

## Guidance Counselor's Frequently Asked Questions Palmetto Fellows Scholarship

**1) *To whom are the application materials provided?***

The application materials are provided to the public and private high schools (principals/headmasters and directors of guidance), the district offices (superintendents and guidance counselors), and home school associations (presidents). Also, for each award deadline, CHE publishes a news release with the major newspapers in South Carolina and posts the application information on the guidance listserv.

**2) *Where does CHE obtain the list of high schools and home school associations that are provided with the application materials?***

We receive the data from the SC Department of Education. If your high school or home school association is not listed through the Department of Education, then you will not automatically receive our information.

To determine if you are listed with the Department of Education, please check the following link: <http://ed.sc.gov/schools/>. Then, you should click on the type of school that is applicable to you: 1) all schools -- alphabetical listing of public schools; 2) private schools; 3) special/federal schools; 4) charter schools, and; 5) home school associations.

**3) *When are the application materials provided to the high schools and home school associations?***

For the early awards deadline in December, the application materials are usually available in October. For the final awards deadline in June, the application materials are usually available in April.

**4) *For determining the top six percent criterion, how many students are eligible from high schools with class sizes of less than twenty students?***

The top two students (ranked number one and ranked number two) shall be considered regardless of whether they rank in the top six percent of their class. These students must meet all other eligibility criteria (minimum test score and grade point average requirements).

**5) *Will students who attended another in-state high school that used the Uniform Grading Policy (UGP) for their sophomore and/or junior year be eligible to apply for the Palmetto Fellows Scholarship?***

Yes, students can use transcripts from previous high schools in order to verify that they ranked in the top six percent of their class and/or earned the minimum grade point average (GPA) based on the UGP.

For rank, this will not count against the number of students eligible from your high school. Your high school may still submit six percent of the class based on the number in the class. The guidance counselor of the sending high school is responsible for providing the guidance counselor of the receiving high school with the official transcript for any student who transfers from his/her high school and ranks within the top six percent of the sophomore and/or junior class.

**6) *Can any additional students from my high school apply by adjusting their rank based on removing students who decline to apply or do not meet residency requirements?***

No, because these students would not meet the top six percent of class requirement when the counselor submits the official class rank and size on the application materials. The student must meet all criteria in order to apply for the scholarship. Students also have the opportunity to qualify based on the alternative criteria (scoring at least a 1400 on the SAT (32 on ACT) and earning a minimum 4.00 cumulative GPA on the UGP).

**7) *Can students use the Writing score from their total SAT score in order to meet the requisite score?***

No, students must use their highest Math score combined with their highest Critical Reading score in order to qualify. The writing score CANNOT be used in order to determine the minimum SAT score requirement for the Palmetto Fellows Scholarship.

- 8) ***Is a student whose SAT or ACT score does not meet the requisite until the December test administration of his/her senior year eligible to apply for the early awards deadline?***

December test scores CANNOT be used to meet the early awards deadline. Only scores through the November test administration of the student's senior year are accepted for the early awards deadline. However, December test scores (and scores through the June National test administration) can be used for the final awards deadline.

- 9) ***Is a student who waits until the June test administration of his/her senior year to meet the test score requirement still eligible to apply for the final awards deadline?***

Yes, June test scores can be used to meet the final awards deadline. However, the student must meet all other academic criteria required by the final awards deadline and submit the score report to the Commission on Higher Education using the following code on the registration materials: **SAT - 4313, ACT - 6326**. These students will be classified as "pending." All pending students must be notified that their eligibility is contingent upon meeting the requisite score requirement on the June test administration.

- 10) ***Is a student who is graduating early eligible to apply for the Palmetto Fellows Scholarship?***

Yes, a student is eligible to apply the year that he/she is considered a senior and by the deadline (either early or final) that he/she meets the academic criteria. The student must meet all other eligibility criteria.

- 11) ***Can guidance counselors complete their part of the electronic application before students complete their part?***

Yes, a guidance counselor can submit the counselor's portion of the electronic application before the student submits his/her portion. This means the counselor and the student can submit their portions at any time before the deadline or in any order.

