

Criteria for Scholarship Retention

Full-Tuition (Andrew Squire, Albert W. Smith, Adelbert Alumni, and Alexander Treuhaff), Trustees', President's and Provost's Scholarships

The academic records of scholarship recipients are ordinarily reviewed at the end of each spring semester. To have a scholarship renewed for the following academic year, a recipient is expected to satisfy two requirements: a minimum number of hours earned after enrolling at Case Western Reserve University and a minimum cumulative scholarship grade point average**. The cumulative scholarship g.p.a. requirement is 2.50 at the end of the first year and 3.00 at the end of each succeeding year. Scholarship recipients will be required to have earned at Case at least 24 semester hours in the first year, 54 semester hours by the end of the second year, and 84 semester hours by the end of the third year.

Students who completely withdraw from a semester will have their scholarship reviewed based on an adjusted credit hour standard: first-year students will be expected to earn at least 12 semester hours and a 2.50 cumulative scholarship g.p.a., while upper class students will be expected to earn 15 semester hours fewer than the expected credit hour criteria and a 3.00 cumulative scholarship g.p.a. (e.g. a second year student will be expected to earn 39 hours as opposed to 54 hours). Students who fail to meet the adjusted credit hour standard will need to submit an appeal to the Committee on Academic Standing by June 1 explaining the circumstances that led to the complete withdrawal and that contributed to earning less than the expected semester hours.

For students participating in the co-op program or taking a leave of absence, an adjustment is made in the number of hours expected (e.g. a third year student will be expected to earn 69 hours as opposed to 84 hours). Students who study abroad and for whom official overseas transcripts have not been received at the time of scholarship review will retain their scholarships provided that they meet the overall semester hours required when their records are complete, or provided that they successfully complete a full courseload during study abroad as defined by the host institution.

****Scholarship Grade Point Average:** *All courses completed for an evaluative grade at Case Western Reserve University are included in the computation of the "scholarship g.p.a." The "scholarship g.p.a." matches the student's cumulative g.p.a., unless the student has used the Course Repeat Option. If a scholarship recipient has used the Course Repeat Option, both the original grade and the subsequent grade will be included in the computation of the cumulative average for the purpose of determining eligibility for scholarship continuation.*

Provost's Special Scholarships

Recipients of Provost's Special Scholarships must maintain academic good standing to be eligible for continuation of their scholarships. Students who do a complete withdrawal for a semester will still have their scholarship reviewed on the basis of good academic standing. Students who fail to meet good academic standing standards need to appeal to the Committee on Academic Standing by June 1 explaining the circumstances that led to the complete withdrawal and that contributed to the failure to achieve good academic standing. Please see good standing requirements in the *2007 – 2008 Handbook for Undergraduate Students*.

Creative Achievement Awards

Recipients of the Creative Achievement Awards Scholarship must demonstrate continued evidence of outstanding creative achievement and satisfactory academic progress.

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. The scholarship is awarded for full-time enrollment in regular (fall and spring) semesters. A scholarship recipient who does a complete withdrawal for a semester will lose that semester of scholarship eligibility. 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.

Leave of Absence Policy

A scholarship recipient may take a one-semester leave of absence during the student's undergraduate career and put his/her 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 Committee on Academic Standing and will be reviewed on an individual basis. The leave of absence policy does not apply to a student who transfers to another institution and subsequently returns to Case.

Scholarship Termination

Once a scholarship has been terminated for failure to meet the retention standard, it cannot be reinstated unless reinstatement has been granted by the Committee on Academic Standing after review of an appeal. A scholarship is automatically terminated upon a student's transfer to another institution.

Appeal Process

Evaluation of student records for scholarship renewal will take place at the end of each academic year, in June. In exceptional circumstances, the Committee on Academic Standing 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 Committee on Academic Standing, c/o the Office of Undergraduate Studies, by June 1, 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 year, provide any relevant documentation, and describe a plan for how academic performance will be improved in the future.