

GRADUATE REINSTATEMENT

A student who has been dismissed academically may petition for reinstatement after one semester (Fall, Spring, or Summer) has elapsed from the date of dismissal. Under exceptional circumstances, an Early Consideration Waiver may be considered for possible reinstatement the following semester. For example: a student who is academically dismissed in Spring 2023 may submit their petition for reinstatement during the Summer semester for possible reinstatement for Fall 2023, pending the approval of the Reinstatement Committee.

1 Before you fill out the form

You will only be allowed to enroll in classes for the semester petitioned. If you choose to defer your start date, you will be required to submit a new petition packet. You are limited to three attempts during your academic career at UTSA. Once all attempts have been exhausted, you will no longer be able to submit a petition for reinstatement.

Deadlines

June 15 for Fall Semesters
October 15 for Spring Semesters
March 15 for Summer Semesters

If you have been out for more than three consecutive semesters (Fall, Spring, and Summer) you will need to reapply to the program for which you are seeking reinstatement into. If you wish to apply to another program rather than the one you were originally dismissed from, you will also have to apply into the new program. We ask that you submit your graduate program application and petition for reinstatement concurrently to avoid missing application deadlines.

Graduate Reinstatement Forms:

Petition for Reinstatement Packet: The completed packet must be submitted to The Graduate School by the appropriate deadline.

Early Consideration Waiver: The completed waiver and letter is required for students who have decided to not wait the recommended semester (Fall, Spring, or Summer) from the date of their dismissal.

Reinstatement Flow Chart: This flow chart provides more information on the process for petitioning for reinstatement.

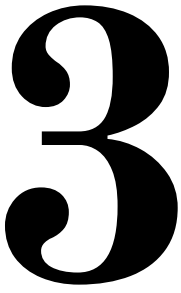
Completing the form

HOW TO SUBMIT YOUR REINSTATEMENT PACKET

- Email: You may submit your Petition for Reinstatement packet with all required documents at gradschooladmin@utsa.edu. Please note that an incomplete Petition for Reinstatement packet will be sent back to the email you provide in the Petition for Reinstatement packet. It is your responsibility to monitor your email regarding updates on your Petition for Reinstatement packet.



*Review times vary and are determined on an individual basis. Once you have received confirmation that your petition for reinstatement has been moved forward for committee review, you may reach out to your department regarding review time.



If Petition is approved

Once The Graduate School receives your petition for reinstatement, it is submitted to the Program's Reinstatement Committee. The Reinstatement Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of The Graduate School. The Graduate School will send a Reinstatement Letter to the email provided from the Petition for Reinstatement packet. If you have questions regarding a graduate application you submitted for your program, please contact UTSA Admissions at 210-458-8000 Option 1, then Option 2.

APPROVED

If the Petition for Reinstatement is approved, please allow 1-2 days for your academic standing to updated before you register.

DISAPPROVED

If the Petition for Reinstatement is disapproved, you may not file another petition until the following semester.

Questions?

If you have questions on the reinstatement process, please contact:

gradschooladmin@utsa.edu or (210) 458-4331

As a graduate student, you are responsible for reading and completing the Petition for Reinstatement Packet