit-based Scholarships. When report is complete (it takes a very long time to run), move the "LCKSCHOLARREVIEW" file over in FTP and open file in Excel.

- Sort list by scholarship (award code) and copy the students with the LIFE scholarship to a new excel spreadsheet. Leave remaining students/scholarships in the old spreadsheet for a later review and rename the file.
- Compare list with previously created Rollover Spreadsheet to find any students who might not have pulled on current report. Add any students to list so they may be included in review.
- Sort list by 'ADMIT STAT', then separate list into two categories, those with an 'FF' (first time freshman) Admit Status, and those with a 'TR' (transfer) or any other Admit Status.
- For students with an 'FF' (first time freshman) Admit Status:
    - Determine the initial college enrollment for each student. In most cases this will be the 'Start Term' column which lists the term the student first enrolled at Coastal Carolina University.
- For students with a 'TR' (transfer) or any other Admit Status.

- Determine the initial college enrollment for each student. This will not be the 'Start Term' column, but rather the ICE (Initial College Enrollment) column pulled from the "Override Start Term" field on the XNLG screen (determined in the initial eligibility review).
    - Be sure to watch for remedial courses, as per current LIFE regulations if a student enrolls in a two year college and takes less than full time of regular coursework while taking remedial credits, that semester –up to two semesters- will not count against the student for the LIFE Scholarship. ***The semester cannot be put on hold if remedial courses are taken at a 4-year school.
- Once all initial college enrollments have been confirmed sort the list by the initial college enrollment column. Group all students with the same initial college enrollment term together.
- Any student whose initial college enrollment was eight semesters ago or prior will no longer be eligible to receive the LIFE Scholarship. Note down on spreadsheet these students are not eligible due to no more eligible terms remaining. These students' LIFE scholarship should not have been rolled in the previously completed roll over process. However, if any were rolled, be sure to decline LIFE award on AIDE and make a comment they have no more eligible terms remaining. These tend to be transfer students.
- Sort each group by those who have repeat, remedial or non-degree coursework, as notated in field on spreadsheet. Each of these students will need to have their coursework reviewed carefully to determine their true LIFE GPA and LIFE credits. The LIFE Review Worksheet may be used to help calculate the GPA and credits for these students.
- Sort each group by LIFE GPA column. Be sure the column is reporting GPA to the third decimal.
- For any students whose LIFE GPA is below 3.000:
    - Note on spreadsheet they are not eligible due to GPA.
    - Set their LIFE scholarship at an 'O' (Not Yet Eligible) status on AIDE.
    - Batch comments on AIDE that after spring review, student did not meet GPA requirement to qualify for renewal.
    - Send these students the LIFE 'Denied/Summer' letter, notifying them they are not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
- For any students who LIFE GPA is above 3.000:

- Sort each group by XNLG LIFE CRDS column. Be sure any students who have Remedial, Non-degree, or Repeat coursework, have the correct number of credits indicated in this column (this review should have been completed in previous step).
- Determine if student is meeting the credit hour requirement based on their initial college enrollment. If the spring semester that just ended was the:
    - 1st semester since initial college enrollment, they need to have 15 credit hours earned;
    - 2nd semester since initial college enrollment, they need to have 30 credit hours earned;
    - 3rd semester since initial college enrollment, they need to have 45 credit hours earned;
    - 4th semester since initial college enrollment, they need to have 60 credit hours earned;
    - 5th semester since initial college enrollment, they need to have 75 credit hours earned;
    - 6th semester since initial college enrollment, they need to have 90 credit hours earned;
    - 7th semester since initial college enrollment, they need to have 105 credit hours earned and are eligible for only one more semester; or
    - 8th semester since initial college enrollment, THEY ARE NO LONGER ELIGIBLE FOR LIFE.
- If the student is not meeting all requirements;
    - Note on spreadsheet they are not eligible due to credits or GPA or both.
    - Set their LIFE scholarship at an 'O' (Not Yet Eligible) status on AIDE.
    - Batch comments on AIDE that after spring review, student did not meet credit, GPA, or both requirements to qualify for renewal.
    - Send these students the LIFE 'Denied/Summer' letter, notifying them they are not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
    - Put any review worksheets into Perceptive (especially those used when reviewing remedial/repeat coursework) that include comments or information confirming ineligibility.
- If the student is meeting all requirements;
    - Note on spreadsheet they are eligible for renewal.
    - Batch award the LIFE Scholarship - set to an 'A' (awarded) status.
    - Batch comments on AIDE that after spring review, student met renewal requirements.

    - Send the awarded students the LIFE Renewal Letter confirming their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form.
- Put any review worksheet into Perceptive (especially those used when reviewing remedial/ repeat coursework) that include comments or information confirming eligibility.
- Repeat this review process throughout the summer (typically once after the summer 1 session is complete, and a second time after the summer 2 session is complete).
- A final review must be done prior to or just shortly after the start of the fall semester, to determine if any student who had not initially met the renewal requirements after the spring semester, now qualifies after summer coursework.
- Once the FINAL review is done after all summer coursework is complete. Decline the LIFE awards on the AIDE screen for all students that did not meet the renewal requirements.
- Make comments in AIDE they were not eligible upon final review after summer.

Proviso 117.183 Note

Per Proviso 117.183, no monies shall be withheld from a student otherwise eligible for the second year of LIFE Scholarship funding based solely upon a grade earned in a dual enrollment class. Review all students who did not meet annual renewal requirements to determine if Duel Enrollment was taken. If a student has a LIFE GPA < 3.00, and a home institution GPA >3.00, review coursework to determine if meets eligibility criteria per Proviso.

Awarding Continuing Students Gaining Life for First Time

When spring semester grades have been finalized, typically near the end of May, run the 'Life Ineligible Report' (XLIL). This report pulls a list of all students who did not receive the LIFE scholarship last year but are now meeting the requirements.

- Once program is run, move the hold file 'LIFE.INELIGIBLE.LACYR.TR' and the hold file 'LIFE.INELIGIBLE.LACYR.FF' to the Colleague File Export (ST-FLDL). The LIFE.ELIGIBLE.LACYR.TR file lists all students who entered CCU as a transfer student. The LIFE.INELIGIBLE.LACYR.FF file lists all students who entered CCU as a first time freshman student.
- Open each file in Excel and sort by CCU start term. Find the students whose start term is the upcoming fall semester; separate them from the list to be reviewed at another time.

