



Berry College Bonner Scholars Program
Student Handbook
2020-2021

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SECTION I: History of the Bonner Scholars Program

Begun in 1990 by The Corella and Bertram F. Bonner Foundation, the Bonner Scholars Program is one of the largest privately funded service scholarship programs in the nation. The program's mission is to make college available to individuals who are unable to afford an education due to financial restraints, to provide for those students academic support, and to give scholarship recipients opportunities to serve their college communities in lasting and meaningful ways. Currently at over 65 institutions of higher learning nationwide, thousands of Bonner Scholars and Bonner Leaders are "changing the world through service."

In 1991, Berry College became one of the first institutions to participate in the Bonner Scholars Program. During the last twenty-nine years, over 500 students have served the Rome-Floyd County community in over 50 local agencies. During the 2019-2020 academic term, Bonner Scholars performed approximately 13,036 hours of service to at-risk children and teenagers, the physically and mentally disabled, the elderly, the hungry and homeless, and the environment. The economic value of this service to the Rome community is estimated at \$331,505.48. Scholars served at local community agencies and chose projects that accommodated their varying interests and skills. Notably, Bonner students are leaders in the service movement by raising awareness levels on campus, encouraging peers to give their time, identifying problems facing society on both the local and global levels, and seeking to implement solutions that would alleviate these issues.

As stated earlier, Bonner Scholars Program candidates must demonstrate financial need. They must also exhibit good citizenship and a commitment to serving others as well as maintain a strong academic record. Bonner Scholars are required to serve an average of 10 hours a week in the community. Students can also participate in summer community service locally, nationally or globally. At Berry, Bonner Scholars are supported for four years of their undergraduate education through Foundation funds, institutional funds, and subsidized governmental loans. The future of the Bonner Scholars Program was guaranteed when, in 1994, Berry along with six other institutions was awarded a \$4.92 million endowment. Additionally, as a stipulation of the endowment, Berry College solicited another \$1.2 million for support of the Bonner Scholars Program.

Berry College has a rich tradition of service to others. In 1902, college founder Martha Berry established the institution to help children and young adults from the rural mountains of Georgia and Alabama better themselves through education. Just as Martha Berry became an activist in her era, so too, the Berry College Bonner Scholars are "changing the world through service." Perhaps no other program at Berry better illustrates the college motto, "Not to be ministered unto, but to minister."

SECTION II: Bonner Scholars Program Qualifications and Financial Aid

2.1 Qualifications

To be considered for the Bonner Scholars Program at Berry College, a student must exhibit strong academic records by being admitted to the institution and remaining in good academic standing. The student must also show good citizenship and commitment to service prior to consideration for the program and during their tenure as a Bonner.

The Bonner Scholars Program is a financial need-based scholarship. Students who are considered to receive the scholarship typically have an Expected Family Contribution (EFC) of less than \$10,000. Based on the information provided on the Free Application for Student Federal Aid (FAFSA), the federal government assigns the students an EFC, the amount of money that the federal government determines he/she can contribute to educational expenses in the coming year.

Students unable to complete a FAFSA will need to complete an Institutional Aid Application with Berry College. For assistance with completing this application, the applicant may reach out to the Director of Scholarships and New Student Aid. This form will determine an applicant's eligibility for Bonner in the same capacity the FAFSA will.

While it is required for a Bonner student to have an EFC of under \$10,000 to be considered for admission into the program, a Bonner may have an EFC of above \$10,000 after their first year in the program. Bonner Scholars are expected to complete their yearly verification with their FAFSA and all Financial Aid documents in a timely manner. Due to the nature of the scholarship, the following parameters have been set regarding verification:

- If verification is not completed by midterm in the fall semester, the student cannot register as a Bonner in the spring.
- Failure to complete verification by midterm in the fall will result in probation for the remaining fall semester.
- The final deadline for completed verification is **December 1st**. Any student who fails to complete these steps is not eligible to remain a Bonner, and thus terminated from the program.

Bonner Scholars are not required to reapply to the program year by year. However, the Business Office at Berry College has dates set forth with the Office of Student Accounts to ensure the efficiency of financial aid and success at Berry College. Those dates are as follows:

- October 1st: FAFSA opens
- June 10th: preliminary charges and Financial Aid are available on student accounts through VikingWeb
- July 10th: Fall semester tuition payment deadline
- December 10th: Spring semester tuition payment deadline

Bonner scholars are expected to be aware and adhere to these dates. Failure to meet deadlines will result in actions from Berry College that include, but are not limited to, dropping of student schedule for the upcoming semester, inability to register for the upcoming semester, inability to move on campus, etc. **Once a Bonner Scholar has their schedule dropped on VikingWeb, the Bonner Scholars Program at Berry College acknowledges this as a forfeit of their position in the program.** This will be handled on a case by case basis at the Director and Coordinator's discretion.

2.2 Financial Support

At Berry College, Bonner Scholars are supported 4 years (8 semesters) of their undergraduate education through Bonner Foundation funds, institutional funds, and subsidized governmental loans (assuming the scholar entered the program their freshmen year). Financial awards are based on individual students' needs; therefore, the scholarship financial packages are different for each scholar. All aid is dependent on FAFSA yearly verification, a process the student must complete each year in order for their Financial Aid Package to be completed. The timely and accurate completion of the student and parent required portions of the FAFSA and Berry College Office of Financial Aid verification and other paperwork are extremely important in the allocation of funding. If a student/family is unable to complete a FAFSA, they will continue to complete the Institutional Aid Application and remain up to date with Berry College's requirements annually to receive financial aid.

2.3 Disbursement Pay-Outs

A direct grant of \$2,500 is awarded annually to each student; payments are made monthly to Bonner Scholars who have completed the required time commitment and paperwork for the designated pay period. Payments can be picked up at the Cashier's Window in Hermann Hall (See section 4.3).

- Students who wish to put their payouts towards tuition may arrange this through emailing studentaccounts@berry.edu from their Berry email only.

Students in the graduating cohorts of 2021, 2022, and 2023 will receive a direct grant of \$2,500 annually (\$1,250 per semester). Payments are made according to the calendar set forth in the beginning of the semester agreed upon by the Bonner Center and the Business Office.

Beginning with the graduating cohort of 2024, students will receive a direct grant of \$3,000 annually (\$1,500 per semester). Payments are made according to the calendar set forth in the beginning of the semester agreed upon by the Bonner Center and the Business Office.

Students who submit paperwork after the designated dates will receive their payout on the next available payout date. Students who do not submit their paperwork by the final semester deadline will be ineligible for the associated payout and may face probation at the Coordinator or Directors discretion. The Business Office is **unable to process and mail payouts in the form of a check**. Payouts must be picked up in person at the cashier.

SECTION III: Bonner Scholars Program Expectations

3.1 Service during Academic Term

- Bonner Scholars are required to complete a **minimum of 140 hours** of community service **each semester** averaging ten (10) hours of service per week. These hours include direct, and indirect service, and required meetings, retreats, etc.
- **The Bonner Foundation defines *community service* as service provided to individuals or communities to meet social, educational, or environmental needs.** A good Bonner placement provides meaningful work that benefits tangible human needs.
- Service may be provided directly or indirectly through a student-initiated project or a project sponsored by a non-profit organization, government agency or public school.
- The maximum number of hours per day that may be counted towards meeting the Bonner requirement is eight (**8**) hours.

