

Series 108

obsolete

WEST VIRGINIA BOARD OF REGENTS

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CHARLESTON, WEST VIRGINIA 25301
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used July 1, 1979
to July 14, 1983

ADMINISTRATIVE BULLETIN NO. 8

July 1, 1979
Replacing May 28, 1975

I. UNDERGRADUATE SCHOLARSHIPS (TUITION AND FEE WAIVERS FOR AMERICAN LEGION AND VETERANS OF FOREIGN WARS CONTEST WINNERS)

On May 2, 1978, the Board of Regents authorized the awarding of an Undergraduate Scholarship (Tuition and Fee Waiver authorized through Policy Bulletin No. 49) to the top statewide winner each year in the Veterans of Foreign Wars Voice of Democracy Contest and the top statewide winner in the American Legion High School Oratorical Contest. Scholarships so authorized will be awarded under the following guidelines:

- A. Officials of the American Legion and Veterans of Foreign Wars will notify the Chancellor's Office by April 15 (each year) of statewide contest winners. The name of the top winner in each contest and the public college or university he/she will attend during the next academic year will be provided by this date. In the event the top winner chooses not to attend a West Virginia public institution of higher education, the scholarship may be used by the second-place winner in the statewide competition.
- B. The staff of the Board of Regents will contact by May 1, the Financial Aid Director at the institution(s) selected by statewide winners.
- C. Scholarship winners must enroll in the college or university selected in the academic year immediately following high school graduation.
- D. Scholarships may be used for eight semesters provided the recipient remains enrolled at the institution originally selected during each semester and remains in good academic standing as determined by the institution.
- E. The scholarship shall entitle the recipient to waiver of tuition, registration fee, and higher education resources fee charged by the public college or university attended.

- II. REPORTING PROCEDURES--UNDERGRADUATE SCHOLARSHIP (TUITION AND FEE WAIVERS)
- A. Report only those undergraduate waiver awards provided for under the Board of Regents Policy Bulletin No. 49. The total number of full waivers cannot exceed 5 percent of the full-time equivalent undergraduate enrollment at your institution for the fall semester of the previous year (as reported in the Student Enrollment Report published by the Board of Regents).
 - B. Institutions submit reports to the Board Office on November 15, March 15, and June 15 of each year. While the November 15 report will list all recipients selected prior to that date, March and June reports must deal only with revisions to the initial recommendations.
 - C. Waiver recommendation forms should be identified within the financial-budgetary category of submitted agenda items for Board of Regents' consideration.
 - D. Each award recipient should be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year should be listed. Both new and renewal recipients must be included.
 - E. A number should be assigned to each full waiver granted. In instances where one student replaces another for the second semester and where two or more part-time students receive help through a single waiver, only one number should be assigned to the students sharing the full waiver (see Attachments).
 - F. Each waiver recipient should be listed within the single category which reflects the primary reason that a scholarship was awarded to that student. Even though an athlete or musician demonstrates financial need, he or she would be classified in the area of financial need only if this was the primary reason for receiving the award. A financially needy athlete granted an award because of his outstanding basketball talent would be classified within the single category of athletic ability. All recipients should be listed within one of the following categories:
 - 1. "Demonstrated Financial Need" requires establishment through a recognized needs-analysis process that a student and his family's resources are insufficient to meet college expenses.

2. General Academic Ability.
3. Academic Ability in a Specific Field.
4. Athletic Ability.
5. Extracurricular Ability.
6. Part-time Enrollment. Although it is unlikely that a student is awarded a waiver primarily because he enrolls on less than a full-time basis, it is requested that all part-time recipients be listed in this single category.
7. Other (specify).

All recipients should be listed under the appropriate category in the November report (see Attachment No. 1). However, since a student replacing an initial recipient may fall within a different category, this procedure is not suitable for revisions. In the March and June reports, the category should be listed in parentheses beside the recipient's name (see Attachments No. 2 and No. 3).

