

# ROBINSON SCHOLARS PROGRAM

*Opening the Doors of Opportunity*

## Policy Handbook

Revised June 2007



UNIVERSITY OF KENTUCKY



**Lexington Office**

Steve Jones, Director  
Liz Bryan, Program Coordinator  
Pam McFarland, College Services Coordinator  
Bobbi Silver, Development Officer  
Susan Holliday, Program Assistant

211 Funkhouser Building  
Lexington, KY 40506-0054  
Phone 859-257-5874  
Fax 859-257-3476  
sljones@email.uky.edu

**Jackson Office**

Lara May, Regional Coordinator  
Dana Hays, Program Assistant

130 Robinson Road  
Jackson, KY 41339  
Phone 606-666-2438  
Fax 606-666-2215  
Toll-free 877-431-5920 X229  
lsmay2@email.uky.edu

## **Robinson Scholars Program Expectations**

### **Scholars**

- ◆ Scholars will represent themselves, their families, their schools, and the Robinson Scholars Program well in their schools and communities.
- ◆ Scholars will abide by the laws and regulations of their schools, of their communities, and of the Robinson Scholars Program.
- ◆ Scholars will fully participate in Program activities, including but not limited to weekend programs, special activities, summer programs, student conferences, small group meetings, and Robinson Scholar Seminars.
- ◆ Scholars will challenge themselves academically and always strive to do their best in their coursework.
- ◆ Scholars will actively participate in school and community organizations.
- ◆ Scholars will maintain regular contact with Program officials.

### **Parents/Guardians**

- ◆ Parents/Guardians will demonstrate support for their children's full participation in the program.
- ◆ Parents/Guardians will ensure an environment that allows for proper nutrition, adequate study time, and regular school attendance.
- ◆ Parents/Guardians will make every effort to attend events sponsored for parents/guardians.

### **Robinson Scholars Program**

- ◆ The Robinson Scholars Program will maintain regular contact with the Scholars and officials at their schools.
- ◆ The Robinson Scholars Program will provide the Scholars with student support services throughout high school and college.
- ◆ The Robinson Scholars Program will monitor the Scholars' academic progress.
- ◆ The Robinson Scholars Program will conduct useful student programs.
- ◆ The Robinson Scholars Program will provide Scholars with scholarship support as they work toward their baccalaureate degree.

# Policy Statements

## Revised June 2007

### 1.0 Mission

- 1.1** The Robinson Scholars Program provides first-generation college students from Eastern Kentucky with support services and scholarship resources that empower them to complete a baccalaureate degree at the University of Kentucky and to positively impact their current and future Communities [*revised June 2007*].

### 2.0 Service Area

- 2.1** The Robinson Scholars Program serves a 29-county area in Eastern Kentucky where levels of educational attainment are very low. The service area includes the following counties: Bell, Breathitt, Carter, Clay, Elliott, Estill, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Laurel, Lee, Leslie, Letcher, Magoffin, Martin, McCreary, Menifee, Morgan, Owsley, Perry, Pike, Powell, Rockcastle, Whitley, and Wolfe.
- 2.2** [*deleted June 2005*]

### 3.0 Scholar Selection

- 3.1** The Regional Coordinator administers the selection process.
- 3.2** Selection Committees
- 3.2.1** The Regional Coordinator determines the number of selection committees and appoints selection committee members with the approval of the Director.
- 3.2.2** The selection committees evaluate applicants, interview finalists, and select one 8<sup>th</sup> grade student as a Robinson Scholar every year from each of the 29 counties in the service area.
- 3.2.3** A selection committee member shall not review applicants from the county in which the selection committee resides, works, or in which he/she owns property. If the selection committee member is affiliated with a school or school system, the committee member shall not review applicants from that school or school system [*revised June 2007*].
- 3.3** Eligible students
- 3.3.1** Students must submit the required application materials to the Regional Office by the appropriate deadlines [*revised June 2007*].
- 3.3.2** Students must be potential first-generation college students. For the purpose of the Robinson Scholars Program, potential first-generation college students are students with no living parent, stepparent, or legal guardian who has completed a baccalaureate degree at the time of selection.
- 3.3.3** Students must demonstrate the potential to succeed in high school and in college.
- 3.3.4** Students must face socio-economic barriers that could prevent them from completing a baccalaureate degree.

**3.3.5** Students competing for the Robinson Scholarship in a particular county must reside within and attend a school within the 29-county service area [*revised June 2003*].

**3.4** Students selected as Robinson Scholars must, along with their parents/guardians, sign a release that allows Robinson Scholars Program officials access to their high school records.

#### **4.0 High School Program**

**4.1** Through support services and unique enrichment opportunities during high school, the Robinson Scholars Program seeks to make certain that each Scholar graduates from high school and is prepared for a successful college transition.