- Bonner Scholars are not permitted to “bank” hours during certain terms of service (i.e., semester) which will then be applied to meet the service expectation in future terms. **NO ROLLOVER HOURS.**
- Bonner students are not permitted to log hours towards their required 280 (140 per semester) before the start of the semester or after the completion of a semester according to the academic calendar (**Prior to fall semester, after fall semester, prior to spring semester, after spring semester**).
- The following activities **will NOT count** towards meeting a Bonner Scholars' service requirement either during the school year or summer:
 - Service on behalf of a private, for-profit company or organization
 - Service on behalf of a political organization or campaign (Note: Non-partisan service and voter registration drives are allowed.)
 - Service involving religious proselytizing and evangelism (i.e., church youth groups, activities meant to teach or convince a specific religion, Bible studies, religious camps, Young Life, ministry, mission trips etc. Please note these are just examples and not a comprehensive list, if a student is concerned their site may be associated with any of these they need to be forthcoming with the Bonner staff.)
 - Pure, scientific research in a laboratory
 - ROTC or military service
 - Service primarily benefiting a family member
 - Blood donations
- Bonner Scholars **may NOT receive payment** from a partner agency *during* the academic term. If an agency contracts to pay a student for time worked over the ten (10) service hours required by the Bonner Scholars Program, the BSP staff must approve the employment.
- Bonner Scholars may not count hours completed prior to the beginning of the academic semester towards their 140 hour requirement (term start and end dates are set in BWBRS, aligning with institution’s academic calendar).
- Bonner Scholars may not count hours from a site that has not been properly proposed, vetted and approved by the Bonner Center.
- Bonner Scholars may only log a **total of 20 non-CLA hours** towards the 140-hour requirement during an academic semester. Non-CLA hours are those hours of direct community service accrued by participation in one-time service events sponsored by a campus department (i.e., First Year Service Day, BCVS events, club/organization-sponsored activities) and episodic community-sponsored events (i.e., fundraising events, walks, community work days.) All non-CLA events must receive **prior approval** for program eligibility from the Bonner Scholars Program staff. It is important to note that Non-CLA hours were not meant to be end semester hours for catching up, but rather opportunities during the semester as stated above.
- Non-CLA hours do not include required Bonner Scholars Program training and enrichment activities (i.e., meetings, retreats, socials, IB service plunge.)

3.2 Credit-bearing practicum work

- Bonner Scholars who participate in credit-bearing practicum work, of which the primary purpose is to benefit a high-need population being served through the practicum, may count hours earned through actual experiential education toward the BSP service requirement. **Student must seek permission from BSP staff prior to logging**

hours. Students completing credit bearing practicum work for Bonner hours are required to fill out a proposal with the Bonner Center outlining their plan for the semester regarding practicum work, populations served, etc. Class syllabi are also required for proposals to be considered.

- The sites associated with the course must meet Bonner approval. Some things to consider: populations served, Title I, 501c-3 status, etc. As Berry continues approval, specific courses will be designated as ACE (Academic Community Engaged). Bonner students are encouraged to use these courses to align Bonner work with academics.
- **Student teachers** are allowed to count up to 70 hours of their total teaching time towards their Bonner hours each semester. These hours must be completed within the framework of each semester; therefore, hours completed outside of the Berry College academic calendar cannot be counted to fulfill Bonner requirements. These hours are only to be counted towards the program requirements if they are hands-on with the population. Students may not log observation or preparation hours.
- A student teacher may complete their remaining Bonner hours at assigned school. However, these hours must be outside the requirements of the student teacher practicum syllabus. Student teachers who continue their remaining hours at the same institution must complete their remaining hours in a different capacity than the credit bearing 70. Examples include after school programs, 1:1 tutoring, extracurricular activities with the student population, sporting events with the student population, etc.
- Student teachers are expected to attend all Bonner meetings during the fall semester, in accordance with the point policy. ***Bonner Scholars who participate in credit bearing practicum work should NOT schedule teaching hours during Bonner meeting times (i.e. Issue Based, Class and Reflection meetings).***
- Student teachers are expected to participate and attend all Bonner required events in accordance with the point policy. However, some student teaching hours may interfere with T/Th meetings times. It is the student's responsibility to meet with the program coordinator prior to missing the meetings. Student teachers will be required to make up the hours missed in a different capacity.
- Student nurses are required to attend all reflection meetings.
- **Nursing students** are allowed to count up to 70 hours of their total practicum time towards their Bonner hours each semester. These hours must be completed within the framework of each semester; therefore, hours completed outside of the Berry College academic calendar cannot be counted to fulfill Bonner requirements. These hours are only to be counted towards the program requirements if they are hands-on with the population. Students may not log observation or preparation hours.
- **Practicum hours may only be counted if they are completed at a nonprofit hospital/medical facility.**
- A student nurse may not complete their remaining Bonner hours at the same site for which their practicum hours have been accounted for in the same capacity. Nursing students may look into having another site in its entirety or completing the hours in a different capacity within the hospital setting; such as Hospice, art therapy, gift shop, etc.
- Student nurses are expected to participate and attend all Bonner required events in accordance with the point policy. However, some student nursing hours may interfere with T/Th meetings times. It is the student's responsibility to meet with the program coordinator prior to missing the meetings. Student nurses will be required to make up the hours missed in a different capacity.
- Student nurses are required to attend all reflection meetings.

3.3 Bonner Events and All Bonner Retreats during Academic Term

- Events include: All Bonner retreats and **ALL Bonner gatherings.**
- Bonners are required to attend the one-day all Bonner retreat held in August/September and the two-day retreat held in January.
- Bonners will be informed of the appropriate number of hours to log per event.
- Bonner staff may hold additional all Bonner events. These will be noted on the Bonner

calendar.

- Bonner Scholars are **required to attend ALL Bonner events**.
- Bonner students who exceed allotted absences for the semester will be placed on probation or terminated from the program at the director and coordinator's discretion.

3.4 Class Meetings

- Class meetings may include meetings with the director, coordinator, class trainings, and other approved events at which all members of a specific class are present.
NOTE: Each class has a distinct meeting schedule as follows:
- Freshmen Bonner Scholars will attend one meeting per week throughout the fall semester on designated Tuesdays or Thursdays from 11 AM to 12 PM. They will transition to having class meetings every other week throughout the spring semester.
- Sophomore, Junior, and Senior Bonner Scholars will attend one (1) class meeting per month.
- Bonner Scholars are **required to attend ALL class meetings**.
- Bonner students who exceed allotted absences for the semester will be placed on probation or terminated from the program at the director and coordinator's discretion.

3.5 Reflection Groups

- **Reflection Groups** consist of three (3) one-hour meetings per semester. These groups will meet during the third week of every month on a designated day and time.
- These meetings are led by pairs of upperclassmen Bonners and cover various topics related to service and the Bonner Common Commitments. The groups serve as a forum to process, reflect, and connect service experiences to real world implications. Bonners who are not on probation and wish to lead a reflection group can volunteer for the position.
- Bonner Scholars are **required to attend ALL Reflection Group meetings**.
- Meeting times for reflection are scheduled in the beginning of each semester and published on Vikingweb. Bonner students should **not select reflection groups that interfere with class requirements**. It is up to the student to note class interferences on the preference sheet before assignments.
- Reflection groups change each semester.
- Bonner students who exceed allotted absences for the semester will be placed on probation or terminated from the program at the director and coordinator's discretion.

3.6 Issue Based Teams

- **Issue Based Teams** will meet monthly on designated Tuesdays/Thursdays from 11 AM to 12 PM throughout the academic year. Please see VikingWeb for specific meeting dates. Members of the Bonner Leadership Team facilitate Issue Based Teams. Members may choose to meet in addition to the designated meeting schedule.
- Each **Issue Based Team** will focus on one specific topic which relates to a current social justice issue. The topic is determined by team facilitators but is to be narrowed by the team as a whole.
- Throughout the academic year, the team will research the topic, which may include watching a topic-related documentary, bringing in a local expert within the field, and/or completing relevant secondary research.
- In the fall, with an understanding of social justice issues, Issue Based Teams will share their research with the Berry campus community, through Bonner Series panels held once a week in the latter half of fall semester. These panels are held on Berry's campus,

and are open to Berry students, faculty, and staff, as well as the Rome/Floyd community. Bonners can log hours for all Bonner Series panels they attend.

- Each **Issue Based Team** will perform a service plunge related to their topic at an organization in the Rome/Floyd County community. The service plunge must be completed in the spring semester.
- During Berry's annual Symposium on Student Scholarship, Issue Based Teams will present their research at the Community Engagement Showcase.
- Each Issue Based Team will compose a policy brief related to their topic.
- Bonner Scholars are **required to attend ALL** Issue Based Team Meetings, including a 1 hour slot at Symposium and the service plunge.
- Bonner students who exceed allotted absences for the semester will be placed on probation or terminated from the program at the director and coordinator's discretion.

