



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

TAB C

March 25, 2022

## Approval of Technical Education Scholarship Policy, Funding, and Program Eligibility

Board action is required to:

1. Repeal [Technical College Policy 208 \(Technical College Scholarship\)](#);
2. Revise [Policy R622 \(Career and Technical Education Scholarship Program\)](#) to combine the two scholarship programs and reflect statutory revisions provided in [Senate Bill 136 \(2021 Legislative General Session\)](#);
3. Establish funding levels for the distribution of scholarship funds to eligible institutions; and
4. Designate programs that will be eligible for scholarship awards.

### Statutory Changes

The *Technical College Scholarship* was launched under the Utah System of Technical Colleges (UTech) with [House Bill 437](#) in the 2018 Legislative General Session for the eight technical colleges. It was targeted exclusively to students up to one year after high school graduation. The \$800,000 appropriation was distributed to the institutions based on secondary student membership hours. After consultation with the Department of Workforce Service (DWS), the Board designated for eligibility certificate programs that led to jobs with high employer demand and high wages, or that had significant industry importance.

The *Career and Technical Education (CTE) scholarship* was initiated the following year under USHE with [Senate Bill 136 \(2019\)](#) for the three degree-granting institutions that were serving technical college roles. It was not limited to recent high school graduates but was available for any postsecondary student who enrolled in an eligible non-credit CTE certificate program. The \$300,000 appropriation was distributed based on non-credit CTE student headcount. As with the Technical College scholarship, the Board designated eligible programs after DWS consultation.

Following the 2020 merger of UTech and USHE, [Senate Bill 136 \(2021\)](#) combined the two scholarship programs into a single *Technical Education Scholarship*, inclusive of all eleven USHE technical education institutions. It is not limited to recent high school graduates, but available for any postsecondary student. References to non-credit CTE programs were removed, and the scholarship applies to “technical education” certificates as defined in the merger statute. The ongoing funds were combined into a single \$1,100,000 appropriation, with distribution to be determined by the Board. The Board is to continue designating eligible programs.

## **Policy Revisions**

The Technical Education Committee on February 18, 2022, recommended the Board approve the draft of R622 shown in **Attachment 1**. (An additional change shown in section R622-7.1 was since recommended by USHE legal counsel. Attachment 3 shows all recommended changes from the current policy.) The draft reflects statutory changes, provides for funding distribution and eligible program designation, and makes technical clarifications.

## **Funding Distribution**

The statute provides for the Board to determine the distribution of funding. The policy draft proposes in section R622-7.1 that the Board establish an on-going funding level for each institution, with any future adjustments to be considered in the annual legislative budget recommendation process. The funding model shown in **Attachment 2** was recommended by the Technical Education Committee, and would set initial funding based on previous allocations, last year's full-time-equivalent enrollment in postsecondary technical education, and institutions funded at similar levels.

## **Eligible Program Designation**

The statute and the policy draft (R622-9) call for the Board to consult with the Department of Workforce Services every two years, and then to designate for scholarship eligibility programs that prepare for occupations that have *high employer demand and high wages*, or that have *significant industry importance*.

**Programs with High Employer Demand and High Wages:** DWS labor market data provides four- and five-star ratings for all jobs that have high demand and high wages. USHE Institutional Research has mapped all four- and five-star jobs to national CIP codes (Classification of Instructional Programs) for the USHE “high-yield” performance funding attainment goals. The Technical Education Committee recommended that the Board designate all of the “high yield” technical education programs as eligible for the scholarship.

**Other Programs with Significant Industry Importance:** The Technical Education Committee also recommended that the Board consider designating *other* technical education programs submitted by institutions with significant industry importance for eligibility. The following additional programs which do not appear on the “high-yield” 4-5 star program have been submitted as having significant industry importance for scholarship eligibility at all offering institutions:

- Composite Materials Technology
- Dental Assisting
- Meat Services
- Medical Assistant
- Non-Destructive Testing
- Nurse Assistant

- Pharmacy Technician

### **Commissioner's Recommendation**

The Commissioner recommends that the Board consider the revisions to Policy R622, "Technical Education Scholarship Program," the funding distribution, and the eligible programs provided herein for approval or modification. The Commissioner further recommends that the Board repeal Technical College Policy 208, "Technical College Scholarship".

### **Attachments**

## R622, Technical Education Scholarship Program <sup>1</sup>

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

### R622-2. References

- 2.1. Utah Code § [53B-1-101.5](#), Definitions
- 2.2. Utah Code § [53B-8-115](#), Technical Education Scholarships
- 2.3. Utah Code § [53B-16-101](#), Establishment of Institutional Roles and General Courses of Study
- 2.4. Board Policy [R623](#), Free Application for Federal Student Aid

### R622-3. Definitions.

- 3.1. "**Eligible Institution**" means a higher education institution with a technical education role as specified in Utah Code subsection 53B-16-101(1)(b)(iv).
- 3.2. "**High Demand Program**" means a technical education program that is offered by an eligible institution, leads to a certificate, and is designated by the board as such in accordance with subsection 9.
- 3.3. "**Technical Education**" is defined by Utah Code subsection 53B-1-101.5(8).

