



## **POLICIES AND PROCEDURES GOVERNING THE McCABE AND REGENTS' SCHOLARSHIPS**

McCabe and Regents' Scholarships are awarded to first-time freshmen. Scholarships are continued for eight semesters (or ten semesters if the student has a certified double major) if the McCabe and Regents' scholarship recipients (hitherto known as Scholars) meet all criteria established in this document. (Note: The McCabe and Regents' scholarships do not pay for summer sessions)

### **A. McCabe Scholarship**

Covers the following costs after all federal and state grants and/or scholarships have been applied:

- Tuition and fees up to 18 credit hours per semester
- Basic Housing and Meal charges in designated university housing
- Textbook costs

Must meet ALL of the following:

- First-time freshman (has not attempted more than six college credits since graduating from high school)
- United States citizen, Permanent Resident, Resident Alien, or Naturalized Citizen
- OR Undocumented immigrant with an application for legalized status
- Minimum cumulative grade point average of 3.50 (UNWEIGHTED) for high school and college (concurrent/dual enrollment) courses.
- Minimum ACT composite score of 22 or SAT Critical Reading and Math score of 1100.

### **B. Regents' Scholarship**

Covers the following costs:

- Basic housing and Meal charges in designated university housing

Must meet ALL of the following:

- First-time freshman (has not attempted more than six college credits since graduating from high school)
- United States citizen, Permanent Resident, Resident Alien, or Naturalized Citizen
- Undocumented immigrant with application for legalized status

- Minimum cumulative grade point average of a 3.30 (UNWEIGHTED) for high school and college (concurrent/dual enrollment) courses
- Minimum ACT composite score of 20 or SAT critical Reading and Math score of 1020 or higher.

#### C. Undocumented Immigrant Status

In general, to be eligible for state financial aid, an undocumented immigrant student must:

- Have graduated from a public or private high school in Oklahoma
- Have resided in Oklahoma with a parent or guardian while attending a public or private high school in Oklahoma for at least two (2) years prior to graduation
- Satisfy admission standards, as determined by the State Regents, for the institution in which the student intends to enroll;
- Have secured admission and enrolled in an institution within The Oklahoma State System of Higher Education;
- Provide the institution a copy of a true and correct application or petition filed with USCIS (United States Citizenship and Immigration Services) to legalize the student's immigration status.

## II. Retention Requirements for the McCabe and Regents' Scholarships

Upon entrance into the E.P. McCabe Honors Program, all McCabe and Regents' Scholars will sign the Scholarship Contract which states their responsibilities toward the Program and Langston University. The Scholar's signature shall signify his/her understanding of and agreement to fulfill the responsibilities.

Failure to fulfill any portion of these requirements will result in various penalties ranging from a small monetary penalty to the loss of the scholarship. Graduation from the McCabe Honors Program is contingent upon the completion of all requirements below. Please see Appendix A.

### A. Academic

For Scholars to retain their McCabe or Regents' scholarships, they must meet the following requirements:

1. The McCabe scholarship recipients must maintain a 3.50 cumulative grade point average at the end of each semester.
2. The Regents' scholarship recipients must maintain a 3.00 cumulative grade point average at the end of each semester.

The McCabe and Regents' scholars must achieve the minimum cumulative grade point average by the end of each semester. Note that cumulative grade point average is defined as all earned college credit including college credit earned at Langston University as well as credit earned at other college or universities. This includes college credit earned during high school concurrent enrollment, dual credit, etc.

Calculation of grade point averages for retention of either scholarship may include grades acquired during the previous intersessions and the summer session.

3. The McCabe and Regents' scholarship recipients must enroll in and successfully complete honors sections of general education courses.

4. All McCabe scholars must complete all of the steps as required for the completion of the Honors Thesis. Seniors must complete the thesis and have it approved by committee members in order to graduate. Those students who fail to complete the thesis will have a hold placed on their account, preventing their diplomas and transcripts from being accessed by the student or sent to a third party.

The process for completing the Honors thesis is given in the "Guidelines for the Honors Thesis Project". The Scholar will receive the *Guidelines* during the class, HN3001: Special Problems. Graduation restrictions will be applied for an incomplete Honors thesis.

5. Scholars will document their participation in internships, seminars, scholarly activities and presentations, receipt of awards and special recognitions, memberships in organizations, etc. on the Reporting Form at the end of each semester. The scholars' completed Activity Reporting Forms will be available virtually.

## **6. Oklahoma Scholar Leadership Program (OSLEP)**

The McCabe Scholar must attend at least one seminar sponsored by the Oklahoma Scholar-Leadership Enrichment Program (OSLEP). The McCabe scholarship pays the tuition and fee charges for the OSLEP seminar (as long as the student does not exceed eighteen hours in that semester). If eighteen hours is exceeded in that semester, the scholar will pay the difference.

This leadership program is sponsored by the Oklahoma State Regents' for Higher Education and is coordinated by the University of Oklahoma. The Program is open to all students attending state colleges and universities who have acquired at least forty-five semester hours. Scholars may apply as sophomores.

The scholars will receive three credit hours for the leadership seminar. The cost includes tuition, fees, housing, meals, and books and the classes are held at various universities, generally at the University of Oklahoma in Norman. The State Regents require that all Langston University teachers give excused absences for OSLEP attendance, as an opportunity to make up missed assignments.

Scholars must keep up with assignments and communicate with professors in order to have their full support.

