

## Requests for Early Reinstatement to the University

Students are ineligible to appeal for early reinstatement for second and subsequent dismissals. ***There are no appeals for early reinstatement for second and subsequent dismissals.*** All student questions and concerns about this can be directed to Dr. Si Millican, Associate Vice Provost - Undergraduate Studies.

University policy states that all students dismissed for the first time must not attend the University for one full academic semester (Spring/Summer/Fall).

Students who have a **documented, non-academic, extenuating circumstance** which prevented their academic success may petition for early reinstatement into the University by submitting an early reinstatement packet. **Early reinstatements are very rare—most appeals are denied.** To be considered for early reinstatement, students must submit a packet of information to the Associate Dean of their respective college. **The petition packet must consist of the following:**

- A typed Cover Sheet that includes the following:
  - Full Name
  - Student ID (Banner and abc123)
  - Academic Major
  - Phone number where you can be reached
  - Mailing address
  - E-mail address
- Typed letter (maximum of 1 page) in which the student explains the circumstances that prevented their academic success. The circumstances should be **extenuating, temporary, non-academic, and documented**. Also include what will change for you academically and what strategies you will use to be successful in the next term.
- Official documentation of a **non-academic, severe, extenuating circumstance**. Documented circumstances must have *directly affected the student, been severe, ongoing*, and must *no longer be impacting* the student's academic success.
- A copy of your **current** UTSA transcript (unofficial copies from ASAP are acceptable).
- A copy of your **current, active, locked** semester-by-semester degree plan (from Degree Works).
- Check with the Dean's office of your major for any additional forms they might require.

### **Incomplete packets will not be accepted.**

Deadline for Appeal Packet:

The deadline to submit a **complete appeal packet** for early reinstatement in the Office of the Associate Dean of your respective college is **no later than 5pm on the day before classes begin for the term**. You will be notified when a decision has been made.