



Inclusive Education Services 2021 - 2022 Application Overview and Checklist

Thank you for your interest in Inclusive Education Services (IES) at the University of Central Florida (UCF)! Before beginning the application process, please take a moment to review all information within this document. It is designed to answer the most common questions we receive during the application process. We have also attempted to point out common misunderstandings, mistakes and application submission errors through the information provided. We hope this content will guide you in submitting the application with all necessary components. Only applications that are 100% completed will be reviewed.

Please note: The IES staff will be working remotely during the application process and we will not be able to accept mailed applications as a result. All necessary materials must be uploaded within the application survey form. If you have any questions about the application process, email IES at ies@ucf.edu.

The continuation of the IES program is based on funding availability. Any additional costs to the program beyond traditional tuition, student fees, room and board if applicable, books and personal expenses will be communicated to student and family prior to admission decisions being made. In addition, on-campus housing space availability for 2021 - 2022 is unknown at this time.

IES Virtual Open House for Interested Fall 2021 Applicants: April 13th from 6:00 – 8:00pm

Inclusive Education Services is hosting a virtual information session on Tuesday, April 13th from 6:00 pm-8:00 pm. This forum is specifically designed for applicants interested in applying in this admission cycle. A general overview will be shared of what we know for IES and UCF heading into the fall semester. We will also address questions families and students may have regarding the application and acceptance process. This event is strictly intended as an application assistance forum. General information sessions on IES will resume later in the fall.

If interested in attending this virtual session, email an RSVP request to ies@ucf.edu. We will provide direct meeting link information at the time of your RSVP.

IES Application Follow Up

After April 23rd, our staff will be sending an email with time slots for an informal 15-minute session with each applicant student and family. Please look over the listed dates and times and choose the one that works with your schedule. Appointments will be secured in order of response.

Application Process Overview and Interviews on June 3rd and 4th

IES is currently accepting applications for 2021 - 2022 enrollment. **The application deadline is April 22nd at 11:59pm.** Interested students must complete all application materials for submission by this deadline. Only fully completed applications will be considered. **Selected students will be notified by May 14th to participate in a virtual interview. The virtual interview will take place June 3rd and June 4th.** Students will only need to attend one date. Students and their parents and/or guardians are required to participate in the interview process. More details on the interview schedule and date will be sent in May to selected candidates. **Please hold these dates when applying as the dates are non-negotiable.**

Inclusive Experience, Eligibility, Expectations, and Curriculum Outline

Applicants are highly encouraged to spend time reviewing the IES Handbook prior to completing the application. The Handbook provides an overview of IES and its two-year academic experience, highlights the current curriculum model that all incoming students must adhere to, outlines general expectations, policies, procedures, and communication and information sharing practices. The IES Handbook provides the most comprehensive guide to what interested students and families need to know about the IES experience.

The IES Experience and Guardianship

Legal guardians of an interested applicant must spend time reviewing the guardian expectations (pages 27-31). Students who have parents or other individuals identified as court-approved legal guardians with a specific emphasis on social guardianship (or related language) or full and complete guardianship (or related language) are not eligible to participate in IES. IES will consider students under legal guardianship when the guardianship language itemizes the parameters of guardianship and does not specify social (or related language) guardianship status. In applicant situations where this applies, please contact Dr. Adam Meyer at adam.meyer@ucf.edu or Andrew Quigley at Andrew.Quigley@ucf.edu to discuss further.

Anticipated Expenses to participate in IES

Estimated cost to student for in-state Florida residents is approximately \$9,000 per semester with on-campus housing and a meal plan or approximately \$4,000 per semester without on-campus housing and with no meal plan. IES students qualify for a \$3,500/semester scholarship from the FCSUA which could be applied to campus expenses and reduce the overall cost each of the first four semesters. Overall expenses for the first four semesters include:

- \$2,250 per semester for academic unit fees (required to take at least 9 to 10 academic units per semester except for Capstone Summer semester in which students enroll in 3 academic units);
 - Non-Florida residents pay approximately \$7,500 per semester for academic unit fees, which is the only cost difference from a Florida resident. All other expenses are the same.
- \$3,250 for housing per semester (optional);
- \$1,800 for a meal plan per semester (optional)
- \$500 – \$1000 in course materials and textbooks per semester;
- Finances to support general daily living and student campus experiences;
- Transportation outside of UCF shuttle routes.