### R622-4. General Scholarship Administration

- 4.1 **Scholarship Award:** an eligible institution may award a scholarship to an individual who: (a) is enrolled in, or intends to enroll in, a high demand program; and (b) completes a Free Application for Federal Student Aid as required by Board Policy R623.

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<sup>1</sup> Adopted May 17, 2019; [amended March 25, 2022](#)

**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 -three academic years.

**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 half-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. In accordance with federal and state law, institutions shall prioritize scholarship awards for applicants who are members of an underserved population.

**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.** Maintaining satisfactory academic progress toward the completion of the recipient's high demand program in accordance with the institution's policies; and

**5.2.** Being 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 Transfers.** If a recipient who has maintained the continuing eligibility specified in section R622-5 transfers to the same high-demand program at another eligible institution, upon

request of the recipient, the institution to which the recipient is transferring shall facilitate an award for the balance of the program.

### **R622-7 Award Funds.**

**7.1 Distribution of Award Funds to Institutions.** The Board will establish an ongoing funding amount for each eligible institution, which shall be distributed prior to each fiscal year, and which may be adjusted based on information and data provided to the Board, subject to legislative appropriation.

~~The Board will distribute appropriated funds to eligible institutions prior to each fiscal year as follows:~~

~~7.1.1. An on-going funding level shall be established for each eligible institution.~~

~~7.1.2. Adjustments to an institution's funding level shall be considered in the Board's annual legislative budget recommendation process.~~

**7.2 Fund Restrictions:** Technical education scholarship funds are restricted to expenditure for technical education scholarships and may not be moved or spent on any other program.

**7.3 Unused/Carryover Funds:** Each eligible institution is encouraged to annually utilize all technical education scholarship funds for qualified students. Surplus funds (e.g., fund balance or net assets) shall be retained in the scholarship fund and carried over from one fiscal year to the next.

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

**8.1.** As specified by the Office of the Commissioner, each institution shall provide, as part of an annual institutional financial aid file submission by February 28 of each year, data pertaining to applications, awards, program enrollments, utilization, funding, and/or other technical education scholarship information for the most recently-completed fiscal year.

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

**R622-9 Designation of High Demand Programs:** Every other year, after consulting with the Department of Workforce Services, the Board shall designate, as high demand programs, technical education programs at each eligible institution that prepare individuals to work in jobs in Utah that have: (a) high employer demand and high median hourly wages based on labor market data; or (b) significant industry importance.

**UPDATED DRAFT 2/16/2022**

## TECHNICAL EDUCATION SCHOLARSHIP FUNDING LEVELS Based on FY21 Technical Education FTE and Previous Funding

|                            | 1/2 Equal Split | FY 2021 Postsecondary Tech Ed FTE | % of Total FTE | Share of Funding Based on FTE | Total Split + FTE | Previous Funding Avg (4 yrs) | Composite (Avg: Prev & FTE) | Rounded    | Leveled      |
|----------------------------|-----------------|-----------------------------------|----------------|-------------------------------|-------------------|------------------------------|-----------------------------|------------|--------------|
| <b>Bridgerland</b>         | \$ 50,000       | 781                               | 14.2%          | \$ 78,200                     | \$ 128,200        | 127,675                      | 127,938                     | \$ 128,000 | \$ 128,000   |
| <b>Davis</b>               | \$ 50,000       | 1,097                             | 20.0%          | \$ 109,800                    | \$ 159,800        | 126,550                      | 143,175                     | \$ 143,000 | \$ 147,000   |
| <b>Dixie</b>               | \$ 50,000       | 402                               | 7.3%           | \$ 40,300                     | \$ 90,300         | 62,350                       | 76,325                      | \$ 76,000  | \$ 70,000    |
| <b>Mountainland</b>        | \$ 50,000       | 1,065                             | 19.4%          | \$ 106,600                    | \$ 156,600        | 149,000                      | 152,800                     | \$ 153,000 | \$ 147,000   |
| <b>Ogden-Weber</b>         | \$ 50,000       | 910                               | 16.6%          | \$ 91,000                     | \$ 141,000        | 112,150                      | 126,575                     | \$ 127,000 | \$ 128,000   |
| <b>Salt Lake Com. Col.</b> | \$ 50,000       | 156                               | 2.8%           | \$ 15,600                     | \$ 65,600         | 123,333                      | 94,466                      | \$ 94,000  | \$ 90,000    |
| <b>Snow College</b>        | \$ 50,000       | 271                               | 4.9%           | \$ 27,100                     | \$ 77,100         | 63,712                       | 70,406                      | \$ 70,000  | \$ 70,000    |
| <b>Southwest</b>           | \$ 50,000       | 187                               | 3.4%           | \$ 18,700                     | \$ 68,700         | 67,300                       | 68,000                      | \$ 68,000  | \$ 70,000    |
| <b>Tooele</b>              | \$ 50,000       | 216                               | 3.9%           | \$ 21,600                     | \$ 71,600         | 56,350                       | 63,975                      | \$ 64,000  | \$ 70,000    |
| <b>Uintah Basin</b>        | \$ 50,000       | 183                               | 3.3%           | \$ 18,400                     | \$ 68,400         | 98,625                       | 83,513                      | \$ 84,000  | \$ 90,000    |
| <b>Utah State Univ.</b>    | \$ 50,000       | 227                               | 4.1%           | \$ 22,700                     | \$ 72,700         | 112,956                      | 92,828                      | \$ 93,000  | \$ 90,000    |
| <b>Totals:</b>             | \$ 550,000      | 5,496                             | 100.0%         | \$ 550,000                    | \$ 1,100,000      | 1,100,000                    | 1,100,000                   | 1,100,000  | \$ 1,100,000 |



