

CHPS Readmission Frequently Asked Questions

The following list is a general sample of commonly asked questions for students seeking support for **readmission following disqualification**. This is not an exhaustive list, and students should email any questions and concerns about disqualification and readmission **not addressed in this FAQ** to CHPS Student Academic Services at: chpsundergrad@ucf.edu

PLEASE NOTE: Readmission support from the College is not automatic or guaranteed and, **meeting the minimum criteria for support does not guarantee support for readmission.**

Frequently Asked Questions:

I have just been disqualified (or am expecting disqualification), what should I do?

- Students should make an appointment with their Academic Advisor to go over what happened and their options toward degree completion. Students can also email chpsundergrad@ucf.edu for additional assistance.

Is readmission to UCF and my major guaranteed?

- No, support for readmission following disqualification is not automatic or guaranteed; therefore, students are strongly encouraged to explore all possible alternatives to meet their educational goals.

I read that I must sit out two semesters, does summer term count toward the two semesters?

- Students who are disqualified and who want to petition the University and College to return, must sit out two consecutive semesters prior to submitting a readmission application.
- During that time, a Summer term would count toward the two-semester minimum. While not enrolled at UCF, students should seek to take courses at another institution and demonstrate during that time positive academic progress in needed classes.

How do I apply for readmission?

- See the CHPS Readmission Process and CHPS Readmission Checklist for updated information about the readmission process and deadlines.

How will I be notified if I need to submit a Readmission Packet?

- Once the student applies for readmission online, the College will email them (to the email account they list on the online readmission application) recognizing receipt of their application. That notice will include links explaining the readmission process. The College will send one to two additional courtesy emails (depending on when the student applied) if they have not heard from the student shortly before the University's deadline date to submit materials. Students who fail to submit all required materials in the Readmission Packet by the University's deadline will be denied support from the College.
- Students submitting a paper application for Readmission to the Registrar's Office must contact the College at chpsundergrad@ucf.edu to begin the process to petition the College for support. *If approved, documents to complete the readmission packet for paper applications need to be submitted to chpsundergrad@ucf.edu and not the Registrar's Office.

How long does the College take to review applicants for readmission following disqualification?

- In general, it takes the College 2-3 weeks to fully review a student's completed Readmission Packet. During peak times, it can take up to 1-2 weeks longer. Students can always email chpsundergrad@ucf.edu to check the status of their readmission packet. Readmission decisions are communicated to applicants once the semester's deadline has passed.

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I already applied and sent transcripts to the Registrar's Office. Do I need to send another set with my Readmission Packet to CHPS?

- Yes, an unofficial copy of transcripts from any school the student attended since UCF is a required part of the complete Readmission Packet. We are unable to obtain copies of documents sent to the Registrar's Office. Incomplete packets may not be reviewed; therefore, the student must submit any needed transcripts directly to CHPS Student Academic Services. The College will accept unofficial copies for the review process; however, the University requires official copies to be sent to the Registrar's Office (if readmitted).

Can the Personal Statement for the Readmission Packet be the same one I used in the Online Application on myUCF?

- Yes, if it is included as either a word or pdf document and sent with the completed Readmission Packet. Students should make sure to include a brief description of the circumstances that prevented them from being successful at UCF prior to their disqualification, the steps they have taken to regain their academic standing, and their rationale for petitioning for this major in relation to how it fits with their career goals.

What do you mean by "Supporting Documents"?

- Supporting documentation can be any items that the student feels are appropriate or necessary to share with the College to support the claims the student has made in their Personal Statement. Supporting Documents are not required but can be submitted by the student who wants to provide additional documentation to the College.
- Supporting documents can be any relevant related information that the student wishes to include. Previous examples have included letters from current professors indicating current grades in an in-progress class, copies of obituary notices (if the student experienced a loss while previously at UCF that affected their academic performance), etc.

How do I know if my Readmission Packet was received for review?

- Students who submit their Readmission Packet online will receive an email from the College letting them know that the Readmission Packet is complete or if it is missing any items.

What does "positive academic progress" mean?

- The College of Health Professions and Sciences defines "positive academic progress" as A/B grades in recent and related classes taken at a Florida Public Institution since the student was last enrolled at UCF. Grades of C and below will not be counted toward positive academic progress, even if the course is used toward completion of the common program prerequisites. Therefore, students should strive to achieve A/B grades in courses taken since UCF.

What are the types of courses and grades needed to demonstrate I am ready to return?

