



INSTRUCTIONS

Students must apply by the following deadlines: Fall Semester: **July 1** Spring Semester: **November 1**

- 1) Eligibility for the Academic Amnesty Program is restricted to those undergraduate students who are not otherwise eligible for readmission to UCF for academic reasons and **who have not been enrolled at UCF for five or more years** prior to the term of application into the program. The student may apply for Academic Amnesty **only once** and may not apply for Academic Amnesty after having earned a first bachelor's degree, regardless of institution.
- 2) Please verify your Florida residency for tuition purposes with the Registrar's Office when you submit this form and prior to Registration. Direct any questions or concerns regarding the documentation required to establish Florida residency and/or the appropriate "Residency Reclassification Request Form" submission deadlines to the Registrar's Office (MH 161).
- 3) All students must have a "Student Health Form" on file with the Student Health Center that documents their immunities to Measles and Rubella. If you have not submitted a "Student Health Form" since the Fall 1990 term, additional documents may be required. Contact the Student Health Center at 407-823-3707.
- 4) Submit the completed and signed form and all supporting documents to your College Advising Office by the established deadline.
- 5) Order one copy of an UCF official transcript. The Registrar's Office will forward this transcript to the Admissions and Standards Committee.

Complete all of the sections of this form. The Registrar's Office WILL NOT process an incomplete Academic Amnesty Application

PERSONAL INFORMATION

UCFID	Last Attended UCF during (term/year)	
Name (First, Middle, Last)		
Home Phone	Work Phone	Email
Address		
City	State	Zip

ENROLLMENT & CONDUCT

College	Planned Major
---------	---------------

Request Semester of Enrollment within the Academic Amnesty Program (choose start term only)

Fall (August) _____ Spring (January) _____

List below all colleges or universities that you have attended (if any) since you **last enrolled at or applied to UCF**. You must **submit official transcripts** from each institution attended (Attach additional sheets if necessary).

School	City/State	Dates of Attendance	Degree Earned/Expected Date	Semester Credit Hours
		to	/	
		to	/	

Are you currently or have you ever been subject to disciplinary action for misconduct at any educational institution? Yes No

If yes, please list all the charges/convictions and provide specifics

Have you ever been charged with any violations of the law (including traffic violations that resulted in a fine of \$200 or more)? Yes No

If yes, please list all the charges/convictions and provide specifics



Student must supply rationale for application to the Amnesty Program and a plan for success if admitted into program. **Describe the events or extenuating circumstances that resulted in your previous academic performance.** Specify the resolutions you have achieved for these difficulties and your plan for continued improvement (attach additional sheets as needed and supporting documentation, if necessary).

ACADEMIC AMNESTY PROGRAM POLICIES

Admission into the Program

- 1) The Admissions and Standards Committee determines the student's eligibility for the Academic Amnesty Program based upon all information available; College support does not guarantee entrance into the Academic Amnesty Program.
- 2) If admitted into the Academic Amnesty Program, the student will be classified as "non-degree seeking" for the duration of the two-term enrollment. As a result, the student will not be eligible for financial assistance while enrolled within the Academic Amnesty Program.
- 3) Academic Amnesty and the nullifying of two term's coursework can only be applied to courses taken at UCF.
- 4) The nullification of the two identified terms may apply only to UCF terms completed prior to the student's admission into the Academic Amnesty Program.

Satisfactory Progress within the Program

- 1) At the end of each term of enrollment within the Program, the student must have completed only the courses for which he or she was approved to enroll as part of the Academic Amnesty Program, and must have earned a grade of 'C' (2.0) or better in each course. Students not meeting these two criteria will be removed from the Academic Amnesty Program and will not be permitted to enroll for subsequent terms. Courses completed as part of the Amnesty Program by students who fail to meet these criteria will be used to calculate the student's cumulative grade point average and all coursework completed prior to the student's entrance into the Academic Amnesty Program will remain calculated into the student's cumulative grade point average.
- 2) Grades of "W", "NC", "N", "U" or "I" are not counted as acceptable progress, and students who receive grades of "W", "NC", "N", "U", or "I" while enrolled within the Academic Amnesty Program will be removed from the Program and will not be permitted to enroll for subsequent terms.
- 3) A student, who enrolls in courses at another institution concurrent with the two-term Amnesty program, will be considered in violation of the Program contract and will be removed from the Academic Amnesty Program and will not be permitted to enroll for subsequent terms.
- 4) The Academic Amnesty Program is valid only for the major for which the student applied. A student who changes his or her major while enrolled within the two-term Amnesty Program will be considered in violation of the Program contract and will be removed from the Academic Amnesty Program.

