

## Requests for Early Reinstatement to the University

### Appeal Requirements for Students Dismissed at the end of the **Spring 2018**:

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. Jill Hernandez, Associate Dean of University College.

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** 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:

Classes for **Summer 2018** term begin Wednesday, May 30, 2018. Therefore, the deadline to submit **a complete appeal packet** for early reinstatement in the Office of the Associate Dean of your respective college **no later than 5pm on Friday, May 25, 2018.**

You will be notified when a decision has been made.