Sitka Tribe of Alaska Dual Credit Scholarship Program:

Policies & Procedures

UNIVERSITY of ALASKA SOUTHEAST | SITKA CAMPUS

UNIVERSITY of ALASKA SOUTHEAST | SITKA CAMPUS

Sitka Tribe of Alaska (STA) Mission:

To exercise sovereign rights and powers, to preserve the integrity of tribal society, and to improve the lives of individual Tribal Citizens.

University of Alaska Southeast (UAS) Sitka Mission:

- *To meet the diverse, lifelong educational needs of our native and non-native community.*
- *To assist all students in reaching their immediate educational long-range career goals.*
- *To provide accessible postsecondary academic, vocational and continuing educational opportunities.*
- *To enrich the lives and embrace the cultures of our community, region and the state.*

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PURPOSE

The Sitka Tribe of Alaska dual credit scholarship program supports the STA Language and Education (L&E) Department's mission to "support and promote the cultural and academic education of Tribal Citizens." Dual credit coursework has been shown to help students transition with greater success from high school to a postsecondary education setting.

Ideally a scholarship recipient will graduate from this scholarship to the STA Higher Education or Adult Vocational scholarship upon graduation from Sitka High School, Pacific High School, or the R.E.A.C.H. homeschool program.

SCOPE

The Sitka Tribe of Alaska and University of Alaska Southeast Sitka Campus shall enter into an agency agreement for purposes of this new dual enrollment scholarship program.

This scholarship program will use funds set aside specifically for Sitka School District high school students enrolled in a UAS Sitka-based dual credit course (see course approval).

The University of Alaska Southeast will provide administrative assistance in the following areas: promoting the scholarship program, helping students to complete the application, processing applications, staffing the committee meetings, tracking student progress, and maintaining student contact throughout the course.

COURSE APPROVAL

Students enrolled in a class listed on the *University of Alaska Southeast Sitka Campus Dual Credit Program Course List* can request a scholarship to cover the cost(s). These courses have been identified and approved by the district as fulfilling high school graduation requirements and will therefore provide dual credit upon completion.

ELIGIBILITY

In order to be eligible, the student must be enrolled in the Sitka School District (SSD), have a 2.5 cumulative high school grade point average (or above), or permission from a school counselor, if applicable, a 2.0 cumulative university/college grade point average (or above), and must submit a completed application. A completed application packet consists of:

- Sitka Tribe of Alaska (STA) Dual Credit Scholarship Application (page 1)
- UAS Education Record Information Release (page 2)
- Dual Credit Scholarship Student Agreement (page 3-4)
- COPY of STA Enrollment Card

Please note: Eligible students can request scholarship funding for one class each term. Further, the student cannot apply for or receive more than one dual enrollment scholarship (i.e. UAS Dual Credit Need-Based Scholarship) each term.

APPLICATION PROCESS & REVIEW

A three person committee consisting of the STA Education and Language Director, another staff person from the L&E department, and a member of the STA Education Committee will make all scholarship award decisions. The committee will meet four times per academic year to review applications. The committee's award decision is final.

Priority will be given to students who submit an application on or before our early bird deadline.

	Fall/Summer	**Spring**
Early Bird Deadline	May 1	December 1

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APPLICATION PROCESS & REVIEW (Cont.)

Applications submitted on or before the regular deadline will be considered based on funds remaining in the budget. The regular deadline will be based on the UAS academic calendar (one week before the start of classes).

	Fall	**Spring**	**Summer**
Regular Deadline	August 21	January 9	May 1

The scholarship committee will meet three business days after the deadline.

Scholarship award decisions are made for the single semester. If the recipient would like to take a class in the proceeding term, he or she must complete an application by the deadline for that term.

NOTIFICATION AND PAYMENT OF SCHOLARSHIP

Funds will be disbursed to the University of Alaska Southeast on the recipient's behalf. The maximum scholarship amount shall not exceed the total cost(s) of a 4-credit course in a given semester.

Applicants that can demonstrate a financial need will be considered for a scholarship that includes the tuition, fees and books. Applicants that do not demonstrate a financial need will be considered for a scholarship that includes tuition.

Scholarship recipients will be notified of the award decision within one week of the deadline.

SATISFACTORY PROGRESS

Scholarship recipients are responsible for completing the course with a C grade, or better.

LIFETIME MAXIMUM

The lifetime maximum for a dual credit scholarship is four years and/or up to $1,500.

If the student successfully completes the course with a C or better, the two-thirds reimbursed by the SSD and UAS will be refunded to STA, thus the student's lifetime maximum will only include the scholarship amount to cover the remaining one-third (student's responsibility).

If the student does not make satisfactory progress in the dual enrollment course, the entire cost covered by STA will count towards the student's lifetime maximum.

ACADEMIC PROBATION

If the student withdraws, or does not meet the grade requirement, he or she will be placed on academic probation.

If funded for another dual credit scholarship, a student on academic probation will be required to meet weekly with the *Personal Education Planner: Native and Rural Services* and sign a contract for academic improvement that will include, at a minimum, regular tutoring sessions.

For questions, or to apply, please contact:

Crystal Duncan, *UAS Personal Education Planner: Native and Rural Students*

clduncan@alaska.edu

(907) 747-7773

Academic Year '17-'18	Deadline	Meeting	Decision Mailed	1st Day of UAS Classes
Fall 2017	21-Aug	24-Aug	28-Aug	28-Aug
Spring 2018 - *early*	1-Dec	6-Dec	8-Dec	16-Jan
Spring 2018	9-Jan	12-Jan	16-Jan	17-Jan
Summer 2018	1-May	4-May	8-May	14-May
Fall 2018 - *early*	1-May	4-May	8-May	