3.7 One on Ones

- Freshmen are required to schedule one (1) one on one with the Coordinator per semester.
- Sophomores are required to schedule one Connecting our Passions (COP) meeting per semester with their assigned Bonner staff member (as well as community partner and academic advisor) per semester.
- Juniors are required to schedule one (1) one on one with their assigned Bonner staff member per semester.
- Seniors are required to schedule one (1) one on one and one (1) senior exit interview with the Director.
- Bonner students are required to schedule these one on ones and COP meetings in a timely manner and during the required range of dates set forth by the Bonner Office. Failure to do so will result in Bonner Probation or further action by the Bonner Program.

3.8 Service during summer

- Bonner Scholars are required to complete two (2) summers of full time community service defined as at least 280 hours over a minimum seven week period. Students entering the program at their junior year are required to complete (1) summer of service. Students entering the program at their sophomore year are required to complete two (2) summers of service.
- Beginning with the class of 2023, all Bonner freshmen are required to complete a summer of service in the summer between their first and second year at Berry College. Failure to propose and complete this requirement will result in dismissal at the coordinator and director's discretion.
- The maximum hours per day that may be counted towards meeting the Bonner summer hours requirement is eight (8) hours. Consequently, the maximum number of hours that may be earned in a week is 56 hours. If the maximum number of hours per day is exceeded, the student will need to redact the hours immediately.
- A summer of service requires a minimum of seven (7) weeks of work.
- Summer of service agencies and projects must be approved by the Bonner Scholars Program staff prior to the end of spring semester.
- Work completed at a site not reviewed by Bonner Staff prior to the summer term will not be able to count towards the 280 hour requirement.
- Students may complete their summer service in the location of their choice whether that be Rome-Floyd County, their hometowns, a different region of the United States, or abroad.
- Bonner Scholars wishing to serve abroad must consult with the International Experiences Office prior to traveling to their proposed site. The Bonner Scholars

Program aligns itself with Berry College in that it will not sponsor nor support a student traveling to a destination with a travel warning or a country on alert (depending on travel level). It is important to remain diligent on the geographic location as the standing may change from proposal to travel time. The Bonner Program reserves the right to withdraw support at any time at the Director or Coordinator's discretion.

- Bonner Scholars may be paid by the hosting organization for their service work completed in the summer.
- The summer service expectation is **strongly encouraged, but optional** for a third summer. Students completing a third summer are required to complete 280 hours if they are using funding from the summer living allowance per the endowment agreement. All other funding streams do not require the full 280 hours.
- Bonner Scholars who participate in summer service are eligible for a **summer living allowance** up to \$1,000 for each of the two summers of service.
- An additional \$500 is available to students who choose to do service a third summer. The student is still expected to log hours and submit all necessary paperwork for a third summer.
- Money is to be utilized for summer housing, meals, transportation, necessary equipment and/or supplies.
- Beginning summer 2018, the summer living allowance a Bonner receives will be treated as income from Berry College. Students who received funding in this form will receive an IRS form for these funds and are expected to expense them individually, whereas previously Berry College has on their behalf. Bonners will still complete an expense voucher (located on VikingWeb) and turn in all expenses to the Bonner Office on the first day of classes. When completed, the Bonner Office will return the documents to the student for tax season. For more information, please see the presentation provided by Mr. Brad Reeder located on VikingWeb.
- Unutilized money from the first summer of service WILL rollover and be available for the second summer of service. Remaining funds after two summers can be used for an optional third summer of service. As stated, these rollover funds, if utilized, require the Bonner to complete 280 hours.
- Students may also apply for additional money for performing their service hours in the Rome-Floyd County community (Local Summer of Service Grant).
- The amount of funding available through Local Summer of Service Grants is different every year. It is determined by the number of students who are enrolled at Berry College in the Bonner Scholars Program (\$75 per student). These funds are allocated based on need and the individual proposal(s).
- Additional funding opportunities include the Junior/Senior Leadership Fund (up to \$750) and the Rising Senior Fund (up to \$500). These funds may be used for summer work, but are not limited to summers of service. Each student may use these funds once, per fund, during their tenure in the program.
- Upon the completion of summer service, Bonner Scholars will submit a Community Learning Agreement, Hour Logs, and service accomplishments. The deadline to submit this paperwork is the first day of classes in the fall semester. This includes students completing a third summer of service.
- Bonner Scholars are eligible for a \$1,500 **summer earnings work grant**. The summer earnings work grant is available for two summers of service. The **summer earnings work grant is taxable** and will need to be reported on income tax returns. Berry College will issue an IRS 1099 Form for the summer earnings and any other Berry College generated income (i.e., on-campus student work jobs). The summer of service must be completed in order to receive these earnings.
- Bonner Scholars who do not plan to return to the program in the fall are not eligible to participate in the summer service program and, therefore, are not eligible to receive the summer living allowance or earnings work grant. This also includes students who have

been suspended from Berry College. Should a student have received funding prior to being asked not to return, the student is required to pay back the funds in full.

- Bonner Scholars who complete the summer of service requirement but **take a leave of absence** the following fall semester may receive their summer earnings work grant **only** upon their return to the program.
- Participation in the summers of service are required to receive loan reduction.
- If a student chooses not to meet the minimum requirement for summers of service (depending on their entrance in the program), he/she will be terminated from the program.
- All parameters and requirements for service, organizations, and sites in the academic year extend to the summer of service requirement. Should it arise that a site was misrepresented to the Bonner Program, Staff, or Bonner Center, the Bonner Scholar's summer of service will be nullified. The Bonner Scholar will not have met this requirement, is not eligible for the summer earnings, and must return any funds received for summer living to Berry College/the Bonner Endowment. At the Director and Coordinators discretion, the Bonner Scholar will be placed on probation or considered for termination in the fall.

3.9 Freshmen Service Trip

- First year Bonner Scholars are required to participate in a service trip to a geographic region that differs from their campus community. This event will take place either during Spring Break or the week after Berry's graduation in May.
- Freshmen service trip hours **do not** count toward meeting spring semester or summer hour requirements.
- Participation in this service trip is a requirement to receive Loan Reduction (for eligible class cohorts).
- First year students who are not returning to Berry College in the fall of their sophomore year are not permitted on the trip.
- Students who violate the Viking Code during this trip will be removed from the program at the discretion of the director/coordinator.

3.10 Sophomore Exchange Events

- Second year Bonner Scholars are required to attend a regional service and/or training event during their second year in the program. The goal of the event is to expose Bonner Scholars to the larger Bonner network and provide an opportunity for leadership training and reflection.
- Participation in the exchange event is a requirement to receive Loan Reduction (for eligible class cohorts).
- If a Bonner Scholar is studying abroad during the event, the student is excused from this requirement if and only if the student completes Bonner service while abroad. Thus, the student is still eligible to receive the loan reduction amount for this cornerstone.

3.11 Sophomore Recommitment

- Sophomore Bonner Scholars are required to participate in a spring recommitment activity designed by the Bonner Scholars Program staff and Bonner Leadership Team class representatives.
- Participation in the recommitment activity is a requirement to receive Loan Reduction (for eligible class cohorts).

- If a Bonner Scholar is studying abroad during the event, the student is excused from this requirement if and only if the student completes Bonner service while abroad. Thus, the student is still eligible to receive the loan reduction amount for this cornerstone.

3.12 Junior Activities

- Juniors are required to organize and implement certain requirements as assigned by the program in the beginning of their junior year.
- Participation in the junior activity is mandatory to receive loan reduction (for eligible class cohorts).
- If a Bonner Scholar studies abroad during the event, the student is eligible to receive Loan Reduction if the student completes Bonner service while abroad.
- In the 2020-2021 academic year, Bonner Scholars in their junior year will participate in a fundraising event. Details will follow.

3.13 Senior Bonner Capstone Presentation

- Senior Bonner Scholars must submit a written capstone assignment between 3-5 pages prior to the date of their presentation. The Director will communicate the date through email correspondence.
- Every graduating Bonner Scholar presents to an audience of other Bonner Scholars, the Bonner Advisory Committee, and other guests as determined by program staff and students. The presentation should recap both the learning and community impact each student made while participating in the Bonner program. These presentations may include various forms of media such as video, photographs, essays, and poems.
- Completion of the written capstone and presentation is a requirement to receive Loan Reduction (for eligible class cohorts).
- This event is held during the spring retreat and required of all seniors to present, and all Bonners to attend.

