



PETITION FOR GRADUATE REINSTATEMENT: INSTRUCTIONS

A student who has been academically dismissed from The Graduate School must wait one semester (Fall, Spring, or Summer), before they may petition for reinstatement. For example: a student who is academically dismissed in Spring 2013 may submit their petition for reinstatement during the Summer semester for possible reinstatement for Fall 2013, pending the approval of the Reinstatement Committee.

To petition for reinstatement, please complete and return all of the forms attached, as directed below.

1. Complete the “Agreement of Understanding” form.
2. Complete sections A and B of the “Petition for Reinstatement” form.
3. Prior to the deadline listed below for the semester you wish to be reinstated, submit your documents to The Graduate School to ensure your petition is processed in a timely manner.

DEADLINES

- Fall Reinstatement: June 15
- Spring Reinstatement: October 15
- Summer Reinstatement: March 15

Please submit the following required items to The Graduate School email at gradschooladmin@utsa.edu:

- Completed “Agreement of Understanding” and “Petition for Reinstatement” forms.

PROCESS

The Petition for Reinstatement packet will be submitted to the Reinstatement Committee for your department. The Reinstatement Committee will review the student’s petition packet and will submit their decision concerning reinstatement to the College for review. The College will make a recommendation, which will be sent to The Graduate School for approval or denial. Once The Graduate School has approved or denied the recommendation, a letter will be sent to the student. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

Please note:

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.

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. We ask that you submit your graduate program application and petition for reinstatement concurrently to avoid missing application deadlines.

For questions regarding submission of petition documentation, please contact The Graduate School at gradschooladmin@utsa.edu or 210-458-4331.



PETITION FOR GRADUATE REINSTATEMENT: AGREEMENT OF UNDERSTANDING

Please review the following guidelines for petitioning for reinstatement:

- One semester (Fall, Spring, Summer) must elapse from the date of your dismissal prior to your reinstatement, pending the approval of the Reinstatement Committee.
- The Reinstatement Packet must be fully completed and submitted to The Graduate School no later than the deadlines for submitting your packet. Deadlines are listed in the Graduate Catalog and on the “Petition for Graduate Reinstatement: Instructions” form.
- Your graduate program at the time of dismissal is responsible for reviewing your petition packet. Students may be reinstated to a graduate program other than the program from which they were previously dismissed; however, students will need the approval of their originating college’s Reinstatement Committee.
- Conditions of your reinstatement are at the discretion of the college’s Reinstatement Committee.
- Your reinstatement is contingent on your successful completion of the conditions assigned to you in your Reinstatement Retention Plan.
- If the Reinstatement Committee grants you a favorable decision for reinstatement, you will be readmitted on automatic academic probation as part of your conditions for readmission. Students are responsible for understanding the academic standing content and policies located in the Graduate Catalog.

As a graduate student seeking reinstatement to The Graduate School at UTSA, I have read and understand the above statements. I also understand that enrollment in future semesters is contingent upon compliance with these policies.

Student Signature

Date

Printed Name



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Please complete the following form and attach your letter and supporting documents per instructions from Section B.

SECTION A

STUDENT INFORMATION

Last Name *First Name* *Middle Initial* *myUTSA ID*

Street Address *City* *State* *Zip Code*

Phone Number *Email Address*

REINSTATEMENT INFORMATION

From which program were you academically dismissed? _____

In which courses did you experience academic difficulty? _____

When were you academically dismissed (semester/year)? _____

What was your graduate GPA at the time of your dismissal? _____

For which program are you seeking reinstatement? _____

For which semester are you seeking reinstatement? _____

IDENTIFICATION OF MITIGATING CIRCUMSTANCES FOR DISMISSAL

(Please check those relating to your circumstances)

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Personal illness or accident | <input type="checkbox"/> Financial burdens |
| <input type="checkbox"/> Personal disability | <input type="checkbox"/> Transportation problems |
| <input type="checkbox"/> Illness, accident, or death of family member | <input type="checkbox"/> Difficulty contacting advisor or professor |
| <input type="checkbox"/> Required out-of-town travel or overtime work | <input type="checkbox"/> Dissatisfied with program choice |
| <input type="checkbox"/> Increase in job responsibilities | <input type="checkbox"/> Desire for change of program |
| <input type="checkbox"/> Job promotion | <input type="checkbox"/> Course load too heavy |
| <input type="checkbox"/> New employment of self or family member | <input type="checkbox"/> Course schedule conflict |
| <input type="checkbox"/> Loss of employment of self or family member | <input type="checkbox"/> Language difficulties or barriers |
| <input type="checkbox"/> Loss of housing or relocation of housing | <input type="checkbox"/> Lack of prerequisite coursework or knowledge |
| <input type="checkbox"/> Military duty | <input type="checkbox"/> No utilization or unaware of academic resources |
| <input type="checkbox"/> Marriage or divorce | <input type="checkbox"/> Other (please explain): _____ |
| <input type="checkbox"/> Birth of family member | |
| <input type="checkbox"/> Loss of childcare | |



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SECTION B

PETITION FOR REINSTATEMENT LETTER

1. To finalize your petition, please compose a formal letter directed to the Reinstatement Committee. Please address the following items in detail:
 - a. Explain your reasons for academic difficulty.
 - b. Explain how your circumstances now differ from those which existed at the time of your dismissal.
 - c. Indicate how you plan to improve your grades and remain in academic good standing.
2. Your letter must be signed.
3. Supporting documentation (faculty recommendations, doctor's statements, letters from employers, military orders, etc.) may also be included.