- In each file, sort list by HS State column, and find the group of students who graduated from a high school in South Carolina. All others can be noted as 'did not review- per did not graduate from a SC high school' at this time.
- In each file, sort the remaining students by the HS year column. If high school year is missing, review documents Admissions electronic records to help determine when the students graduated high school, such as the application, or high school transcripts. If not clear, may also review the college transcripts on file to determine if coursework was earned prior to four years ago - if so the student has no eligible terms remaining and will not be eligible.
- Determine initial college enrollment for each student.
    - For students on the LIFE.INELIGIBLE.LACYR.TR list (transfer students);
        - Find the group of students who graduated high school within the past six years (go back six years as a way to find students who took time off between high school graduation and initial college enrollment). All others can be noted as 'did not review per graduated HS prior to 2010' at this time.
    - With the remaining students, determine the true Initial College Enrollment, by reviewing college transcripts to find the first semester of enrollment after high school graduation.
    - Note the confirmed initial college enrollment on the spreadsheet in a new column and update the "Override Start Term" field on XNLG screen with true Initial College Enrollment semester. *be sure to watch for remedial courses, as per current LIFE regulations if a student enrolls in a two year college and takes less than full time of regular coursework while taking remedial credits, that semester –up to two semesters- will not count against the student for the LIFE Scholarship. ***The semester cannot be put on hold if remedial courses are taken at a 4 year school.
    - For students on the LIFE.INELIGIBLE.LACYR.FF list (entered CCU as first time freshmen students):
        - Determine the initial college enrollment for each student. In most cases this will be the 'Start Term' column which lists the term the student first enrolled at Coastal Carolina University.
        - Verify the initial college enrollment matches up with the high school graduation year column. Review students who have long gaps between their high school graduation and start term at CCU, to verify the initial college enrollment.
        - Once the initial college enrollment has been verified, review each college transcript to determine the GPA and credits earned in

each term. To calculate GPA, find the 'GPA Points' or 'Grade Points' for each course and divide by course credits. It is important to review each transcript when determining grade points, as schools may differ (example: a B+ may be worth 3.33 at one school and 3.5 at another). Watch for remedial, and non-degree courses as well as repeat, and failed coursework - refer to the current LIFE regulations for review of this coursework. The LIFE Review Worksheet may be used to organize each semester's data onto one page. Be sure that FINAL transcripts are reviewed, as well as any current summer coursework before moving forward.

- After all FINAL transcripts have been reviewed, and data for all semesters have been calculated, calculate the LIFE GPA and total LIFE credit hours earned. To calculate the LIFE GPA find the sum of all 'GPA or Grade Points' and divide by the sum of the credits attempted. Note the LIFE credit hours earned could be different that the credit hours used to determine the LIFE GPA, especially when failed or repeated courses come into play.
- Determine if student is meeting both the 3.0 LIFE GPA as well as the credit hour requirement based on their initial college enrollment. If the spring semester that just ended was the:
    - 1st semester since initial college enrollment, they need to have 15 credit hours earned;
    - 2nd semester since initial college enrollment, they need to have 30 credit hours earned;
    - 3rd semester since initial college enrollment, they need to have 45 credit hours earned;
    - 4th semester since initial college enrollment, they need to have 60 credit hours earned;
    - 5th semester since initial college enrollment, they need to have 75 credit hours earned;
    - 6th semester since initial college enrollment, they need to have 90 credit hours earned;
    - 7th semester since initial college enrollment, they need to have 105 credit hours earned and are eligible for only one more semester; or
    - 8th semester since initial college enrollment, THEY ARE NO LONGER ELIGIBLE FOR LIFE.

- If the student is meeting all requirements, review residency information to confirm student was a South Carolina resident at the time of high school graduation and college enrollment. If information is unclear, have University Residency staff review and verify South Carolina residency date and/or US residency. If residency date is after high school graduation date, student will never be eligible for LIFE Scholarship. If residency date is prior to high school graduation date, move forward with review.
- If the student is not meeting all requirements, including residency, make a comment on the AIDE screen, that a review was done and reason why the student was found to be ineligible. Put any review worksheets into Perceptive that include comments or information confirming ineligibility.
- If the student is meeting all requirements, award the LIFE Scholarship set to an 'A' (awarded) status. Send the awarded students the LIFE Scholarship new transfer letter, congratulating them on their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form. Put any review worksheet into Perceptive that include comments or information confirming eligibility.

Hiatus Review

This review helps to ensure all college transcripts are on file before a student has been awarded the LIFE Scholarship. Throughout the summer, a report is run that pulls a list of students that have the LIFE Scholarship posted on AIDE (at either an 'A' or 'O' status) in the upcoming academic year, but do not have all coursework entered into datatel. The report recognizes students who have notified the Registrar's Office that they plan to take coursework at a certain institution during the Summer term. This report is monitored by Financial Aid & Scholarships staff.

- The report is to be reviewed prior to the first round of disbursement/refund checks in the Fall semester.
- With the list of students, find those which actually have the LIFE scholarship awarded at an 'A' (awarded) status.
- For each of these students, check the following information:
- External Transcript Summary (EXTS) screen - to determine if coursework has been entered from the summer term indicated on the list.
- INAT screen (detail 'Institutions Attended' from the EXTS screen) -to verify the following fields are inputted correctly:
    - Non Credential GPA
    - Summary Credits
    - Equivalent

    - Transfer
    - 'Student Academic Transcript' (STAT) screen – to verify coursework is entered in the correct term
    - 'LIFE GPA' (XNLG) screen – to verify coursework is being calculated in the LIFE GPA and Credits.
- If no screen shows summer coursework from the indicated institution;
    - Check with Registrar's Office, to verify they have not received the transcript
    - If they do not have the transcript, notify the student, through email, that they will not be eligible for the LIFE scholarship until they either, submit the transcript with their summer coursework to the Registrar's Office, or they provide written documentation confirming they did not attend coursework over the summer.
- If any screen shows the coursework, but it is entered incorrectly or not complete;
    - Notify the Registrar's Office to make the correction
- Once all screens are correct, or the student provides written documentation confirming they had not attended;
- In the 'Financial Aid Status Info' (FASI) screen, enter a 'C' (cleared) in the 'T Hiatus Cleared' field.
- Make a comment in FASI as to how you confirmed the Hiatus is cleared, either through receipt/review of transcript or through written confirmation of non-attendance.
- Ensure award transmits to account
- Note in spreadsheet that Hiatus field was cleared and why
- Continue review until all students have been cleared.

Special Situations:

ADA

Students with disabilities who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 must meet all eligibility requirements as defined by current CHE regulation, with the exception of the full time enrollment requirement. The number of credits required for enrollment and renewal is dependent on the number of credits the student is approved for by the Institutions Disability Services Provider. (Example: if student is approved for 9 credits = full time for both fall and spring semesters, the annual completed credit requirement is 18).

- The Financial Aid Office must receive written documentation from the Disability Services Provider prior to the start of the semester detailing the number of credits the student is approved to take and the semester(s) covered by the approval. (*Note: CHE staff has confirmed that approval can be given mid-year to start in the spring term).
- Leave a comment as to the specific credit approval in AIDE and XNLG. Set flag on XNLG screen (*CHE) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.
- See CHE's LIFE Regulation 62-1200.35 for additional guidance.

