

# UNIVERSITY of HOUSTON

COLLEGE of NATURAL SCIENCES & MATHEMATICS

## **Spring & Fall 2019** **Readmission from Suspension Packet**

Term for Readmission	Deadline to Submit Online Application and All Credentials
Spring Term	November 1
Fall Term	June 1

We **strongly recommend** that you submit credentials by upload through your myUH - To-Do List. The document must be properly scanned and saved as a PDF file in order to upload.

Otherwise, credentials may be dropped off or mailed to:  
University of Houston  
Office of Admissions  
Welcome Center  
4434 University Drive  
Houston, TX 77204-2023

### **NSM's Application Process:**

**Start Early.** Do not procrastinate. This is a sensitive process and exceptions will **not** be made for late submissions. **Last minute submissions will take longer to process and allow less time to meet with the Associate Dean.**

- ❖ Fully complete the Apply Texas Application by the deadline. Go to [www.applytexas.org](http://www.applytexas.org) to fill out the Undergraduate Readmission Application for UH.
- ❖ Submit to the **Office of Admissions:**

Credential	Description
Readmission from Suspension Information (page 3)*	Only submit the information page of the packet. All questions must be answered. <ul style="list-style-type: none"> <li>• Students are permitted to register for no more than 13 credit hours.</li> <li>• A LIST OF COURSES YOU PLAN ON ENROLLING IN MUST BE INCLUDED ON YOUR APPLICATION.</li> <li>• These courses must be specific, for example <b>BIOL 1361, THEA 1331, and ENGL 1304.</b></li> <li>• A list of 3 hours HIST core, 3 hours BIOL, and 4 hours MATH is <b>not acceptable.</b> Be specific.</li> </ul>
Statement of Readiness*	The statement should be a <b>one-page</b> , typed, grammatically correct, college-level paper explaining why readmission should be granted. The statement must be clear, well written, and convincing. It must address the following information: <ul style="list-style-type: none"> <li>• What major you want to pursue and why.</li> <li>• Explain causes for any past academic issues (including academic probation or suspension) and how you plan to remedy the situation.</li> <li>• Explain what you did during your time away from UH.</li> <li>• Explain what changes will be made to make sure that academic success will occur in the future.</li> </ul>
NSM Advisor Email*	Submit only one email from your advisor outlining your readmission advising from a session within the past 6 months.
Transcript(s)*	Submit transcripts from any previous institution(s) by the deadline. <ul style="list-style-type: none"> <li>• You can check your myUH account to verify what transcripts are required after you submit your application.</li> <li>• It is important to submit all transcripts as early as possible to the UH Admissions office for processing.</li> <li>• A college decision cannot be given until all transcript evaluations are complete. <i>This process could take up to two weeks.</i></li> </ul>

- ❖ Pay any required fees:

Application Fee	Pay the UH application fee either through the Apply Texas Application or on your myUH account.
Outstanding Debt	Pay any outstanding debt you owe UH on your myUH account.

\*ALL of the above credentials must be **received** by the UH Admissions Office by the deadline and payments must be paid by the deadline.

NSM cannot start evaluation for readmission until the UH Office of Admissions has completed an evaluation of your records. Once Admissions has completed their review, you will receive an email notifying you your records have been sent to NSM to render a decision.

## **Readmission from Academic Suspension**

### **READMISSION IS NEITHER AUTOMATIC NOR GUARANTEED**

-Only the Associate Dean for Undergraduate Studies may readmit students on Academic Suspension-

#### **Suspension Policy**

The College of Natural Sciences & Mathematics (NSM) will start reviewing complete applications received from the Office of Admissions starting late October for spring readmission and mid-June for fall readmission. Follow the guidelines to ensure that your application for readmission demonstrates your readiness to resume your studies at the University of Houston. It is your responsibility to monitor your To-Do List to complete the readmission application process. The college strictly enforces deadlines; incomplete applications will not be reviewed by the University. Interviews will be walk-in only with the Associate Dean for Undergraduate Studies. Interviews will be during specified walk-in hours at the NSM Academic Affairs Office. All interviews must be in person. No phone interviews will be allowed.

1. **First Suspension:** student must sit out the next full term, either the fall or the spring. (Summer does not count as a full term.)
2. **Second Suspension:** must sit out 1 calendar year (12 months). NSM majors receiving a second suspension should not expect to be readmitted to NSM.
3. **Third Suspension:** Students are ineligible to enroll at the University of Houston.
4. Readmissions are not granted for the summer term.
5. **Suspended students formally listed as NSM Unspecified or listed as a major outside of NSM will not be readmitted as an NSM major.**

#### **Students on Their First Academic Suspension**

NSM students who have been placed on their first academic suspension are required to sit out for one long term (fall or spring) and have to reapply for admission to UH after completing their sit out term. Suspended students will be admitted under contract as long as they reapply to UH **before** the 13-month deadline and comply with all the requirements associated with the readmission process (see below). Suspended students who sit out more than 13 months will have to meet the entry requirements applied to transfer and former UH students. See the Transfer and Former Student Admission Requirements for more details: <http://nsm.uh.edu/students/undergraduate/admission-req/> (see "Breaks in Enrollment").

