

Graduate Reinstatement

A student who has been dismissed academically may petition for reinstatement after one long semester (fall or spring) has elapsed after the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. A letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement should be submitted to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

Graduate students seeking reinstatement must:

Petition after one long semester from the date of dismissal (Example: If you were dismissed in fall 2007, you will need to wait until summer 2008 to petition) and address a letter to Dean of the Graduate School to include:

1. Full legal name, address, graduate program, student ID number, semester dismissed and date.
2. Explain reasons for academic difficulty.
3. Explain how your circumstances differ now from those which existed at the time of your dismissal.
4. Indicate how you will improve your grades and remain in good standing.
5. Attach advisor, faculty letters of recommendations, doctor's statements, or other statements to support your request for reinstatement.
6. Sign the letter and mail to: The University of Texas at San Antonio, The Graduate School, One UTSA Circle, San Antonio, Texas 78249. If you wish to hand deliver your letter, please submit to MS 4.01.50. We do not accept emailed letters.

The Graduate School prepares the petition for reinstatement and submits to the Department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

For questions regarding submission of petitions, please contact Ginger Hernandez, Administrative Assistant, at The Graduate School (210) 458-4331.