



University Scholarship Policy
Scholarship Exception Policy
Last Revision: 11/2025

An exception to the University of Central Arkansas scholarship requirements may be made if a student's attendance or ability to perform at the university is interrupted for medical reasons or military deployment. Rare exceptions may be granted for religious, humanitarian, educational reasons, and missed scholarship deadlines. Exception requests for departmental/performance, other (non-UCA Commitment), restricted, and international scholarships will only be accepted for educational - incomplete grades. Students granted exceptions are subject to all renewal requirements in following 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.
- **Scholarship Deadline**– a request to waive the requirement to be admitted by the scholarship deadline, to waive the requirement for the deadline for completion of an incomplete grade, 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. Students **must** provide relevant 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 in the affected aid term.
- A medical exception can be requested due to the death of a student's immediate* family member. Students 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 Exception - A military exception can be requested if the student is a member of the Armed Forces and was called to training or active duty. The student must provide documentation of military orders.

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 –

- 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 copy of the completed University's Incomplete Grade Agreement Form(s) or 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.
- Prerequisite Hour Exception - Students who are not enrolled in the required number of hours for the academic scholarship due to class offering times and consecutive pre-requisite requirements for acceptance to a UCA degree program may request an exception. The student must provide a letter from the student's advisor and a UCA faculty member from the department of the student's desired UCA degree program (if the student's advisor is not dedicated to only that program's advising) that explains individual circumstances. If an exception is made, the scholarship will apply to undergraduate charges for in-state tuition, housing/food (formerly known as "room/board"), and mandatory fees directly assessed by the University.
- Graduation Hour Exceptions -
 - o 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 apply to undergraduate charges for in-state tuition, housing/food (formerly known as "room/board"), and mandatory fees directly assessed by the University.
 - o 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 undergraduate charges for in-state tuition, housing/food (formerly known as “room/board”), and mandatory fees directly assessed by the University.

- Transcript Exception – For First-Time Undergraduate/Transfer Students Only. A 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.
- Arkansas Challenge Application (ADHE) Documentation Exception - For students applying for the UCA Commitment Only. An exception to the deadline for receipt of ADHE documentation may be requested in the event there was a technical issue in receiving the documentation or in applying for the documentation. Students must provide a detailed description of the issue including with documentation of:
 - The date & time of the attempted ADHE documentation or application submission
 - Error message(s)
 - Communication with the UCA Commitment Office regarding the issue prior to the established UCA Commitment deadline(s)
- FAFSA Exception - For students applying for the UCA Commitment Only. An exception to the deadline for receipt or verification of the Free Application for Federal Student Aid (FAFSA) may be requested in the event of technical difficulties with the FAFSA website. Students must provide documentation of:
 - The date & time of the attempted FAFSA documentation or application submission,
 - Error message(s),
 - Communication with the UCA Commitment Office regarding the issue prior to the established UCA Commitment deadline(s), and
 - Documentation detailing issues with the FAFSA completion or submission such as evidence of issues from FAFSA.gov or from the UCA Student Financial Aid Office.
- Test Score Exception - For students applying for the UCA Commitment Only. An exception to the deadline for receipt of test scores may be requested in the event there was a technical issue in receiving the documentation or in applying for the documentation. Students must provide a detailed description of the issue including with documentation of:
 - The date & time of the attempted test score documentation or submission
 - Error message(s)
 - Communication with the UCA Commitment Office regarding the issue prior to the established UCA Commitment deadline(s)

STEPS TO COMPLETING AN EXCEPTION REQUEST:

- Students must complete the [Exception Request form](#) and provide documentation to support their request.
- Exception requests must be submitted by 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.
- Incomplete exception requests and requests not meeting this policy will not be accepted or reviewed by the Scholarship Committee.
- Students must provide a written statement in addition to their supporting documentation.
- 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 and/or UCA Commitment scholarship for the fall semester must earn a minimum of 15 UCA undergraduate credit hours



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and earn the minimum GPA specified for their scholarship to renew after the spring semester to the following year.

- Students who are approved for an exception for their academic scholarship for the spring semester must earn a semester GPA and the minimum number of UCA undergraduate credit hours as specified by the applicable academic scholarship policy for the following fall semester in order for the scholarship to renew.
- 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.
- If a student's circumstances require additional absence from the University, the student must request a hold. See the [Scholarship Hold Policy](#) for additional information.