

# IUPUI Scholarship Statement of Rights and Responsibilities (2009)

## Mission of the Office of Student Scholarships (OSS)

The mission of the OSS is to support student scholars in the successful pursuit of their undergraduate education at IUPUI. This is accomplished through providing financial assistance, academic encouragement and moral support. The OSS is committed to enriching the educational experience of our scholars by providing opportunities for civic engagement, special scholarship programming, and connections to campus and community resources.

## Timing and Disbursement of Scholarship Funds

Your scholarship award(s) will be applied to your bursar account; half of the total scholarship amount will be applied to your fall bursar account and the remaining half applied to the spring account.. If the balance on your bursar account is paid in full by these and other sources of aid any remaining scholarship monies will be refunded to you either in the form of a mailed check or deposited into your bank account. (For additional information regarding refund policies and options, please refer to the Office of the Bursar's website at <http://www.bursar.iupui.edu/>.) The refunded portion of your scholarship funds may be used towards your cost of attendance at IUPUI (i.e. books, supplies, room and board, etc.). Under certain conditions scholarship monies are considered taxable income by the Internal Revenue Service; please contact your tax preparer or the following website <http://fdrs.fms.indiana.edu/tax/taxform.html> for additional information.

**Student Eligibility Requirements:** Scholarship recipients must maintain the minimum academic (GPA) and enrollment criteria as outlined in the original scholarship acceptance form. In addition, scholarship recipients are expected to adhere to the guidelines outlined in this document. Please visit your financial aid account through OneStart to verify which scholarship you received and view the corresponding academic criteria on the Scholarship Central at [www.iupui.edu/-scentral](http://www.iupui.edu/-scentral).

## Duration of Eligibility

Duration of eligibility is the time period in which scholarship(s) will be renewed if all scholarship agreement terms have been met each semester. The extent of your scholarship is a maximum of four years or a total of eight semesters. Once the duration of eligibility for your scholarship has expired, your scholarship(s) will no longer be renewed for future semesters even if you are still enrolled at IUPUI in pursuit of your first undergraduate degree. If your scholarship has been revoked during the period of eligibility due to the failure to meet one or more of the terms of the scholarship agreement(s) your scholarship(s) duration of eligibility will not be extended. In addition, if your scholarship is reinstated through a successful appeal process, your scholarship(s) will not be retroactively applied to the semester(s) in which your scholarship funds were previously revoked.

**Cumulative GPA:** Students must maintain the minimum cumulative GPA requirement as stated in their scholarship acceptance form each semester. The cumulative GPA is the calculation of all grades received while an undergraduate student at IUPUI. (For additional information regarding the calculation of cumulative GPA, please refer to the Office of the Registrar's website at <http://registrar.iupui.edu/gpa.html>.) **Please note that the cumulative University GPA is reviewed at the completion of each regular semester.** Failure to maintain the minimum cumulative GPA required by your scholarship(s) will result in one of the following actions:

- **Repayment:** In the event your cumulative GPA drops below a 1.0 you will be asked to repay the full amount of your scholarship(s) for that semester. In addition, your scholarship will be revoked for upcoming semesters. Failure to repay your scholarship in a timely fashion will result in the encumbrance of your Bursar account and may result in the assessment of late fees.
- **Revocation:** In the event your cumulative GPA is more than 0.5 below the minimum GPA required, your scholarship will be revoked for upcoming semesters.
- **Probation:** In the event your cumulative GPA falls within 0.5 of the minimum GPA required, your scholarship will not be revoked, but you will be placed on scholarship probation during the next regular semester. If by the end of the probationary period your required cumulative GPA has not been met, your scholarship will be revoked for upcoming semesters. Once your cumulative GPA rebounds to meet the minimum GPA requirement as stated in your original acceptance form(s) you may appeal for the reinstatement of your scholarship(s).

**Enrollment:** Students must maintain full-time enrollment (12 or more credit hours) each semester, completing a total of at least 24 credit hours per academic year. As stated in your original acceptance form(s) the OSS must be notified if you fail to maintain full-time enrollment during a regular semester. **Please note enrollment is verified throughout each semester.** Failure to maintain full-time enrollment will result in one or more of the following actions requiring you to complete the scholarship appeal process\*:

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- Revocation:
  - In the event that you are unable to attend during a regular semester your scholarship will be revoked for that semester.
  - In the event that you enroll in less than 12-credit hours during a regular semester your scholarship funds will be revoked for that semester, unless prior arrangements with the OSS have been made.
  - The Office of Student Scholarships recommends that incoming freshman scholars take no more than 12-15 credit hours per semester their first year at IUPUI.
- Repayment:
  - In the event that you drop below 12-credit hours during a regular semester, it may result in either full or partial repayment of your scholarship funds for that semester. Failure to repay your scholarship in a timely fashion will result in the encumbrance of your Bursar account and may result in the assessment of late fees.
  - In the event that you register for classes, but never attend, or stop attending, and do not complete the official withdrawal process, including notifying the OSS, you will be asked to repay the full amount of your scholarship(s) for that semester.
- Probation: In the event that you complete less than 12-credit hours during a regular semester, the OSS will activate a probationary period which requires that you make-up the credit hours by the end of Summer Session II. Renewal of your scholarship(s) for the upcoming academic year is contingent upon the completion of the required credit hours, as well as meeting the other terms of agreement.

In addition to contacting your academic advisor when withdrawing from courses for the semester, you must also contact the Scholarship Office regarding your scholarship(s). Also, if you are receiving any federal or state aid you will need to contact the IUPUI Financial Aid Office. Further information regarding enrollment requirements and the Scholarship Appeal Process is available at the Scholarship Central website at <http://www.iupui.edu/-scentral> under Frequently Asked Questions, or email directly @ [inschlr@iupui.edu](mailto:inschlr@iupui.edu).