##### **4.2 Academic Year Programs**

**4.2.1** The Regional Coordinator will conduct at least one weekend program every semester for each class of Scholars.

**4.2.2** The Regional Coordinator will conduct a face to face visit with each student at least once each semester [*revised June 2007*].

**4.2.3** The Regional Coordinator or the Director may conduct special projects or activities for all Scholars, a certain class of Scholars, or selected Scholars throughout the academic year.

**4.2.4** The Regional Coordinator will maintain regular contact with the students and with their high school officials in order to continually assess each Scholar's progress and potential needs.

**4.2.5** Students and parents should keep the Regional Coordinator informed of any changes that might impact a student's progress or the Program's ability to serve that student, including but not limited to a prolonged illness or injury, personal or family concerns, academic concerns, a school change, or an address change.

##### **4.3 Summer Programs**

**4.3.1** The Robinson Scholars Program will conduct summer enrichment programs for the Scholars.

**4.3.2** The Summer Programs may vary in length and may be conducted at the University of Kentucky or at an off-campus location.

##### **4.4 College Course Credit**

**4.4.1** The Robinson Scholars Program will reimburse a Scholar for tuition and fees for up to two courses taken for college credit at the University of Kentucky or at a KCTCS community college during the 12<sup>th</sup> grade. Reimbursement will occur upon completion of the course with a grade of "C" or better. The courses must be transferable to the University of Kentucky to meet University Studies Program requirements. The Program will not reimburse a Scholar for books or supplies for the course [*revised June 2007*].

- 4.4.2** The Robinson Scholars Program will reimburse a Scholar for the cost of up to three College Board Advanced Placement Exams. The Scholar must present a score necessary to earn credit at the University of Kentucky to be eligible for reimbursement. The reimbursement will be added to his/her scholarship funding during the first semester of full-time undergraduate study. The Program will not reimburse a Scholar for books or supplies for the course [*revised June 2007*].
- 4.5 American College Test**
- 4.5.1** All students must take the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
- 4.5.2** The Robinson Scholars Program will reimburse a Scholar for the registration fee for one standardized test.
- 4.6 High School Eligibility**
- 4.6.1** Scholars must attend a high school within the 29-county service area and reside in Kentucky.
- 4.6.2** Scholars must abide by the laws and regulations of their schools, of their communities, and of the Robinson Scholars Program.
- 4.6.3** Scholars must fully participate in Program activities, including weekend programs, special projects, and summer programs.
- 4.6.3.1** If a Scholar misses a program activity, he/she must submit a letter of explanation along with supporting documentation to the Regional Coordinator or Director.
- 4.6.4** Scholars must present a 3.00 cumulative high school grade point average or higher at the end of each academic year. [*revised June 2005*]
- 4.6.4.1** The Robinson Scholars Program will use the official grade point average as determined by the high school. If a student's school uses an exclusively numeric grading system, the Robinson Scholars Program will recalculate the grade point average after consulting with the guidance counselor regarding an acceptable scale.
- 4.6.5 Eligibility Infractions**
- 4.6.5.1** A Scholar who violates any of the eligibility requirements is subject to probation or to dismissal from the program.
- 4.6.5.2** At the close of each academic year, the Regional Coordinator will conduct a review of each student's program participation and academic performance.
- 4.6.5.3 Probation**
- 4.6.5.3.1** The Regional Coordinator may at any time, with the consent of the Director, place on probation a Scholar who violates eligibility requirements.
- 4.6.5.3.2** A Scholar who does not present the

required grade point average at the close of the academic year (9<sup>th</sup>-11<sup>th</sup> grade) will be placed automatically on probation for one year.

**4.6.5.3.3** The Regional Coordinator will notify in writing the Scholar of his/her probation and any special terms of that probation.

**4.6.5.4** Dismissal

**4.6.5.4.1** The Regional Coordinator may petition the Director for the dismissal from the program of any Scholar who violates eligibility requirements and/or the terms of his/her probation.

**4.6.5.4.2** The Regional Coordinator must petition the Director for the dismissal from the program of any Scholar who fails to present the required grade point average at the close of the probation period.

**4.6.5.4.3** The Director will notify in writing any Scholar who faces dismissal proceedings and advise him/her of the appeals process.

**4.6.5.4.4** The Appeals Board will consider all petitions for dismissal.

**4.6.5.4.5** The Appeals Board may deny the petition for dismissal, place the Scholar on probation with certain terms, or accept the petition and dismiss the Scholar from the program.

**5.0 College Program**

**5.1** By providing support services and scholarship resources during college, the Robinson Scholars Program seeks to make certain that each Scholar completes a baccalaureate degree.

