University Scholarship Policy
Scholarship Exception Policy

It is the University’s Policy that an exception to the academic scholarship requirements may be made if a student’s attendance or ability to perform, at the University of Central Arkansas, is interrupted for medical reasons or military deployment. A graduation hour exception can be made for students needing less hours, due to graduation, than required by their scholarship. Rare exceptions may be granted for religious, humanitarian, educational reasons, and academic scholarship acceptance deadlines. To receive an exception the following criteria must be met and the request be approved by the scholarship committee.

A. Medical Exception - A medical exception can be requested if a student or student’s immediate family member has a medical condition, that on the basis of a licensed physician’s, advanced practice nurse’s, or licensed mental health professional’s good-faith judgment, necessitates that the recipient or the recipient’s immediate family member be hospitalized or receive outpatient medical care until released by the attending physician. Student must provide medical records and a letter from a licensed physician, advanced practice nurse, or licensed mental health professional explaining why the student’s coursework was affected.

B. Military Exception - A military exception can be requested if the student is a member of the Armed Forces and was called to active duty. The student must include documentation of military orders.

C. Graduation Hour Exception - A final semester hour exception can be requested for graduating students in their last semester that need less hours to graduate than the required number of enrollment hours set by the scholarship. The student must provide documentation of graduation receipt when applying for exception. If the student is in their final year and due to class offering times they are unable to take the required number of enrollment hours set by the scholarship an exception can be requested. The student must provide documentation from their advisor that explains the individual circumstances. If an exception is made, the scholarship will only cover undergraduate hours and the University charges associated with those hours.

D. Religious/Humanitarian/Educational Exception - A religious/humanitarian/educational exception can be requested if the student served in a national or international humanitarian project sponsored by a non-profit corporation organized with a charitable, educational, or religious purpose or if the student pursues an opportunity to support their course of study. For religious/humanitarian exceptions, the student must provide a letter verifying participation in the program from their religious leader or director of humanitarian project on official letterhead. For educational exceptions, the student must provide two individual letters from separate UCA full-time faculty members (from the department of the student’s course of study) on how this specific experience enhanced the student’s education in their selected course of study. The student must also provide documentation from faculty with which they are currently enrolled in coursework, stating the student’s grade and attendance status. The student may be granted one exception for religious/humanitarian/educational purposes for the duration of their scholarship.

E. Academic Scholarship Acceptance Deadline Exception - On very rare occasions an exception may be granted for the academic scholarship acceptance deadline. Students must provide documentation supporting their request.
• Student must complete the exception/hold request form and provide adequate documentation to support their request. Student must also provide written statement.
• If a student has been granted an administrative withdrawal, they are required to fill out an exception request in order for an exception to be considered for their scholarship.
• If a student’s circumstances require additional absence from the University, the student should request a hold for additional semesters. See Scholarship Hold Policy for additional information.