



Conditional Retention Plan

Instructions

Please type or print legibly in blue or black ink. Submit the entire form to the College of Graduate Studies, Millican Hall Room 230; (Fax) 407-823-6442, or e-mail as a signed PDF to gradrcrd@ucf.edu.

- Programs are not obligated to submit Conditional Retention Plans if in their best judgment the student should not be retained or reinstated to the program.
- However, a Conditional Retention Plan (CRP) may be developed when a program desires to retain a student who is not meeting university standards and is at risk for dismissal or reinstate a student who was previously dismissed back into the program. Students who have not enrolled for three consecutive semesters at UCF must also file a new application to the program.
- A CRP is an agreement between the student, the program, and the College of Graduate Studies to retain or reinstate the student with the conditions being prescribed by both the College of Graduate Studies and the program. If the student fails to meet any of the terms outlined in the plan the student will be dismissed from the graduate program with no opportunity to appeal.
- Once a CRP is approved, the student may enroll in graduate courses. If allowed by the plan, any breaks in continuous enrollment (non-enrollment for 3 consecutive terms) after the plan is approved will require the student to reapply and be readmitted into the program.
- If dismissed, a conditional retention plan must be submitted by the end of the first day of classes and approved before the end of late registration in order to continue in that semester.
- A final copy of the approved conditional retention plan will be sent to the student, the program director, and included in the student's official records.

STUDENT INFORMATION

Student Name (Last, First, M): _____ UCFID: _____

Knights Email: _____

Graduate Program: _____ Current Graduate Status GPA: _____

Beginning Term of CPR: Year: _____ Summer A Summer B Summer C Summer D Fall Spring

End Term of CPR by which time the conditions must be met:

Year: _____ Summer A Summer B Summer C Summer D Fall Spring

REASON FOR RETAINING STUDENT:



CONDITIONS REQUIRED BY THE COLLEGE OF GRADUATE STUDIES

- No withdrawals from any course.
- No grades of incomplete in any course.
- No grades of U (unsatisfactory) in any course.
- No grade lower than B- (2.75) in any course.
- Student will be placed on restricted status for as long as the plan is in effect.
- Other: _____

CONDITIONS REQUIRED BY THE GRADUATE PROGRAM

The following courses must be completed before the ending term of the plan:

Include any additional conditions of the plan in bulleted form below:

SIGNATURES

By signing below, we agree to the terms of this conditional retention plan. We understand that if the student is unable to meet all of the conditions specified above that the student will be dismissed from the graduate program without opportunity to appeal. This plan is not effective until signed by the student, the Graduate Coordinator and the College of Graduate Studies. The student accepts responsibility for any late fees associated with enrollment that were caused by the timeliness of processing this plan.

Student signature: _____ **Date:** _____

Graduate Program Director (Print Name): _____

Graduate Program Director signature: _____ **Date:** _____

College of Graduate Studies signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Processed by: _____ **Date:** _____