

Cullen College of Engineering

Procedure for Readmission from Academic Suspension

READMISSION FROM ACADEMIC SUSPENSION IS NOT AUTOMATIC

DEADLINE: Readmission Request for:

Fall Semesters	June 1st
Spring Semesters	November 1 st

PLEASE NOTE: Effective Fall 2011, if you are returning to the University of Houston after an interruption of at least four terms or 13 consecutive months, or from University Academic Suspension, you will need to apply for readmission as a former student at www.ApplyTexas.org. A completed application is required to be considered for readmission.

CHECK LIST: Forms for Readmission. All forms must be turned in for a decision to be made. Incomplete requests will not be considered.

Documents to submit:

- A. General Petition
- B. Engineering General Contract (must meet with the department advisor of your intended major)
- C. Statement of Readiness

A. General Petition

A General Petition may be printed from the web at <http://www.uh.edu/enroll/rar/forms.html#other> OR picked up in the Engineering Undergraduate Programs' Suite (E316 Engineering Bldg. 2). When completing the General Petition be sure to include your UH email address and to check item #1 indicating your request to change your admission status from suspension to probation.

B. Cullen College of Engineering General Contract

You must complete the top two boxes of the Cullen College of Engineering General Contract. The top box should be completed by you. ***The second box should be completed by you, together with the department academic advisor in the program of your intended major.*** There should be two or more semesters of courses that you will be taking, after being readmitted. The advisor must sign and date in this second box. This contract must be completed neatly and in ink. You should not sign this contract until the third and fourth boxes are completed by the Associate Dean of Engineering Undergraduate Programs.

C. Statement of Readiness

You must write a statement explaining why you should be readmitted to the Cullen College of Engineering. This statement must be clear and well written. The statement must explain what went wrong, which caused the academic suspension. The statement must explain what will be changed to make sure that academic success will occur in the future, and how you know that those changes will solve the problems. All related issues, with appropriate levels of detail and information, must be addressed in this statement. The statement must be clear and convincing, or else you will not be readmitted.

Submit all forms to the Engineering Undergraduate Programs' Suite by the above stated deadline.

In Person: E316, Engineering Bldg. 2

By Mail: Cullen College of Engineering, Attn: Lesley Sisk, E316 Engineering Bldg. 2, Houston, TX 77204-4407.

NOTE: The Associate Dean of Engineering Undergraduate Programs will not make a decision on your readmission without submission of ALL necessary DOCUMENTS. Incomplete requests will not be considered.

Approved for Readmission:

Upon approval for readmission you will be notified by email.

Disapproved for Readmission:

If your readmission request is disapproved a copy of the disapproved petition will be emailed to you. Please note the reasons for disapproval and if you do not understand them you may contact the Engineering Undergraduate Programs' Suite for walk-in appointment times to discuss the decision that was reached by the Associate Dean of Engineering Undergraduate Programs.