

College of Nursing Undergraduate Admissions, Progression & Graduation (APG) Waiver Rules

Instructions for submitting an appeal or waiver to the College of Nursing:

For admissions requirement appeal or waiver: Student must submit a completed petition (page 2), along with a UCF degree audit and a detailed letter explaining the reason for the appeal (i.e. exemption for catalog year requirement). This package may be emailed as an attachment to the address listed on the form.

For course waiver or substitution: Student must submit a completed petition (page 2) along with an official course description and either a UCF degree audit or if the UCF Degree Audit is not available, an official transcript showing the final grade received for courses asking to be waived or substituted. This package must be printed and either hand delivered to the college or mailed via USPS, UPS, FedEx, etc., to the address listed on the form.

For program continuation: Student must submit a completed petition (page 2), along with a UCF degree audit and a detailed letter explaining the failure and measures to prevent a repeat failure. This package may be emailed as an attachment to the address listed on the form.

The following will **NOT** be accepted:

- Forms that are handwritten. Form can be downloaded from the college website and completed on computer.
- Incomplete petitions (i.e. missing name, missing email, missing course information, missing transcripts, missing course description, etc).
- Courses In-Progress will not be considered as the student has not received a final grade.
- Faxed copies of petitions and/or supporting documentation.
- Course descriptions which are typed or handwritten. The descriptions must come from the course catalog and if printed from the website must have a web address on the paper showing where it is from.
- Petitions are due by 12:00 Noon the Monday before the meeting (2nd Tuesday of each month). Petitions received after this time will go to the next scheduled meeting.

UCF College of Nursing Undergraduate Admission, Progression, Graduation (APG) Waiver/Petition

SECTION 1				SECTION 2		
Name: First, MI, Maiden, Last				GPA: _____		
PID		Phone No.		Semester Affected: <input type="checkbox"/> Sp <input type="checkbox"/> Su <input type="checkbox"/> F		
Address: Street				Year _____		
City		E-mail				
State		Zip				
SECTION 3 Program (Choose One)			SECTION 4 Campus (Choose One)		SECTION 5 Purpose of Petition (Choose One)	
<input type="checkbox"/> Pre-Nursing <input type="checkbox"/> SCC Concurrent <input type="checkbox"/> Basic <input type="checkbox"/> 2 nd Degree Accelerated <input type="checkbox"/> RN-BSN <input type="checkbox"/> RN-MSN			<input type="checkbox"/> Orlando <input type="checkbox"/> Altamonte Springs (Concurrent Students) <input type="checkbox"/> Cocoa <input type="checkbox"/> Daytona <input type="checkbox"/> Web		<input type="checkbox"/> Waiver of Nursing Admission Requirement <input type="checkbox"/> Program Course Substitution <input type="checkbox"/> Continuance in College of Nursing <input type="checkbox"/> Other (explain in Section 7)	
SECTION 6 (for Course Waiver/Substitution Only) – <i>MUST INCLUDE official course descriptions, and either official transcripts <u>or</u> a copy of your current UCF Degree Audit (if available).</i>						
Course Number Taken	Name of Course Taken	Credit Hours Taken	Name of School Where Taken	Date Taken (Semester/Year)	Grade Received	For Which UCF Course Number
SECTION 7 (Continuance in College of Nursing and Admission Waiver only) – <i>Include letter explaining request and plans for change/improvement, etc.</i>						
Additional Comments:						
APG COMMITTEE RESOLUTION			Comments:			
<input type="checkbox"/> Petition is accepted <input type="checkbox"/> Petition is denied <input type="checkbox"/> Additional documentation needed, student must re-petition <input type="checkbox"/> Course <u>content</u> is accepted as equivalent. <input type="checkbox"/> Other						

APG Committee Chair _____ Date _____

Handwritten or faxed copies will not be accepted. Incomplete packages (missing audit/transcript/course descriptions) will not be reviewed.
 Results will be emailed to the student at the email address provided in Section 1 of this form within 7 to 10 business days following the committee decision.
 An appeal of admission requirements or continuance in the program (along with letter of explanation) may be E-mailed to UCFNURSE@mail.ucf.edu.

APG Petitions can be mailed to: UCF College of Nursing
 4000 Central Florida Blvd.
 Orlando, FL 32816-2210.