

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy

Number: 620

Subject: Guidelines for Awarding Institutional Scholarships

Date Adopted: 09/76 Revised: 12/94, 08/96, 02/13, 08/21

The Board of Trustees delegates to the president the authority to establish institutional scholarship levels. The following guidelines regarding administration of institutional scholarships should be considered.

For the purposes of this policy, institutional scholarships include academic, department/performance, institutional, restricted, and other. Athletic scholarships are governed by NCAA regulations and are not covered by this policy. Definitions of each category are as follows:

Academic – generally defined as university scholarships that are awarded based on academic performance.

Department/Performance – generally defined as scholarships offered by a department for recruiting students to a particular major or for students who are providing a service for the department. These scholarships may be awarded based on an audition, tryout, etc.

International – generally defined as scholarships that are awarded through the Center for Global Learning and Engagement for the recruitment of international students.

Restricted – generally defined as scholarships funded through a contractual agreement between the University and an external entity. These scholarships are not administered by the UCA Foundation.

Other – generally defined as scholarships that are awarded by an external entity and/or directed by board policy or some other form of University agreement.

Philosophical Basis for Scholarships:

The primary purpose of the scholarship program is to identify and support superior ability and achievement. The program is likewise a testimony to the university's dedication to education and the honoring of scholarly effort.

Students who come to the university with highly developed competencies, talents, and skills

deserve to be recognized for those achievements and promise, and be provided with the opportunities to further develop their potential.

Guidelines for Scholarship Selection:

1. University Scholarship Committee:

- a. The committee, which reports to the vice president for finance and administration, formulates and recommends policy covering institutional scholarships. The Compliance Office consults with departments or a designated official(s) concerning the development and award of department/performance, international, restricted, and other scholarships, and with the Division of Enrollment Management, Division of Finance and Administration, and other areas as needed concerning the award academic scholarships.
- b. The membership of this committee shall be determined by the vice president for finance and administration. In addition to up to nine voting members appointed to the committee by the vice president for finance and administration, three voting faculty members appointed by the Faculty Senate, shall serve rotating three-year terms. The vice president for finance and administration may also approve the addition of non-voting members. The compliance officer serves as chair and is a non-voting member.

2. Funding:

- a. A budget for institutional scholarships will be developed each year by the division of finance and administration.
- b. The amount of money allocated to all scholarships will be included in the annual university budget.

3. Awarding of Scholarships:

- a. The individual(s) directly responsible for the activity involved will have the primary responsibility for managing and awarding scholarships in that activity. The awarding of scholarships will be the responsibility of the following:
 - i. Academic: Director of student financial aid and compliance officer and/or designated official(s).
 - ii. Department/Performance: Department chair or designated official(s) in which the activity falls.
 - iii. International: Associate vice president for global learning and engagement, director of global learning and engagement, or designated official(s).

- iv. Restricted: Designated official(s) in which the activity falls.
 - v. Other: Designated official(s) in which the activity falls.
- b. The Department chair or designated official will be responsible for preparing appropriate student application forms and developing appropriate selection and renewal criteria for department/performance, international, restricted, and other scholarships. The compliance officer will review student application forms and award criteria for adherence to applicable regulations and university policy.