



Academic and Transfer Scholarship Exception Request Form

Student Legal Name: _____ Student ID: _____

Email Address: _____ Phone Number: _____

Address: _____

Instructions:

1. Review the Scholarship Exception Policy located at <http://uca.edu/scholarships/policies/>.
2. Complete the information below.
3. Student must provide a short type-written statement regarding the request.
4. Attach the appropriate documentation substantiating the reason for the request.
5. Return all required documents to the Office of Student Financial Aid at the address below.

Exceptions must be submitted prior to the last day to register for classes of the following full (Fall or Spring) semester. Requests received after that date will not be accepted or reviewed.

Please check the box(es) which reflects what you are requesting:

- Exception to Grade Point Average (GPA) Requirement
- Exception to Hours Requirement
- Exception to Academic Scholarship Deadline(s)

Please check the box which reflects the mitigating circumstance that exists/existed:

- Medical-Documentation must include medical records and/or a signed letter from a licensed medical professional explaining at a minimum why the student's coursework was affected and the location and date(s) of treatment, a copy of the death certificate, and/or a copy of an obituary.
- Military-Documentation must include a copy of military orders.
- Religious/Humanitarian-Documentation must include a letter verifying participation in the program from the religious leader or director of humanitarian project on official letterhead.
- Educational-
 - Incomplete Grade-Documentation must include a letter or email from the UCA faculty member who assigned the grade stating the reason for the incomplete grade and when the grade will be completed.
 - Prerequisite Hours-Documentation must include a letter from the student's advisor and a letter from a UCA faculty member from the department of the student's desired UCA degree program that explains individual circumstances.
 - Graduation Hour-For conflicts with class offering times in the student's final year, documentation must include a letter from the student's advisor explaining the individual circumstances.
 - Transcript-Documentation must include a statement from the high school counselor or transfer institutions registrar's office stating when the transcript was requested and transmitted.

Note: 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. Please review the Scholarship Exception Policy at <http://uca.edu/scholarships/policies/> to confirm that you meet the requirements for disbursement of your scholarship in your graduating semester.

PLEASE READ CAREFULLY: By signing below, you acknowledge that you have read all policies and procedures regarding this request and your scholarship. You also acknowledge that you understand the University's Scholarship Committee will not review incomplete exception requests.

Student Signature: _____ Date: _____

The University's Scholarship Committee or an authorized subset thereof will review and evaluate the request and documentation and make a decision based on institutional policy. The student will be notified in writing when a decision has been made.

Last revised: 01/2024