

## Requests for Early Reinstatement to the University

### Appeal Requirements for Students Dismissed at the end of the **Fall 2017 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 may be approved when non-academic, extenuating circumstances exist.** In order to be considered for early reinstatement, you must submit a packet of information to the Associate Dean in your respective college. **Your packet must 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**. Also include what will be different this semester and what strategies you will use to be successful in the next term.
2. On a separate sheet include the following:  
Full Name  
Student ID (Banner and abc123)  
Academic Major  
Phone number where you can be reached  
Mailing address  
E-mail address
3. A copy of your current UTSA transcript (unofficial copies are acceptable).
4. A copy of your current degree plan (Degree Works).
5. 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.
6. 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 the **Spring 2018** term begin Monday, January 8, 2018. Therefore, an appeal for early reinstatement will be accepted in the Office of the Associate Dean of your respective college **no later than 5pm on Wednesday, January 3, 2018.**

You will be notified when a decision has been made.