RENEWAL POLICY
In order for your scholarship to be renewed each year, the following criteria must be met EACH semester:

1. You must complete at least 30 service hours - minimum 20 through the Duchesne Center /10 ISP if you choose- and a reflection project/essay handed in ON TIME. The 20 hours that have to be completed through the Duchesne Center, must include mandatory events such as: Culture Shock! Week, Global Week, and the Annual Duchesne Recognition Dinner. For your service hours to count you must 1.) SIGN YOUR NAME ON SIGN-IN SHEET 2.) ATTEND ENTIRE LENGTH OF PROGRAM 3.) HOURS MUST BE LOGGED IN WITHIN 7 DAYS of completing the service or project in a correct and accurate manner (placement/date). Hours not reported within 7 days will be forfeited!

Independent Service Placements (ISP) must be pre-approved and appropriate paperwork submitted using the ISP form and accompanied with appropriate signatures and verification letters. If you do not submit hours by the given deadlines, you will forfeit those service hours. You are responsible for keeping track of submitted hours.

2. You must maintain a minimum 2.75 semester/cumulative grade point average (GPA). If your semester/cumulative GPA is below the requirement, you will be placed on scholarship probation for the following semester. During that period, you must bring your semester GPA to 2.75. Failure to maintain a 7.50 GPA results in probation and the reduction of scholarship money.

3. You must uphold Manhattanville College conduct and academic integrity standards. Your scholarship will be automatically revoked if you are found responsible, through the Student Handbook and Code of Community Conduct, for a serious academic or non-academic violation.

PROBATION POLICY
If you fail to meet any deadlines or satisfy these conditions, you will immediately be placed on scholarship probation for one semester. You will be allowed probation status only ONCE during your four-year scholarship program; thereafter reduction of scholarship money and lastly, revocation of entire scholarship. The Financial Aid Office will be notified and will reduce/withhold your Duchesne scholarship money from your semester bill if program requirements have not been satisfied by the end of the probation term.

PROBATION:
Level One Probation: if a student does not complete the required 30 hours per semester and/or does not submit the reflection paper. A student is required to make up those hours in the following semester. Level Two Probation: if a student does not complete the required 30 hours per semester and/or a balance of hours due and/or does not hand in reflection paper for a second time. A student is required to make up those hours in the following semester. As a result the scholarship will be reduced by 50%. Level Three Probation: When a student fails to complete required hours and/or balance of hours due from previous semesters and/or the reflection paper for a third time, an automatic revocation of the scholarship is the result.

** 30 hrs need to be completed each semester and any hours owed from previous semesters.
** Failure to submit a reflection project/essay by the given deadline is an automatic Level 1 probation.**
** Plagiarism is not tolerated and results in scholarship revocation.**

Name _______________________________ ID Number _______________________________

Signature _______________________________ Class of _______________________________