Application Review Process

Please note that the admission selection process is comprehensive and does not follow a more traditional approach where those with the highest grade-point averages and most outstanding experiences are awarded admission. IES does not have specific criteria that, if fulfilled, guarantees student admission. True to our mission, IES strives for a diverse community of students with a variety of personal experiences who are eager to learn and seek meaningful employment. The decision to offer a campus interview will be made by the Inclusive Education Services' Application Committee in their best judgment of all available information. In addition to the abilities of the student, the student's network of family support and the capabilities of Inclusive Education Services and the UCF community to engage effectively with the student will also be considered.

The IES Application Committee will not contact applicants for additional information during the application review. Please take the time to submit all pertinent information with appropriate explanation during the application submission process. Parents and guardians are encouraged to provide detailed information within their questions of the application.

Financial Support Available to Students

The following are the primary forms of financial support that students utilized to facilitate participation in IES:

FCSUA Scholarship: IES is currently an approved program through the Florida Center for Students with Unique Abilities (FCSUA). With this designation, all students automatically receive an annual scholarship of up to \$7,000 to be used toward academic expenses as long as funding is available. Students may receive no more than \$14,000 during the duration of the IES experience as long as the student maintains satisfactory academic progress. The following consequences may result from failure to meet satisfactory academic progress and being placed on academic probation: increased expenses, loss of scholarship, and increase in the number of semester(s) required to earn the credential. Please refer to pages 20 - 23 in the IES handbook for more information about good academic standing, probation, disqualification and satisfactory academic progress.

- Per state guidelines, and given the IES curriculum design, students will receive an FCSUA scholarship (currently set at the maximum amount of \$3,500) in the Fall and Spring semesters.

Free Application for Federal Student Aid (FAFSA): Through UCF's Comprehensive Transition Program status through the US Department of Education, students may be eligible for Pell, Supplemental Educational Opportunity Grant, Work-Study, and the State scholarship. Completing the FAFSA does not guarantee eligibility for these funds. Completion of the FAFSA is the only way to assess (<https://fafsa.gov>) student eligibility for these funding sources.

Vocational Rehabilitation (VR): For students connected with VR and for whom the Individualized Plan for Employment directly aligns with one of the three concentrations offered through IES (Hospitality, Social Services and Education), tuition funding support may be possible.

We encourage all prospective students to connect with VR and to align career goals with one of our academic concentrations. Speak with an IES team member for more information.

COVID-19 and the UCF Experience

UCF is currently planning to return to a more vibrant on-campus experience for the fall 2021 semester with many classes available on-campus. While subject to change based on the course of the pandemic, the expectation for IES at this time aligns with UCF. Most of our class activities will likely be on-campus. Students admitted to IES for fall 2021 will be expected to actively participate in on-campus classes and activities. While virtual learning has some benefits, our experience shows that students gain the most from engaging on-campus. If an interested applicant is not in a place medically to be on campus at this time, we encourage pursuing IES in a future year.

Students enrolled in IES will be expected to follow all campus COVID protocols. This website contains the latest campus COVID-19 information: <https://www.ucf.edu/coronavirus/>

UCF expects to have on-going COVID-19 safety requirements in place for the fall semester. However, precise details have not been communicated at this time. Expectations anticipated to be in place include:

- Wearing a face-covering at all times when on campus;
- Social distancing of 3 – 6 feet at all times;
- Routine hand washing/cleaning;
- Individuals not coming to campus if feeling ill;
- Potential small group limits or space requirements for meeting (to be determined);
- Potential reduction in classroom physical capacity based on latest COVID-19 protocols;
- Campus guests abiding by COVID-19 policies when on campus.

Students must be able to meet these guidelines continuously to be on campus. Failure to abide by the guidelines is subject to Student Conduct review.

Application Consideration and Selection

The application is available April 1, 2021 – April 22, 2021. **Applications must be fully completed without exception by 11:59pm on April 22nd.** All application information must be completed online. No information is to be mailed or hand-delivered to the IES office at UCF.

After April 23rd, our staff will be sending an email with time slots for an informal 15-minute session with each applicant student and family. Please look over the listed dates and times and choose the one that works with your schedule. Appointments will be secured in order of response.

Prospective students are encouraged to complete as much as possible on their own with assistance from others as needed. **All information listed in the checklist (at conclusion of this document) must be submitted for the application to be considered complete. Incomplete applications will not be considered.** All information is confidential and will not be shared with any outside agencies unless written agreement is provided by those completing the application. Information will not be returned or duplicated for any purposes.

Applications will only be considered after ALL requested information is received. An Application Committee will review applications and select prospective students for a virtual interview. The committee will place notable emphasis on:

- Intellectual disability and/or IQ information provided within the documentation;
- The prospective student's desire for employment after graduation;
- The prospective student's motivation to be a UCF student and their consistent, continuous desire to learn;
- Recent work and volunteer history;
- The prospective student's ability to function independently on campus, including in our residential community, within the resources available through the UCF's Inclusive Education Services and natural campus-wide resources;
- The parent/family/guardian's forthright assessment of the prospective student's skills and college readiness;
- Prospective Student's ability to adhere to general expectations and policies contained in the IES student handbook.
- Florida residency status;
- Family and community network of support available to the student.