3.14 Senior Exit Interview

- All graduating Bonner Scholars are required to complete an exit interview with the program director and/or coordinator.
- Completion of an exit interview is a requirement to receive Loan Reduction (for eligible class cohorts).

3.15 Student Impact Surveys

- Selected classes of Bonner Scholars must complete Student Impact Surveys when administered by the Bonner Foundation.
- Completion of the survey is a requirement to receive Loan Reduction (for eligible class cohorts).

3.16 Loan Reduction Fund

- Loan Reduction funds are only available to the class cohorts who entered as graduating in 2023, 2022, and 2021.
- **Loan Reduction** funds up to **\$2,000** are to be used for the sole purpose of reducing each Bonner Scholar's total educational loan indebtedness at the time of graduation.
- To receive loan reduction, Bonner Scholars must successfully complete the following requirements:

Completed Paperwork/Hour Requirement	Summers of Service
First Year Orientation	Student Impact Surveys
First Year Service Trip	
Sophomore Exchange Event	
Sophomore Recommitment	
Junior Activity	
Senior Bonner Capstone	
Senior Exit Interview	

- Loan reduction will be **pro-rated for new upperclassmen Bonners**. Awards will equal **\$250.00 for every semester in the program**.
- **Loan reduction will also be pro-rated at the Director and Coordinators discretion** if a student has failed to meet certain requirements during their tenure.
- Bonner Scholars **with loans** may only use their loan reduction funds to reduce undergraduate loans.
- Bonner Scholars who graduate **with no loans** will be allowed to use their loan reduction funds for graduate school tuition. This option is only available within seven (7) years of graduation from the BSP institution.
- Bonner Scholars who take an extra semester or more to graduate will be eligible for the Loan Reduction funds only upon graduation from the BSP institution. Failure to graduate from the institution will result in forfeiting of the funds.
- Loan reduction are disbursed through the college directly to the lender or graduate school on behalf of the student.

SECTION IV: Paperwork & Procedures

4.1 Bonner Web-Based Reporting System

- Bonner Scholars utilize an online web-based reporting system to log hours. Students can access BWBRS at the following website: <http://bwbrs.org>
- Students are required to log their training and enrichments, meetings and service hours on a weekly basis.
- Students are required to propose CLA's, Service Accomplishments, and sign hour logs according to timelines set forth by the Bonner Program.

4.2 Community Learning Agreements

- The **Community Learning Agreement (CLA)** is a tool for allowing students to critically examine their service placements and for helping establish strong agency relations. The document is used to outline students' service objectives and learning goals for each semester.
- The Community Learning Agreement is to be a mutually binding commitment of Bonner Scholars to agencies and agencies to Bonner Scholars. This commitment encourages professionalism by students at all times. Site supervisors should come up with job descriptions and help students identify specific tasks to accomplish.

- Bonner Scholars and Community Partner Site Supervisors should complete the **CLA jointly at the beginning of each semester**. Bonner Scholars are required to make an appointment with their contact person to discuss the contents of the form.
- A CLA must be completed for each organization where a Bonner Scholar will serve **more than twenty (20) hours of service for the semester**. Bonners are limited to two (2) CLAs each semester.
- CLAs should be **submitted electronically on BWBRS as defined in the semester calendar**. BSP staff will provide comments and necessary corrections if needed. Bonners must make corrections on CLAs prior to having their site supervisors sign anything and before turning in hard copies.
- **Students will submit a new CLA for each agency they work with each semester**. The new CLA should reflect new goals, projects, and skills the students would like to develop.
- **Bonner Scholars are required to make an appointment with their contact person to discuss the contents of the CLA.**
- Bonner Scholars may only log a total of 20 non-CLA hours towards the 140-hour requirement during an academic semester. To ensure the service event is both approved by Bonner staff and accessible for reporting in BWBRS, a student must complete a **BWBRS Event Request Form**.
 - Forms are located in the Bonner Center suite – Green 407/408. Forms should be submitted **one week prior** to the scheduled service event for review by Bonner staff.
 - Failure to submit this form in an adequate manner will result in the event not being considered.

4.3 Logging Hours on BWBRS & Disbursement Pay-Outs

- Bonner Scholars are required to complete an **average of ten (10) community service hours per week**--totaling 140 hours each semester. Bonner Scholars should schedule 10 to 12 hours of service per week to allow for holidays, illnesses, or other unexpected occurrences.
- Hour Logs will be **completed in accordance with the Bonner calendar, before each payout**, via BWBRS and returned to the BSP office. Please refer to the Bonner calendar for hour log submission dates. Payouts are only available beginning on the predetermined dates on the calendar and never before.
- Hour logs should be **signed on paper or electronically** by both the Bonner Scholar and each community partner site supervisor with whom CLA hours appear on the log. The logs will be dated and totaled automatically.
- One (1) disbursement payment is made in the beginning of each semester in accordance with the academic calendar. Students may be ineligible to receive this payout on time if they have failed to meet a requirement as set forth by the Director or Coordinator, such as probation meetings, paperwork, etc.
 - Payment amounts are as follows:
 1. Class of 2024: \$750
 2. Classes of 2021, 2022, 2023: \$500
- Disbursement payments of **\$250.00** are made monthly (in the amount of \$250 and the yearly totals not to exceed the Bonner direct work grant amount) to each Bonner Scholar completing the required time commitment and paperwork for the designated pay period.
- Payouts may not be available to a student, regardless of submitted paperwork, who has a balance with the Berry College Business Office or the Student Accounts Division. If this is an issue, please contact these offices immediately.
- Failure to report or failure to complete **ALL hour and paperwork requirements** for a specific pay period **will result in the withholding of a student's**

disbursement. If a student does not submit the total number of hours and/or paperwork due for a specific pay period, he or she will not receive his or her disbursement payment until missed hours are completed and/or paperwork is turned in complete. Any disbursement payments that are withheld will be paid on the next disbursement date that the Bonner Scholar is eligible to receive funds.

- Payouts are available at the Cashier's Window *only* or through direct tuition payments. ***Pay-outs will not be mailed.***
- Students who fail to turn in paperwork (CLA, Check-In form, Hour Logs, Service Accomplishments) on or before the semester end date will be ineligible for payouts. Due to the nature of the paperwork (verification of hours/documentation of work site), the student will be placed on probation or terminated from the program at the Director and Coordinators discretion.
- Summer paperwork can be completed and logged throughout the summer. The Bonner Center will, periodically, check in with students completing summers of service to ensure proper hour logging and timely completion. The student's paperwork must all be approved and signed before the student leaves their summer service site. Bonner Scholars will not receive their summer earnings work grant until they have submitted all their paperwork. **CLA's will be required to be proposed electronically by a date set by the Bonner Center.** Students completing summer work will be notified promptly with plenty of time for review and edits in order for Service Accomplishments to appear. The Bonner Office holds no liability for inability to complete Service Accomplishments on time.
- Bonner students on probation in the spring semester are unable to receive any summer funding until they have been removed from probation concluding the spring semester. This includes living expenses, local funding, Rising Senior, Junior/Senior leadership, etc.
 - This includes probation with Berry College (if applicable) and the Bonner Scholars Program.

To pick-up Pay-Out or set up direct deposit of Bonner Direct Work Grant:

- Go to cashier's window in Hermann Hall on designated date.
- Identify self as a Bonner Scholars Program student. Student I.D. card will be required.
- Withdraw money
- Students are highly encouraged to set up direct deposit.
- **OR** email studentaccounts@berry.edu to apply payouts directly to tuition

4.4 Check-In Forms

- Towards the mid-semester point, Bonner Scholars along with their community partner site supervisor will be required to complete a check-in. **Bonner Scholars are required to make an appointment with their contact person to discuss the contents of the Check-In form.**
- **Check-In forms are required of each CLA.**
- Check-In forms should be **completed no later than the 90 hour paperwork date each semester.** Failure to return **signed** Check-In Forms to the BSP office will result in the withholding of pay-outs until the completed form is received.
- The Check-In form can be found on VikingWeb on the Bonner Scholars Group page.