**5.2** Senior Year Information [*revised June 2007*]

**5.2.1** The Senior Year Information provides each Scholar with the opportunity to demonstrate his/her level of program participation, high school academic performance, and intent to enroll as a Robinson Scholar at the University of Kentucky or at a KCTCS community college.

**5.2.2** Each Scholar must submit Senior Year Information to the Regional Coordinator by May 1 of the 12<sup>th</sup> grade year [*revised June 2007*].

**5.2.3** The Regional Coordinator and/or Director will review the Senior Year Information.

**5.2.4** Following a review of the Senior Year Information, the Regional Coordinator and/or Director may grant college eligibility, pending the successful completion of the senior year, or petition to the Appeals Board for the dismissal from the Program of any

Scholar who has violated eligibility requirements and/or the terms of his/her probation.

**5.2.4.1** Dismissal Proceedings

- 5.2.4.1.1** The Director will notify in writing any Scholar who faces dismissal proceedings and advise him/her of the appeals process.
- 5.2.4.1.2** The Appeals Board will consider all petitions regarding college eligibility.
- 5.2.4.1.3** The Appeals Board may deny the petition for dismissal and grant college eligibility, or they may accept the petition and dismiss the Scholar from the Program.

**5.3** College Eligibility

- 5.3.1** Scholars must graduate from a high school within the 29-county service area and be residents of Kentucky.
- 5.3.2** Scholars must begin their undergraduate study at the University of Kentucky or any KCTCS community college in the fall term immediately following high school graduation.
  - 5.3.2.1** Scholars who are completing their basic training obligation to the National Guard or Reserves at the start of the fall term immediately following high school graduation may petition the Director to begin their undergraduate study in the spring term.
- 5.3.3** [*deleted March 2002*]
- 5.3.4** Scholars must be enrolled as full-time students.
- 5.3.5** Scholars attending the University of Kentucky or Bluegrass Community and Technical College must reside in a University residence hall (excluding the Greg Page Apartments) during the fall and spring semesters of their first two years of undergraduate study, beginning with Class Eight (8) Scholars.  
[*revised June 2007*]
- 5.3.6** Scholars must abide by the laws and regulations of their institutions, of their communities, and of the Robinson Scholars Program. Robinson Scholars Program regulations require full participation in Program activities. [*revised July 2004*]
- 5.3.7** Scholars must complete at least three-fourths of all cumulative credits they attempt. Grades of A,B,C,D, or P indicate successful completion of a course. Grades of E,F,W,Z, or I indicate unsuccessful completion of a course. [*revised June 2003*]
  - 5.3.7.1** Probation
    - 5.3.7.1.1** A Scholar who does not complete at least three-fourths of all cumulative credits will be placed automatically on scholarship probation.
    - 5.3.7.1.2** The Director or College Services Coordinator will notify in writing the Scholar of his/her probation and any special terms of

- that probation.
- 5.3.7.1.3** A Scholar on probation will receive his/her scholarship funding as long as he/she maintains all other eligibility requirements.
  - 5.3.7.1.4** A Scholar is allowed one probation period during his/her college career.
- 5.3.7.2** Loss of Scholarship
- 5.3.7.2.1** A Scholar who fails to complete at least three-fourths of all cumulative credits at the close of the probation semester will lose his/her scholarship.
  - 5.3.7.2.2** A Scholar with a previous semester of probation who does not complete at least three-fourths of all cumulative credits will lose his/her scholarship.
  - 5.3.7.2.3** The Director will notify the Scholar in writing of the loss of his/her scholarship and advise him/her of the appeals process.
  - 5.3.7.2.4** A Scholar with extenuating circumstances can appeal in writing to the Robinson Scholars Appeals Board. The Appeals Board can extend a student's probation with or without terms, reinstate a student, or deny the student's appeal.
  - 5.3.7.2.5** At the loss of his/her scholarship, a student will have one academic year without funding to complete at least three-fourths of his/her cumulative credits in order to be reinstated.
- 5.3.7.3** Scholars who withdraw from courses in which withdrawing impacts full-time status must return a prorated portion of their semester award to the Robinson Scholars Program. These funds may also be recouped by the Program by adjusting the following semester's scholarship award [*revised June 2007*].
- 5.3.8** Scholars must present a 2.50 cumulative college grade point average or higher at the end of each semester.
- 5.3.8.1** Probation
    - 5.3.8.1.1** A Scholar who does not present a 2.50 cumulative college grade point average will be placed automatically on scholarship probation.
    - 5.3.8.1.2** The College Services Coordinator will notify in writing the Scholar of his/her probation and any special terms of that probation [*revised June 2007*].

