

Request for Early Reinstatement

[University Policy on Academic Standing](#) states that all students who are placed on academic dismissal may petition for readmission only after sitting out the required time (one semester – fall, spring, or summer – for first dismissals.) However, students who have a **documented, non-academic, temporary, 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.

Incomplete requests and late requests will not be accepted for consideration; the submission deadline is 1 week before classes begin for the semester.

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

- Typed statement (maximum of 1 page) in which you explain the circumstances that prevented your academic success. The circumstances should be **documented, non-academic, temporary, and extenuating**. Also include what will change for you academically and what strategies you will use to be successful in the next term.
- Official documentation of the **non-academic, temporary, and extenuating** circumstances. Documented circumstances must have *directly affected you, been severe, ongoing*, and must *no longer be impacting your success*.