

## University Scholarship Policy Scholarship Exception Policy



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.

**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 signed letter from a licensed physician, advanced practice nurse, or licensed mental health professional explaining why the student's coursework was affected.

**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.

**Graduation Hour Exception - For Currently Enrolled Undergraduate Students Only.** 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.

**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, a currently enrolled undergraduate 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. A student may be granted one exception for religious/humanitarian/educational purposes for the duration of their scholarship.



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**Academic Scholarship Deadline Exception - For First-Time Undergraduate/Transfer Students Only.** An academic scholarship deadline exception may be requested for missed deadlines if the student provides complete documentation supporting their request. Exceptions granted for the academic scholarship deadlines are rare and only in extreme circumstances.

**Transcript Exception – For First-Time Undergraduate/Transfer Students Only.** An academic scholarship transcript exception may be requested for those high school students who graduate early. High School students graduating at the end of their junior year may ask for a 5<sup>th</sup> semester transcript to be considered in determining scholarship eligibility.

Exceptions may also be requested for the receipt of a High School or Transfer transcript in the event there was a technical issue in receiving the transcript from the high school or transfer institution. Students will need to obtain a statement from the high school counselor or transfer institutions registrar's office stating when the transcript was requested and transmitted.

**Incomplete Grades – For Currently Enrolled UCA Students Only.** An incomplete grade exception may be requested if the student is working on a thesis and/or other degree or course project that requires additional time to complete. The student must provide documentation supporting their request, including a statement from the UCA faculty who rendered the incomplete grade stating specifically why the incomplete grade was awarded and when the incomplete grade will be completed.

#### **STEPS TO COMPLETING AN EXCEPTION REQUEST:**

- Student must complete the exception/hold request form and provide adequate documentation to support their request. <http://uca.edu/scholarships/files/2011/11/Exception-Hold-Form-Fall-2014-and-After.pdf>
- Student must provide a 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.
- If the proper documentation is not provided then the exception request will be held until **ALL** documentation, statements, and forms have been received. The request will be held for 30 days from submission or the last day of the current semester, whichever occurs first. After the end of the document hold period, if the student continues to seek an exception request then a new request must be submitted.