**5.3.8.1.3** A Scholar on probation will receive his/her scholarship funding as long as he/she maintains all other eligibility requirements.

**5.3.8.1.4** A Scholar is allowed one probation period during his/her college career.

**5.3.8.2** Loss of Scholarship

**5.3.8.2.1** A Scholar who fails to present a cumulative college grade point average of 2.50 or higher at the close of the probation semester will lose his/her scholarship.

**5.3.8.2.2** A Scholar with a previous semester of probation who does not present a 2.50 cumulative college grade point average will lose his/her scholarships.

**5.3.8.2.3** The Director will notify the Scholar in writing of the loss of his/her scholarship and advise him/her of the appeals process.

**5.3.8.2.4** A Scholar with extenuating circumstances can appeal in writing to the Robinson Scholars Appeals Board. The Appeals Board can extend a student's probation with or without terms, reinstate a student, or deny the student's appeal.

**5.3.8.2.5** At the loss of his/her scholarship, a student will have one academic year without funding to present a cumulative college grade point average of 2.50 or higher in order to be reinstated.

**5.3.9** Eligibility Infractions

**5.3.9.1** A Scholar who violates any of the eligibility requirements is subject to probation and/or the loss of his/her scholarship.

**5.3.9.2** The Director or College Services Coordinator will notify in writing a student of his/her probation and any terms of that probation. [*Revised June 2003*]

**5.3.9.3** The Director will notify in writing a student of the loss of his/her scholarship and advise him/her of the appeals process.

**5.3.9.4** A Scholar with extenuating circumstances can appeal in writing to the Robinson Scholars Appeals Board. The Appeals Board can place a student on probation with or without terms, extend a student's probation with or without terms, reinstate a student, or deny the student's appeal.

**5.4** Scholarship Terms

**5.4.1** Scholarship Award

- 5.4.1.1 A Scholar enrolled at the University of Kentucky or Bluegrass Community and Technical College receives an annual scholarship, less PELL grant monies, that is equivalent to tuition and fees, standard on-campus room and board, and a book and supply allowance.
- 5.4.1.2 A Scholar enrolled at a KCTCS community college other than Bluegrass Community and Technical College receives an annual scholarship, less PELL grant monies, equivalent to tuition and fees, and a book, supply, and transportation allowance. The Robinson Scholars Program ensures that its contribution will at least equal the cost of tuition and fees.
- 5.4.1.3 A Scholar participating in off-campus educational opportunities (internships, co-ops, study abroad, etc.) is eligible to receive the standard scholarship award.
- 5.4.1.4 A Scholar who elects not to use his/her entire scholarship funding is not entitled to any payment for the unused portion.
- 5.4.2 Scholarship Duration
  - 5.4.2.1 A Scholar is eligible for a total of eight semesters of scholarship funding.
  - 5.4.2.2 The following are considered semesters for scholarship funding: fall term, spring term, and either summer session or a combination of the two summer sessions.
  - 5.4.2.3 [*deleted June 2007*]
  - 5.4.2.4 A Scholar who withdraws from all classes during a term will have that semester count toward his/her eight-semester total.
  - 5.4.2.5 A Scholar who has received four or more semesters of Robinson funding at any institution or any combination of institutions is not eligible for future funding at a KCTCS community college, including Bluegrass Community and Technical College. [*revised July 2004*]
  - 5.4.2.6 A Scholar must take his/her funding in successive semesters (summer excluded).
  - 5.4.2.7 A Scholar participating in self-financed educational opportunities (internships, co-ops, study abroad, etc.) can petition to the Director to defer his/her funding to a later semester.
- 5.4.3 Other Scholarships
  - 5.4.3.1 University of Kentucky scholarship policy allows a student to receive only one major university-wide academic scholarship at one time. Therefore, Robinson Scholars are not eligible for scholarships through the Office of Academic Scholarships.

- 5.4.3.2** Robinson Scholars can compete for and receive scholarships offered by University of Kentucky colleges and departments.
- 5.4.3.3** Robinson Scholars can compete for and receive any third party academic scholarships.

**6.0 Robinson Scholars Appeals Board**

- 6.1** The Director will appoint the members of the Appeals Board from among University of Kentucky faculty and staff.
- 6.2** The Appeals Board will hear, deliberate, and rule on cases affecting a Scholar's eligibility or future eligibility to participate in the Robinson Scholars Program and to receive scholarship funding. The Appeals Board will also hear, deliberate, and rule on certain requests for exceptions to program policies when extenuating circumstances are present.
- 6.3** Students should make their appeals to the Board in writing along with any necessary documentation.

**7.0 Revisions to Robinson Scholars Program Policies**

- 7.1** All future revisions and additions to these policies must be communicated in writing to the Scholars.

# Notes