



### Student Responsibilities

- Complete online Scholarship Contact through AP OneStop.
- Complete all required service hours (75 per semester).
- Maintain required GPA and be enrolled fulltime (see back of brochure for gpa).
- Notify supervisor in advance if you are going to be absent or arrive late.
- Adhere to the general dress code.
- Do not perform service hours during scheduled classes, exam times or past end of the semester.
- Manage schedule to complete at least 37.5 service hours by mid-term and 75 by the end of the semester.
- Use time to work and not for study time.
- Requested transfers will only be considered after the semester has ended.

### Supervisor Responsibilities

- Monitor students' hours to help ensure students complete 75 required hours.
- Do not let students complete more than 75 hours a semester or beyond the end of the semester.
- Poor service performance should be addressed with student. If unfavorable behavior persists, contact Samantha Perry in the Office of Student Financial Aid.
- Supervisors will be prompted to provide the total number of service hours a student has completed at the end of the semester.

### Important Information

<u>Scholarship</u>	<u>Service Hours</u>	<u>Max Semesters</u>
Presidential	75/semester	8
Dean's (prior to Fall 2018)	75/semester	8
Howell C. Smith	75/semester	8 (Freshman)
Howell C. Smith	0/semester	4 (Transfer)
Luther Tippit	75/semester	8

### GPA REQUIREMENTS

#### **Presidential, Dean's & Howell C. Smith (Freshman and Transfer)**

2.75 cumulative by the end of the second semester of first year. Must maintain at least 2.75 cumulative GPA.

#### **Kimbrough**

3.0 cumulative each semester, beginning at the end of the second semester

#### **Luther Tippit**

3.0 cumulative each semester

If you have any questions, please contact:  
 Samantha Perry, Account Clerk II  
 Office of Student Financial Aid & VA  
 Ellington Building, Room 217  
 PO Box 4546  
 Clarksville, TN 37044  
 Phone: 931.221.6256  
 Fax: 931.221.6329  
 Toll Free: 877.508.0057  
 Email: [perrys@apsu.edu](mailto:perrys@apsu.edu)

# APSU

## SCHOLARSHIP GUIDE FOR SUPERVISORS AND STUDENTS





### **Enrollment:**

All students should enroll and maintain full-time status (minimum 12 hours per semester) to retain these scholarships.

### **Scholarship Service Hours:**

There should be a designated area in the office for signing in and recording hours completed. Students are required to complete 75 scholarship (no more – no less) service hours each semester to retain their scholarship. If they do not complete all hours, their scholarship will be cancelled. To stay on track to complete the hours, a good rule of thumb is to have complete 37.5 hours by mid-term.

**New incoming students** will receive their placement information through their AP email account prior to the start of the fall semester. This email will provide the contact information for the department to which they have been assigned. Notification will also prompt the student to complete the required online scholarship contract through AP OneStop.

**Continuing students** will remain in their original departments, throughout the duration of their scholarship. A student may request to transfer to another department at the end of the semester if he or she is dissatisfied with the current placement. Requests are made to the Office of Student Financial Aid & Veterans Affairs. Efforts will be made to allow transfer to the requested department; however, they may be assigned to any department needing assistance.

---

**All students should report to their assigned department by the first week of classes.** An unsatisfactory service performance may result in the cancellation of the scholarship.

## **General Dress Code**



Appropriate appearance is a pre-requisite to successful interaction and communication. Student employees must project a professional image. Clothing permitted in the classroom may not be suitable for an office environment. To ensure a casual but professional image, the following is expected of all student employees:

- Shorts and skirts must be at least the length of fingertips.
- No holes in any clothing item.
- No halter-tops, tube-tops, camisoles, spaghetti straps or bare mid-drifts.
- No suggestive, inappropriate or offensive messages on any clothing or jewelry item.
- Sandals are permitted; no bare feet.

Because personal preferences and fashion trends vary greatly, it is the supervisor's discretion to identify and address concerns not listed above on an as-needed basis.

Before beginning service hours, students should check with their supervisor to determine if there are any specific dress code requirements for their position.