- 12) ***What does the guidance counselor do if he/she does not receive the e-mail confirmation for a student who states that he/she has already submitted the on-line portion of the application?***

If the student provided an incorrect e-mail address for the guidance counselor, then the counselor will not receive an e-mail confirmation. This is an automatic process that occurs at the time the student submits his/her portion. The e-mail cannot be sent after the fact nor can the e-mail address the student provided be changed. However, the guidance counselor is responsible for verifying that the student completed the on-line portion. Verification can be obtained by either requesting the student provide you with the receipt confirmation or by e-mailing [kjames@che.sc.gov](mailto:kjames@che.sc.gov) at the Commission on Higher to inquire about whether a student has submitted his/her portion. If the counselor has not already done so, then the counselor should proceed with completing his/her portion after obtaining verification.

- 13) ***How can changes be made to the electronic application information after it has been submitted to the Commission on Higher Education?***

After the information has been submitted, it CANNOT be changed by the counselor or student. You would e-mail the Commission if the mistake is with the counselor's portion of the online application or the student would send the e-mail if the student has made the mistake. The e-mail must include the student's name, last four of the student's SSN, the name of the high school, a description of the mistake, and the information needed to make the correction. The Commission will then make the appropriate changes. The e-mail address to be used for submitting any application changes is [kjames@che.sc.gov](mailto:kjames@che.sc.gov).

## **Counselor's Frequently Asked Questions Palmetto Fellows Scholarship Enhancement**

**1) *What are the eligibility requirements for the Palmetto Fellows Scholarship Enhancement?***

Beginning with the Fall 2007 freshman class and thereafter, all Palmetto Fellows must successfully complete a total of at least fourteen credit hours of instruction in mathematics and life/physical science courses, with a minimum of six hours in mathematics and a minimum of six hours in life/physical science (including one laboratory course), by the end of the student's first year of enrollment. Additionally, the Palmetto Fellow must also enroll as a full-time, degree seeking student in a declared major in science or mathematics that has been approved and assigned a CIP code by the Commission on Higher Education. Palmetto Fellows are only eligible for the Scholarship Enhancement during their second, third and/or fourth year of enrollment.

**2) *What courses can be used to meet the fourteen credit hour requirement?***

For purposes of meeting the required minimum level of instruction in mathematics and life/physical science courses during a student's first year, credit hours earned in the list of approved courses by major on the Commission on Higher Education's website at: <http://www.che.sc.gov/StudentServices/LIFE/Directives/Math&ScienceCourses.xls>

For the purposes of meeting the fourteen credit hour requirement for the Palmetto Fellows Scholarship Enhancement ONLY, the following may be used to fulfill this requirement: 1) Exempted Credit Hours; 2) College Level Examination Program (CLEP); 3) Dual Enrollment; 4) hours earned during the summer session immediately prior to the student's initial college enrollment; 5) Pass/Fail courses where a grade of "Pass" has been earned, and; 6) International Baccalaureate (IB)/Advanced Placement (AP) credit.

**3) *Where can a list of the declared majors in science or mathematics that have been approved by the Commission on Higher Education be found?***

A list of declared majors by institution is available on the Commission on Higher Education's website at:

<http://www.che.sc.gov/StudentServices/LIFE/Directives/Math&SciencePrograms.xls>

**4) *Are Palmetto Fellows required to apply for the Palmetto Fellows Scholarship Enhancement?***

No, Palmetto Fellows are not required to apply for the Palmetto Fellows Scholarship Enhancement. The student's home institution will automatically award the Scholarship Enhancement beginning in the second year of college enrollment, if the following initial eligibility requirements are met: declaring an approved major, completing the fourteen credit hour requirement, and meeting the Palmetto Fellows Scholarship renewal criteria.

**5) *If a student is awarded the Palmetto Fellows Scholarship Enhancement, what are the continued eligibility requirements for the third and fourth years of college enrollment?***

In order to maintain the Palmetto Fellows Scholarship Enhancement, students must continue to declare an eligible major, be meeting the institution's criteria for reasonable progress in that major, and meet all of the continued eligibility requirements for the Palmetto Fellows Scholarship.

**6) *If a student is awarded the Palmetto Fellows Scholarship Enhancement, how much additional funding will the student receive?***

The annual award amount for second, third and fourth year Palmetto Fellows cannot exceed \$7,500 and \$2,500 for the Scholarship Enhancement. Therefore, the maximum award amount for the Palmetto Fellows Scholarship and Scholarship Enhancement cannot exceed \$10,000, which must be used toward the cost-of-attendance.