## R622, ~~Career and~~ Technical Education Scholarship Program<sup>1</sup>

**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)~~

2.1. Utah Code § 53B-1-101.5, Definitions

2.2. Utah Code § 53B-8-115, Technical Education Scholarships

2.3. Utah Code § 53B-16-101, Establishment of Institutional Roles and General Courses of Study

2.4. Board Policy R623, Free Application for Federal Student Aid

### R622-3. Definitions.

**3.1. "Eligible Institution"** means a higher education institution with a technical education role as specified in Utah Code subsection 53B-16-101(1)(b)(iv). ~~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.~~

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<sup>1</sup> Adopted May 17, 2019; amended March 25, 2022

**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 as such in accordance with ~~S~~subsection 9-1.

**3.3. "Technical Education"** is defined by Utah Code subsection 53B-1-101.5(8).

## **R622-4. General Scholarship Administration**

**4.1 Scholarship Award:** an eligible institution may award a scholarship to an individual who: (a) is enrolled in, or intends to enroll in, a high demand program; and (b) completes a Free Application for Federal Student Aid as required by Board Policy R623.

**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~~ three 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~~ half-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. In accordance with federal and state law, I 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 m~~ Maintaining satisfactory academic progress toward the completion of the recipient's high demand program in accordance with ~~their the~~ institution's' policies; and
- 5.2. ~~Recipients must b~~ Being 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 Transfers. 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. If a recipient who has maintained the continuing eligibility specified in section R622-5 transfers to the same high-demand program at another eligible institution, upon request of the recipient, the institution to which the recipient is transferring shall facilitate an award for the balance of the program.~~

**R622-7 Award Funds.**

- 7.1 **Distribution of Award Funds to Institutions.** The Board will establish an ongoing funding amount for each eligible institution, which shall be distributed prior to each fiscal year, and which may be adjusted based on information and data provided to the Board, subject to legislative appropriation.

- ~~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.~~
- ~~7.1.2. 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.~~

7.2 **Fund Restrictions:** Technical education scholarship funds are restricted to expenditure for technical education scholarships and may not be moved or spent on any other program.

7.3 **Unused/Carryover Funds:** Each eligible institution is encouraged to annually utilize all technical education scholarship funds for qualified students. Surplus funds (e.g., fund balance or net assets) shall be retained in the scholarship fund and carried over from one fiscal year to the next.

## **R622-8 Reporting.**

- 8.1.** As specified by the Office of the Commissioner, each institution shall provide, as part of an annual institutional financial aid file submission by February 28 of each year, data pertaining to applications, awards, program enrollments, utilization, funding, and/or other technical education scholarship information for the most recently-completed fiscal year. ~~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~~Office of the Commissioner 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 [documentation and](#) compliance with this policy.

**R622-9 ~~Determination~~ [Designation](#) of High Demand Programs:** [Every other year, after consulting with the Department of Workforce Services, the Board shall designate, as high demand programs, technical education programs at each eligible institution that prepare individuals to work in jobs in Utah that have: \(a\) high employer demand and high median hourly wages based on labor market data; or \(b\) significant industry importance.](#)

~~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.~~

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

**R622-9 Designation of High Demand Programs:** Every other year, after consulting with the Department of Workforce Services, the Board shall designate, as high demand programs, technical education programs at each eligible institution that prepare individuals to work in jobs



in Utah that have: (a) high employer demand and high median hourly wages based on labor market data; or (b) significant industry importance.