

**Requests for Reinstatement to the University  
College of Liberal & Fine Arts**

***I've been academically dismissed from UTSA for the first time ever. What if I want to come right back and not fulfill the requirements of my first academic dismissal?***

**You have the right to appeal your dismissal, but early reinstatements are very rare.** In order to be considered for early reinstatement, you must submit a packet of information (listed below) that presents a compelling argument for this exception to University policy. All the documentation listed below must be provided in order for your request to be considered. Incomplete information will result in your request not being considered. **REMEMBER THIS IS FOR FIRST TIME DISMISSALS ONLY**

1. Completed Waiver of University Requirements for Dismissal.
2. Typed or handwritten letter (maximum of 1 page) in which you explain your circumstances. The circumstances should be extenuating, temporary and must be documented.
3. Any documentation to verify your circumstances and/or strengthen your appeal should be attached to your application. Packets will not be returned to you, so do not include the original copy of documents you will need for your files. Xerox copies are acceptable.

**COMPLETED packets for appeals for first time dismissals must be submitted to the Office of the Dean, COLFA, HSS 4.01.23. by the appropriate deadline:**

October 1	Spring Semester
March 1	Summer Semester
June 1	Fall Semester

**In addition, paperwork may NOT be faxed, emailed or mailed via USPS. All paperwork must be submitted in person by the appropriate deadline for consideration.**

**Please note that should you be reinstated, the offer of reinstatement is only good for the semester granted. Should you not attend, you must follow the procedure listed at the top of this page, including submitting your application for admission and reinstatement fee by the University application deadlines.**

When the COLFA Reinstatement Committee has reached a decision you will be notified in writing. Due to the large volume of requests for reinstatement, please do not contact the Office of the Dean, as this confidential information **will not** be released over the phone.

**Requests for Reinstatement to the University  
College of Liberal & Fine Arts**

***I've been academically dismissed from UTSA for the second time?  
What if I want to come right back and not fulfill the requirements  
of my second academic dismissal?***

**You have the right to appeal your dismissal, but early reinstatements are very rare. You may be considered for only one semester early reinstatement, after you have not attended UTSA for at least two long semesters.** In order to be considered for early reinstatement, you must submit a packet of information (listed below) that presents a compelling argument for this exception to University policy. All the documentation listed below must be provided in order for your request to be considered. Incomplete information will result in your request not being considered. **REMEMBER THIS IS ONLY AFTER YOU HAVE SET OUT AT LEAST TWO LONG SEMESTERS. This is for 2 or more dismissals, counting the one you just received.**

1. Completed Petition for Reinstatement
2. Completed Waiver of University Requirements for Dismissal.
3. Typed or handwritten letter (maximum of 1 page) in which you explain your circumstances. The circumstances should be extenuating, temporary and must be documented.
4. Any documentation to verify your circumstances and/or strengthen your appeal should be attached to your application. Packets will not be returned to you, so do not include the original copy of documents you will need for your files. Xerox copies are acceptable.
5. **Official Transcript(s) for all courses taken at another institution since leaving UTSA.**

**COMPLETED packets must be submitted to the Office of the Dean, COLFA, HSS 4.01.23. by the appropriate deadline:**

October 1	Spring Semester
March 1	Summer Semester
June 1	Fall Semester

**In addition, paperwork may NOT be faxed, emailed or mailed via USPS. All paperwork must be submitted in person by the appropriate deadline for consideration.**

**Please note that should you be reinstated, the offer of reinstatement is only good for the semester granted. Should you not attend, you must repeat the reinstatement process and meet all the above requirements, including your application for admission and payment of reapplication fee.**

When the COLFA Reinstatement Committee has reached a decision you will be notified in writing. Due to the large volume of requests for reinstatement, please do not contact the Office of the Associate Dean, as this confidential information **will not** be released over the phone.

**FOR OFFICE USE ONLY:**  *Waive one semester of dismissal*  *Waive Reinstatement deadline*

The University of Texas at San Antonio  
College of Liberal and Fine Arts  
WAIVER OF UNIVERSITY REQUIREMENTS FOR DISMISSAL

**Directions: Please provide complete answers to all questions below. PLEASE PRINT.**

Name: \_\_\_\_\_ Student ID @ \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Semester to be reinstated: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Major: \_\_\_\_\_

Why do you believe the requested waiver is warranted? Attach any additional explanation which could provide bearing on your request.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This petition has been:  approved  disapproved

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Due to FERPA and the high volume of Petitions received, please do not call the COLFA Dean's office for a status report on your petition. You will be notified when a decision is made.**



**OPTIONAL SECTION**

You may, if you wish, list here the names of no more than four UTSA staff or faculty members whom the Committee on Reinstatement may contact for recommendations regarding your petition. (The Committee is not required to contact any or all of the individuals listed. The Committee may also request recommendations from individuals not on this list.)

_____	_____
_____	_____

You may, if you wish, sign the waiver below. If you sign it, you will continue to have access to all your records, unless otherwise waived, except those recommendations made concerning this petition. (If you do not wish to waive your right to see your recommendations, DO NOT SIGN BELOW.) Signing or not signing this waiver will not affect the decision on your petition.

I hereby waive my right to see any recommendations made concerning this petition.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**The University of Texas at San Antonio**  
Office of Admissions  
College of Liberal & Fine Arts  
**RECOMMENDATION FOR REINSTATEMENT**

**INSTRUCTIONS:** This page is optional. You may request an individual (academic advisor, pastor, counselor, teacher, etc.) to provide information to the questions listed in the bottom section.

TO BE COMPLETED BY THE STUDENT:

Please complete the following and have your recommender fill out the bottom portion and return by mail.

I  have /  have not waived my right to see your recommendation.

Student's Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Major \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY THE RECOMMENDER:

The student named above has been dismissed from UTSA for academic reasons and is petitioning for reinstatement. The Committee on Reinstatement requests that you complete this form and return it for transmittal to the Committee. Your promptness is of great importance to the student involved, who must be informed of the disposition of his or her case as soon as possible so that he or she can make plans for next semester.

Mail completed form to:     The University of Texas at San Antonio  
                                  College of Liberal & Fine Arts  
                                  Dean's Office - HSS 4.01.23  
                                  6900 North Loop 1604 West  
                                  San Antonio, TX 78249-0616

1. I am acquainted with this student as:  
 academic advisor;  teacher;  counselor;  other (identify) \_\_\_\_\_
2.  I am sufficiently acquainted with this student to make my recommendations with confidence.  
 I am not well acquainted with this student and my opinions should be regarded in that light.
3. I feel that the main reasons for this student's academic deficiency are (check as many as are appropriate):  
 Difficulty in adjusting to college environment;  
 Inadequate preparation in:  
     use of spoken or written English;  
     mathematics;  
     other (identify): \_\_\_\_\_  
 Apparently uninterested;  
 Poor study habits;  
 Excessive absences from class;  
 Illness;  
 Other (identify): \_\_\_\_\_
4. It is my recommendation that this student:  
 Be reinstated (indicate reasons).  
  
 Not be reinstated (indicate reasons).

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_