

**SUNY Polytechnic Institute**  
**Merit-Based Scholarship Policy for Undergraduate Students**  
***Effective for new entering undergraduate students Fall 2021 and beyond<sup>1</sup>***

The following requirements pertain to all undergraduate students enrolled at SUNY Polytechnic Institute (“SUNY Poly” or the “College”) with scholarship awards. These awards are provided to students enrolled in undergraduate programs only, and are divided equally and applied annually during the fall and spring terms, when eligible.<sup>2</sup> For new first-year students, scholarships are provided for a maximum of eight consecutive full terms or until the student has earned their bachelor’s degree, whichever is earlier. For new transfer students, scholarships are provided for a maximum of four consecutive full terms or until the students has earned their bachelor’s degree, whichever is earlier. (*Transfer students whose program of study requires more than four full terms of enrollment will be reviewed for an extension of their award on a case-by-case basis.*)<sup>3</sup>

**I. Academic Requirements:**

- Students must be enrolled full-time (at least 12 credits hours) in degree required courses each full term to maintain their scholarship eligibility.
  - Students in their final term of required undergraduate study taking less than twelve (12) credit hours may retain their scholarship, however, these students will receive a pro-rated award based on the number of degree required credits that they are taking.
  - Students who do not register for classes by the last day of the add /drop period will not be eligible to receive their scholarship award.
- Students are required to have a 3.0 or higher cumulative GPA at the beginning of each full term to maintain their scholarship.<sup>4</sup> (With the exception of first term first-year students noted below).
  - 1+2+1 nursing scholarship recipients must have achieved a 3.0 or higher cumulative GPA at St. Elizabeth’s College of Nursing in order to have their award reinstated upon their return to SUNY Poly for year four of the partnership program.

**II. Review, Appeals and Reinstatement:**

- For renewal eligibility, the Financial Aid Office will review all student scholarships three times annually (after fall, spring, and summer grades are posted).
  - First-year students with a GPA of less than a 3.0 at the end of their first full term will receive a warning from the Financial Aid Office via their SUNY Poly email account.<sup>5</sup> If after the second full term such students do not achieve a cumulative GPA of 3.0 or higher, they will become ineligible for the scholarship award going forward.

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<sup>1</sup> While this updated Merit-Based Scholarship Policy for Undergraduate Students will become effective beginning Fall, 2021 (i.e., any student previously receiving an award will use the policy in effect at the time their award was granted), it may be updated from time to time. If changes are made, a notice will be sent to students who are affected. Any scholarship determinations will be based on the then existing policy (including any future changes).  
<sup>2</sup> Fall and Spring terms are referred to as full terms.  
<sup>3</sup> Enrolled scholarship recipients will be notified in the fall if their scholarship is being funded by a specific donor. At that time, the recipient will be asked to send a note acknowledging and thanking the donor for their financial support.  
<sup>4</sup> Students who have a cumulative GPA less than 3.0 at the end of the spring term may be able to utilize the summer term to increase their cumulative GPA to 3.0 or above. Such students are encouraged to speak with their advisors.  
<sup>5</sup> This is the only warning notification that will be sent; it is the student’s responsibility to familiarize themselves with the requirements of this policy so they understand when their award may be in jeopardy.

- All other students (sophomores, juniors, seniors) not maintaining the required scholarship GPA of 3.0 or higher will receive notification of scholarship revocation from the Financial Aid Office via their SUNY Poly email account within three weeks after final grades have been posted. A scholarship award may automatically be reinstated by the Financial Aid office upon posting of summer term grades that increase the cumulative GPA to 3.0 or higher.
- Students who lose their scholarship for failing to meet the cumulative GPA requirement can appeal for scholarship reinstatement one time only.
  - The appeal must be submitted by the student (not a student representative, parent or guardian) and must address the circumstances that affected the student's ability to meet the cumulative GPA requirement for the term just completed.
- All appeals for scholarship reinstatement must be submitted via the online [Financial Aid Reinstatement Appeal Form](#) two weeks of receiving notification that the award was lost, or if applicable, one week after posting of grades for summer term course work. All appeals will be reviewed by the Financial Aid Appeals Committee.
- The Financial Aid Appeals Committee Members include:
  - Chair, Director of Financial Aid or Financial Aid Advisor
  - Associate Vice President for Enrollment Management
  - Registrar
  - Director of Student Accounts or Associate Bursar
  - Director of Student Academic Success & Advisement
  - Chair of the Care Team or designee

### III. **Withdrawal, Medical or Military Leave and Suspension:**

- Students who drop below full-time enrollment or request a full withdrawal at any point during a full term will lose their scholarship award for the current and future terms. These students may be liable for charges based on the [SUNY Withdrawal Policy](#).
- Students who withdraw with a documented and approved medical leave and who have reached full tuition liability will be allowed to retain their scholarship during the term in which they have withdrawn and will be considered to have used a term of eligibility. Students with a documented and approved medical leave or on military leave without tuition liability will not receive a scholarship and will not lose a term of eligibility.
  - These students may have their scholarship award reinstated upon their return as a full-time student by contacting the director of financial aid after they have registered for classes. The reinstatement of the scholarship is conditional upon the student being in compliance with all other scholarship requirements.
- Students involved in a student conduct matter will maintain their scholarship during the pendency of the student conduct process. At the conclusion of the student conduct process, any student suspended or expelled from SUNY Poly will lose their award for the current and all future terms. Scholarship awards will be pro-rated to date of a final determination. Students suspended or expelled from SUNY Poly for conduct matters will be responsible for any resulting charges on their account (consistent with SUNY Poly policy as documented in the [SUNY Poly Student Handbook](#)).
  - Suspended students can appeal for award reinstatement only after: (a) completing one additional term of full-time study at the College without their scholarship award; and (b) providing documentation that they are in good standing and in compliance with all conduct-related sanctions at the time that the appeal form is submitted. [Financial Aid Reinstatement Appeal Form](#).

**IV. Miscellaneous Provisions:**

- Students may not apply “unused portions” of their scholarship(s) to graduate study.
- Students receiving a scholarship that covers on-campus housing costs must reside in SUNY Poly provided housing, whether at the Albany or Utica location. Moving off campus will result in the loss of the student’s scholarship.
- Students receiving the Cree Scholarship award who become ineligible due to Cree specific scholarship requirements may have their Cree Scholarship replaced with their original academic merit award.
- SUNY Poly reserves the right to revoke any scholarship award at any time for a student who has not met any of the criteria set forth in the then existing applicable policy.
- The total amount of a student’s scholarship combined with other aid awards may not exceed the yearly cost of attendance. Scholarships may be reduced to comply with this provision.
- SUNY Poly reserves the right to adjust scholarships based on duplicative benefits of other NYS Scholarships that are non-need based.
- **All scholarship awards are contingent upon the availability of funding.**