Internships, Cooperative Work, Travel Study, National or International Student Exchange

- Follow guidelines set forth in CHE LIFE Regulation 62-1200.40
- Confirm receipt of transcripts from the CCU Center for Global Engagement.

Military Mobilization

- Follow guidelines set forth in the CHE LIFE Regulation 62-1200.45.
- Obtain documentation from the student of Military Mobilization. The DD-214 is preferred, but other official documentation may be accepted at the discretion of the University.
- Set flag in on XNLG screen (*MIL) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.

Cleanup

- After each of the fall and spring semesters is underway, the following reports may be run to determine which students may need further action before their award will transmit.
- 'Term Total Award' report (XTAW):
- This report pulls a list of all LIFE Scholarships posted on the AIDE screen at any status (A, P, E, D etc.)
- Review all students with LIFE Scholarship at a 'P' (pending) to determine what else must be done
- Do a final review of all students with an 'E' (estimated) status, to determine their eligibility. Either award or decline award when eligibility is confirmed.
- 'Accepted But Not Transmitted' report (XCHK):
- This report pulls a list of all LIFE Scholarships posted on AIDE at an 'A' (awarded) status, but are not transmitting to a student's account.
- Determine the reason for why the award is not transmitting, either not full time, enrolled in fall 2 courses, certification form is not signed, etc.

- Contact student if action is needed – note: emails are sent at the beginning of each semester to students who have not yet signed the certification forms. Further reminders may be necessary throughout the semester.

Return of Funds

Follow “Return of Funds” policy.

South Carolina Palmetto LIFE/Palmetto Fellows STEM Enhancements

$2,500 per academic year beginning sophomore year
Proration for less than full-time enrollment available for final semester of graduation
Awarded up to 6 continuous semesters beginning 3rd semester from initial college enrollment

STEM Enhancement eligible majors at CCU:

- Computer Science (CSCI),
- Information Systems (INFSY),
- Information Technology (IT),
- Biology (BIOL),
- Biochemistry (BCHEM),
- Marine Science (MSCI),
- Applied Mathematics (MATHA),
- Pre-Engineering (BIO-E, CHM-E, CSC-E, PHY-E),
- Chemistry (CHEM),
- Applied Physics (PHYSA),
- Public Health (PUBH),
- Engineering Science (ESCI),
- Applied Statistics (STATS),
- Exercise and Sport Science (EXSS),
- Health Science (HSCI),
- Marine and Coastal Environmental Science (MCES),
- Nursing (BSN), and
- Accounting (ACC)

First Year Notification Process

- Beginning in June, students who have been reviewed for initial Hope Scholarship eligibility and determined eligible (XHOT report) will receive the Enhancement opportunity letter in addition to the Hope award notification letter. This letter includes the eligibility requirements (must be eligible for base LIFE Scholarship, declared in an approved math/science major, and completion of at least 14 approved math/science credits by end of first year of enrollment), and a listing of the Enhancement eligible majors at CCU.
- Beginning in June, students who have been reviewed for initial LIFE Scholarship eligibility and determined eligible (XLOT report) will receive the Enhancement opportunity letter in addition to the LIFE award notification letter. This letter includes the eligibility requirements (must be eligible for base LIFE Scholarship,

declared in an approved math/science major, and completion of at least 14 approved math/science credits by end of first year of enrollment), and a listing of the Enhancement eligible majors at CCU.

- Beginning in June, students who have been reviewed and determined "Eligible" for Palmetto Fellows by the SC Commission on Higher Education and have been moved to "Fellows" status on the CHE website, and are on the "Palmetto Fellows for your institution" list on the CHE website will receive the Enhancement opportunity letter in addition to the Palmetto Fellows award notification letter. This letter includes the eligibility requirements (must be eligible for base Palmetto Fellows Scholarship, declared in an approved math/science major, and completion of at least 14 approved math/science credits by end of first year of enrollment), and a listing of the Enhancement eligible majors at CCU.

Reviewing Eligibility of Continuing Students for STEM

When spring semester grades have been finalized, typically near the end of May, run the 'Review Eligibility after Spring Grades' (XRSG) report. This report pulls a list of students, who had an active scholarship in the prior academic year, and reports their current GPAs, credits, and other information to help in the renewal process. Note: this report pulls mostly all of the renewable scholarships, including the University Merit-based Scholarships.

- When report is complete (it takes a very long time to run), move the "LCKSCHOLARREVIEW" file over in FTP and open file in Excel.
- Sort list by scholarship (award code), and copy the students with the LIFE Enhancement scholarships to a new excel spreadsheet. Leave remaining students/scholarships in the old spreadsheet for a later review and rename the file. Do not review for Enhancement renewal until eligibility for the base LIFE Scholarship has been completed.
- Compare list with previously created Rollover Spreadsheet to find any students who might not have pulled on current report. Add any students to list so they may be included in review.
- Since this is a renewal review of students who received LIFE Enhancement the previous year, it can be assumed that the initial eligibility requirement of completion of a minimum of 14 approved math/science credits by the end of the first year of enrollment has been satisfied. This may be confirmed by reviewing the "Approved Math/Science credits" column on the XRSG report (pulled from math/science credit field on the XNLG screen).
- Sort list by major and 2nd major. Note on spreadsheet whether or not the student is declared in an Enhancement eligible major

- Copy over completed base LIFE Scholarship renewal review spreadsheet to confirm base LIFE Scholarship eligibility.
- Students who are:
    - No longer in a STEM Enhancement eligible major, but are eligible for the base LIFE Scholarship: Note on spreadsheet student no longer in an eligible STEM Enhancement major. Decline the Enhancement award, leave comment in AIDE about new declared major (note date that major was changed). Send student "Enhancement – Major Change – ELIG for BASE" letter. This letter confirms the previous Enhancement eligible major, the new non-eligible major and the date the major was changed. (Separate eligibility notification letter sent for base LIFE Scholarship.)
    - No longer in a STEM Enhancement eligible major, and not eligible for the base LIFE Scholarship (after spring): Note on spreadsheet student no longer in an eligible Enhancement major. Decline the Enhancement award, leave comment in AIDE about new declared major (note date that major was changed). Send student "Enhancement – Major Change – Not ELIG for BASE" letter. This letter confirms the previous Enhancement eligible major, the new non-eligible major and the date the major was changed. (Separate eligibility notification letter sent for base LIFE Scholarship.)
    - Declared in a STEM Enhancement eligible major, and eligible for base LIFE Scholarship: Note on spreadsheet student declared in an eligible Enhancement major. Set Enhancement award to an 'A' (awarded) status. Send student "Enhancement – LIFE Renewal Awarded" letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
    - Declared in a STEM Enhancement eligible major, not eligible for base LIFE Scholarship (after spring): Note on spreadsheet student declared in an eligible Enhancement major. Set Enhancement award at an 'O' (not yet eligible) status on AIDE. Leave comment that student will qualify for Enhancement once regains eligibility for base LIFE Scholarship. Also note current declared major. Send student "Enhancement – LIFE.ContStd.SummerforBase" letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
- LIFE STEM Enhancement review – First Time Eligible:
    - These will be students who have just completed their first year of enrollment, or 2nd and 3rd year students who did not have a STEM Enhancement award in the previous year (usually students who have recently changed their major to an Enhancement eligible major).

