

## 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](mailto: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](mailto: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.