## **B. Comportment**

To retain the scholarship, scholars are required to conduct themselves, at all times, in a professional, courteous, and respectful manner.

Such behavior includes, but is not limited to, arriving on time for classes and all events including Scholars' Club Meetings, dressing in appropriate attire and being attentive during events. Scholars should not access cell phones or other devices or disrupt any class or event.

Please note that the Honors Program puts strong emphasis on the students' core values and adherence to those characteristics representative of a model student and good citizen. There is zero tolerance for students who abridge the rules and regulations of Langston University or the laws of the U.S. Justice System. Any scholar who acts inappropriately is subject to having his/her scholarship immediately discontinued.

To continue to receive any scholarship, the scholar must remain "in good standing" with Langston University.

## **C. Communication**

Scholars are required to comply in a timely manner with all correspondence.

## **D. Legal**

For Scholars to retain their McCabe or Regents' scholarships, they must remain in good legal standing. If the scholar is found guilty of a felony while on scholarship, the scholar's scholarship will be discontinued. If the scholar receives a University suspension, a large fine, OR a status of "not in good standing" from Student Affairs for any conduct unbecoming a Langston University student, the scholar's scholarship is subject to being discontinued.

## **E. Housing**

For Scholars to retain their McCabe or Regents' scholarships, they must meet the following housing requirements:

Scholars are required to live in University housing complexes.

If a McCabe or Regents' scholar participates in an internship, student teaching or other form of off-campus educational experience during the fall or spring semester, the scholarship may be used to offset the cost of living in non-university housing.

## **F. Service**

For Scholars to retain their McCabe or Regents' scholarships, they must meet the following service requirements:

1. Scholars must perform a minimum of sixty service hours annually. Scholars must properly document their service by using the required Activity Reporting Form, which is located in Microsoft Forms. Students must follow all instructions given on the Activity Reporting Form and properly submit it by the stated deadline. Suggested types of service are tutoring, campus clean-up, quiz bowl participation, assisting with University projects, Public Relations Office Projects, etc.

## **G. Scholars' Club**

For Scholars to retain their McCabe or Regents' scholarships, they must meet the following Scholars' Club requirements:

1. All scholars must participate in the Scholars' Club and pay annual dues.
2. Scholars are required to participate in all Scholars' Club activities unless an excused absence is approved by the Honors Program Office.
3. Election of officers is held each April for President and Vice-President; Secretary and Treasurer. Officers serve for one year. Election for additional offices and Royalty will be held during the first meeting of the year in August or September. The term for these offices is one year.

## **III. Evaluation of McCabe and Regents' Scholarship for Continuation**

The Honors Program will evaluate scholarships at the end of each semester. The scholar must satisfy all requirements outlined in Section II of this document to be considered a "continuing" scholar:

Academic: Cumulative GPA

Comportment: Good Standing with Langston University

Communication: Appropriate response to announcements and directives

Legal: Good status with the justice system

Housing: University Housing Complexes

Service: Completion of Reports

Scholars Club: Payment of dues and attendance at meetings and activities

## **V. Appeals for Scholarship or Extension of Scholarship**

Scholars always have the right to "due process"; therefore, if the scholarship is not renewed and the scholars had very extenuating circumstances that resulted in the loss, the scholar has the right to appeal. Instructions on how to appeal will be given at the end of each semester.

Note: If the scholarship is discontinued for any reason given in this booklet; the likelihood of receiving a reinstatement after revocation or extension is very unlikely.

If a McCabe scholar loses the scholarship, the scholar will not automatically receive a Regents' scholarship from the E.P. McCabe Honors Program; however, the scholar may appeal to appeal for the same or the smaller scholarship.

**Langston University McCabe Honors Program Requirements (McCabe and Regents')**

The requirements that I must meet are as follows:

McCabes must earn a 3.5 cumulative grade point average.

Regents' must earn a 3.0 cumulative grade point average.

All scholars must attempt and pass a full-time course load each semester.

All Scholars must enroll in honors-designated sections of course(s).

All Scholars must perform 60 hours of community service per school year.

All Scholars must attend at least two Scholars' Club meetings per semester.

All Scholars must attend "mandated attendance" University events.

All Scholars must wear professional attire at "mandated attendance" University events.

Suspension or expulsion will result in a loss of scholarship.

Scholarships cover only Fall and Spring enrollment (summer is explicitly excluded).

Room and Board is only covered in university housing.

Scholars may be placed in any university housing and are not entitled to stay in The Commons, Centennial Court, or Scholars Inn.

**Thesis (McCabes only):**

Must enroll in HN 3001-Special Problems prior to taking HN 4003 Thesis Project.

Must develop the annotated bibliography during enrollment in HN 3001-Special Problems

Must enroll in HN 4003-Thesis Project prior to graduation.

Must attend an OSLEP seminar prior to graduation.

Failure to adhere to these policies may result in a fine or revocation of scholarship.

Failure to complete the thesis will result in a withholding of the scholar's final transcript.

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Scholars' Signature

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Date

### Fine Schedule

Disciplinary Referrals	\$50.00
Failure to perform 60 hours of community service	\$100.00
Failure to attend two Scholars' Club meetings	\$50.00
Failure to attend mandated University events	\$50.00 (each)
Failure to wear professional attire at "mandated attendance" events	\$50.00
Failure to enroll in honors-designated sections of courses	\$100

#### McCabe Only

Failure to complete the Thesis by the end of the 8th semester.	\$200.00
Failure to attend an OSLEP seminar by the 8th semester.	\$100.00