- After the LIFE Scholarship renewal review is complete (see LIFE Scholarship policy & procedures), make a copy of this spreadsheet and rename the file.
- Sort list by major and 2nd major. Remove all students who are NOT declared in an Enhancement approved major.
- Next, copy and paste the students from the Enhancement renewal review (see above), and remove any students already reviewed for Enhancement renewal eligibility.
- The remaining list should contain students who have a previous fall semester Initial College Enrollment and continuing students (beyond their first year of enrollment) who did not have an Enhancement award the previous year.
- For STEM Majors, manually review all college coursework completed by the end of the first year of enrollment for approved math/science credits. Students MUST complete a minimum of 14 approved math/science credits by the end of their first year of enrollment. (Note: approved math/science credits earned via Advanced Placement or International Baccalaureate or Duel Enrollment while in high school are eligible for inclusion. DO NOT look beyond the 1st year of enrollment for 2nd and 3rd year students.)
- *Note: Students with a spring semester Initial College Enrollment and declared in a STEM Enhancement eligible major at the start of the academic year, will have until the end of the subsequent fall term (2nd semester) to meet the completion of 14 approved math/science credits. Students meeting all requirements will be eligible to receive Enhancement starting in the following spring term (3rd semester).

- Students with an Initial College Enrollment (ICE) of the previous fall semester who are:
  - First time eligible, declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and eligible for the base LIFE Scholarship: Set Enhancement award to 'A' (awarded) status. Leave comment in AIDE screen confirming number of completed approved math/science credits and approved Enhancement major. Send "Enhancement-LIFE FirstTimeAwarded" letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
  - First time eligible, declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and eligible for the base LIFE Scholarship: Do not post award. Leave comment in AIDE screen

that student was reviewed for Enhancement eligibility, include the Enhancement eligible major and current number of completed approved math/science credits (>14). Send “Enhancement-LIFE SummerFirstTime” letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)

- First time eligible, declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and NOT eligible for the base LIFE Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major, confirm number of completed approved math/science credits, and note that student will be eligible for Enhancement once regains base LIFE Scholarship eligibility. Send ““Enhancement-LIFE.Summer for Base.FirstTime” letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
- First time eligible, declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and NOT eligible for the base LIFE Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major and current number of completed approved math/science credits (>14). Send ““Enhancement-LIFE SummerFirstTime” letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
- Update the “Approved Math/Science” field on the XNLG screen for students already meeting the 14 credit hour requirement. Monitor students through the subsequent summer terms for completed coursework that may qualify. Update the “Approved Math/Science” field on the XNLG screen after all summer coursework is reviewed.

- Continuing students (in 3rd or 4th year) who are:
  - Declared in a STEM Enhancement eligible major, completed 14 approved math/science credits in first year of enrollment and eligible for the base LIFE Scholarship: Set Enhancement award to ‘A’ (awarded) status. Leave comment in AIDE screen confirming number of completed approved math/science credits (first year ONLY) and approved Enhancement major. Send “Enhancement-ContStu-FirstTimeElig” letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)
  - Declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and NOT eligible for the base LIFE Scholarship: Do not post award. Leave comment in AIDE screen that student was

reviewed for Enhancement eligibility, include the Enhancement eligible major, confirm number of completed approved math/science credits, and note that student will be eligible for Enhancement once regains base LIFE Scholarship eligibility. Send "Enhancement-ContStu.SummerforBase" letter. (Separate eligibility notification letter sent for base LIFE Scholarship.)

- Declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and eligible/not eligible for the base LIFE Scholarship: Do not post award. These students have NOT met the initial Enhancement eligibility requirement and will never be eligible to receive Enhancement. (Separate eligibility notification letter sent for base LIFE Scholarship.)
- Update the "Approved Math/Science" field on the XNLG screen with number of eligible credits completed by the end of the first year of enrollment ONLY.

- Palmetto Fellows STEM Enhancement renewal – continuing students:
  - When spring semester grades have been finalized, typically near the end of May, run the 'Review Eligibility after Spring Grades' (XRSG) report. This report pulls a list of students, who had an active scholarship in the prior academic year, and reports their current GPAs, credits, and other information to help in the renewal process. Note: this report pulls mostly all of the renewable scholarships, including the University Merit-based Scholarships.
  - When report is complete (it takes a very long time to run), move the hold file "LCKSCHOLARREVIEW" to the Colleague File Export (ST-FLDL) and open file in Excel.
  - Sort list by scholarship (award code), and copy the students with the Palmetto Fellows STEM Enhancement scholarships to a new excel spreadsheet. Leave remaining students/scholarships in the old spreadsheet for a later review and rename the file. Do not review for Enhancement renewal until eligibility for the base Palmetto Fellows Scholarship has been completed.
  - Compare list with previously created Rollover Spreadsheet to find any students who might not have pulled on current report. Add any students to list so they may be included in review.
  - Since this is a renewal review of students who received Palmetto Fellows STEM Enhancement the previous year, it can be assumed that the initial eligibility requirement of completion of a minimum of 14 approved

math/science credits by the end of the first year of enrollment has been satisfied. This may be confirmed by reviewing the "Approved Math/Science credits" column on the XRSG report (pulled from math/science credit field on the "LIFE GPA' (XNLG) screen).