4.5 Service Accomplishments

- At the **end of each semester** students will report on what they accomplish through their service. These accomplishments will relate to the service objectives from each student's Community Learning Agreement.

- Bonner Scholars and their agency supervisor must complete the Service Accomplishment jointly at the end of each semester. **Bonner Scholars are required to make an appointment with their agency supervisor to discuss the contents of the form.** Service Accomplishments must be completed for each agency with which a Bonner Scholar completed a CLA.
- Service Accomplishments must be **completed no later than the last paperwork date at the end of each semester.** Failure to return **signed** Service Accomplishments to the BSP office by the end of finals week will result in the withholding of BSP funding and student will be placed on probation for the following semester.
- Service Accomplishments will not appear on BWBRS if a student has not submitted their CLA/has not submitted their CLA on time for the Bonner Office to review. The Bonner Office accepts no liability for the inability to complete Service Accomplishments.

4.6 Summer of Service Paperwork

- **Summer of Service Proposals** allow students to communicate summer service plans to the BSP office. These forms also are the means by which Bonner Scholars request the summer living allowance by submitting a proposed budget for expenditures.
- Summer of Service proposals will be completed by Bonner Scholars **by the designated date.** Failure to return the form, or otherwise communicate your summer plans to the BSP coordinator, will result in ineligibility to receive funding for the summer and/or completing a summer of service. In addition, proposals and sites will not be considered after the end of spring semester.
- All summer service agencies and projects must be approved by the BSP staff. Completed hours at an agency that has not been approved by the Bonner Office will not be counted towards the required 280 for summer of service.
- **Bonner Scholars are required to complete 2 summers of service. Failure to complete 2 summers of service will result in termination of funds and immediate dismissal from program.**
- If a Bonner takes a leave of absence after their first semester, they are required to complete the summer of service requirement the next 2 consecutive summers. If a Bonner student is unable to meet these requirements, the Director and Coordinator will terminate their enrollment in the program at the end of the applicable spring term. The three summers are based off the original enrollment year and graduation year when the student was accepted to the program.
- Beginning with the class of 2023, all Bonner freshmen are required to complete a summer of service in the summer between their first and second year at Berry College. Failure to propose and complete this requirement will result in dismissal at the coordinator's and director's discretion.
- Students enrolled in the 3/2 Engineering program will be required to complete the summer of service requirements during their first two consecutive summers in the program. Failure to do so will result in termination from the program.
- Students who enter the program as upperclassmen will be required to complete:
 1. 2 summers if entering as a rising sophomore.
 2. 1 summer if entering as a rising junior.
- At the completion of summer service, Bonner Scholars are **required to submit monthly BWBRS hour logs verifying** all service hours worked. Completed and **signed CLA(s), Service Accomplishments, and hour logs from all CLA's** are required in order for a Bonner Scholar to receive the \$1,500 summer work earnings.

- **CLA, Hour Logs, Service Accomplishments, and expense voucher are due to the BSP office by the first day of classes in the fall.**
- The summer work earnings will be issued in the form of a check.
- **Failure to complete all necessary paperwork may result in the student's returning of funds and incomplete summer of service.**

4.7 Community Fund

- The Community Fund is designed to enable Bonner Scholars to start new or expand and support existing service programs and projects that benefit Rome-Floyd County or the communities in which they work. Funds may be used to purchase needed supplies or support specific agency events.
- The Community Fund, when being utilized for a community partner, is available to Bonner sites in the Rome/Floyd area. Proposals for agencies outside of the county will be reviewed by the director or coordinator on a case-by-case basis.
- The Community Fund can be used to help Bonner Scholars attend national Bonner or other service related conferences (i.e. the Impact Conference).
- Community Fund should be used for sustainable, lasting projects to benefit the community, rather than one-time events.
- Each year, \$100 per Bonner Scholar is allocated to a pooled Community Fund account. Money is not designated for each student in particular but rather for the program's use.
- Individually or as a group, students may submit proposals to request Community Fund money.
- To obtain funds from the Community Fund, the following procedures and paperwork must be completed:
 1. A **Community Fund Financial Support Proposal** form must be submitted for review and approval by the Bonner Leadership Team Community Fund Committee.
 2. The form must be submitted to the Community Fund Committee **two weeks** before the money is needed for the project or agency. A narrative report explaining specifics of the special project may be beneficial for the Community Fund Committee's review process.
 3. The Community Fund Committee will grant the fund request or advise changes to the proposal via email or in-person meeting.
 4. If authorized, complete a **Community Fund Cash Advance** form and submit to the BSP office for approval by a BSP staff member.
 5. The student will sign the cash advance form in conjunction with the **Cash Advance Agreement form**. This is designed to hold the office and student accountable for the advance. It is the student's responsibility to read and understand this agreement.
 6. Students are responsible for the completion and submission of all paperwork.
 7. Students are also encouraged to 'shop' for the best and most efficient deals while utilizing the accounts at the college such as Sam's Club, Staples, etc.
 8. Students also are encouraged to use online ordering, which can be done alongside the program coordinator using an office credit card.
 9. When requesting a large donation, please consult with the program director or coordinator to discuss the most efficient and effective options.

After Community Fund request is approved:

- An **Expense Voucher** must be completed and returned to the BSP office **within ten (10) working days** of receiving a cash advance from the Community Fund. The expense voucher must include a **record of expenditures** along with the **receipts** for items purchased.
- Failure to complete an **Expense Voucher** and submit receipts will result in funds charged to the student's account, which may result in a **hold on the account**.
- Failure to adhere to any of the rules and requirements, such as those outlined in the Cash Advance Agreement, may result in a hold on the student account.

4.8 Transportation

- The Bonner Scholars Program helps students secure transportation to off-campus community partners. If transportation is not available or Bonners prefer to drive personal vehicles, the BSP provides a reimbursement for mileage driven. **Bonners are encouraged to drive their own vehicles to keep more cars available to other students needing access to transportation.** Bonners who apply for mileage reimbursement must complete all of the necessary paperwork in a timely manner to ensure payment.
- Every year starting August 1st, Bonner students who wish to use a Berry College vehicle must complete the following (mentioned in detail below):
 1. A Motor Vehicle Record inquiry for Berry College
 2. Submit a copy of a valid driver's license (Class C if Georgia) and student ID
 3. Terms of Vehicle Use Agreement
- Currently, the BSP has **eight (8) vehicles** for use: two (2) 12-passenger vans, two (2) mini vans, one (1) SUV, and three (3) cars. Bonner vehicles are parked in reserved spaces in the parking lot between the Cook Building and Centennial Hall in faculty/staff parking.
- These vehicles are checked out on a **first-come, first-serve basis** through the BSP coordinator in the BSP office. Students traveling to the same agency work site are encouraged to carpool in an effort to reserve cars for other students in need.
- If carpooling, the driver is only required to wait up to ten (10) minutes for any late arrivals. Drivers are expected to depart campus with sufficient time to arrive at community partner service sites for scheduled work times.
- Bonner cars are on a first come, first served basis, but students are reminded to be respectful of return and check out times. Only check out a vehicle for a time you need it.
- Each Bonner Scholar who plans to use the Bonner Scholars Program vehicles is required to read, complete, and sign an **Agreement of Vehicle Use and a Motor Vehicle Registration Form** at the beginning of each academic year.
- For use of a BSP vehicle, the BSP driver should sign out keys from the BSP coordinator. The **Vehicle Sign Out** requires the recording of the following information: driver's name, check-out/check-in times, and the vehicle driven. Failure to do so may result in driving privileges being revoked.
- Bonner Scholars are asked to report any vehicle malfunction to the BSP office immediately.
- Bonner Scholars are responsible for the rules of the road when driving a Berry vehicle, both on and off Berry's campus. This includes Viking Code and the State of Georgia.
- Bonner Scholars are to fill up the vehicles when the gas tanks are below ¼ of a tank using keyfob (pumps located at Physical Plant behind football stadium).
- Berry College insurance cards are located in the glove compartment of each vehicle.
- **Use of these vehicles is a privilege and may be revoked at any time. The Transportation Coordinator and BSP Coordinator will keep track of discretions.**

