

May 8, 2019

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: Adoption of Policy R622, Career and Technical Education Scholarship Program

Issue

During the past legislative session, [SB 136](#) provided \$300,000 of on-going funds to initiate a new scholarship program for non-credit career and technical education (CTE) students at select institutions within the Utah System of Higher Education (USHE). The legislation required the State Board of Regents to create policy to govern the new program.

Background

In 2018, the legislature created a non-credit CTE scholarship program for students attending colleges within the Utah System of Technical Colleges. Students enrolled in non-credit CTE programs at USHE institutions were excluded from this scholarship program. To address this gap, SB 136 (2019 legislative session) created a new non-credit CTE scholarship at USHE institutions that serve a technical college role. This includes Utah State University (Eastern and Moab), Snow College, and Salt Lake Community College's School of Applied Technology. Legislation allows eligible USHE institutions to award up to the total cost of tuition, fees, and books, and it requires the Board to create policy that establishes the following:

- How state funding available for scholarships will be divided among eligible institutions
- Requirements related to an eligible institution's administration of a scholarship
- Requirements related to student eligibility for a scholarship, including requiring eligible institutions to prioritize scholarships for underserved populations
- A process for an individual to apply to receive a scholarship
- Determination of satisfactory progress for students to remain eligible for the scholarship

Additionally, SB 136 requires the board, through consultation with the Department of Workforce Services (DWS), to designate eligible programs that prepare individuals to work in jobs in Utah that have high employer demand and high median hourly wages, or that have significant industry importance. This requirement is addressed by requiring eligible institutions to consult with their respective regional DWS representatives and presenting a list of eligible programs to the Board for approval.

Policy Issues

This action creates a new Board policy, R622, *Career and Technical Education Scholarship Program* in accordance with state statute.

Commissioner's Recommendation

The Commissioner recommends the Board of Regents approve Regent Policy R622, *Career and Technical Education Scholarship Program*.

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David L. Buhler  
Commissioner of Higher Education

DLB/BKC  
Attachment

**R622-1. Purpose:** To provide procedures for administration of the Career and Technical Education Scholarship Program, which will provide financial assistance to students pursuing career and technical education in high demand industries.

### R622-2. References

- 2.1. Utah Code **Section 53B-8-114** (Scholarships for Career and Technical Education – Scholarship requirements -- Rulemaking)
- 2.2. Utah Code Section 53B-16-209 (Community Colleges)
- 2.3. Utah Code Section 53B-18-1201 (USU Eastern)
- 2.4. Utah Code Section 53B-18-301 (Area Education Centers)

### R622-3. Definitions .

- 3.1. **"Eligible Institution"** means Salt Lake Community College's School of Applied Technology established in Utah Code Section 53B-16-209, Snow College, Utah State University Eastern established in Section Utah Code Section 53B-18-1201, or the Utah State University area education center located at or near Moab described in Utah Code Section 53B-18-301.
- 3.2. **"High Demand Program"** means a non-credit career and technical education program that is offered by an eligible institution, leads to a certificate, and is designated by the board in accordance with Subsection 9.1.

### R622-4 General Scholarship Administration

- 4.1 **Scholarship Award:** an eligible institution may award a scholarship to an individual who is enrolled in, or intends to enroll in, a high demand program.
  - 4.1.1. An eligible institution may award a scholarship for an amount of money up to the total cost of tuition, fees, and required textbooks for the high demand program in which the scholarship recipient is enrolled or intends to enroll.
  - 4.1.2. An eligible institution may award a scholarship to a scholarship recipient for up to two academic years.
  - 4.1.3. An eligible institution may cancel a scholarship if the scholarship recipient does not:
    - 4.1.3.1. maintain enrollment in the eligible institution on at least a half time basis, as determined by the eligible institution; or
    - 4.1.3.2. make satisfactory progress toward the completion of a certificate.

- 4.2. **Application Procedures.** An eligible institution shall develop a simple, accessible application process, and will set application deadlines that accommodate both full-time and part-time students.
- 4.3. **Prioritization for Underserved Populations.** An eligible institution shall establish criteria to identify underserved populations and to assess if an applicant is a member of an underserved population. Institutions shall prioritize scholarship awards for applicants who are members of an underserved population in accordance with their criteria. Institutions shall provide the criteria and prioritization methodology to the Board.

**R622-5. Continuing Eligibility.** After providing a recipient notice and an opportunity to respond, an institution may rescind a recipient's scholarship if it determines the recipient has not met the following requirements:

- 5.1. Award recipients must maintain satisfactory academic progress in accordance with their institutions' policies.
- 5.2. Recipients must be enrolled at least half-time as determined by the institution.
- 5.3. **Deferment.** A recipient may seek deferment of an award in accordance with applicable deferral policies at the eligible institution.

#### **R622-6 Transfer of Award Funds**

- 6.1. Recipients who are transferring to another eligible institution are responsible to inform the financial aid office at the institution to which they are transferring that they are an award recipient. The financial aid offices at the respective institutions shall coordinate the transfer of any scholarship funds and information. The receiving institution will verify the transferring student's ongoing eligibility in accordance with this policy and make any adjustments in a recipient's award.

#### **R622-7 Distribution of Award Funds to Institutions**

- 7.1. The Board will annually distribute available funds to eligible institutions in accordance with the following formula:
  - 7.1.1. Fifty percent of each year's appropriation will be divided and evenly distributed to Utah State University, Snow College, and the Salt Lake Community College's School of Applied Technology. Remaining funds will be distributed proportionally to the total rolling three-year average of students enrolled in non-credit CTE courses at each eligible institution.

#### **R622-8 Reporting.**

- 8.1. On or before September 30 each year, eligible institutions shall report to the Board of Regents the following:
  - 8.1.1. The name and student identification of all recipients to whom the institution awarded scholarship funds the prior academic year.
  - 8.1.2. The scholarship amount each recipient received, including additional amounts from other sources.
  - 8.1.3. The programs in which scholarship recipients enrolled.

8.1.4. Evidence that award recipients are eligible to receive scholarship awards.

8.2. The Board of Regents may, at any time, request additional documentation or data related to the Career and Technical Education Scholarship Program and may review or formally audit an institution's compliance with this policy.

#### **R622-9 Determination of High Demand Programs**

9.1. Every other year, after consulting with their regional Department of Workforce Services representatives, the eligible institutions will identify non-credit career and technical education programs that prepare individuals to work in jobs that in Utah have high employer demand and high median hourly wages, or significant industry importance. The institutions shall submit the selected programs to the Board for consideration and final approval.