- Sort list by major and 2nd major. Note on spreadsheet whether or not the student is declared in a STEM Enhancement eligible major.
- Copy over completed base Palmetto Fellows Scholarship renewal review spreadsheet to confirm base Palmetto Fellows Scholarship eligibility.
- Students who are:
    - No longer in a STEM Enhancement eligible major, but are eligible for the base Palmetto Fellows Scholarship: Note on spreadsheet student no longer in an eligible Enhancement major. Decline the Enhancement award, leave comment in AIDE about new declared major (note date that major was changed). Send student "Enhancement-SCPM – Major Change – ELIG for BASE" letter. This letter confirms the previous Enhancement eligible major, the new non-eligible major and the date the major was changed. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
    - No longer in a STEM Enhancement eligible major, and not eligible for the base Palmetto Fellows Scholarship (after spring): Note on spreadsheet student no longer in an eligible
    - STEM Enhancement major. Decline the Enhancement award, leave comment in AIDE about new declared major (note date that major was changed). Send student "Enhancement – Major Change – Not ELIG for BASE" letter. This letter confirms the previous Enhancement eligible major, the new non-eligible major and the date the major was changed. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
    - Declared in a STEM Enhancement eligible major, and eligible for base Palmetto Fellows Scholarship: Note on spreadsheet student declared in an eligible STEM Enhancement major. Set Enhancement award to an 'A' (awarded) status. Send student "Enhancement – SCPM Renewal Awarded" letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
    - Declared in a STEM Enhancement eligible major, not eligible for base Palmetto Fellows Scholarship (after spring): Note on

spreadsheet student declared in an eligible Enhancement major. Set Enhancement award at an 'O' (not yet eligible) status on AIDE. Leave comment that student will qualify for Enhancement once regains eligibility for base Palmetto Fellows Scholarship. Also note current declared major. Send student "Enhancement – SCPM.ContStd.SummerforBase.Renewal" letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)

- Palmetto Fellows STEM Enhancement review – First Time Eligible: These will be students who have just completed their first year of enrollment, or 2nd and 3rd year students who did not have an Enhancement award in the previous year (usually students who have recently changed their major to an Enhancement eligible major).
    - After the Palmetto Fellows Scholarship renewal review is complete (see Palmetto Fellows Scholarship policy & procedures), make a copy of this spreadsheet and rename the file.
    - Sort list by major and 2nd major. Remove all students who are NOT declared in a STEM Enhancement approved major.
    - Next, copy and paste the students from the Enhancement renewal review (see above), and remove any students already reviewed for Enhancement renewal eligibility.
    - The remaining list should contain students who have a previous fall semester Initial College Enrollment and continuing students (beyond their first year of enrollment) who did not have an Enhancement award the previous year.
    - Manually review all college coursework completed by the end of the first year of enrollment for approved math/science credits. Students MUST complete a minimum of 14 approved math/science credits by the end of their first year of enrollment. (Note: approved math/science credits earned via Advanced Placement or International Baccalaureate or Duel Enrollment while in high school are eligible for inclusion. DO NOT look beyond the 1st year of enrollment for 2nd and 3rd year students.)
    - Students with an Initial College Enrollment (ICE) of the previous fall semester who are:
        - First time eligible, declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and eligible for the base Palmetto Fellows Scholarship: Set Enhancement award to 'A' (awarded) status. Leave comment in AIDE screen

confirming number of completed approved math/science credits (completed through the end of the spring term) and approved Enhancement major. Send “Enhancement-SCPM-FirstTimeAwarded” letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)

- First time eligible, declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and eligible for the base Palmetto Fellows Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major and current number of completed approved math/science credits (>14). Send “Enhancement-SCPM SummerFirstTime” letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
- First time eligible, declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and NOT eligible for the base Palmetto Fellows Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major, confirm number of completed approved math/science credits, and note that student will be eligible for Enhancement once regains base Palmetto Fellows Scholarship eligibility. Send “”Enhancement- SCPM.Summer for Base.FirstTime” letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
- First time eligible, declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and NOT eligible for the base Palmetto Fellows Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major and current number of completed approved math/science credits (>14). Send “Enhancement- SCPM SummerFirstTime” letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
- Update the “Approved Math/Science” field on the XNLG screen for students already meeting the 14 credit hour requirement. Monitor students through the subsequent summer terms for completed coursework that may qualify. Update the “Approved

Math/Science" field on the XNLG screen after all summer coursework is reviewed.

- Continuing students (in 3rd or 4th year) who are:
  - Declared in a STEM Enhancement eligible major, completed 14 approved math/science credits in first year of enrollment and eligible for the base Palmetto Fellows Scholarship: Set Enhancement award to 'A' (awarded) status. Leave comment in AIDE screen confirming number of completed approved math/science credits (first year ONLY) and approved Enhancement major. Send "Enhancement-SCPM-FirstTimeAwarded" letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
  - Declared in a STEM Enhancement eligible major, completed 14 approved math/science credits and NOT eligible for the base Palmetto Fellows Scholarship: Do not post award. Leave comment in AIDE screen that student was reviewed for Enhancement eligibility, include the Enhancement eligible major, confirm number of completed approved math/science credits, and note that student will be eligible for Enhancement once regains base Palmetto Fellows Scholarship eligibility. Send "Enhancement-SCPM-SummerforBase.FirstTime" letter. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
  - Declared in a STEM Enhancement eligible major, has NOT completed 14 approved math/science credits and eligible/not eligible for the base LIFE Scholarship: Do not post award. These students have NOT met the initial Enhancement eligibility requirement and will never be eligible to receive Enhancement. No Enhancement notification letter is required. (Separate eligibility notification letter sent for base Palmetto Fellows Scholarship.)
  - Update the "Approved Math/Science" field on the XNLG screen with number of eligible credits completed by the end of the first year of enrollment ONLY.

Reviewing New Transfer Students for STEM Enhancement

SC Palmetto LIFE Scholarship Enhancement:

Follow process for awarding new transfer students (fall or spring) found in the South Carolina Palmetto LIFE Scholarship Policy and Procedure document.

Once eligibility for the base LIFE Scholarship is confirmed, and it has been confirmed that the student has declared a STEM Enhancement eligible major at CCU, calculate the number of approved math/science credits completed through the end of the student's first year of enrollment. *Note: approved math/science credits earned via Advanced Placement or International Baccalaureate or Duel Enrollment while in high school are eligible for inclusion.*approved math/science credits completed during a remedial hold semester(s) are eligible for inclusion. (However, regular credits earned in a remedial hold semester DO NOT count in the completed LIFE credits/LIFE GPA calculation per current CHE regulation.)

For new transfer students who have been confirmed eligible for the base LIFE Scholarship, have declared in an Enhancement eligible major, and have a minimum of 14 approved math/science credits confirmed completed by the end of the first year of enrollment: set award (LEAcademicYear) at an 'A' (awarded) status on the AIDE screen and leave a comment confirming major and number of approved math/science credits completed by the end of the first year of enrollment. Send "TR-Enhancement-New Transfer Stds" letter. This letter is to be send at the same time as the LIFE Scholarship Notification letter.

SC Palmetto Fellows Scholarship Enhancement:

Follow process for awarding new transfer students (fall or spring) found in the South Carolina Palmetto Fellows Policy and Procedure document.

Review all collegiate transcripts and calculate all approved math/science credits completed by the end of the first year of enrollment. *Note: approved math/science credits earned via Advanced Placement or International Baccalaureate or Duel Enrollment while in high school are eligible for inclusion.

