Petition for Reinstatement Processing

• Students must submit proper paperwork to the Graduate School by specified deadlines. The Petition for Reinstatement packet can be found on the Graduate School website and includes: Agreement of Understanding and Petition for Graduate Reinstatement. The student must also submit a formal letter with this paperwork.

• The Graduate School will send an electronic copy of all paperwork to the Admin in the Dean’s Office for processing. Once a decision has been made, the Admin should return the packet to the Graduate School for final processing.

• Deadlines:
  – Fall Reinstatement: June 15
  – Summer Reinstatement: March 15
  – Spring Reinstatement: October 15
Reinstatement – Student Questions

Student questions on how to petition for reinstatement should be directed to:

Lauren Beaver  
lauren.beaver@utsa.edu  
210-458-6409

John Shaffer  
john.shaffer@utsa.edu  
210-458-4111
Petitions and other Forms

• **Course(s) Exceeding Time Limitation:** This form is required to approve courses that have exceeded the six year time limitation.

• **Substitution of Core Courses:** This form must be completed in order to petition for substitution of core courses in a student's degree plan.

• **Substitution of Courses:** This form must be completed in order to petition for substitution of courses in a student's degree plan.

• **Petition for Waiver of University Wide Requirements:** This form must be completed in order to petition to waive university wide requirements when another form does not exist to complete the request.

• **Petition to Waive or Substitute GRE/GMAT:** This form must be completed in order to petition to waive or substitute a student's required GRE or GMAT scores.

• **Removal of Admissions Conditions:** This form should be completed in order to remove conditions placed on a student at the time of admission.
Special and Adjoint Members of the Graduate Faculty

- All non-tenure track faculty need to be an approved special member in order to teach graduate courses and/or serve on thesis and/or dissertation committees.
- Joint programs and programs with a memorandum of understanding, may appoint faculty for adjoint membership.
- The Graduate School website has the following information:
  - Application deadlines
  - Dates of Graduate Council meetings
  - Special and adjoint members applications
  - List of approved special and adjoint members
Doctoral Forms

• **Interim Program of Study:** This form should be obtained from the department, as the form length and structure varies from program to program. The Interim Program of Study is required and is to be established very early in the student's doctoral career. The student's advisor completes this form.

• **Program of Study:** This form should be obtained from the department, as the form length and structure varies from program to program. The Program of Study is completed in the final semester of the student's doctoral career by the student's advisor or department administrator.

• **Appointment of Doctoral Dissertation Committee:** This form establishes the student's dissertation committee.

• **Completion of the Qualifying Exam:** This form must be completed after the student has successfully completed all parts of the qualifying exam.

• **Application for Candidacy:** This form must be filled out by the student and advisor to establish that the student is ready to begin work on the dissertation.

• **Dissertation Proposal Approval:** This form should be submitted to the advisor, dissertation committee, and The Graduate School for approval.

• **Certification of Completion of Dissertation Requirements:** The department will complete this form and route to The Graduate School for approval once the student has met all requirements to graduate.
Contact Information

Questions on petitions, forms, special members and adjoint members should be directed to:

Ginger Hernandez
ginger.hernandez@utsa.edu
210-458-6878