UCF INCLUSIVE EDUCATION SERVICES' APPLICATION CHECKLIST

All of the following required documents can be uploaded through the application survey form so be sure to have these materials available at the time of application form completion. The three required pieces of information (four if Legal Guardianship exists) must be submitted with the application by April 22, 2021 at 11:59pm for further application consideration:

- Online Application:** Student and Family Information (may only submit online at this link and will take approximately 45 minutes to fully answer all of the questions):
 - [Fall 2021 Application Link](#)
 - The information cannot be guaranteed to be saved once you start the survey. Please reference the PDF of the sample application for an overview, which can be used to type responses on a Word document before copying and pasting into the survey.

- Two Student Photos**
 - Photos can be taken on cell phone, tablet, or computer camera; advanced technology is not necessary.
 - Each student applicant must submit two photos as part of the process. that will help us gain some insight into the student's personality and/or interests. Applications will not be considered complete without the photos.
 - Students and families will be able to electronically upload the file within the survey.

- Verification of intellectual disability diagnosis and/or confirmation of a Full-Scale IQ score** via any of the following options* (only one item needed but additional information may be submitted as deemed beneficial):
 - Highly Recommended:** Educational/psychological evaluations and assessments conducted within the past three years, including a measure of intelligence, achievement, and adaptive behaviors;
 - Most recent IEP (may not contain specific diagnosis or Full-Scale IQ information; please review before providing, especially as the sole documentation source);
 - Other document(s) with third party diagnosis verification or Full-Scale IQ confirmation.
 - See note on next page about the importance of clear and informative documentation*

- (Submit Legal Guardianship and/or Power of Attorney Documents if applicable)

Critical communication regarding confirmation of application submission: Applicants will receive a confirmation from the IES team at the email addresses provided when all application information is received. If the applicant does not receive this email within 3 business days of when they completed the application or by 12:00pm on April 23rd if the materials were submitted near the deadline, please contact immediately at ies@ucf.edu. After 4:00pm EST on April 23, 2021, an applicant who contacts IES and asks about their applications status only to learn that it was not complete by deadline will not be considered for admission. Interested applicants who do not submit all application requirements by deadline will need to consider IES during the 2022 application cycle.

The importance of clear documentation: Per state legislation and our alignment with the FCSUA's program requirements, all students who participate in Inclusive Education Services must have an intellectual disability diagnosis. **If the application review team does not clearly see an intellectual disability diagnosis in writing or if a full-scale IQ score does not align with the general definition of intellectual disability (an IQ of approximately 75 or below) without additional clear explanation, the candidate may be denied further consideration.** The application review team will not contact applicants during the review to seek clarification due to the volume of applications received.

An autism diagnosis is not considered an intellectual disability. Some people may have an intellectual disability in addition to an autism diagnosis. Documentation that suggests an autism diagnosis only may very well result in the application not receiving further consideration. IQ scores along with an autism diagnosis can assist in understanding the full disability diagnosis.

The IES team is not able to contact schools or other resources on behalf of a prospective student to obtain documentation, such as transcripts and disability documentation. Prospective students are welcome to contact us if they have questions about the correct information to submit relative to the prospective student's circumstances. Obtaining the needed information is the responsibility of the student and family.

If accepted for Fall 2021 admission after the June 3rd – 4th interviews, the student and family must complete the following pieces of information. More details will be provided upon admission.

Due by June 25, 2021

- UCF Admissions Application
- Pay UCF Admissions Application fee (approximately \$30)
- Complete the Florida residency documentation
- Submit academic transcript showing high school completion
- Proof of health insurance or statement that student and family/guardian understand that the student will need to purchase health insurance through UCF;
- Complete the UCF Immunization Form (<https://studenthealth.ucf.edu/immunizations/>) as quickly as possible; form needed on file in order to select a Fall course schedule

Attend an initial new student and family virtual orientation meeting on July 23, 2021:

- Discuss overview of next steps, Knights Accolade, academic schedule, etc. with agenda times to be determined
- Review IES Handbook and answer general questions.

Due by August 16, 2021

- Adjust guardianship status to remove social guardianship (if applicable)
- Confirmation of fall course schedule in coordination with student, IES and academic processes

PLEASE NOTE: Students who are unable to complete the above steps by respective deadlines will forfeit IES admission placement for 2021 – 2022.