For new transfer students who have been confirmed eligible for the base Palmetto Fellows Scholarship (including notification from CHE of Palmetto Fellows transfer), have declared in a STEM Enhancement eligible major, and have a minimum of 14 approved math/science credits confirmed completed by the end of the first year of enrollment: set award (SCPE) at an 'A' (awarded) status on the AIDE screen and leave a comment confirming major and number of approved math/science credits completed by the end of the first year of enrollment. Send "TR-Enhancement-New Transfer Stds" letter. This

letter is to be send at the same time as the Palmetto Fellows Scholarship Notification letter.

Process for Confirming Major Eligibility

When summer II term grades have been finalized, typically in early August, run the 'Review Eligibility after Spring Grades' (XRSG) report. (see process above). Review the major and 2nd major (where applicable) of all students currently awarded Enhancement (both LIFE and Palmetto Fellows) for the upcoming academic year to confirm student is still declared in an eligible Enhancement major. At the start of the academic year run the "Enhanced LIFE and SCPM Check" report (XLSC). This report pulls two lists:

- All students awarded LIFE and students awarded LIFE Enhancement and their major (and 2nd major, where applicable) at the start of the academic year and on the date the report is run to identify students who have changed their major after the start of the academic year.
- All students awarded Palmetto Fellows and students awarded Palmetto Fellows Enhancement and their major (and 2nd major, where applicable.) at the start of the academic year and on the date the report is run to identify students who have changed their major after the start of the academic year.

*Note: Student Eligibility Criteria (SEC) rules associated with Enhancement award codes require an Enhancement eligible major for transmission of funds.

Process for Reviewing Eligibility of Students for Education Enhancement

- Follow same processes for identifying, reviewing, awarding, Education Enhancement eligible students for those students who are in Enhancement Eligible Majors with three significant differences:
- These students must be in an eligible Education major as approved by the SC CHE.
- These students must submit a repayment agreement to receive funding for the Education Enhancement.
- These students are not required to meet the 14 approved math and science credit qualification in the first year of enrollment.
- The repayment agreements are maintained by Financial Aid and Scholarships and submitted to the SC CHE through the CHE portal.
- These students receive separate notifications regarding opportunity, eligibility, required steps to receive the funds, and renewal.

Return of Funds

Follow "Return of Funds" policy.

South Carolina Hope Scholarship

$2800 per academic year, freshman year only
Awarded up to 2 continuous semesters from initial college enrollment

Awarding New First Year Students in Fall

Preliminary Awarding

- Beginning in December or January start to review the 'Coastal Scholarship Eligible' (XSCH). This is weekly download.
- Counselors in the Office of Admissions and Merit Awards will verify the XADS screen for all admitted students. They will update the 'VERIF' field in the XADS screen to a 'Y' status, when the student has been verified.
- Financial Aid staff will use the verified list from the Admission's Office to review for any necessary changes found by the Admissions counselor.
- Determine which students on list have residency issues, including those that are graduating from a high school outside of South Carolina. Present those students to University Residency staff, who will determine the South Carolina residency start date for each of those students. Confirm the student's residency start date is prior to the high school graduation date.
- Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met per the SC Uniform Grading Policy (UGP).
- Confirm which students have earned a minimum 3.0 cumulative high school GPA based on the SC uniform grading policy (UGP). Note; there may also be students from the LIFE report whose rank is not reported (i.e. ****), who are not eligible for LIFE but are meeting the GPA requirement to qualify for Hope. Include these students in the following review process.
- Batch award the eligible students the Hope Scholarship on the AIDE screen. Have the award code set to an 'P' (pending) status on the 'Award Detail Entry' (AIDE) screen, as this is a preliminary review.
- Send preliminary awarded students the Preliminary Hope Scholarship Notification Letter, informing students that based on their current high school transcript information; they are meeting the requirements for this award. However, a final review will be done before they will be officially awarded.

Final Awarding

- Beginning in June start to pull the FINAL transcript review report (XHOT). This report will pull any student with the Hope scholarship award currently at an 'P'

(pending) status on the AIDE screen, along with the GPA, rank, and test score information currently imputed on the XADS screen.

- As the Admissions Office receives and verifies FINAL transcripts, they will automatically update the 'VERIF' field in the XADS screen to an 'F*' (finalized) status. This status will pull on the XHOT report. (*For 2017 graduates the "VERIF" field is updated with a 'V' (validated) status to indicate the calculation date is on or after the school district validation date listed on CHE's website.)
- Sort the XHOT report to only look at those who have the 'F' (finalized) status ('V' status for Class of 2017 SC public high school graduates).
- Confirm all students are still meeting the minimum 3.0 cumulative high school GPA based on the SC UGS.
- Review the test scores and ranks of all students to determine if any now qualify for the LIFE scholarship by earning either:
    - A minimum 1100 SAT (math and critical reading sections only) OR 22 ACT; OR
    - Rank in the top 30.000% of the graduating class.
- For students who are meeting at least two of the required three requirements, declined their Hope Scholarship and batch award the LIFE Scholarship to the 'A' (awarded) status on the AIDE screen. Then send the awarded students the FINAL LIFE Scholarship awarded letter, confirming after a review of their FINAL high school transcript they now qualify for the SC LIFE Scholarship. This letter also reminds them to sign the LIFE Scholarship Certification Form.
- For students who are not meeting at least two of the required three requirements (explained above), but are at least meeting the 3.0 GPA requirement, batch award their SC Hope Scholarship to the 'A' (awarded) status. Then send the awarded students the FINAL Hope Scholarship awarded letter, confirming after a review of their FINAL high school transcript they qualify for the Hope Scholarship. This letter also reminds them to sign the Hope Scholarship Certification Form.
- For students who are not meeting any of the three requirements declined their Hope Scholarship award on the AIDE Screen. Then send these students notification that after a review of their FINAL high school transcript, they are no longer qualified for the SC Hope Scholarship. This letter also outlines the opportunity a student has to receive the LIFE scholarship their sophomore year.
- All FINAL Hope Scholarship notifications will also include notification of the opportunity and requirements for Enhancement.

Home School Notes

On the weekly download (XSCH), students who attend a home school flag in the 'home school' column or as a residency issue (I*) in the residency field. The Scholarship Coordinator will confirm the homeschool per the SC Dept. of Education's guidelines and confirm the home school in question ranks as policy. Once residency and homeschool option are confirmed, make a note on the XSCH spreadsheet and continue with preliminary/final review.