- **Mileage reimbursement is available at a rate of \$0.15 per mile** when Bonner Scholars drive their personal vehicles. To obtain mileage reimbursement, a student must complete the following procedure monthly:
 - Complete a **Gas Mileage Log and Reimbursement Form**. Forms are available on Viking Web (Mileage Log) and in the BSP office (Gas Reimbursement Form). (Office staff will compare BWBRS hour log to mileage log.)
 - Mileage will be reimbursed based on the spreadsheet publicized on Vikingweb. This mileage is represented as a one way trip from Berry College to the community partner.
 - Only attach a map if you are not traveling to and from a site publicized on Vikingweb (Examples: not your CLA, going to Staples for your organization, CRBI testing sites). Commuter students may submit a map at the beginning of the semester to have on file.
 - Return paperwork to the BSP office for approval by the BSP coordinator.
 - Present signed reimbursement form at the cashier's window of Hermann Hall to receive funds.
 - **Mileage can only be reimbursed at the time of each payout period. Once the payout deadlines have passed, the mileage for that timeframe can no longer be reimbursed.**

Section V. Academic Policy, Point System Policy, Hour Log Expectation

5.1 Academic Requirement Policy

- Berry College Bonner Scholars must **meet or exceed a 2.0 cumulative GPA** to remain in the program:
 - Maintaining a 2.0 cumulative GPA grants students' access to the Bonner Direct Work Grant.
- If a student has a cumulative GPA less than 2.0, the student will be placed on Bonner probation. The student will have **one semester** to bring up his/her cumulative GPA to a minimum of a 2.0. If the student does not reach the 2.0 cumulative GPA minimum, the student will be **terminated** from the Bonner Program, at the coordinator's and director's discretion.
 - In addition, if a student has a semester GPA below 2.0, the student will be placed on Bonner probation for the following semester. The student must earn a semester GPA greater than 2.0 in the following semester in order to remain in the program.
- During a student's entire time as a Bonner Scholar, the student is allowed to be on Bonner Probation twice and only in non-sequential semesters, at the coordinator's and director's discretion.
- Replacement funds are Bonner funds that replace scholarship funds a Bonner has lost due to ineligibility (i.e. loss of HOPE due to low GPA).
 - Bonner Scholars must maintain at least a 2.5 cumulative GPA to qualify for replacement funds.
- Despite academic performance, the Bonner Center for Community Engagement Director and Dean of Academic Services retain the right to allow a student with extenuating circumstances to remain as a Bonner Scholar at Berry College.
- **ALL** Bonner Scholars must complete a minimum of 24 credit hours each academic year to gain academic progress clearance and to be eligible to receive federal, state, and/or institutional funds.
- A Bonner Scholar on probation **CANNOT** hold an on-campus job or a leadership position within the Bonner Scholars Program.

- If a Bonner Scholar takes a leave of absence following the first semester of freshman year, he/she is ineligible to participate in a summer of service immediately following spring semester of freshman year.
- Upon returning from a leave of absence and full involvement in the Bonner program during the academic term, the student will be required to complete the two summers of service required in the following two consecutive summers. The summer of service requirements must be completed within the dates inclusive of the student's initial enrollment year and anticipated graduation date. A student who chooses to forego participation in the summer of service following a leave of absence (without consent of the Bonner staff) will not be eligible for future enrollment in the program and, thus, will be terminated.

5.2 Satisfactory Academic Progress (SAP)

- SAP is a set of federal regulations that requires students to demonstrate they are moving through their academic program at a reasonable pace and "making progress" toward their degree.
- To maintain SAP, **you must earn at least 24 credit hours each academic year.** Successful completion of courses means the student has received a grade of A through D, H, or P. Grades of F, I, W, WF, WS, X, or NR does not constitute successful completion. For purposes of receiving financial assistance, a student must maintain satisfactory progress with regard to grades and work completed. **Undergraduate students completing 60 or more hours must have a minimum cumulative 2.0 GPA on academic work to receive financial aid.**
- The Satisfactory Academic Progress (SAP) is determined at the end of every spring semester. **A student who is not maintaining SAP is placed on Financial Aid Suspension due to not meeting SAP standards and is ineligible for all types of financial assistance; this includes Bonner funding.** Exceptions may be granted for extenuating circumstances beyond the student's control. However, the student must have circumstances that are documented and must submit specific, required information for a SAP Committee Review.
- A student who is not meeting SAP requirements is unable to remain in the Bonner Program. The Bonner Program will align with the Office of Financial Aid at Berry as to the status of a student when it comes to SAP suspension, probation, etc.
- SAP is not exclusive to Berry College; failure to maintain SAP means no aid at any institution!
- **CAUTION: If you are a financial aid recipient and are thinking about dropping hours, withdrawing from any classes or completely withdrawing from the college, please consult with a financial aid counselor. This can have a negative impact on your SAP status.**

5.3 Point System Policy

- The Point System Policy ensures a student is **engaged in approximately 80% of required activities.**
- The Point System Policy ensures that all Bonner Scholars are fully invested in the Bonner Scholars Program and are actively participating in Training and Enrichment Events. Types of meetings include: Reflection, Issue Based, Class meetings, All-Bonner retreats, and Special Events noted on the Bonner Calendar. The Point System Policy will track participation by **assigning points for absences, tardiness, or lack of engagement in the topic or activity.**
- While a point will accrue by not attending a meeting in the physical sense, a student may also **receive a point for not actively engaging during a required event** in ways such as cell phone usage, disruptive behavior, not being adequately prepared,

- sleeping, etc.
- If a student is more than 10 minutes late to a required event, they will receive a point.

Number of points allotted for students by class year:

- **Freshmen** can have up to **three (3) points** each semester (for the first two semesters) and remain in good standing with the Bonner Program. If a freshman receives four (4) or more points in a semester, then that student will be put on **probation** the subsequent semester. If the student continues to accrue points after notification of the 4th point by the coordinator, the student may be subject to termination.
- **Sophomores, juniors, and seniors** can have up to **two (2) points** each semester and remain in good standing with the Bonner Program. If a sophomore, junior or senior, receives three (3) or more points in a semester, then that student will be put on **probation** the subsequent semester. If the student continues to accrue points after notification of the 3rd point by the coordinator, the student may be subject to termination.

Consequences:

- If a student receives more points than are allotted in a given semester, then the Bonner Scholar will be placed on **Bonner Probation**. During the probationary period, the Bonner student will be closely monitored on attendance and participation in required Training and Enrichment Events.
- Bonners who exceed the points allotted per semester may be considered for termination at the director and coordinator's discretion.
- A Bonner Scholar on probation **CANNOT** hold an on-campus job or a leadership position within the Bonner Scholars Program.
- If the Bonner student stays within the allotted number of points during the probationary semester, the Bonner student will return to good standing for the subsequent semester, assuming the student is in good standing otherwise at the institution and in the program.
- However, if the student receives more points than are allotted during the probationary period, the student will be **terminated** from the Bonner Scholars Program at the coordinator and director's discretion.
- During a student's entire time as a Bonner Scholar, the student is allowed to be on Bonner probation twice and only in non-sequential semesters. If a student fails to meet the Training and Enrichment Event expectations (attend all meetings, events, and etc.) for a third semester, the student will be **terminated** from the Bonner Scholars Program at the coordinator's and director's discretion.

Exceptions:

- If a student has a conflict due to an academic commitment or athletic competition, the student must notify the Bonner Center **at least two weeks** in advance of the event. If a student fails to give proper notice for absence, the student will receive points for missed events. Excused absences will be given to students with extreme circumstances (e.g. a death in the family). A student may be required to complete an assignment as a substitution for the missed meeting. Failure to complete this assignment will result in a point.
- Note: athletic competitions are limited to scheduled games/meets and do not include practices, scrimmage, etc. Anything outside of competition, a student will need to utilize a point.
- Note: required credit hour bearing class meetings are the only academic commitments

that would excuse a Bonner from not receiving a point. Guest lectures, extra credit opportunity, study groups, etc. should be considered when a student utilizes their points for the semester.

- Note: extenuating family circumstances are those that happen suddenly and without control, such as a sudden death. Doctors' appointments, birthdays, family visits, etc. should be considered when a student utilizes their points in the semester.

