

UVU CONCURRENT ENROLLMENT

Academic Success & Partnerships

High School Concurrent Enrollment Instructor Course Scholarship Policy

Purpose

This policy outlines the scholarship benefit available to eligible UVU High School Concurrent Enrollment (HSCE) instructors, including eligibility requirements, application procedures, and scholarship guidelines.

Scholarship Details

The UVU HSCE Instructor Course Scholarship is funded by the Concurrent Enrollment (CE) Department and is intended to support HSCE instructors in pursuing undergraduate or professional education coursework for professional or personal development.

Because scholarship funding is limited, awards are granted on a first-come, first-served basis. Priority will be given in the following order:

1. Courses required to maintain or meet instructor eligibility for CE offerings.
2. Professional development courses.
3. Personal development courses.

Instructors are encouraged to utilize this scholarship benefit. To ensure available funding supports as many instructors as possible, preference may be given to those who have not been recently awarded.

Scholarship Coverage

The scholarship covers one (1) of the following per academic year (Fall, Spring, Summer):

- One (1) UVU undergraduate course (1–5 credit hours); or
- One (1) UVU Professional Education course.

Note: Instructors are eligible for only one scholarship award per academic year, regardless of the number of Concurrent Enrollment courses they teach.

Expenses Not Covered

The scholarship does not cover:

- Graduate-level courses (numbered 5000 or above)
- Student fees, Textbooks, Course materials, and any other course-related expenses

Eligibility Requirements

To be eligible for the UVU HSCE Instructor Course Scholarship, instructors must:

- Be actively teaching a Concurrent Enrollment course during the academic year in which they apply (Fall, Spring, or Full-Year course).
- Be in good standing with UVU Concurrent Enrollment.

Good standing includes:

- Adhering to all UVU Concurrent Enrollment policies, standards, and expectations, including:
 - Submitting final grades by required deadlines.
 - Attending the annual CE Professional Development Training.
 - Not currently being designated as "Under Review" for compliance concerns.

Application Process for UVU Undergraduate Courses

Step 1: Apply to UVU

- Apply and be admitted as a non-degree-seeking student.
- Do not select "Nonresident" unless it accurately reflects your residency status.

Step 2: Register for an Eligible Course

- Select and register for an eligible undergraduate course.
- If you wish to enroll in a Professional Education course, follow the instructions in the Professional Education section below.

Step 3: Complete the Scholarship Application Form

- Complete the scholarship application form: <https://wkf.ms/4au55ur>

- Submission of the scholarship application does not guarantee funding. Applications are reviewed for eligibility and funding availability before awards are approved.

Step 4: Confirmation and Award Processing

- The UVU Concurrent Enrollment Academic Success & Partnerships team will verify eligibility.
- Upon approval, the scholarship award will be submitted to the Bursar's Office for payment to the instructor's account.
- The instructor will receive an email confirmation once the scholarship has been processed.

Application Process for Professional Education Courses

Step 1: Register for a Professional Education Course

Review available courses at: <https://www.uvu.edu/ce/professional-education/>

1. Select your course and add it to your cart.
2. Proceed to checkout.
3. Sign in or create an account.
4. Enter the promotional code: **CONCER27**
5. Complete the registration process.

Step 2: Complete the Scholarship Application Form

- Complete the scholarship application form: <https://wkf.ms/4au55ur>
 - Submission of the scholarship application does not guarantee funding. Applications are reviewed for eligibility and funding availability before awards are approved.

Step 3: Confirmation and Award Processing

- The UVU Concurrent Enrollment Academic Success & Partnerships team will verify eligibility.
- Upon approval, the scholarship award will be submitted to the Bursar's Office for payment to the instructor's account.

- The instructor will receive an email confirmation once the scholarship has been processed.

Course Withdrawal and Scholarship Funds

Instructors who receive the HSCE Instructor Course Scholarship and subsequently withdraw from the funded course are responsible for notifying the Concurrent Enrollment Academic Success & Partnerships team as soon as possible.

If an instructor withdraws before the university refund deadline and scholarship funds are returned, no additional action is required.

If an instructor withdraws after the refund deadline and scholarship funds cannot be recovered, instructor eligibility for future scholarship awards may be disqualified.

Extenuating circumstances may be reviewed on a case-by-case basis by Concurrent Enrollment leadership.

Funding Availability

Scholarship awards are subject to the availability of annual Concurrent Enrollment scholarship funds.

If available funding has been exhausted for the academic year, applicants will be notified and encouraged to apply again during the next academic year.