

Instructions for completing institutional data related to the David M. Halbrook Award.

****ALL INFORMATION IS CONFIDENTIAL****

I.

1. Complete form #6 which identifies each individual athlete by sport or activity who was a graduate or a completer during the past year. Form # 6 is a summary of all completers and graduates participating in athletics at your college during the same period.
2. Attach a list of graduates for the commencement in May and August. Identify by name and social security number, sex and race, any additional students that met graduation requirements during regular term or summer term. These students may not have participated in commencement.
3. Identify all completers by name and list the senior college to which they transferred.
4. Supply any additional information that may assist in arriving at a complete accounting of your completers and graduates.
5. A summary of athletes, who were certified to this office as second season players, will become the "divisor" when computing your final score. Please use the previous year's list submitted for eligibility only. Each college should divide their results and submit percentage on the attached summary form.

II. Names of male/female athlete with the highest GPA. This year we are also asking for their home address so that the media may be notified. Student athletes must have been certified the previous year, any sport qualifies. These students will be given certificates. They will not attend Mississippi Association of Community and Junior Colleges Conference. Certificates will be issued to college presidents to present at an appropriate time on their campus. Names of all recipients will appear in Junior/Senior College Program.

III. Halbrook Achievement Award: This is an award that will be presented to the college with

the greatest percentage of increase in graduates over the previous year. Colleges must file annual report to be eligible for this award.

Halbrook Awards for Academic Achievement Among Athletes

**David M. Halbrook Awards for Academic Achievement Among Athletes
(Institutional)**

Highest percentage of graduates

**David M. Halbrook Certificates for Academic Achievement Among Athletes
(Student)**

Name of female student athlete

Name of male student athlete

Each institution should establish its own criteria for selection of certificate recipients which may include such factors as service, leadership, academic, and athletic achievement; and

Each institution's male and female student athlete designated to receive a Certificate of Achievement must have a minimum cumulative grade point average of 3.00 on a four-point scale on all courses attempted. Each institution must make decisions regarding ties using criteria established above to select a male and a female student athlete.

Certificates will be distributed to the institutions for signing and presentation to the winners. The names of the winners will be published at the Mississippi Association of Colleges' Annual Junior/Senior College Conference that will be held in October.

**John C. And Ernestine McCall Halbrook Award for Academic Achievement Among Athletes
(Institutional)**

This award is presented to the public or independent college/university with the greatest increase in percentage of total student athletes graduating over the last year's percentage.