Program Completion and Other Policies

- 1) To successfully complete the Academic Amnesty Program, the student must have earned a "C" (2.0) or better in each course completed as part of the Amnesty program and the cumulative GPA for the two terms of coursework must be 2.5 or greater.
- 2) Courses taken within the nullified two terms may not be used to meet a UCF degree requirement.
- 3) A student determined by the Admission and Standards Committee to have successfully completed the Academic Amnesty Program will be readmitted as a "degree seeking" student into the degree program that he or she indicated on the Amnesty Application, and the student's catalog year will be determined by his or her term of readmission.
- 4) Students may not use grade forgiveness while enrolled within the Academic Amnesty Program. Students successfully completing the Academic Amnesty Program may not use grade forgiveness in subsequent terms.
- 5) While grades nullified by satisfactory completion of the Academic Amnesty Program are not used in calculating the student's UCF cumulative GPA, the coursework does remain part of the student's permanent record (i.e., transcript). All grades, including grades nullified by satisfactory completion of the Academic Amnesty Program, may be considered for financial aid purposes, honors distinctions or graduate study.
- 6) Students who successfully complete the Academic Amnesty Program, but whose UCF GPA is still below 2.0, are readmitted "on probation" and are held to all Academic Standing requirements contained in the UCF Undergraduate Catalog.
- 7) The Academic Amnesty Program is specific to the undergraduate programs at the University of Central Florida. Colleges, universities, and graduate programs to which the student may transfer or apply may not recognize grades nullified as part of the Academic Amnesty Program.

Please read the following section and sign (must be completed).

- I have read and understand the Academic Amnesty Program requirements and policies above. I recognize that I am bound by the University's regulations concerning application deadlines and Academic Amnesty Program requirements;
- I understand that this application for entrance into the Academic Amnesty Program applies only to the term indicated;
- I acknowledge that to be considered for this program, I am required to appear before the University Admissions and Standards Committee. I acknowledge that College support does not guarantee admittance into the Amnesty Program. I recognize that the Admission and Standard Committee's decision is final;
- I understand that if I am admitted into the two-term Academic Amnesty Program I must satisfactorily complete each course in both terms with a grade of 'C' (2.0) or better. Furthermore, I understand that satisfactory completion of the Academic Amnesty Program requires that I earn a 2.5 or better UCF cumulative GPA for the two terms required by the Program. I acknowledge that if I fail to meet these criteria, I will not be readmitted to UCF and I am no longer eligible for enrollment at the University of Central Florida;
- By my signature below, I hereby authorize the appropriate parties to release any and all transcripts and test scores (including all SAT Achievement Tests and ACT score reports) to the University of Central Florida;
- I certify that this information is complete and accurate. False or fraudulent statements included on this Academic Amnesty Application may result in disciplinary action, removal from the Academic Amnesty Program, denial of readmission, change in Florida residency status, and invalidation of credits or degrees earned;
- If readmitted to UCF, I agree to abide by the policies of the UCF Board of Trustees and the rules and regulations of the University of Central Florida. Should any information change prior to my entry to the University, I will notify the UCF Registrar's Office immediately.

Applicant Signature

Date



PART II: COLLEGE SUPPORT & ACADEMIC PLAN

- The student must obtain college support for entrance consideration into the Academic Amnesty Program.
- College support does not guarantee entrance into the Academic Amnesty Program. The Admissions and Standards Committee will determine the student's eligibility for the Amnesty Program based upon all evidence available.
- Contact your College Advising Office to schedule an appointment. Bring this form to that appointment. The College will forward both pages of the completed Academic Amnesty Application to the Registrar's Office.

College _____ Planned Major _____

UCFID _____ Student's Name _____

THE COLLEGE ADVISING OFFICE WILL COMPLETE THE FOLLOWING ITEMS:

Rationale for support (attach additional sheet if necessary)

Identification of a maximum of two specific, consecutive semesters in which the student was enrolled that will be nullified from the UCF grade point average upon the student's successful completion of the Academic Amnesty Program.

