

**Requests for Early Reinstatement to the University  
College of Education & Human Development**

***Appeal Requirements for Students Dismissed at the end of the Summer 2014 Semester:***

University policy states that all students dismissed must not attend the University for one academic semester [first dismissals only] or one academic year [two or more dismissals]. You may choose to appeal this policy by submitting an early reinstatement packet. Early reinstatements are very rare. Early reinstatements are approved when non-academic, extenuating circumstances exist. In order to be considered for early reinstatement, you must submit a packet of information. Your packet should consist of the following:

1. Typed or handwritten written letter (maximum of 1 page) in which you explain your circumstances. The circumstances should be extenuating, temporary, non-academic and documented.
2. On a separate sheet include contact information:  
Full Name  
Student ID  
Phone number where you can be reached  
Mailing address  
E-mail address
3. Any documentation to verify your circumstances and/or strengthen your appeal. Packets will not be returned to you. Do not include the original copy of documents you will need for your files. Xerox copies are acceptable.

**Incomplete packets will not be accepted.**

***Deadline for Appeal Packet.*** Five business days are necessary for your appeal to be processed and reviewed by a committee. Classes for the **Fall, 2014** semester begin on Wednesday, August 27, 2014. Therefore, an appeal for early reinstatement will be accepted in the Office of the Associate Dean for Undergraduate Student Success (MB 3.214H) **no later than 5:00 PM on Friday, August 22, 2014.**

*You will be notified when the committee has reached a decision.  
**The committee's decision is final.***

**University policies and guidelines regarding academic dismissal and reinstatement are stated in the 2013-2014 UTSA Information Bulletin as follows:**

**First Academic Dismissal.** Students, other than those classified as provisional students, who are placed on academic dismissal for the first time will be reinstated if they so choose after not attending UTSA for the next regular semester (Fall, Spring, or entire Summer Semester). Students seeking reinstatement must apply for admission with the Admissions Office by July 1 for Fall Semester, December 1 for the Spring Semester, and May 1 for Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

Typically, a student subject to dismissal will be dismissed; however, each UTSA college and school has an appeals procedure administered by the College. A student who wishes to appeal a dismissal should contact the student's advising center for procedures and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the Undergraduate Associate Dean.

**Subsequent Academic Dismissal.** Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year with the approval of the reinstatement committee in the college of the student's major. Reinstatement decisions for students without a declared major are determined by a reinstatement committee based in the Tomás Rivera Center. Each of these committees reports to a college Dean or Associate Vice President who has final authority for determinations of reinstatement.

Students seeking reinstatement must apply for admission to the Admissions Office and pay the reinstatement fee. The [application for admission](#) may be filed online. Upon application and fee payment, the Admissions Office will forward a petition packet containing the petition form and complete instructions to the applicant. The application, reinstatement fee, petition form and all required supporting documentation must be on file in the Admissions Office by June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester, to be considered by the appropriate reinstatement committee. The reinstatement committee's decision, and any conditions of the decision, will be communicated to the applicant by the reinstatement committee. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

**Petition Procedures.** Petition for reinstatement forms must be filed by the following deadlines:

October 15	Spring Semester
March 15	Summer Semester
June 15	Fall Semester

This information is posted on the Web at <http://www.utsa.edu/infoguide/> <<http://www.utsa.edu/infoguide/>> (click on **General Academic Regulations—Undergraduate; see section on Academic Standing**)