- Students are expected to have completed an AA degree unless, all the UCF GEP, and Gordon Rule requirements were met prior to disqualification. In addition, students are expected to have completed the Foreign Language Admission Requirement and any current common program prerequisites and lower level core courses for the major they are seeking. Lower level courses include any 1000/2000 level course that can be taken as equivalent from a Florida Public Institution.
- To find the list of common program prerequisites for each major, visit the current UCF Catalog at catalog.ucf.edu

Why do I have to use the most recent UCF Catalog requirements for the major I want? Why can't I use my old catalog requirements?

- Students who have been gone from UCF for two semesters or longer are required to come forward to the most recent degree requirements for their major, regardless of if they return in good academic standing or through the readmission following disqualification process.

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What if I do not have any common program prerequisites remaining to complete?

- Students can email chpsundergrad@ucf.edu to ask about other courses that can be taken to demonstrate positive academic progress for the major they are seeking support.

Do I have to have an AA degree and the prerequisites finished prior to seeking readmission support?

- Students can still be “in progress” of completing the remaining courses for either the AA degree or the common program prerequisites, but the College may hold support for readmission until the student can demonstrate the AA was awarded and/or the courses were completed with A/B grades.
- This means that a student can apply for readmission in their last semester at another institution, and the College will review their request, but they may not get full support from the College until grades are posted from the other institution.

Do I have to complete the prerequisites for my major prior to applying for readmission to receive readmission support?

- Yes, students are expected to be ready to begin the major specific courses and must have completed the common program prerequisites and lower level core courses prior to seeking support. Students who the College does not feel are “ready to return” to the major will be denied readmission support.

What else is considered when the College reviews a student’s “readiness to return” to a major?

- Students are expected to demonstrate strong evidence of academic potential (in coursework relevant to their chosen major) and they must demonstrate resolution of all previous academic or personal issues that contributed to their disqualification.
- Each program in the College of Health Professions and Sciences has specific benchmarks used to determine a student’s academic readiness to return to it after academic disqualification. In general, what terms “academic readiness” is defined by:
 - AA Degree completed / all GEP, Gordon Rule, Foreign Language Admission Requirements met
 - All common program prerequisites and lower level core courses are completed for the major based on the most current UCF Catalog; if a course was taken after disqualification, A/B grades are expected
 - Any minimum GPA needed for admission, progression or graduation should be met prior to seeking support from the College. Some majors have other GPA requirements (math and science GPA, major GPA or a GPA requirement to return through readmission that may be higher than the minimum posted in the catalog for students in the major for the first time)

If I take a class at a local college, will it transfer back to UCF?

- Students should seek individual advising for this question. Depending on which course was taken, it may be able to be transferred back to UCF. The admissions advisor will go over this with you if you are selected for a readmission interview.

What is the readmission interview?

- Well-qualified students who meet the College’s benchmarks as ready to return to the major will be invited to a readmission interview. Students selected for an interview will be contacted at the phone number or email address that they provide on the readmission application. At the readmission interview, the advisor will go over the students’ academic history, their current degree requirements, and any relevant policies related to readmission following disqualification. The interview lasts about an hour and a half and if selected, the applicant will be notified of the location, date, and time for their interview. The readmission interview is the final step in the College’s readmission support process.

How could readmission affect my financial aid?

- Students who secure the College’s support to return following disqualification will be limited to two courses per semester until their UCF GPA is a 2.0 (or above). This two-class limit can affect a student’s financial aid eligibility

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and the student should discuss this with the Office of Student Financial Assistance directly. Information for that office is located here: <https://finaid.ucf.edu/>

What should I do if I am not supported by the College for readmission?

- Applications from disqualified students requesting readmission support to majors within the College of Health Professions and Sciences are closely scrutinized with respect to several benchmarks indicating readiness to return. If a student is not supported for readmission into a CHPS major, they can review the rationale for the denial on the online application and email chpsundergrad@ucf.edu if they have additional questions.
- Also students can review alternative options for degree completion through the following resource: <http://www.flvc.org>
- If a student had not yet earned an AA degree, as recognized by the Florida State University System, or has not completed the common program prerequisites for their intended major, they should review this link for available options: [Transfer Agreement](#)
- Students can also email chpsundergrad@ucf.edu to see if completion of an AA degree and the program prerequisites could result in future support to return.
- If a student has already earned an AA and completed all the common program prerequisites for their intended major, they should review this link for options: [Find a degree program](#)

Can I reapply later if I am denied support by the College?

- Yes, students can reapply once per 365 days (earlier options available for some well-qualified students with prior permission from the College). However, each readmission applicant's entire academic history is evaluated and weighs heavily on the College's ability to support a student's request to return. The review of a student's academic history will consider excessive withdrawals and course retakes along with repetitive poor or marginal grades in major related coursework.