Request for Early Reinstatement Instructions

University policy states that all students dismissed for the first time must sit out for one full semester (Fall/Summer/Spring) before returning. However, students who have a documented, non-academic, extenuating circumstance which prevented their academic success may petition for early reinstatement back into the University immediately.

Early reinstatements are very rare—most appeals are denied.

To be considered, students must submit the following information to the College of Sciences Associate Dean for Undergraduate Studies, via email to cos.undergraduate@utsa.edu.

- Typed letter (maximum of 2 pages) in which you explain the circumstances that prevented your academic success. The circumstances should be extenuating, temporary, non-academic, and documented.
  - In the header, include your Full Name, myUTSA ID, Major, and UTSA Email.
  - The letter should also include your responses to these two questions:
    - What will change for you academically next semester?
    - What strategies or resources will you use to aid your success next semester?
- Official documentation of the non-academic, severe, extenuating circumstance. Documented circumstances must have directly affected you, been severe, ongoing, and must no longer be impacting your success.

Incomplete packets will not be accepted.

Submission Deadline:

The deadline to submit a complete appeal packet for early reinstatement to the College of Sciences via email to cos.undergraduate@utsa.edu, is no later than 1 week before classes begin for the semester. You will be notified via your UTSA email address when a decision has been made.