



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Limited Access Program Readmission Appeal</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 7.00</b>
<b>Date Approved: 10/14/10</b>	<b>Division: Office of Instructional Affairs</b>

**READMISSION APPEAL PROCESS**

In accordance with Policy 7.00 – Admission and Readmission, a student’s application for readmission into a Limited Access Program may be denied for any of the following reasons:

- Student did not meet the following criteria for readmission:
  - Student must meet the current, program-specific admission and readmission requirements listed in the individual program manual
  - Student must demonstrate competency at the skill level for which they are requesting readmission
  - Student must meet the readmission application deadline for the semester that readmission is being requested (i.e., either thirty (30) business days prior to the start of the semester or by the specific program’s published deadline, whichever comes first)
- There is no space available to accommodate the student for the requested semester
- Student was dismissed from a limited access program because of professional misconduct, as described in the Program Standards for each program
- Student was suspended or dismissed from the college as a result of a violation of the Code of Student Conduct.

All such incidences will be carefully reviewed by the limited access program administrator as part of the readmission process and a final decision will be sent by certified letter (return receipt) to the student within ten (10) business days after the complete application is received by the limited access program administrator or his/her designee.

If readmission is denied and the student believes that none of the above pertains to the decision rendered, the student should discuss the decision with the limited access program administrator or the administrator’s supervisor.

**Applicant Appeal**

In the event the student is not satisfied with the denial of readmission into the limited access program, the student has the right to appeal the decision to the Vice President for Instructional Affairs (VPIA). To exercise this right, within ten (10) business days of receipt of the certified letter notifying the student of the program denial, the student must submit a Limited Access Program Readmission Appeal Form, with documentation as to why he or she thinks the decision should be changed, to the VPIA. Within three (3) business days of receipt of the complete

appeal form, the VPIA will appoint an appeals panel of no more than three (3) individuals to make a recommendation on the appeal.

The appeals panel will meet and render a recommendation to the VPIA within seven (7) business days of receiving the appeal request. The panel will base this recommendation on the submitted documentation and/or an interview with the student, should they deem that necessary.

Within three (3) business days of receipt of the panel's recommendation, the VPIA will render a final decision on the student's appeal and notify the student via certified letter (return receipt). The decision of the Vice President for Instructional Affairs is final and binding.

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



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## LIMITED ACCESS PROGRAM READMISSION APPEAL FORM

Student Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
Student ID Number \_\_\_\_\_

Readmission denied for which Limited Access Program \_\_\_\_\_  
(Please provide a copy of the letter of denial)  
Specific action you are requesting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basis for Appeal: Present your case for why the denial for readmission should be changed and attach appropriate documentation (use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Appeal Panel's Recommendation:***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Signature of Chair* \_\_\_\_\_ *Date* \_\_\_\_\_

***Vice President's Decision (Final and binding):*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_