



Definitions

- ACE Scholar Review Committee (ARC) – The ARC is constituted by the 3CE to administer the ACE Scholar Program. It consists of members of the staff of the 3CE (or their designated representatives) and 1-2 external staff members from Alma College.
- Center for College and Community Engagement (3CE) – The 3CE administers the ACE Scholar program.
- Community Partner – Generally a non-profit, governmental, or educational institution in the tri-county (Gratiot, Isabella, and Montcalm) area.
- Community Engagement – Service in the community which builds mutually beneficial relationships, enhances educational experiences, addresses critical social issues, contributes to the public good, and/or strengthens democratic values and civic responsibility.
- Eligible Hours – Hours of community engagement with a community partner for which the scholar receives no other compensation or course credit. These hours may also include direct work with the staff of the 3CE or other hours as approved by a director of the 3CE.

General Requirements

Every semester (not including spring-term or summer sessions) an ACE Scholar will make an impact in our community through community engagement with a community partner or through work with the 3CE.

- This work should generally consist of at least 30 eligible hours of community engagement.
- This work should generally take place with one, or at most two, community partners and/or directly with the staff of the 3CE.
- When working in the community ACE Scholars shall:
 - Significantly contribute to the work of the community partners
 - Represent Alma College and the ACE Scholar program well
 - Behave professionally
 - Be punctual and reliable
 - Be respectful of all relevant communities
 - Fulfill the reasonable expectations of their community partner
- To support the work of the 3CE and the ACE Scholar Program, the scholars shall:
 - Actively support communication, coordination, and a positive relationship between the 3CE and the community
 - Actively participate in efforts to assess the ACE Scholars Program
 - Attend major ACE Scholar events
 - Respond to e-mails from the 3CE staff within 48 hours
 - Support the recruitment and development of other ACE Scholars
 - Submit the required documentation and reflection surveys in the ACE Scholars module in Canvas by the posted deadlines

ACE Scholar Review Committee

If an ACE Scholar does not fulfill these requirements in a given semester, they will be put under review by the ARC.

- The ACE Scholar will be notified that they are under review and may do any or all of the following:
 - Submit a written explanation
 - Appear before the ARC
 - Have their advisor write a recommendation to the panel
- The ARC will may make the following decisions:
 - If the ARC finds that the student did not fulfill the requirements for reasonable reasons and has made an effort to fulfill the requirements in future semester, they will be removed from review.

- If the ARC finds that the student did not have reasonable reasons to not fulfill the requirements, but has a reasonable likelihood of fulfilling them in the future, they will remain under review until the panel determines that they have been consistently fulfilling the requirements.
- If the panel finds that a student did not fulfill the requirements, and do not have a reasonable likelihood of fulfilling them in the future, a recommendation will be made to financial aid to not renew their scholarship.
- All decisions by the ARC are made on a majority basis.

Exceptions to policies, definitions, and requirements may be made by either a director of the 3CE or by the ARC. All policies, definitions, and requirements are subject to the interpretation and revision of the director of the 3CE, the ARC, or by appropriate Alma College administrators.

Alternative Break Policy

All ACE Scholars are encouraged to participate in Alternate Break, however service hours during Alternate Breaks do not count as eligible hours unless you are serving as an Alternate Break leader or have a specific exemption from the ARC or a director the 3CE.

First Year Seminar

The five community engagement hours required for First Year Seminar may be counted as eligible ACE engagement hours for first semester ACE Scholars. This does NOT include the four hours of community engagement during the Tartan 101 program Gateway to Gratiot and Beyond. You are encouraged to use these five hours to explore service and engagement opportunities that are different from your main community partner and community engagement plan.

Alma Venture Policy

Any student in a full tuition program, like the ACE scholarship program, is eligible for a maximum of \$1,000 for the Think Critically Junior Experience Grant.

Scholarship Renewability

The scholarship may be awarded for a total of up to 8 semesters (including 2 spring-terms) at the value set by the college for tuition each year, provided you remain in good academic standing (generally a 2.0 or higher), file your FAFSA each year, and fulfill yearly scholarship requirements.