Awarding New First Year Students in Spring

- Beginning in October, start to pull the weekly download (XSCH) entering the spring semester as the start term.
- Counselors in the Office of Admissions and Merit Awards will verify the XADS screen for all admitted students. They will update the 'VERIF' field in the XADS screen to a 'Y' status, when the student has been verified.
- Financial Aid staff will use the verified list from the Admission's Office to review for any necessary changes found by the Admissions counselor.
- Determine which students on list have residency issues, including those that are graduating from a high school outside of South Carolina. Present those students to University Residency staff, who will determine the South Carolina residency start date for each of those students. Confirm the student's residency start date is prior to the high school graduation date.
- Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met per the SC Uniform Grading Policy (UGP).
- Determine initial college enrollment;
- If the student graduated high school prior to the start of the current fall term:
    - Verify initial college enrollment. If it is not clear whether the student attended courses prior to the upcoming spring term, have the student submit written documentation confirming they have not attended any courses from the time the graduated high school until the start of the spring semester.
- If the student will be graduating high school/completing their high school graduation requirements in December, or January of the current year (Early High School Graduate):
- Send student the Early High School Graduation letter and form. This letter outlines how the student may qualify for Hope or LIFE scholarship if required documentation is submitted by the March 1st deadline. This letter also describes the option the student has to opt out of receiving a State Scholarship in the

spring semester, and rather start their eligibility the following fall semester, after official graduation (in May or June). Per the SC Commission on Higher Education's website, the required documentation includes:

- Completed Early High School Graduation Form (institutional form);
- A letter on school letterhead signed by the principal or guidance counselor from the student's graduating high school, verifying that the student has completed all SC graduation requirements;
- An official final high school transcript; and
- Official SAT and/or ACT scores.
- When all documentation has been received, continue forward with review.

- Confirm which students have earned a minimum 3.0 cumulative high school GPA based on the SC uniform grading policy (UGP).

Note the following: There may also be students from the LIFE download report whose rank is not reported (i.e. ****), who are not eligible for LIFE but are meeting the GPA requirement to qualify for Hope. Include these students in the following review process.

Early High School Graduates may NOT use rank to qualify for the LIFE Scholarship if being awarded the spring semester prior to official graduation in May or June. These students may then qualify for the Hope Scholarship instead if they are meeting the 3.0 GPA requirement.

Once FINAL transcript has been reviewed and initial college enrollment confirmed, award the eligible students the Hope Scholarship set to an 'A' (awarded) status on the AIDE screen in the spring semester only. Send the awarded students the FINAL Hope Scholarship awarded letter, confirming after a review of their FINAL high school transcript they qualify for the SC Hope Scholarship. Since the student's initial college enrollment is the spring semester, the letter will also outline that to receive the LIFE Scholarship after the spring semester, they must have 15 credits earned with a 3.0 LIFE GPA. This letter also reminds them to sign the Hope Scholarship Certification Form.

Note: Students who receive the Hope Scholarship and whose initial college enrollment is a spring semester rather than a fall semester, may receive their second semester of Hope scholarship the fall semester immediately following their initial spring semester, if they did not meet the requirements to qualify for LIFE scholarship (by earning 15 credits and a 3.0 LIFE GPA). Students who receive their second semester of Hope scholarship in the fall semester, will not be eligible for any award (LIFE or Hope) their third semester of enrollment (the following spring semester).

Awarding New Transfer Students in Spring

- Beginning in October or November run the Instate Life Transfer Report (XTRN) and enter the spring semester as the start term. This report prints a list of instate students who are transferring into CCU for the selected semester.
- If previously pulled the 'LIFE Ineligible Last ACYR' (XLIL) report for spring when reviewing for LIFE scholarship (see LIFE new spring transfers procedures), compare the XTRN list with the XLIL list and now review any student that had not previously been reviewed.
- Determine the high school year for each student by reviewing documents on the Admission's electronic records (such as high school transcripts or admissions applications) or 'Admissions Summary' (XADS) screen. Group together the students with the most recent high school graduation dates (example if reviewing for the 2018 Spring semester, find students with a 2017 high school graduation).
- Since these students are new transfer students and have a recent high school graduation date, can assume the current fall semester is the initial college enrollment. However, may also verify the college transcripts on Admission's electronic records. Update the "Override Start Term" field on the 'LIFE GPA' (XNLG) screen with true Initial College Enrollment semester.
- Confirm receipt of FINAL high school transcript. Be sure the 'VERIF' field in the XADS screen has been set to an 'F' (finalized) by an Admission's Counselor. Once this has been confirmed move forward with review.
- Review the high school transcripts of those students who are graduating from a non-South Carolina high school, to determine the GPA is being met per the SC Uniform Grading Policy (UGP).
- Confirm which students have earned a minimum 3.0 cumulative high school GPA based on the SC uniform grading policy (UGP). Note: Most of the students who qualify for the LIFE Scholarship should have pulled on the XLIL report; however it may be beneficial to also review the rank and test scores of students on this XTRN report as some may still qualify for LIFE. If any LIFE students are found, refer to the LIFE new spring transfer procedures to complete the review.
- If the student is meeting the 3.0 HS GPA requirement (and neither the rank nor test score requirement), review residency information to confirm the student was a South Carolina resident at the time of high school graduation and college enrollment. If information is unclear, have University Residency staff review and verify South Carolina residency date and/or US residency. If residency date is

after high school graduation date, student will never be eligible for Hope or LIFE Scholarship. If residency date is prior to high school graduation date, move forward with review.

- If the student is not meeting all requirements, including residency, make a comment on the AIDE screen, that a review was done and reason why the student was found to be ineligible. Update 'LIFE GPA' (XNLG) screen with residency information.
- If the student is meeting all requirements, award the Hope Scholarship set to an 'A' (awarded) status for the spring semester. Send the awarded students the Hope Scholarship new transfer letter, congratulating them on their eligibility. This letter also reminds students to complete the Hope Scholarship certification form. Put any review worksheet (sometimes a printout of the high school transcript) into Perceptive Content which include comments or information confirming eligibility.

Awarding Continuing Students LIFE Scholarship After Hope Scholarship

When spring semester grades have been finalized, typically near the end of May, run the 'Review Eligibility after Spring Grades' (XRSG) report. This report pulls a list of students, who had an active scholarship in the prior academic year, and reports their current GPAs, credits, and other information to help in the renewal process. Note: this report pulls mostly all of the renewable scholarships, including the University Merit-based Scholarships.

- When report is complete (it takes a very long time to run), move the hold file "LCKSCHOLARREVIEW" to the Colleague File Export (ST-FLDL) and open file in Excel.
- Sort list by scholarship (award code), and copy the students with the Hope scholarship to a new excel spreadsheet. Leave remaining students/scholarships in the old spreadsheet for a later review and rename the file.
- Compare list with previously created Rollover Spreadsheet to find any students who might not have pulled on current report. Add any students to list so they may be included in review.
- Sort list by 'ADMIT STAT', then separate list into two categories, those with an 'FF' (first time freshman) Admit Status, and those with a 'TR' (transfer) or any other Admit Status.
- For students with an 'FF' (first time freshman) Admit Status;
- Determine the initial college enrollment for each student. In most cases this will be the 'Start Term' column which lists the term the student first enrolled at Coastal Carolina University.

