

Counselor Instructions for Identifying ALL Eligible Applicants

Early Award Deadline: April 15	Late Award Deadline: June 30
STEP 1	
<p>Begin with the students who ranked in the top 6% of the class at the end of the <u>sophomore OR junior</u> year based on the SC Uniform Grading Policy (SC UGP). The number in the class must be based on the END of the academic year. This figure should be rounded up to the next whole student, if not already a whole number. Two students may <u>not</u> occupy the same rank.</p> <p>In the event of a tie, the high school/home school association is responsible for determining the legitimate rank for each eligible applicant. For the purposes of the Palmetto Fellows Scholarship, the student's GPA may need to be truncated past two decimal points in order to determine the true rank for each student. The Commission will not be able to participate in a process to determine a student's true rank. The high school/home school association is responsible for determining each student's true rank.</p> <p style="text-align: center;">- Example - (185 x .06) = 11.1 (rounds up to 12)</p> <p>Note: For those high schools that have a policy of ranking all students AND have fewer than 20 students in the class, the top 2 students (students ranked as number one and two) shall be considered for the scholarship regardless of whether they rank in the top 6% of the class. These students must meet all other eligibility criteria.</p>	<p>Begin with the students who ranked in the top 6% of the class at the end of the <u>sophomore, junior, OR senior year</u> based on the SC Uniform Grading Policy (SC UGP). The number in the class must be based on the END of the academic year. This figure should be rounded up to the next whole number if not already a whole number. Two students may <u>not</u> occupy the same rank.</p> <p>In the event of a tie, the high school/home school association is responsible for determining the legitimate rank for each eligible applicant. For the purposes of the Palmetto Fellows Scholarship the student's GPA may need to be truncated past two decimal points in order to determine the true rank for each student. The Commission will not be able to participate in a process to determine a student's true rank. The high school/home school association is responsible for determining each student's true rank.</p> <p style="text-align: center;">- Example - (185 x .06) = 11.1 (rounds up to 12)</p> <p>Note: For those high schools that have a policy of ranking all students AND have fewer than 20 students in the class, the top 2 students (students ranked as number one and two) shall be considered for the scholarship regardless of whether they rank in the top 6% of the class. These students must meet all other eligibility criteria.</p>
STEP 2	
<p>Next, identify the students who also earned a cumulative 3.50 grade point average (GPA) on the UGP at the end of the JUNIOR year.</p> <p>As you know, GPAs must be reported to at least two decimal places and <u>cannot</u> be rounded.</p>	<p>Next, identify the students who also earned a cumulative 3.50 grade point average (GPA) on the UGP at the end of the SENIOR year.</p> <p>As you know, GPAs must be reported to at least two decimal places and <u>cannot</u> be rounded.</p>
STEP 3	
<p>Once you have identified the students who ranked in the top 6% of the sophomore or junior class and who earned a cumulative 3.50 GPA based on the SC UGP at the end of the JUNIOR year, you will need to identify those students who also scored at least 1200 on the SAT or 25 on the ACT through the March test administration date. Superscores are acceptable for both SAT and ACT tests.</p> <p>Score reports MUST be received by the established Early Award deadline.</p>	<p>Once you have identified the students who ranked in the top 6% at the end of either the <u>sophomore, junior, OR senior</u> class and who earned a cumulative 3.50 GPA at the end of the SENIOR year, you will need to identify those students who also scored at least 1200 on the SAT or 25 on the ACT through the June test administration date. Students who are registered to take the SAT/ACT in June will be submitted as "PENDING" on the eligible applicant form until CHE receives their test scores.</p> <p>Scores for the June SAT/ACT MUST be sent directly to CHE and received by July 31 using the following codes: SAT 4313; ACT 6326.</p>

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STEP 4

For those schools that do not have a ranking policy or students who do not rank within the top 6% of the class, they may qualify if they score at least 1400 on the SAT or a 31 on the ACT and earn a cumulative 4.00 GPA based on the SC UGP at the end of the **JUNIOR** year, having earned the SC UGP no later than June 15th.

To identify these students, begin with the students who earned a cumulative 4.00 GPA based on the SC UGP at the end of the **JUNIOR** year. GPAs must be reported with at least two decimal places and cannot be rounded.

For those schools that do not have a ranking policy or the student does not rank within the top 6% of the class, they may qualify if they score at least 1400 on the SAT or a 31 on the ACT and earn a cumulative 4.00 GPA based on the SC UGP at the end of the **SENIOR** year, having earned the SC UGP no later than June 15th.

To identify these students, begin with the students who earned a cumulative 4.00 GPA based on the SC UGP at the end of the **SENIOR** year. GPAs must be reported with at least two decimal places and cannot be rounded.

STEP 5

Continuing with the second set of criteria, once you have identified the students who earned a cumulative 4.00 GPA at the end of the **JUNIOR** year, then you will need to identify those students who scored at least 1400 on the SAT or 31 on the ACT. Both the SAT and ACT tests can be Superscored.

Continuing with the second set of criteria, once you have identified the students who earned a cumulative 4.00 GPA at the end of the **SENIOR** year, then you will need to identify those students who scored at least 1400 on the SAT or 31 on the ACT. Both the SAT and ACT tests can be Superscored.

STEP 6

On the Eligible Applicants Form, list all eligible students who you will be submitting at that time:

- Students who are FULLY eligible (have met all academic criteria including test score) should be marked as "ELIGIBLE";
- Students who are missing the required test score (have met the rank and/or GPA criteria but not the test score requirement--must be registered for the June (LATE) test administration of the SAT and/or ACT) should be listed as "PENDING". **Please indicate SAT or ACT on the Eligible Applicants form, instead of using an X.**

EARLY GRADUATES:

- Students graduating mid-year (Dec/Jan) **MUST** have their application submitted to CHE **prior** to completing their HS graduation requirements.
- Students graduating early (e.g. skipped a year) should be submitted during their graduating year of HS, however, they **cannot** be submitted during the Early Award period if they do not have a final 11th grade GPA. Students who skipped 11th grade would need to be submitted during the Late Award period with a final 12th grade GPA.

It is the responsibility of the school counselor to ensure that all students be notified of their eligibility to apply (fully eligible and pending). For pending students, you must also notify them that their eligibility for the Palmetto Fellows Scholarship is contingent upon meeting the requisite score requirement on the June (LATE) test administration.

If a student does not wish to complete the application, you must submit a Declination to Apply Form* for that student.

*The Declination form is available in PDF format located under the 'Resource Section' on the Instructions Page.