Nullified Semester 1: Semester _____ Year _____

Nullified Semester 2: Semester _____ Year _____

College calculation of student GPA with nullified semesters removed from the average: UCF GPA: _____ GPD (optional): _____

Identification of courses that are applicable to the major or program of study and into which the student must be enrolled each of the two terms of the Academic Amnesty Program.

Term 1 Enrollment		
Course 1	Prefix/Number/Section	Hrs
Course 2	Prefix/Number/Section	Hrs
Alt. Course	Prefix/Number/Section	Hrs

Term 2 Enrollment		
Course 1	Prefix/Number/Section	Hrs
Course 2	Prefix/Number/Section	Hrs
Alt. Course	Prefix/Number/Section	Hrs

Provide an academic plan of study beyond the Amnesty Program culminating in graduation as well as any additional requirements mandated by the College or School (see next page).

The undersigned have reviewed the student's petition for entrance into the Academic Amnesty Program.		
Level of Support (select one): <input type="radio"/> Do Not Support <input type="radio"/> Minimal Support <input type="radio"/> Support <input type="radio"/> Strong Support		
Advisor Signature _____	Print Name _____	Date _____
Level of Support (select one): <input type="radio"/> Do Not Support <input type="radio"/> Minimal Support <input type="radio"/> Support <input type="radio"/> Strong Support		
Department Chair Signature _____	Print Name _____	Date _____
Level of Support (select one): <input type="radio"/> Approve <input type="radio"/> Deny		
College Dean Signature _____	Print Name _____	Date _____



RESIDENCY VERIFICATION FOR ALL UCF READMIT STUDENTS: REQUIRED

- A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least 12 months. Residence in Florida must be as a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. **May be asked to provide evidence you physically reside at this location at least 12 months prior to the term you readmit.**
- To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services.
- Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Department of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Living, owning property or attending school in Florida will not, in itself, establish legal residence for tuition purposes. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

UCFID	Last Attended UCF during (term/year)	
Birthdate (MM/DD/YYYY)	Name (First, Middle, Last)	
Home Phone	Work Phone	Email
Address		
City	State	Zip

Length of time residing at the location above: _____ years, _____ months

If Claimant for Florida residency is not student, relationship to student: Parent Spouse

Name of Claimant	Visa Status (if not citizen)
------------------	------------------------------

Please list your **current** employment, military service, and activities (including coursework taken) in Florida for one year (or more) prior to the term you are readmitting. Please list the **locations** and **dates**. All GAPS, incomplete information, or lack of information will necessitate more documentation to verify ties to Florida.

Employer/Military/Activities in Florida	City/State	From: (Mo/Yr) To: (Mo/Yr)

Will you be claiming Florida Residency for tuition purposes?

- Yes** I understand that that my residency will be designated Non-Florida until documentation to prove I qualify as a Florida resident for tuition purposes is received and verified. Please go to the following website: <http://admissions.ucf.edu/files/2010/10/UCF-Residency-Form.pdf> and print out the Residency Classification form. This form must be completed and submitted to assist in the residency verification process for readmitting students. **Copies of ALL documents must be submitted or be on file, and valid for 12 months, up through the term the student is readmitting.** A minimum of TWO documents are required (more may be requested by UCF) including: driver's license, vehicle registration, proof of domicile, proof of Full-time Employment, homestead exemption, or any other exemption must be indicated. Additional documents may be attached with the application for readmitting or mailed, or emailed to registrar@ucf.edu or delivered to the Registrar's Office (Millican Hall, room 161) prior to the term you readmit for. Copies of driver's license will not be accepted by FAX. **Students may use parents to claim residency (if under age 24) or spouse (if married).**
- I may qualify for a Florida residency exemption (Florida prepaid, Military, State Employee, FT Teacher).
 - I have not resided/been employed/or attended school outside of Florida since last attending UCF.
 - I have resided out of Florida since last attending but can prove I have returned for 12 months or more prior to the term.
 - I will explain my lack of information or absence in a separate attachment.
- No** I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency reclassification. **All eligible Florida residency exceptions (Florida pre-paid, Military, State Employees, Full-time teachers) must claim Florida residency and complete the detailed residency information requested AND provide a copy of documentation.** [If NO, sign below, no other documentation will be required.]

Claimant Signature	Date
--------------------	------

I understand that making a false statement on this application will subject me to the penalties pursuant to 837.06, Florida Statutes, and to BOR Rule 6C-7.005 F.A.C.