- G. The maximum number of semester hours for each waiver that is divided among part-time students is 30 (15 per semester) for the full year (e.g. waiver 13 in Attachment No. 1). Some full-time waiver recipients may elect to take only 12 semester hours during a semester, rather than the 15 to 18 they might pursue with a waiver. Institutions may not accumulate any such "unused hours" from full-time recipients for the purpose of making additional awards.
- H. The waiver equivalents awarded as compared to the authorized number should be provided on the last page of each report (see Attachments). Also provide the number of waiver equivalents within each category awarded to students who have demonstrated financial need. This will provide summary data on those who were awarded primarily because of their demonstrated need and also on those who were offered awards primarily for other reasons but who happen to demonstrate need. This reporting provision does not suggest that institutions require every waiver recipient to submit a needs-analysis form, but rather that students are counted as needy in the summary data at the end of each report if information demonstrating their need has been provided.

1. The attached samples may be helpful in compiling reports consistent with the above suggestions.
 1. Attachment No. 1. The November 15 report should represent a comprehensive listing of waiver recipients for the year. It is anticipated that a very high percentage of the allotted waivers will be committed by this date. The student(s) using each full waiver should be assigned a number and identified within the appropriate category. The number of semesters for which the waiver is being used in the current year must be reported for each full-time recipient. In the case of recipients who pursue part-time enrollment and share a full waiver, the total number of semester hours to be taken during the current year may be provided if available (e.g. waiver 13 C.). In cases where the semester hours for part-time waiver recipients cannot be accurately forecast for the entire year, hours taken during the first semester only should be included on the November report.
 2. Attachment No. 2. With the exception of certain part-time awards, waivers reported on March 15 should not be considered as second semester recommendations. Only revisions and/or additions to the annual report submitted in November are necessary. While it is not anticipated that a large percentage of the total number of waiver recommendations will be changed, there are several situations which will require attention in the March report.
 - a. Waiver recipient withdraws after the first term or loses his waiver eligibility, and is replaced by another student for the second semester (see waiver No. 2).
 - b. Student uses his 8th semester award during the first term. Another student receives this waiver for the second term (see waiver No. 6).
 - c. Part-time waiver recipients taking hours which were not included in the November report. Please note that there are two types of part-time recipients who may be covered here:
 - (1) The recipient who did not receive an award the first semester (e.g. waiver 6 B).

- (2) The recipient for whom only the first semester hours were previously reported. It is possible for a part-time waiver recipient to be listed under one waiver number for the first semester and another number for the second semester (e.g. Russell Nixon in 14 D and 6 C).
 - d. Authorized waivers which were not awarded for one reason or another by November 15 might be reported.
3. Attachment No. 3. The June 15 report will in most instances include few revisions. Most frequently, it will report the revisions not identified by March 15. It will in some cases include awards for summer school students, providing that the session begins prior to July 1 and there are waivers remaining to cover these students (e.g. waiver 17).
- J. Revisions to the November report may come in the form of either replacement awards or additional waivers within the authorized allotment. Students included in the March 15 and June 15 reports who replace initial recipients should be identified with an asterisk (*) beside their names (e.g. student 2 B. and 5 B. in Attachment No. 2). Those students who receive waivers from authorized awards not previously committed should be identified with a plus (+) sign (e.g. students 6 B and C in Attachment No. 2 and those reported under waiver No. 17 in Attachment No. 3).

JOHNSON COLLEGE
NOVEMBER 15, 1979

CATEGORY: FINANCIAL-BUDGETARY
ITEM: UNDERGRADUATE TUITION AND FEE WAIVERS
(page 1 of 2 pages)

Demonstrated Financial Need

1. Adams, Timothy	Crede, WV	2 Sem.
2. Drake, Sarah	Parkersburg, WV	2 Sem.
3. A. Earl, Sharon	Circleville, WV	1 Sem.
B. Camp, Wilber	Clay, WV	1 Sem.

