



# TEXAS A&M UNIVERSITY SAN ANTONIO

## **PETITION FOR GRADUATE REINSTATEMENT: INSTRUCTIONS**

To petition for reinstatement, please complete and return all of the forms attached, as directed below.

1. Complete the “ Guidelines and Requirements” form.
2. Complete all sections of the “Petition for Reinstatement” form.
3. Prior to the deadline listed below for the semester students who wish to be reinstated, submit their documents to Graduate Studies to ensure petition is reviewed and processed in a timely manner.

## **DEADLINES**

- Fall Reinstatement: June 15
- Spring Reinstatement: October 15
- Summer Reinstatement: March 15

Please email the required documents to [graduate.studies@tamusa.edu](mailto:graduate.studies@tamusa.edu). Packets must be complete when submitted. Only complete packets will be forwarded to department for review.

## **REINSTATEMENT PROCESS**

The Petition for Reinstatement packet will be submitted to the Academic Suspension Committee for your department. The Academic Suspension Committee will review the student’s petition packet and will submit their decision concerning reinstatement to Graduate Studies. The department will make a recommendation, which will be sent to Graduate Studies for final approval or denial. Once Graduate Studies has approved or denied the recommendation, a letter will be sent to the student. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester. <https://catalog.tamusa.edu/graduate/academic-regulations/grades/>.

**Please note:** Students will only be allowed to enroll in classes for the semester petitioned. If Student can chooses to defer start date, a new petition packet will need to be submitted. For questions regarding submission of petition documentation, please contact Graduate Studies at:(210)784-1414 or [graduate.studies@tamusa.edu](mailto:graduate.studies@tamusa.edu).



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**PETITION FOR GRADUATE REINSTATEMENT:** Please review the following guidelines for petitioning for reinstatement: (please initial)

- One long semester (Fall or Spring/combined summer sessions) must elapse from the date of your dismissal prior to your reinstatement, pending the approval of the Academic Suspension Committee.
- The Reinstatement Packet must be fully completed and submitted to Graduate Studies no later than the deadlines for submitting your packet. Deadlines are listed in the Graduate Catalog.
- Conditions of your reinstatement are at the discretion of the college's Academic Suspension Committee.
- Student reinstatement is contingent on successful completion of the conditions assigned in Student Success Plan.
- If the Academic Suspension Committee grants a favorable decision for reinstatement, student will be readmitted on automatic academic probation as part conditions for readmission. Students are responsible for understanding the academic standing content and policies located in the Graduate Catalog.
- If reinstated, student must demonstrate they have successfully have an academic standing of a 3.0 or better within one semester to continue.
- If student has not successfully reached a 3.0 or better during their probation (semester of being reinstated) student will be academically dismissed from Graduate Studies at A&M-SA. Students dismissed from the university due to scholastic probation and subsequent academic dismissal have to wait for a period of three years before they can apply to any graduate programs at A&M-SA.

**As a graduate student seeking reinstatement I have read and understand the above statements. I also understand that enrollment in future semesters is contingent upon compliance with these policies.**

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**Student Signature**

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**Date**

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**Printed Name**



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## PETITION FOR GRADUATE REINSTATEMENT

### STUDENT INFORMATION

Last Name		First Name	Middle Initial	student ID
Street Address		City	State	Zip Code
Phone Number		Email		

Program Dismissed From:  
 Semester/Year of Dismissal:  
 Graduate GPA at Dismissal:  
 Program Seeking Reinstatement:  
 Semester of Reinstatement :

### PETITION FOR GRADUATE REINSTATEMENT REQUIRED\*

#### \*JUSTIFICATION FOR PETITION

1. To finalize petition, please compose a formal letter directed to the Reinstatement Committee. Please address the following items in detail:
  - a. Explain reasons for academic difficulty.
  - b. Explain how circumstances now differ from those which existed at the time of dismissal.
  - c. Indicate a plan to improve your grades and remain in academic good standing.
2. Letter must be signed.

#### \*Program Coordinator/Advisor Plan for Success

#### Final Decision:

Faculty/Academic Advisor:	Decision:	Approve	Denied	Date:
Department Chair:	Decision:	Approve	Denied	Date:
College Dean:	Decision:	Approve	Denied	Date:
Dean of Graduate Studies:	Decision:	Approve	Denied	Date: