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MEMORANDUM

DATE: October 7, 2010

TO: Undergraduate Council

FROM: Djuana Young
Executive Director of Admissions

SUBJECT: Procedural change for undergraduates returning to the University of Houston

Effective fall 2011, returning inactive undergraduates who have not enrolled for at least 13 months will reapply using the Apply Texas Application (ATA) and complete credentialing by a set university wide deadline. Students will pay a \$50 application fee and will be required to submit transcripts for all course work attempted elsewhere. Consistent with the college of their intended major's current readmissions practice, students will be required to see an advisor prior to enrollment. Proactive, retention driven communication will advise students they have been made inactive and map the path of return. In addition a website with dynamic questions will provide all returning students with a clear path for return. Notification of the change in policy will also be made to all students who have not been enrolled since fall 2007. Using current admission's processing capacity and the ATA, college advisors will be freed from the manual updating and term activation of former students.

Currently, inactive students realize they need to be readmitted only when they go to enroll in student self-service. Students then seek readmission by having a college advisor update and term activate their file. The current procedure does not capture coursework attempted elsewhere creating problems for advising and financial aid. The absence of transfer credit undermines prerequisite rule implementation and often results in submission of missing transfer credit the final term with the application for graduation. Because financial aid award levels are determined by the number of hours attempted, the accurate awarding of financial aid for readmitted students is impossible without all attempted coursework being reported.

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UC FYI Only

Changes to a student's level occurring after the student is awarded financial aid create serious compliance and auditing issues.