



PETITION FOR REINSTATEMENT: FLOW CHART

For questions regarding submission of petitions, please contact the Graduate School at (210) 458-4331.

STUDENT COMPLETES PETITION FOR REINSTATEMENT PACKET:

Student completes *Agreement of Understanding* and *Petition for Graduate Reinstatement* (including petition letter and supporting documents).

GRADUATE SCHOOL RECEIVES THE PETITION PACKET:

The Graduate School completes Reinstatement Assessment with student information and sends Reinstatement Assessment with supporting Banner documents to the Reinstatement Committee of the student's department through the College.

REINSTATEMENT COMMITTEE RECOMMENDS DECISION TO THE DEPARTMENT CHAIR THROUGH THE COLLEGE.

OPTIONAL RETENTION PLAN:

Retention Plan is to be completed by the Reinstatement Committee and/or the Graduate Advisor of Record if desired. Student must abide by conditions stated in the Retention Plan, which is designed to benefit the student's future success.

DECISION MAILED TO STUDENT:

The Graduate School receives the reinstatement decision and supporting documents from the department and composes a letter to the student indicating decision and conditions (if applicable).