Readmission Following Disqualification Checklist

✓ **Apply for readmission to the University by published deadline:**

Fall Semester:	**Spring Semester:**	**Summer Semester:**
July 1st	November 1st	April 1st

✓ **Review the CHPS Readmission Process and thoughtfully complete the CHPS Readmission Packet**:

- Review and complete the Readmission Packet and return a **TYPED** copy to CHPS Student Academic Services for review.
- The information provided in the Readmission Packet will be reviewed by the College and used to determine if the College of Health Professions and Sciences is able to support the request.
- See the **Readmission FAQ** for questions about the **CHPS Readmission Process**, the **Readmission Packet** or options regarding readmission to a specific major in CHPS.

✓ **Completed Readmission Packets may be returned either by email to CHPSundergrad@ucf.edu or in-person to the CHPS Student Academic Services office in HS II Room 115.**

The CHPS Readmission Packet includes:

1. **Readmission Request Form and Questionnaire**
2. **Personal Statement**, outlining the reasons for the previous academic difficulty, the steps taken to address the difficulty and the goals for completion of this major. This statement should be thoughtfully constructed
3. Copies of **Unofficial Transcripts** from all schools attended since disqualification
4. Copies of **Supporting Documentation** to justify the petition for College support. (This is optional, call our office if questions arise.)

About the CHPS Readmission Packet:
ALL materials must be typed- handwritten copies will not be accepted. Late or incomplete Readmission Packets, may not be reviewed for the selected term.

Tips for Students:

- The College reviews **complete** packets only and will call students if they are eligible for a readmission interview.
- Students should read readmission instructions carefully, as once reviewed, this will form the basis in determining students selected for an interview.
- Once students apply online, the College will email additional instructions (to the email address listed on the online readmission application) and the deadline by which the student must submit the Readmission Packet to CHPS Student Academic Services for review.
- Students who fail to submit the Readmission Packet to CHPS Student Academic Services by the deadline posted in the emailed instructions will be denied and unable to be considered for an interview for the selected term.
- Final readmission status is posted online on the student's readmission application status page.
- **The College expects to see a completed AA degree, positive academic progress and completion of all program prerequisites and / or minimum GPA's in order to support a student's request to return.** These requirements can be checked in the most current degree program in the UCF Catalog or by contacting CHPSundergrad@ucf.edu

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For more information regarding academic probation, disqualification and readmission, please refer to the Undergraduate Catalog or CHPS Student Academic Services.