

ACADEMIC REINSTATEMENT APPEAL PROCESS

Appeal Deadline Dates

*Late appeals are not accepted!

Reinstate for:	Appeal on or before:
Fall Term	June 15
Spring Term	October 15
Summer Term	March 15



WRITTEN STATEMENT

1

One page, typed Word doc:

- Explanation of circumstances leading to your academic difficulties
- Explanation of how the issue(s) have been resolved and what assurance can be given that recurrence can be prevented
- Concrete and realistic steps that will be taken to improve academic performance

2

PROPOSED CLASS SCHEDULE

- On a Word doc, list the courses you plan to take for the reinstatement term

*If you have been out for a year or more, please meet with your advisor to make sure your degree plan is up-to-date.

3

COPY OF DEGREE WORKS

- Download a copy of your Degree Works and save it as PDF

**If applicable*

4

Digital copy of your Unofficial transcript of any recently attended college/university (other than A&M-SA) saved as a PDF.

5

SAVE EACH DOCUMENT AS A PDF

- Save all completed documents as PDFs so that each document is ready to attach to the online appeal form.

6

COMPLETE ONLINE APPEAL FORM

- Begin [online appeal form](#) and attach documents accordingly.



↓ SCROLL DOWN TO SECOND PAGE ↓

FINAL ITEMS TO NOTE

- The committee does not have access to your Degree Works, therefore, it must be attached to the online appeal form.
- Any missing documents will constitute an automatic appeal denial.
- If you have been out for three consecutive semesters (1 full academic year) or more, you must re-apply to the university via Apply Texas as a returning student and pay the application fee.

[Apply Texas](#)



- Completing an appeal does not guarantee reinstatement and/or admission to the University.
- Academic Reinstatement Appeal decisions will be communicated via your Jaguar email.
- Typically, it takes 3-4 weeks from the submission date to receive appeal decisions.
- Reinstatement Appeal decisions are FINAL.

For more info, contact: Student.Success@tamusa.edu, 210-784-1307