

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 710

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11, 09/12, 12/12, 08/13, 5/14, 7/25

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1. **Creation of Scholarship Program**

The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (APSEC).

2. **Purpose of the Program**

The APSEC program is intended to be a scholarship program to support students who:

- a. exhibit exceptional financial need; and
- b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

3. **Establishment of APSEC Committee.** There is hereby created a committee to administer the APSEC in accordance with the terms of this policy.

The chair of the committee shall be selected by the president after consultation with the vice president for student services and the vice president for finance and administration. The chair will be an ex-officio member who shall not vote.

The committee shall consist of the following persons:

- associate provost for assessment and enrollment support;
- associate provost for instructional support;
- director of financial aid (or designee);
- two faculty members selected by the Faculty Senate; and
- two student members selected by the Student Government Association.

4. **Budget Amount and Scholarship Guidelines:** The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

- a. Budget. The budget for the APSEC Committee shall be \$100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per-semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he or she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

- b. Exceptional Financial Need. Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; amount of accrued student loans; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.
- c. Academic Standing. A student receiving a scholarship under this program shall be in good academic standing as defined by the applicable *Undergraduate* or *Graduate Bulletin*.
- d. Scholarships Required by Contractual Arrangements or Understandings. In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the university is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.
- e. Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees, if any, approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount that would result in the student receiving a total aid package that would exceed the federal Cost of Attendance as determined by the university. In determining the amount to be awarded, the committee shall evaluate the applicant’s financial aid history including other scholarships and accrued loans, academic records, and any information provided by the applicant detailing their exceptional financial need.

- f. Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university's website, and also, distributed through appropriate university offices so that all students, both incoming and returning, are aware of the program and applicable deadlines.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence. The applicant cannot currently owe a past due balance to the university.

- g. Mid-Semester Emergency Grants. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds, not to exceed the budget amount, to make emergency grants under this program at any time during the semester. The purpose of this provision is to allow students whose circumstances changed after the deadline and who then meet the criteria set forth in the policy to petition the committee.

- h. Action of the APSEC Committee. After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy and state its reasons for granting the scholarships. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.