## Scholarship Appeal Process\*

For those scholars who experience extenuating circumstances that will impact their scholarship eligibility or who wish to have their scholarship reinstated following scholarship repayment, revocation or probation may submit a Scholarship Appeal Form. In addition, you must provide all required supporting documentation to the OSS for review once you have re-established the eligibility requirements of your scholarship. To obtain the Scholarship Appeal Form and for further information regarding the appeal process please refer to the Scholarship Central website at <http://www.iupui.edu/-scentral> under Frequently Asked Questions and Appeal Form, or email directly @ [inschlr@iupui.edu](mailto:inschlr@iupui.edu).

## Student Responsibilities

Scholars at IUPUI represent the best and the brightest of our students. Because of this, and the fact that the university is actively investing in your education, scholars are expected to serve as role-models to our campus community.

### Behavior Expectations

The OSS believes that our student scholars are role models at IUPUI and therefore it is our expectation that scholars strive to be exemplary students. This, at a minimum, includes adhering to the IUPUI student code of conduct, which may be reviewed on the Student Life and Diversity website at <http://life.iupui.edu/dos/code.htm>. Failure to adhere to the IUPUI student code of conduct could result in the revocation of your IUPUI scholarship(s).

### Volunteer Expectations

The OSS has a philosophy that volunteerism among scholars promotes campus connection, continued academic success and allows students to give back to the campus community that actively invests in their education. To maintain your scholarship the OSS requires that IUPUI admission-based scholars volunteer 7-8 hours per academic year. Scholars will receive notification via e-mail regarding various volunteer opportunities. If you would like to volunteer for a particular activity that you have researched on your own (i.e. volunteering at a homeless shelter, etc.) please contact [inschlr@iupui.edu](mailto:inschlr@iupui.edu) so that the OSS can determine whether the activity is appropriate for meeting the scholarship volunteer requirement. Upon completion of the volunteer activity, you must submit a Volunteer Verification Form which may be obtained by visiting the Office of Student Scholarships or the Scholarship Central website at <http://www.iupui.edu/-scentral>.

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## Release of Student Information

Per the Family Educational Rights and Privacy Act (FERPA) of 1974 the IUPUI Office of Student Scholarships is limited to the releasing of student-related information to third parties (i.e. parents, scholarship donors, High School Administrators). For more information please visit <http://registrar.iupui.edu/confiden.html>.

## Scholarship Office Services

The scholarship office is conveniently located in Cavanaugh Hall, Room 103 and a satellite office is in University College, Room 2001K. Our office hours are Monday-Friday, 8:30 a.m. – 5:30 p.m. Please feel free to contact us via e-mail at [escholar@iupui.edu](mailto:escholar@iupui.edu) or by phone at 274-5516. Please note that you may check on the awarding of your scholarship by accessing your OneStart account at <https://onestart.iu.edu>.

## Communication

The OSS regularly forwards formal communications via e-mail and/or regular mail regarding your scholarship(s) status/maintenance, as well as information regarding volunteer and scholarship opportunities. The OSS requires:

- Student scholars to establish and regularly check their IUPUI e-mail account.
- To notify our office of any address changes by e-mailing [inschlr@iupui.edu](mailto:inschlr@iupui.edu). In addition, we highly advise that you update your student records by submitting a change of address to either the Office of the Registrar, or on OneStart at <https://onestart.iu.edu/my/Portal.do> under the Self-Service tab.

You may check our Facebook page for up-to-date information on deadlines & scholarship opportunities @ [www.facebook.com](http://www.facebook.com) and entering IUPUI Office of Student Scholarships into the search box.

## Signature Page

**Please retain this copy for your records.**

I have read and understand the IUPUI Scholarship Statement of Rights and Responsibilities. I will retain the Statement of Rights and Responsibilities along with a copy of my Scholarship Acceptance Form throughout the duration of my scholarship(s) eligibility for my reference. As a scholar at IUPUI I will strive to maintain all of the terms of agreement required to maintain my scholarship eligibility. I will contact the OSS if any circumstances change that may impact my scholarship eligibility (i.e. withdrawal from classes, academic difficulty, etc.).

Date: \_\_\_\_\_

University ID Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Last Name                      First Name                      Middle Name

Signature: \_\_\_\_\_

\*\*\*Please note that your scholarship award has been secured with the submission of the Scholarship Acceptance Form; however, your award will not be officially applied to your Bursar account until you are registered for classes and the Statement of Rights and Responsibilities Signature Page has been received by the Office of Student Scholarships.

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## Signature Page

I have read and understand the IUPUI Scholarship Statement of Rights and Responsibilities. I will retain the Statement of Rights and Responsibilities along with a copy of my Scholarship Acceptance Form throughout the duration of my scholarship(s) eligibility for my reference. As a scholar at IUPUI I will strive to maintain all of the terms of agreement required to maintain my scholarship eligibility. I will contact the OSS if any circumstances change that may impact my scholarship eligibility (i.e. withdrawal from classes, academic difficulty, etc.). The OSS suggests that you retain a copy of this signature page for your records.

Date: \_\_\_\_\_

University ID Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Last Name                      First Name                      Middle Name

Signature: \_\_\_\_\_

**Please submit the Statement of Rights and Responsibilities signature page to:**

IUPUI Office of Student Scholarships  
425 University Blvd, CA 103  
Indianapolis, IN 46202-5143

\*\*\*Please note that your scholarship award has been secured with the submission of the Scholarship Acceptance Form; however, your award will not be officially applied to your Bursar account until you are registered for classes and the Statement of Rights and Responsibilities Signature Page has been received by the Office of Student Scholarships.