

APPEAL FOR REINSTATEMENT INSTRUCTIONS

STEP 1: USE SUBMITTABLE PORTAL TO START YOUR APPEAL

Submittable is a software used by thousands of organizations to build customized online submission and application forms. Submittable does not play any role in reviewing submissions, it is just a tool.

Visit <https://www.utrgv.edu/graduate/for-new-and-current-students/academic-probation-suspension/> and follow the instructions to create a Submittable account. Once you are in logged into Submittable, you'll see several different forms. Choose "Appeal for Reinstatement".

STEP 2: SUBMIT ITEMS THROUGH THE SUBMITTABLE PORTAL

In the Submittable "Appeals" system, you are required to enter your name, student ID number, and program information. You will also need to attach an appeal letter and an unofficial transcript, as follows:

A. APPEAL LETTER

Please address your appeal letter to your Graduate Program Coordinator (GPC). A list of GPCs is available online at <http://www.utrgv.edu/graduate/contact-us/program-directors/>.

Typically, an appeal for reinstatement (letter) includes:

- (1) A discussion of the factors that resulted in your suspension, such as reasons for your lower GPA and any factors you think are applicable to your potential for success.
- (2) A plan of how you will maintain good academic standing and progress if you continue your graduate studies.

B. UNOFFICIAL TRANSCRIPT

You will also need to log into ASSIST and download a copy of your unofficial transcript to attach in Submittable along with your appeal letter.

STEP 3: APPEAL REVIEW PROCESS

Once the appeal is received, your Graduate Program Coordinator will review your request for a programmatic, and if applicable, departmental review and decision recommendation. Next, your appeal will be reviewed by your Academic College or School Dean/Director or his/her designee. Then, your appeal will be sent to the interim Dean of the Graduate College or designee who will finalize approval or denial of the appeal.

STEP 4: APPEAL DECISION

You will be notified of the appeal decision via email and if approved, your academic standing status will be Probation, subject to re-review at the end of first semester to verify that you have made B or higher grades. If you do not make B or higher grades, you may be dismissed.

CONTACT INFORMATION

For questions on the appeal process, please contact your Graduate Program Coordinator (GPC). A list of GPCs is available online at <http://www.utrgv.edu/graduate/contact-us/program-directors/>.