Note: The Bonner Center for Community Engagement Director and the Dean of Academic Services retain the right to allow a student with special circumstances to be exempt from this Point System Policy and remain as a Bonner Scholar at Berry College.

Point System Allocation for Training and Enrichment Events:

- Reflection Meeting: 1 point
- Issue Based Meeting: 1 point
- Class Meeting: 1 point
- All Bonner Events: 1 point
- Bonner Retreat: 1 point for each day of retreat)

5.4 Hour Log Requirement

- Bonner Scholars must have a minimum of **140 hours** logged on BWBRS by the end of each semester to remain in good standing in the Bonner Program.
- Bonner Scholars who fail to meet the minimum requirement of 140 hours for the semester will be considered for probation (from a holistic approach) at the coordinator's and director's discretion.
 - A Bonner will be placed on probation for the following semester and given an individualized probation plan, not to exceed one semester. The student will be required to meet the 140 hour requirement for the semester on probation or face immediate termination from the program.
 - The student's performance in the delinquent semester is taken into account in this instance and should be considered if an extenuating circumstance out of the student's control has taken place.
 - A Bonner may be terminated from the program based on the total performance in the program at the coordinator's and director's discretion. If a Bonner has failed to meet the 140 hour requirement, their total performance in the program will be considered including, but not limited to, total completion of hours, communication with Bonner Staff/Leadership Team, work with their community partner, attendance, institutional disciplinary infractions (if applicable), academic performance, etc.
- Bonner Scholars are required to complete 280 hours during the summer term over a minimum of 7 weeks at no more than 8 hours per day. Failure to meet the hour requirement in summer will result in prorating of funds, returning of all funds, canceling of summer of service, etc. after a meeting with the director/coordinator and in conjunction with the Business Office at Berry College.
- A Bonner Scholar on probation **CANNOT** hold an on-campus job or a leadership position within the Bonner Scholars Program.
- **During a student's entire time as a Bonner Scholar, the student is allowed to be on Bonner Probation twice and only in non-sequential semesters.**
- Students are strictly prohibited from fabricating, plagiarizing, or falsifying information on any college documents, including but not limited to BWBRS hour logs and any official program paperwork (See Section 8.1). A student who is found to have committed any of these acts will be considered for termination from the program.
- If it is discovered that a Bonner Scholar has not completed the required hours after they have received their monthly pay-out, the student will be expected to return the pay-out, pro-rated according to the verifiable hours according to their hour logs. If the amount owed exceeds the payouts remaining for that semester, the money owed will be subtracted from the next available payout or billed directly to the Bonner Scholar's student account.

5.5 Disciplinary Policy

- Each Bonner Scholar serves as a representative of Berry College and the Bonner Scholars Program and should therefore make **responsible decisions** while engaging in community service activities. Each Bonner Scholar is expected to maintain a **high level of integrity** while pursuing the requirements of the Program. The inability to uphold the standards of the Berry College Bonner Scholars Program may result in the Scholar's dismissal from the Program.
- As stated throughout the handbook, Bonner Scholars will face disciplinary action if the following expectations and policies are not met in full:
 - Academic (Maintain 2.0 GPA)
 - Community Engagement Hours/Paperwork Requirements (CLA, 140 hours,

- o Check-In, SAs)
 - o Attendance (Point Policy)
 - o Integrity & Professionalism Policy
 - o Uphold Viking Code or refrain from legal infraction
- The Bonner Scholars Program Coordinator and Bonner Center Director will identify students that have not met program requirements in any capacity, including those in violation of the Viking Code. The Coordinator will then communicate the unmet requirements with the student, requesting a meeting via email with the student. Failure to schedule a meeting with the Coordinator within one week of the warning email relinquishes a student’s right to talk through the unmet requirements and co-construct a performance plan, but it does not halt the Bonner staff from moving forward with consequences. **At the discretion of Bonner staff under the advisement of the Dean of Academic Services, the student may be placed on probation, suspended, or terminated from the Bonner Scholars Program.**

- **DISCIPLINARY LEVELS**

- o **Probation:** Probation is a restorative process to allow a student, who fails to meet program expectations and uphold program policies, to set forth a performance plan with the Bonner coordinator. The plan will detail the program’s expectations for restoring a student to “good standing.” The plan may include a revised timeline or calendar for meeting program expectations, one-on-one counseling meetings with the Bonner coordinator, required advisement from campus departments (i.e., Academic Success Center, Counseling Center), etc. At the end of a probationary semester, the Bonner staff will meet with the student to review the performance plan and the student’s adherence to its conditions. Successful completion of the performance plan restores the student to “good standing;” failure to meet the plans expectations may warrant suspension or termination.
 - Students are considered for probation if one or more of the following expectations are unmet during a semester:
 - Academic (Maintain 2.0 GPA)
 - Community Engagement Hours/Paperwork Requirements (CLA, 140 hours, Check-In, SAs)
 - Attendance (Point Policy)
 - Integrity & Professionalism Policy
 - Uphold Viking Code or refrain from legal infraction
- o **Suspension:** A Bonner student on suspension neither is active in the program nor receives financial support from the Bonner Program at Berry College or the Bonner Foundation. A Bonner may be suspended for any singular reason or combined reasons listed above in accordance with due process by the Bonner staff. When suspended, there is a clear understanding that a student will have an opportunity to reapply to the program at the start of a new semester. It is the student’s responsibility to meet all requirements outlined by the Bonner Program in the official suspension correspondence in order to remain eligible to reapply. While a student is given the opportunity to reapply, a student is not guaranteed readmission to the Bonner Program.
 - Students are considered for suspension if one or more of the following conditions apply:
 - Continued academic, community engagement hours/paperwork requirements, attendance, and integrity expectations unmet
 - 2nd consecutive semester eligible for probation
 - 3rd semester in program eligible for probation
 - Multiple infractions of Bonner policies
 - Continued blatant disregard for program compliance

- o **Termination:** A Bonner student is terminated from the program receives no financial support from the Bonner Program at Berry College or the Bonner Foundation if the student has failed to complete the processes necessary for restoring him/herself to “good standing” through either or both the probation and suspension expectations. A Bonner Scholar may be terminated for a singular or combined violation of expectations and policies outlined in this handbook or the Viking Code. A student who is terminated is permanently removed from the Bonner Program at Berry College and is not eligible for readmission.
- **Appeal Process**
 - o A Bonner student may submit a written appeal concerning suspension or termination from the Bonner Program. The document should be addressed to the Bonner staff including the coordinator, director, and Dean of Academic Services. Appeals are to be submitted within one week of receiving formal correspondence regarding suspension or termination.
 - o Appeals not submitted within one week will not be considered.
 - o The written appeal should address the suspension/termination directly and detail any new information that has not been shared previously regarding the specific case. Further, an appeal provides an opportunity for the Bonner student to give context and perspective on the violation that may have not been fully exhibited or provide new information that may have not been available at the time of the decision.
 - o Appeals are not encouraged for blatant or continued program compliance issues. Typically, an appeal is considered for extenuating circumstances and limited to larger scale decisions.
 - o Appeals will be considered by the Bonner staff under advisement of the Dean of Academic Services. Appeal responses will be communicated within two weeks of receipt by the Bonner Scholars Program office.
 - o Appeal decisions are considered FINAL. If a student finds issue with a decision, he/she is encouraged to meet with the Bonner coordinator and/or director in person.
 - o Note: An appeal is a privilege and an opportunity to be heard; it is not a right and should not be treated as one. Further, a Bonner being suspended/terminated is not required to appeal their decision.
- **DISCIPLINARY TIMELINE**

Process during Academic Term:

 - Warning email with meeting request sent by program coordinator
 - Meet within one week of warning email with Bonner staff
 - During meeting, co-construct a performance plan & sign document that includes consequences for failure to adhere to plan
 - Set second meeting to review performance plan with Bonner staff
 - Upon review of performance plan with Bonner staff, determine next steps
 - o Probation
 - o Continued probation
 - o Suspension
 - o Termination
 - Bonner staff will notify the student within one week of second meeting of next steps/ consequences/decision.

