



## **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 informa tion and sends Reinstatement Assessment with supporting Banner documents to t he 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).