



**University Scholarship Policy**  
**Scholarship Hold Policy**  
**Last Revision: 01/2024**

An academic scholarship may be placed on hold if a student is unable to attend the University due to medical reasons, military deployment, religious/humanitarian service, or educational purposes, provided that the following criteria is met and the request is approved by the Scholarship Committee or an authorized subset thereof.

**Medical Hold** - A medical hold 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 student or the student's immediate family member be hospitalized or receive outpatient medical care until released by the attending physician. The student **must** provide relevant medical records and/or a signed letter from a licensed physician, advanced practice nurse, or licensed mental health professional. The records and/or letter must explain at a minimum the general nature of the student's condition(s), why the student should not attend the University, and when the student is expected to return to the University. The hold may be granted for one or more semesters based on the documentation and recommendation of the medical professional. In the case of a death in the student's immediate\* family, the student must provide a death certificate and/or an obituary. Additional documentation may be requested to substantiate the student's relationship with the deceased individual if not apparent, to include guardianship paperwork or other documentation on a case-by-case basis.

\*Immediate family members are defined in the chart below:

Definition of Immediate Family Members	
Child	Mother
Domestic Partner	Parents-In-Law
Father	Siblings
Grandparents	Siblings-In-Law
Legal Guardian	Spouse

**Military Hold** - A military hold can be requested if the student is a member of the Armed Forces and is called to training or active duty. The student must provide documentation of military orders. The hold may be granted for the duration of the military orders.

**Religious/Humanitarian Hold** - A religious/humanitarian hold can be requested if the student plans to serve 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 of acceptance into the program and a letter from their religious leader or director of humanitarian project on official letterhead. The hold may be granted for the duration of the project. The student may be granted one religious/humanitarian hold for the duration of their scholarship.

**Educational Hold** - An educational hold can be requested if the student plans to pursue an opportunity to support their course of study or to complete prerequisites for a UCA degree program. The hold may be granted for the duration of the program. The student may be granted one educational hold for the duration of their scholarship.

- For course of study, current students must provide a letter from a UCA faculty member (from the department of the student's course of study) on how this



specific experience will enhance the student's education in their selected course of study.

- For completion of prerequisites, a letter from the student's advisor and a UCA faculty member from the department of the student's desired UCA degree program that explains individual circumstances. If the student's advisor is dedicated to only the desired program's advising, a letter from the advisor only is sufficient documentation.
- A first-time entering undergraduate student must provide a letter from at least one of the following: recommending sponsor, program director, high school counselor, or high school faculty member. The student must explain how this will help in their future education experience.

### **STEPS TO COMPLETING A HOLD REQUEST:**

- Students must submit the hold request form prior to the University disbursement date of the term requesting a hold. Exceptions to this requirement are reviewed on a case-by-case basis.
- If any scholarship funds have been disbursed, the student must request an exception instead of a hold.
- Students must provide a written statement in addition to their support documentation.
- With the exception of select UCA approved programs (e.g., direct enroll through UCA Study Abroad), a student may not attend an institution for traditional education pursuits during the time of hold or their scholarship will be forfeited
- It is the student's responsibility to contact the Office of Student Financial Aid upon their return to reinstate their scholarship and/or provide documentation supporting the length of their hold. If the student does not return to the University upon the end of the hold period and/or contact the Office of Student Financial Aid, the scholarship will be forfeited.
- If a student has been granted an administrative withdrawal, they are required to fill out a hold request in order for a hold to be considered for their scholarship.
- Incomplete hold requests and requests not meeting this policy will not be accepted or reviewed by the Scholarship Committee.
- Students who participate in the UCA Commitment and/or receive a UCA departmental/performance, other, restricted, and/or athletic scholarship as defined by the [Scholarship General Statement Policy](#) must also request to place the scholarship(s) on hold.
- Students who have an academic scholarship placed on hold for the fall semester and receive the scholarship in the spring semester only must earn a minimum of 15 UCA undergraduate credit hours and earn the minimum GPA specified for their scholarship to renew to the following fall semester.
- Students who do not meet renewal requirements at the end of the spring semester must have attempted undergraduate or transition credit hours in one of the following terms at UCA: May Intersession, 13-week Summer Session, 10-week Summer Session, 8-week Summer Session, Summer I, or Summer II prior to submitting an exception request. Please refer to the Undergraduate Bulletin for more information on what counts as attempted hours.