#### **FINAL Readmission Decisions:**

NSM will review all complete readmission application files. Students must demonstrate they are ready to return as an NSM major or they will be denied. Decisions will be based the Statement of Readiness, transfer coursework while on suspension, GPA, and providing complete and accurate information. The NSM Academic Affairs Office will email each student notifying him/her of the readmission decision by **November 15** for spring readmission or **July 15** for fall readmission.

- If **pre-approved**, an interview with the Associate Dean is required. Walk-in hours for an interview will be provided in the email. Interviews are for **final approval**, completion of your readmission contract, and hold removal for enrollment.
- If **disapproved** for readmission, reason(s) will be addressed in the email. If you do not understand the reasons given for disapproval, please contact the NSM Academic Affairs Office.

**NOTE: Students must re-apply for readmission if they do not attend UH during the term designated for readmission.**

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**SPRING/FALL 2019 READMISSION FROM SUSPENSION INFORMATION**

LAST NAME	FIRST NAME	MI	STUDENT ID	TERM AND YEAR OF READMISSION
MAILING ADDRESS	CITY	STATE	ZIP CODE	DAYTIME PHONE #
EMAIL ADDRESS	CURRENT MAJOR		CLASSIFICATION (FR, SO, JR, SR)	
CURRENT UH GPA	ATTEMPTED UH HRS	COMPLETED UH HRS	PROSPECTIVE MAJOR	TOTAL SUSPENSIONS (1, 2, 3)

**Please answer the following questions:**

1. What term and year did you last attend UH? \_\_\_\_\_
2. Have you attended any other college or university since you were suspended? \_\_\_\_\_  
 If yes, list the institutions you have attended since your suspension: \_\_\_\_\_
3. What term and year are you first eligible to return to UH? \_\_\_\_\_
4. Were you employed during your last term at UH? \_\_\_\_\_
5. How many hours per week did you work? \_\_\_\_\_
6. If readmitted, do you plan to work? \_\_\_\_\_  
 If yes, how many hours per week? \_\_\_\_\_  
 Type of work \_\_\_\_\_  
 If no, how will you be supported? \_\_\_\_\_

**If readmission is granted:**

The following conditions shall regulate your enrollment in the College of Natural Sciences and Mathematics for the term of readmission. Failure to attend the University during the designated term of readmission will negate this agreement, and you must reapply for readmission in any subsequent term.

Upon readmission, you are required to meet with your academic advisor in the NSM Undergraduate Advising Center (room 115, Fleming Building) **twice** during the readmitted term for **Academic Progress Advising** sessions. In addition, you will be required to attend **four** workshops at LAUNCH (room N109, Cougar Village, building 563), **one of which must be the workshop on Time Management.**

The following courses (**no more than 13 credit hours**) will be completed during the term of readmission with a minimum term grade point average of 2.50 (2.67 if only taking one course) with no grades of F, U, W, or I for:

List courses here: \_\_\_\_\_

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**\*\*Courses must be listed here or your application will not be processed\*\***

Enrollment revisions will be granted after the contract is signed by the Dean. Please make sure you discuss all course changes with your advisor before enrollment. Course loads will be checked before the Official Reporting Day (ORD) to verify the 13 hours maximum. Any schedule over 13 hours will result in the college withdrawing you from the last course(s) of enrollment to maintain enrollment requirements.

**This form along with your outlined advising email and your Statement of Readiness must be submitted to the UH Office of Admissions,** Welcome Center, 4434 University Drive, Houston, TX 77204-2023; or uploaded to myUH via your To-Do List, **by the application/credential deadline.** If you use the To-Do List to upload, be sure that you are uploading the correct file, and you must use a device scanner (do not use a phone or camera).

Failure to meet any of the above conditions during your readmitted term will cause a college suspension and a hold to be placed on your record. With this hold, you will not be able to enroll in courses at the University of Houston.

I UNDERSTAND EACH OF THESE ENROLLMENT CONDITIONS, AND AGREE THAT FAILURE TO MEET ANY OF THESE CONDITIONS SHALL BE ADEQUATE GROUNDS FOR ACADEMIC SUSPENSION OR PROHIBIT ENROLLMENT AS AN NSM MAJOR IN THE FUTURE.

During subsequent terms of enrollment, a minimum term grade point average of 2.00 must be maintained on courses relevant to progress toward the Bachelor's Degree.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_