- For students with a 'TR' (transfer) or any other Admit Status;
- Determine the initial college enrollment for each student. In most cases the start term will be the preceding fall semester, since the Hope Scholarship is only available for 2 terms.*be sure to watch for remedial courses, as per current LIFE regulations if a student enrolls in a two year college and takes less than full time of regular coursework while taking remedial credits, that semester –up to two semesters- will not count against the student for the LIFE Scholarship. ***The semester cannot be put on hold if remedial courses are taken at a 4 year school.
- Once all initial college enrollments have been confirmed sort the list by the initial college enrollment column. Group all students with the same initial college enrollment term together.
- Sort each group by those who have repeat, remedial or non-degree coursework, as notated in field on spreadsheet. Each of these students will need to have their coursework reviewed carefully to determine their true LIFE GPA and LIFE credits. The LIFE Review Worksheet may be used to help calculate the GPA and credits for these students (refer to the LIFE procedures for further information).
- Sort each group by LIFE GPA column. Be sure the column is reporting GPA to the third decimal.
- For any students whose LIFE GPA is below 3.000:
    - Note on spreadsheet they are not eligible due to GPA.
    - Set their LIFE scholarship at an 'E' (estimated) status on AIDE.
    - Batch comments on AIDE that after spring review, student did not meet GPA requirement to qualify for renewal.
    - Send these students the LIFE 'Denied/Summer' letter, notifying them they are not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
- For any students who LIFE GPA is above 3.000:
    - Continue forward with review.
    - Sort each group by XNLG LIFE CRDS column. Be sure any students who have Remedial, Non-degree, or Repeat coursework, have the correct number of credits indicated in this column (this review should have been completed in previous step). Determine if student is meeting the credit hour requirement based on their initial college enrollment. If the spring semester that just ended was their 1st semester since initial college enrollment, they need to have 15 credit hours earned; or 2nd semester since initial college enrollment, they need to have 30 credit hours earned;
    - If the student is not meeting all requirements:

- Note on spreadsheet they are not eligible due to credits or GPA or both.
- Set their LIFE scholarship at an 'O' (Not Yet Eligible) status on AIDE.
- Batch comments on AIDE that after spring review, student did not meet credit, GPA, or neither requirement to qualify for renewal.
- Send students the Hope to LIFE 'Denied/Summer' letter, notifying them of not currently meeting the requirements, but may enroll in summer courses to try to meet requirements.
- Put any review worksheets into Perceptive (especially those used when reviewing remedial/repeat coursework) that include comments or information confirming ineligibility.

***If this is the FINAL review at the end of summer and the student's initial college enrollment is the preceding spring semester, decline the LIFE Scholarship, and instead award one semester (fall semester only) of the Hope Scholarship. Since students who receive the Hope Scholarship and whose initial college enrollment is a spring semester rather than a fall semester, may receive their second semester of Hope scholarship the fall semester immediately following their initial spring semester, if they did not meet the requirements to qualify for LIFE scholarship (by earning 15 credits and a 3.0 LIFE GPA). Students who receive their second semester of Hope scholarship in the fall semester, will not be eligible for any award (LIFE or Hope) their third semester of enrollment (the following spring semester).

- If the student is meeting all requirements;
- Note on spreadsheet they are eligible for renewal.
- Batch award the LIFE Scholarship - set to an 'A' (awarded) status.
- Batch comments on AIDE that after spring review, student met renewal requirements.
- Send the awarded students the Hope to LIFE Eligible Letter confirming their eligibility. This letter also reminds students to complete the LIFE Scholarship certification form.
- Put any review worksheet into Perceptive (especially those used when reviewing remedial/repeat coursework) that include comments or information confirming eligibility.

Proviso 117.183 Note

Per Proviso 117.183, no monies shall be withheld from a student otherwise eligible for the second year of LIFE Scholarship funding based solely upon a grade earned in a dual

enrollment class. Review all students who did not meet annual renewal requirements to determine if Duel Enrollment was taken. If a student has a LIFE GPA < 3.00, and a home institution GPA >3.00, review coursework to determine if meets eligibility criteria per Proviso.

Repeat this review process throughout the summer (typically once after the summer 1 session is complete, and a second time after the summer 2 session is complete). A final review must be done prior to or just shortly after the start of the fall semester, to determine if any student who had not initially met the renewal requirements after the spring semester, now qualifies after summer coursework. This process may also help find students who were initially eligible after spring but are no longer eligible after summer coursework.

Once the FINAL review is done after all summer coursework is complete. Decline the LIFE awards on the AIDE screen for all students that did not meet the renewal requirements. Make comments in AIDE they were not eligible upon final review after summer.

Special situations:

ADA

Students with disabilities who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 must meet all eligibility requirements as defined by current CHE regulation, with the exception of the full time enrollment requirement. The number of credits required for enrollment and renewal is dependent on the number of credits the student is approved for by the Institutions Disability Services Provider. (Example: if student is approved for 9 credits = full time for both fall and spring semesters, the annual completed credit requirement is 18).

The Financial Aid Office must receive written documentation from the Disability Services Provider prior to the start of the semester detailing the number of credits the student is approved to take and the semester(s) covered by the approval. (*Note: CHE staff has confirmed that approval can be given mid-year to start in the spring term).

Leave a comment as to the specific credit approval in AIDE and XNLG. Set flag on XNLG screen (*CHE) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.

See CHE's Hope Regulation 62-900.110 for additional guidance.

Military Mobilization

Follow guidelines set forth in the CHE Hope Regulation 62-900.111.

Obtain documentation from the student of Military Mobilization. The DD-214 is preferred, but other official documentation may be accepted at the discretion of the University.

Set flag in on XNLG screen (*MIL) override Initial College Enrollment (ICE) field to flag on all future reports. STUDENTS MUST BE MANUALLY REVIEWED.

Cleanup

After each of the fall and spring semesters is underway, the following reports may be run to determine which students may need further action before their award will transmit.

'Term Total Award' report (XTAW):

This report pulls a list of all Hope Scholarships posted on the AIDE screen at any status (A, O, E, D etc.) Review all students with Hope Scholarship at a 'P' (pending) to determine what else must be done. Do a final review of all students with an 'E' (estimated) status, to determine their eligibility. Either award or decline award when eligibility is confirmed.

'Accepted But Not Transmitted' report (XCHK):

This report pulls a list of all Hope Scholarships posted on AIDE at an 'A' (awarded) status, but are not transmitting to a student's account. Determine the reason for why the award is not transmitting, either not full time, enrolled in fall 2 courses, certification form is not signed, etc. Contact student if action is needed – note: emails are sent at the beginning of each semester to students who have not yet signed the certification forms. Further reminders may be necessary throughout the semester.

Return of Funds

Follow "Return of Funds" policy.