UNDERGRADUATE CRITERIA FOR SCHOLARSHIP RETENTION

Students who are awarded Case Western Reserve University scholarships based on academic achievement or potential are expected to perform at an appropriate academic level and maintain good conduct in the community. These scholarships will be automatically renewed each semester, provided that the student meets the retention criteria established for their scholarship at the time of initial award.

**Full-Tuition (Andrew Squire, Albert W. Smith, Alexander Treuhaft, and Dance, Music, and Theater Performing Arts), University, Michelson-Morley STEM, Bolton, and Tuition Exchange Scholarships**

The academic records of scholarship recipients are ordinarily reviewed at the end of each semester. To have a scholarship renewed for the following semester, the student must be in good academic and disciplinary standing.

In exceptional cases, the Academic Standing Board will continue a scholarship for a student whose achievement or whose attendance does not meet the standards outlined above. It is the student’s responsibility to write to the Academic Standing Board, c/o the Office of Undergraduate Studies, within 7 business days of the end of the exam period each semester to request special consideration for continuation of a scholarship. This appeal should inform the committee of any special circumstances which may have affected performance and/or attendance during the preceding academic semester, provide any relevant documentation, and describe a plan for how academic performance will be improved in the future.

Students who lose their scholarships because of unsatisfactory academic or disciplinary standing will have their scholarships automatically reinstated at the start of the next semester if they return to good standing. These students lose a semester of scholarship eligibility for each semester that they fail to achieve good standing; that is, students will not receive these scholarships while on probation or during their first semester back from an academic separation, and the maximum number of semesters for which they can receive their scholarships will be reduced. However, students placed on probation at the end of the spring semester who return to good standing based on summer coursework at Case Western Reserve University (see Academic Standing Regulations [http://bulletin.case.edu/undergraduatetudies/academicstgregs]) will continue their scholarships for the fall semester without interruption or loss of a semester of eligibility.

**Other Scholarships Awarded by Case Western Reserve University**

Recipients of scholarships other than those listed above should refer to their scholarship award letters for specific scholarship retention criteria.

**Duration**

A student who meets the standards for scholarship retention may receive scholarship assistance for no more than eight semesters of full-time undergraduate study (less any semesters lost due to falling out of good academic or disciplinary standing, as described above). The scholarship is awarded for full-time enrollment in regular (fall and spring) semesters.

A scholarship recipient who does a complete withdrawal during a semester will have used up a semester of scholarship eligibility, but will be eligible to receive the scholarship again when they next enroll, provided that their leave of absence does not last more than one semester (as described below). If a scholarship recipient completes a bachelor’s degree in fewer than eight semesters of full-time study at Case Western Reserve University, the scholarship will be terminated upon completion of the degree.

In the eighth semester (or in the final semester for a student completing the bachelor’s degree in fewer than eight semesters), a recipient may request permission for part-time enrollment with pro-rated scholarship support if completion of the degree does not require full-time enrollment in that final semester.

Semesters spent participating in the Cooperative Education Program, the Practicum Program, or on a leave of absence are not counted against a student’s eight full-time semesters of scholarship eligibility.

**Leave of Absence Policy**

A scholarship recipient may take a one-semester leave of absence during the student’s undergraduate career and put the scholarship “on hold” for reactivation upon the student’s return to Case Western Reserve University. Requests for a one-semester leave of absence must be submitted in advance to the Office of Undergraduate Studies. Requests for leaves of absence longer than one semester must be submitted to the Academic Standing Board and will be reviewed on an individual basis.

A scholarship is automatically terminated upon a student’s transfer to another institution or upon permanent separation from the University.