

UNIVERSITY of HOUSTON

COLLEGE of NATURAL SCIENCES & MATHEMATICS

Spring & Fall 2020

Readmission from Suspension Packet

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

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 to fill out the Undergraduate Readmission Application for UH.
- ❖ Once UH has begun processing the application, submit to the **Office of Admissions** the following credentials:

Credential	Description
Readmission from Suspension Information (page 3)*	Only submit the information page of the packet. All questions must be answered. If a question does not apply, indicate N/A.
Statement of Readiness*	The statement should be a one-page , typed, grammatically-correct, college-level paper explaining why readmission should be granted. The statement must be clear, well-written, and convincing. It must include: <ul style="list-style-type: none">• The major you want to pursue and why.• An explanation of causes for any past academic issues (probation and suspension) and how you plan to remedy the situation.• An explanation of what you did during your time away from UH.• An explanation of what changes will be made to make sure that academic success will occur in the future.
Transcript(s)*	Submit transcripts from any previous institution(s) by the deadline. <ul style="list-style-type: none">• You can check your myUH account to verify what transcripts are required after you submit your application.• It is important to submit all transcripts as early as possible to the UH Admissions office for processing.• A college decision cannot be given until all transcript evaluations are complete. <i>This process could take up to two weeks.</i>

We **strongly recommend** that you submit the readmission form (page 3) and the statement of readiness by upload through your myUH - To Do List. The document must be properly scanned and saved as a PDF file in order to upload. Avoid using a camera as the document may be distorted and unable to read/view.

If unable to scan/upload, credentials may be dropped off or mailed to:

University of Houston
Office of Admissions
Welcome Center
4434 University Drive
Houston, TX 77204-2023

- ❖ 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 Office of Admissions 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 with your Academic Advisor in the NSM Undergraduate Advising Center via appointment. 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 to the College of NSM.**

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).

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 Academic Advisor is required. Directions for scheduling an appointment will be provided in the e-mail. Interviews are for **final approval**, completion of your readmission contract, and removal of the hold to allow 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.

UNIVERSITY of **HOUSTON**
COLLEGE of NATURAL SCIENCES & MATHEMATICS

SPRING/FALL 2020 READMISSION FROM SUSPENSION INFORMATION

LAST NAME	FIRST NAME	MI	STUDENT ID	TERM AND YEAR OF READMISSION
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.**

You must enroll in **no more than 13 credit hours** 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.

Enrollment revisions will be granted after the contract is signed. Please make sure you discuss all course changes with your Academic 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 Statement of Readiness must be submitted to the UH Office of Admissions by the application/credential deadline. It is **strongly recommended** that you use the myUH To Do List to upload your statement and this form. The files must be saved as a PDF using a proper scanning device (do not use a camera as the document may become distorted and unable to view. If that is not possible, you may drop off or mail the items to: University of Houston, Welcome Center, 4434 University Drive, Houston, TX 77204-2023. Please note that items submitted via To-Do List are processed much faster and result in a quicker response for readmission.

Failure to meet any of the above conditions during your readmitted term will result in 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.

Student Signature

Date