



## 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. Rare exceptions may be granted for religious, humanitarian, educational reasons, academic scholarship deadlines, and valedictorians/salutatorians. Students granted exceptions are subject to all renewal requirements in subsequent semesters in which they receive the scholarship(s) unless specified otherwise. To receive an exception, specific criteria must be met and the request approved by the Scholarship Committee or an authorized subset thereof.

Students may request an exception to the following academic scholarship requirements:

- **Grade Point Average (GPA) Requirement** – a request to waive the requirement to meet or maintain a minimum GPA established for the academic scholarship.
- **Hours Requirement**– a request to waive the requirement to enroll in or complete a certain number of credit hours during an academic period to be eligible or maintain eligibility for an academic scholarship.
- **Academic Scholarship Deadline**– a request to waive the requirement to be admitted by the scholarship deadline or have all documents required for scholarship consideration submitted by the deadline.

Students requesting an exception to an academic scholarship requirement(s) must select one or more of the following mitigating circumstances as a reason for the request:

**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/or a signed letter from a licensed physician, advanced practice nurse, or licensed mental health professional explaining at a minimum why the student's coursework was affected and the location (i.e., facility) and date(s) of treatment.

**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 provide documentation of military orders.

**Graduation Hour Exception** - Students who are not enrolled in the required number of hours for the academic scholarship due to graduation **are not** required to request an exception.

- To receive the scholarship in the graduating semester, the student must be eligible and scheduled to graduate at the conclusion of the semester as determined by the Office of the Registrar. This will be confirmed prior to disbursement of the scholarship. Once confirmed, the scholarship will apply to charges for in-state tuition, room/board, and mandatory fees directly assessed by the University.
- 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 Exception** - A religious/humanitarian 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 or religious purpose. The student must provide a letter verifying participation in the program from their religious leader or director of humanitarian project on official letterhead. A student may be granted one religious/humanitarian exception for the duration of their scholarship.

**Educational Exception** – A currently enrolled undergraduate student can request an educational exception if the student has participated in a national or international project sponsored by a non-profit corporation organized with an educational purpose that supports and enhances the student’s course of study. The student must provide a letter from a UCA faculty member (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. A student may be granted one educational exception for the duration of their scholarship.

**Transcript Exception – For First-Time Undergraduate/Transfer Students Only.** An academic scholarship transcript exception may 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 must provide a statement from the high school counselor or transfer institution registrar’s office stating when the transcript was requested and transmitted.

**Incomplete Grades – For Continuing UCA Students Only.** An incomplete grade exception may be requested if the student is working on a thesis 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 member(s) who assigned the incomplete grade, stating specifically why the incomplete grade was awarded and when the incomplete grade will be completed.

**Valedictorian/Salutatorian Exception – For First-Time Undergraduate Students Only.** An academic scholarship deadline exception may be requested for missed deadlines if the student meets all other requirements for academic scholarship consideration (e.g., GPA, ACT/SAT, etc.) and provides documentation evidencing the student was selected as valedictorian (including co-valedictorian) or salutatorian of his or her high school graduating class.

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

- Student must complete the exception request form and provide documentation to support their request. <http://uca.edu/scholarships/files/2015/11/Exception-Hold-Form-Fall-2014-and-After-Final-1-1.pdf>
- Student must provide a written statement.
- If a student has been granted an administrative withdrawal, they are required to submit an exception request in order for an exception to be considered for their scholarship.
- Students who are approved for an exception for their academic scholarship for the fall semester must earn a minimum of 15 UCA undergraduate credit hours and earn the minimum GPA specified for their scholarship to renew after the spring semester to the following year. Students who do not meet renewal requirements at the end of the spring semester may use May Intersession, 8-week Summer Session, and Summer 1 hours and GPA to meet renewal requirements.
- If a student’s circumstances require additional absence from the University, the student must request a hold. See Scholarship Hold Policy for additional information.
- Incomplete exception requests and requests not meeting this policy will not be accepted or reviewed by the Scholarship Committee.