Process during Summer Term:

 - Warning email with meeting/phone conference request sent by program coordinator
 - Meet/phone conference within one week of warning email with Bonner staff
 - During meeting/call, co-construct a performance plan & electronically share document that includes consequences for failure to adhere to plan. Signed document returned by student to BSP within 24 hours via email.
 - Set second meeting/phone conference to review performance plan with Bonner staff

- Upon review of performance plan with Bonner staff, determine next steps
 - Probation
 - Continued probation
 - Suspension
 - Termination
- Bonner staff will notify the student within one week of second meeting/phone conference of next steps/consequences/decision.

SECTION VI: Bonner Scholars Program Administration

6.1 The Bonner Scholars Program Office

- The Bonner Scholars Program office is available to provide administrative assistance to Bonner Scholars.
- The Bonner Scholars Program office is located on the 4th floor of Green Hall.
- The BSP office hours are **Monday – Friday 8 AM - 5 PM** during the academic year.
 - Please be advised, if you need to speak with a particular person about an issue it is best to make an appointment.
 - Communication received outside of business hours will not be returned until the following business day at the earliest convenience.
- The Bonner Scholars Program Coordinator telephone number is **(706) 290-2690**.
- The Bonner Center for Community Engagement telephone number is **(706) 238-7885**.
- The Bonner Scholars Program fax machine number is **(706) 378-2904**.

Note: BSP staff should only be contacted on their personal cell phones in case of an emergency.

6.2 The Bonner Center for Community Engagement Staff

- The **program coordinator** administers the BSP on a daily, full-time, and year-round basis. He or she is responsible for coordinating the operation of all aspects of the BSP including recruitment, selection, orientation, training, placement, reflection/enrichment and evaluation. He or she is the primary contact regarding BSP questions, procedures, and activities.
- The **program director** oversees all administrative decisions regarding the program. He or she also utilizes and coordinates other institutional resources available to support the program including the offices of admissions, financial aid, development, public relations, and alumni affairs.
- Two (2) Bonner Scholars serve as **peer counselors** for incoming freshmen Bonner Scholars. These students provide guidance and support while implementing an extended orientation curriculum for new Bonner Scholars.
- Three (3) **senior/junior members** of the Bonner Scholars Program serve as **interns**. Working up to 10 hours weekly, these students provide programmatic leadership for the BSP, manage new Bonner recruitment, act as liaisons between the BSP and Community Partners, act as facilitators of the Bonner Leadership Team, and oversee Issue Based Teams and Reflection Groups.
- Up to two (2) student employees serve as **office assistants**. Working up to 10 hours weekly, these students provide administrative support for the coordinator, manage Bonner Scholar communication, manage the BWBRS hour log system, and support other office functions. Additionally, he/she maintains the servicing of the BSP vehicles, responds to complaints of malfunction, and handles any repairs with the assistance of the Berry College Auto Shop.

6.3 Leadership Team

- Bonner Scholars are encouraged to take an active role in the implementation of the program. Therefore, the BSP staff is advised by a group of approximately ten (10) student leaders currently in the program. These students assist with the overall implementation of the program as well as the development of policies and procedures.
- *“The mission of the Bonner Leadership Team is to promote the spirit of the Bonner program, to act as servant leaders, to inspire and empower our fellow Bonner Scholars to reach their full potential, and to serve as the liaison between Bonner Scholars, the campus administration and staff, and the greater Bonner community.”*
- The Leadership Team is comprised of the two (2) senior interns, one (1) junior intern, two (2) peer counselors, two (2) Bonner Congress Representatives, one (1) junior class representative, two (2) sophomore class representatives, and other ad hoc positions.
- Each member of the Leadership Team also spends a minimum of one (1) and up to three (3) service hours in the BSP office weekly. Members use this time to develop and implement their programmatic responsibilities. Bonner Leadership Team will be a secondary CLA for each member.
- Bonner Leadership Team members serve as Issue-Based leaders and assist with other Bonner-Program tasks.
- A Bonner on any sort of probation with the college or in the program may **not serve on the Bonner Leadership Team.**

Section VII. Non-Bonner Work

7.1 Student Work

- Freshmen Bonner Scholars are **prohibited** from holding a student work position on campus during their first year. Sophomore, junior, and senior Bonner Scholars, however, can take an on-campus position in addition to their Bonner work if they choose, per approval from the Bonner Scholars Program Director.
- Sophomore, Junior and Senior Bonner Scholars must have at least a 3.0 GPA and be in good standing in the program if they wish to work **more than 10 hours on campus** in addition to the 10 hours they are already completing for Bonner.
- If a Bonner Scholar wants to apply to be a **Resident Assistant** (20 hours per week on top of 10 Bonner hours), the Bonner Scholar must meet the following requirements:
 - Rising junior or senior
 - At least 3.0 GPA
 - Good standing in the Bonner program
 - Consult Financial Aid to see if a position as a Resident Assistant will be beneficial, as often the two can financially cancel each other out.
- **If you cannot satisfy the Bonner Scholars Program requirements to remain an active Bonner, then you are not allowed to hold an on campus student work position unless given special permission by Bonner administration.**
- A Bonner Scholar on probation **CANNOT** hold an on-campus job or a leadership position within the Bonner Scholars Program.

Section VIII. Integrity and Professionalism

8.1 Integrity and Professionalism

- The mission of the Berry College Bonner Scholars Program can only be carried out with

a commitment to honesty and trust from Bonner Scholars and staff. All students are expected to perform their responsibilities, conducting themselves in a professional manner at all times when working for community partners or representing the Bonner Scholars Program in any setting. These should be exemplified in but not limited to the examples below.

- All Berry College Bonner Scholars and Berry College students are strictly prohibited from fabricating, plagiarizing or falsifying information on any college documents, including, but not limited to: timesheets for on-campus and Bonner Scholars positions, BWBRS online reporting, and any official program paperwork.
- Adherence to Bonner Scholars Program rules is a requirement when using any property belonging to the program, including Bonner cars.
- Bonner Scholars are expected to respect expectations of confidentiality outlined by the community partner.
- The Berry College Bonner Scholars Program fully supports the Viking Code Student Handbook. All Bonner Scholars are expected to have an understanding of the policies of and adhere to the Viking Code. A reported violation of the Viking Code will result in a meeting with the director/coordinator to discuss further action.
- Inappropriate use of and falsifying documentation regarding the Bonner vehicles is considered a violation of the Integrity policy.
- With the advent of social media, Bonner Scholars have a new responsibility to participate appropriately and professionally when using these new forms of communication. All posts, photos on and usage of social media is a direct representation of the student, Berry College, the Bonner Scholars Program and the organization at which the student works. Thus, students should not post anything that is **disrespectful, breaks confidentiality, or displays illegal or illicit material**. While Bonners are encouraged to express their opinions and beliefs, it is important to do so in a respectful manner.
- As mentioned above, Bonner Scholars represent the program and affiliated community partners and should adhere to a standard of professionalism expected from employees. Professionalism should be displayed through work related cell phone usage only, appropriate attire, attendance to all scheduled work times, and clear communication in due time of any changes that may occur with work schedule.
- Dishonesty, including provision of false information, testimony to any college employee or community partner, and impersonation or fraud, is subject to disciplinary action and revocation of the Bonner Scholars Program award. Reports or knowledge of any inappropriate or unprofessional social media usage or behavior at the work site is also subject to disciplinary action. Consequences, including potential probation or more severe action, are to be determined by the Bonner Scholars Program Coordinator and Director with the approval of the Dean of Academic Services.
- Community Partners and Site Supervisors are considered an extension of our program, and the Bonner Scholars Program values their contributions, to not only the program, but the students' development. Bonner staff communicate regularly with these constituents to discuss student performance through email, check in forms, phone calls, and physical conference.
 - If a Bonner Scholar is terminated by a Community Partner, the student may be placed on probation at the coordinator and director's discretion adhering to the Integrity and Professionalism Policy.
 - If a Bonner has been terminated by three (3) Community Partners, that student

will be terminated from the Bonner Scholars Program at the coordinator and director's discretion.

- NO institutional disciplinary infractions, participation in illegal activities, or public arrests by law enforcement may occur while a student is a Bonner Scholar. Results will include probation or termination at the coordinator's and director's discretion.