General Academic Ability

4. Benson, John	Wheeling, WV	2 Sem.
5. Jackson, Linda	Ashland, OH	2 Sem.
6. Parker, Jeffrey	Winchester, VA	1 Sem.

Academic Ability in Specific Field - Music

7. Simpson, Mary	Fairmont, WV	2 Sem.
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Academic Ability in Specific Field - Journalism

8. Casto, Brian	Clarksburg, WV	2 Sem.
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Athletic Ability

9. Jones, Leslie	Logan, WV	2 Sem.
10. Brown, Harold	Canton, OH	2 Sem.

Extracurricular Ability - Band

11. Scott, Jennifer	Ashland, OH	2 Sem.
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Extracurricular Ability - Debate

12. Jenson, William	Charleston, WV	2 Sem.
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JOHNSON COLLEGE
NOVEMBER 15, 1979

CATEGORY: FINANCIAL-BUDGETARY
ITEM: UNDERGRADUATE TUITION AND FEE WAIVERS
(Page 2 of 2 pages)

Part-time Enrollment

13. A. Smith, Edward	Bluefield, WV	6 Sem. Hrs.
B. Long, Betty	Bluefield, WV	9 Sem. Hrs.
C. Jefferson, Wanda	Bluefield, WV	15 Sem. Hrs.
14. A. Benson, Sarah	Parkersburg, WV	3 Sem. Hrs.
B. Carr, Lloyd	Parkersburg, WV	9 Sem. Hrs.
C. Bronson, Leah	Vienna, WV	9 Sem. Hrs.
D. Nixon, Russell	Mineral Wells, WV	9 Sem. Hrs.

Other - American Legion

15. Hubert, Sandra	Morgantown, WV	2 Sem.
16. Frazier, Wanda	Keyser, WV	2 Sem.

Authorized number of full waivers	17
Waiver equivalents granted to date	15½
Waiver equivalents to students within the various award categories who demonstrate financial need	
demonstrated financial need	3
general academic ability	1
academic ability in specific field	1
athletic ability	1
extracurricular ability	1
part-time enrollment	½
other	0
Total	7½

JOHNSON COLLEGE
MARCH 15, 1980

CATEGORY: FINANCIAL-BUDGETARY
ITEM: UNDERGRADUATE TUITION AND FEE WAIVERS

2.	A. Drake, Sarah (Financial Need)	Crede, WV	1 Sem.
	* B. Sites, Ben (Gen. Acad. Ability)	Clendenin, WV	1 Sem.
5.	A. Jackson, Linda (Gen. Acad. Ability)	Ashland, OH	1 Sem.
	B. Taylor, Clinton (Gen. Acad. Ability)	Huntington, WV	1 Sem.
6.	A. Parker, Jeffrey (Gen. Acad. Ability)	Winchester, VA	1 Sem.
	+B. Brown, Karen (Part-time)	Martinsburg, WV	9 Sem. Hrs.
	+C. Nixon, Russell (Part-time)	Mineral Wells, WV	6 Sem. Hrs.

Authorized number of full waivers 17

Waiver equivalents granted to date 16

Waiver equivalents to students within
the various award categories who
demonstrate financial need

demonstrated financial need	2½
general academic ability	1
academic ability in specific field	1
athletic ability	1
extracurricular ability	1
part-time enrollment	½
other	0
Total	7

*Student replaces the initial recipient for portion of the full waiver.

+Represents an additional award above the number reported on November 15, 1979

JOHNSON COLLEGE
JUNE 15, 1980

CATEGORY: FINANCIAL-BUDGETARY
ITEM: UNDERGRADUATE TUITION AND FEE WAIVERS

17. +A. Livingstone, Mark (Part-time)	Sutton, WV	9 Sem. Hrs.
+B. Coppel, Marion (Part-time)	Glenville, WV	6 Sem. Hrs.
+C. Carr, Lloyd (Part-time)	Parkersburg, WV	6 Sem. Hrs.
+D. Bronson, Leah (Part-time)	Vienna, WV	6 Sem. Hrs.

Authorized number of full waivers 17

Waiver equivalents granted to date 16 27/30

Waiver equivalents to students within
the various award categories who
demonstrate financial need

demonstrated financial need	2½
general academic ability	1
academic ability in specific field	1
athletic ability	1
extracurricular ability	1
part-time enrollment	½
other	0
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Total	7

+Represents an additional award above the number reported on March 15, 1980