Request for Early Reinstatement Instructions

University policy states that all students dismissed for the first time must sit out for one full semester (Fall/Summer/Spring) before returning. However, students who have a **documented, non-academic, extenuating circumstance** which prevented their academic success may petition for early reinstatement back into the University immediately.

**Early reinstatements are very rare—most appeals are denied.**

To be considered, students must submit the following information to the College of Sciences Associate Dean for Undergraduate Studies, via email to cos.undergraduate@utsa.edu.

- **Typed letter** (maximum of 2 pages) in which you explain the circumstances that prevented your academic success. The circumstances should be **extenuating, temporary, non-academic, and documented**.
  - In the header, include your Full Name, myUTSA ID, Major, and UTSA Email.
  - The letter should also include your responses to these two questions:
    - What will change for you academically next semester?
    - What strategies or resources will you use to aid your success next semester?

- **Official documentation of the non-academic, severe, extenuating circumstance.** Documented circumstances must have **directly affected you, been severe, ongoing, and must no longer be impacting your success.**

  *Incomplete packets will not be accepted.*

**Submission Deadline:**

The deadline to submit a **complete appeal packet** for early reinstatement to the College of Sciences via email to cos.undergraduate@utsa.edu, is **no later than 1 week before classes begin for the semester.** You will be notified via your UTSA email address when a decision has been made.