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**Application for Readmission *or***

**Request to Change Program**

Use this form to (1) apply for readmission to a program after non-enrollment of one calendar year OR (2) to apply to a different program while a graduate student at UNCP.

*Save the completed form as your name “Readmit” or your name “Change Program” (Jane Smith Change Program), use your BraveMail (if possible) and email completed form to* ***grad@uncp.edu.***

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| --- | --- | --- | --- | --- | --- |
| Name/s (all names used and current)  Click here to enter text. | | Banner ID: Click here to enter text. | Email:  Click here to enter text. | |  |
| Primary Phone Number: Click here to enter text.  Address: Click here to enter text. | | Previous/Current Program: Click here to enter text. | Desired Program: Click here to enter text. | | |
| When would you like to begin taking classes in this program?   Year: | Fall  Spring  Summer I  Summer II  OR  Online Accelerated Students:  Fall I  Fall II  Spring I  Spring II  Summer I   Summer II  Click here to enter text. | | |

Have you attended any other college(s) since your last enrollment at UNCP No Yes -- If yes, you must submit an official copy of all transcripts to The Graduate School.

**North Carolina Residency**

Your residency for tuition purposes determines your in-state or out-of-state status and may impact your admission, tuition, scholarship, or financial aid eligibility. Do you claim to be a North Carolina Resident for tuition purposes?

NO

YES --If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at [www.ncresidency.org](http://www.ncresidency.org/).  You will receive a Residency Certification Number (RCN), which must be entered **here:** Click here to enter text.

**Campus Safety Questions** – In an effort to maintain a safe learning community, the University of North Carolina system requires that we ask the following questions of all applicants. For this purpose, "crime" or "criminal charge" refers to any crime other than a traffic related misdemeanor or an infraction. You must include any alcohol or drug related offenses whether or not they are traffic related incidents. Answering "yes" to any of the following questions may not necessarily preclude your being admitted. However, failing to answer these questions, or failing to respond completely, accurately, and truthfully, may be grounds to deny or withdraw your admission or to dismiss you after enrollment.

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?  Yes  No
2. Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  Yes  No  
   [Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
3. Do you have any criminal charges pending against you?  Yes  No
4. Have you entered a plea of no contest or nolo contendere, or an Alford plea, to a misdemeanor, felony, or other criminal charge; or received a deferred prosecution or prayer for judgment continued for such a charge; or otherwise accepted responsibility for such a crime?  Yes  No
5. Have you received any type of discharge from military service “other than an honorable discharge”?

Yes  No - Never Served  No - Currently Serving  No - Honorably Discharged

1. If your education was or will be interrupted, indicate here and provide details in additional information section.

Yes  No

**If you answered “yes” to any of the six questions above, explain the circumstances in the box provided:**   
 Click here to enter text.

You must notify The Graduate School, in writing, of any criminal charge; any disposition of a criminal charge; or school, college, or disciplinary action against you; or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission or dismiss you after enrollment.

**Student’s Affidavit**: I understand that my failure to provide complete, accurate, and truthful information on this application, or to notify The Graduate School of any of the changes indicated above, will be grounds to deny or withdraw my readmission, or to dismiss me after enrollment.

Signature: Date:

**Processing this request requires a $35 fee.** Call the Cashier’s Office (910.521.6855) and complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Cashier Name: Click here to enter text. | Payment Date: Click here to enter text. | Receipt No: Click here to enter text. |  |

***NOTE:***   
\* Completion of form DOES NOT indicate re-admission into program or admission into a different program. Additional documentation may be required. You will be notified once a decision is made.  
\* If re/admitted, Program Directors may develop a new plan of study for you which may include additional coursework or repetition of courses previously taken.  
\* If you will be registering for four (4) or more hours per semester, your completed health form should be submitted directly to Student Health Services.

***For Office Use Only***

Program Director Name: Click here to enter text. Date of response: Click here to enter text.

Program Director recommendation and instructions for change in plan of study (if any):

Click here to enter text.

Received: Click here to enter text. Processed: Click here to enter text.

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| Application Fee Paid:  Yes  No  Decision:  Approved  Denied Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Please email [MarySheila.Ebri@uncp.edu](mailto:MarySheila.Ebri@uncp.edu).