

Readmission Following Disqualification Checklist

✓ Apply for readmission to the University by published deadline:

Fall Semester:

July 1st

Spring Semester:

November 1st

Summer Semester:

April 1st

✓ Review the COHPA Readmission Process and thoughtfully complete the COHPA Readmission Packet:

- Review and complete the Readmission Packet and return a **TYPED** copy to Undergraduate Student 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 and Public Affairs is able to support the request.
- See the **Readmission FAQ** for questions about the **COHPA Readmission Process**, the **Readmission Packet** or options about readmission to a specific major in COHPA

✓ Completed Readmission Packets may be returned either by email to hpainfo@ucf.edu, fax 407-823-0022 or in-person to Undergraduate Student Services (USS) in HPA II Room 115

The COHPA 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 COHPA 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 COHPA for review.
- Students who fail to submit the Readmission Packet to USS by the deadline posted in the emailed instructions will not be considered for an interview for the selected term.
- Final readmission status is posted online on the student's readmission application.
- The College expects to see a completed AA degree, positive academic progress and completion of all program prerequisites and / or minimum GPAs 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 USS at hpainfo@ucf.edu

For more information regarding academic probation, disqualification and readmission, please refer to the [Undergraduate Catalog](#) or Undergraduate Student Services.