



March 28, 2018

Dear Student:

If you are a currently enrolled student at Bunker Hill Community College and are planning to return to BHCC for the Fall 2018 semester, you might qualify for the Maurice F. O'Shea Trustees' Academic Award and the Trustees' Service Award.

If you qualify, we encourage you to apply for both of these awards.

The Academic Award is given to a returning BHCC student who has demonstrated "outstanding academic excellence" while attending Bunker Hill Community College.

The Service Award is given to a returning BHCC student who has demonstrated "academic achievement" and "outstanding community service" while attending Bunker Hill Community College. Community service includes a demonstration of civic responsibility/civic engagement or volunteer service.

Enclosed is a copy of the application, criteria for selection, the application procedure including the application deadline, and the BHCC Institutional Values. Please note the application deadline for this award is April 12, 2018. All application materials are due in the Student Central Office **by 2:00 p.m. on Thursday, April 12, 2018.**

Materials will not be accepted late.

We encourage all qualified students to apply for these awards. If you have any questions or would like more information, please call Student Central Office at (617) 228-2275.

Sincerely,

Student Central Office

Enclosure

CHARLESTOWN CAMPUS

250 New Rutherford Avenue • Boston, Massachusetts 02129-2925
Telephone: 617-228-BHCC TTY: 617-228-2051

CHELSEA CAMPUS

175 Hawthorne Street • Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2101 TTY: 617-228-3377

SATELLITE LOCATIONS

East Boston • Malden • South End

www.bhcc.mass.edu

BUNKER HILL COMMUNITY COLLEGE 2018 MAURICE F. O'SHEA TRUSTEES' ACADEMIC AWARD

(If you meet the academic qualifications for this award and are involved in community service, you are encouraged to also apply for the enclosed 2018 TRUSTEES' SERVICE AWARD). The Maurice F. O'Shea Trustees' Academic Award is given to a returning student who has demonstrated "outstanding academic excellence" while attending Bunker Hill Community College. The award is for full, current, in-state tuition and fees for up to 12 credits in the Fall 2018 semester and is renewable for a second consecutive semester if the recipient is enrolled at BHCC and continues to meet the 3.50 GPA requirement.

QUALIFICATIONS: To qualify for this award, the applicant must:

1. Be currently enrolled for credit courses and have completed a minimum of 30 credit hours at BHCC.
2. Attend BHCC during the Fall 2018 semester.
3. Have earned a cumulative GPA of **3.50**.
4. Have no In-Progress grades at the time of the application deadline (April 12, 2018).
5. Complete the application procedure as noted below.

APPLICATION PROCEDURE and SELECTION CRITERIA:

1. The applicant must complete the attached Maurice F. O'Shea Trustees' Academic Award Application Form.
2. The applicant must write an essay of no more than 300 words indicating specifically how he/she meets the criteria for this award. To do this, the applicant should write three paragraphs. Each of the paragraphs should provide evidence for one of the following points:
 - a. Specific evidence indicating how the applicant has demonstrated academic achievement.
 - b. A specific description of the applicant's career goals.
 - c. Specific illustration of how the applicant has contributed to the institutional values of the BHCC community (please read BHCC's Institutional Values, attached).

PLEASE NOTE THAT YOUR ESSAY WILL BE EVALUATED ON THE BASIS OF HOW SUCCESSFULLY YOU PROVIDE EVIDENCE ABOUT YOUR ACADEMIC ACHIEVEMENT, YOUR CAREER GOALS AND YOUR CONTRIBUTION TO BHCC'S INSTITUTIONAL VALUES. AND THE ESSAY MUST BE SIGNED BY THE APPLICANT.

3. The applicant must present three letters of recommendation as follows:
 - Two of the three letters must be from BHCC faculty (letter should be on company letterhead).
 - The third letter (letter should be on company letterhead) must be from another representative internal or external to the college, who is familiar with the student's academic achievement.

The letters must speak to the applicant's commitment to his/her course of study and give examples of that commitment. **THE LETTERS MUST BE SIGNED BY THE PERSON WHO WROTE THE RECOMMENDATION.**

4. All materials (the completed application form, essay and three letters of recommendation) must be submitted together to Student Central Office by 2:00 p.m. on Thursday, April 12, 2018. **Materials will not be accepted late.**

BUNKER HILL COMMUNITY COLLEGE
2018 MAURICE F. O'SHEA TRUSTEES' ACADEMIC AWARD APPLICATION

PLEASE PROVIDE ALL INFORMATION AS REQUESTED BELOW.

Please print your name: _____
Last First MI

Mailing Address: _____
Street

_____ City/Town State Zip

Student ID Number or Social Security Number: _____

Telephone: _____
Day Evening

I understand that I am required to submit this completed application with the following materials to Student Central Office **by 2:00 p.m. on Thursday, April 12, 2018. I understand that materials will not be accepted late.**

- My written essay of no more than 300 words follows the format described in the application procedure and gives specific evidence of my academic achievement, my career goals and my contribution to BHCC's institutional value(s). (See attached copy of the BHCC Institutional Values).
- Three letters of recommendation as follows:
 - Two of the three letters must be from BHCC faculty (letter should be on company letterhead).
 - The third letter (letter should be on company letterhead) must be from a representative internal or external to the college, who is familiar with my academic achievement.

The letters must speak to my commitment to my course of study and give examples of that commitment.

Please note: It is your responsibility to ensure that your essay is signed by you; that your letters of recommendation are signed by the person who wrote them; and that all application materials are submitted together to Student Central Office by April 12, 2018 deadline).

I also understand that I must be currently enrolled for credit courses at BHCC and have completed a minimum of 30 credit hours at BHCC; that I must have earned a cumulative grade point average of 3.50; that I must attend the college during the Fall 2018 semester and if I am a finalist, I must be available for an interview with the Board of Trustees. **Interview date to be determined finalist will be informed of the date in the near future.**

Also, I certify that I am making satisfactory academic progress (grade of C or better) in the courses in which I am currently enrolled.

Signature: _____ Date: _____

Please note, students may only accept and the College will only award one tuition and fees scholarship or award per academic year or semester.

BUNKER HILL COMMUNITY COLLEGE

INSTITUTIONAL VALUES STATEMENT

- **Inspiring Excellence**

Encourage everyone to rise above the limits imposed on them

Create partnerships to excel

Commit that all members of our community reach their potential

- **Integrity**

Do what we say we do

Keep our word

Act responsibly, accountably and ethically

Do the right thing no matter what

Take personal responsibility for your actions and the outcomes of your actions

- **Learning**

Commit to forward growth and positive change for everyone

Provide tools for lifelong learning for students, employees, and the community

Provide opportunities to grow beyond current boundaries, both personally and professionally

- **Respect**

Value differences

Treat everyone fairly

Give everyone an equal opportunity to be a stakeholder

- **Service**

Put students first; we train you, we teach you, we prepare you

Meet student needs as well as those of the job market

Work together to improve our community