

APPEAL FOR REINSTATEMENT INSTRUCTIONS

STEP 1: START THE APPEAL PROCESS

Begin by visiting, <https://www.utrgv.edu/graduate/for-new-and-current-students/academic-probation-suspension/> and selecting your **college/school & program** from the drop-down menu.

Example:

Appeal for Reinstatement Form

If you are **suspended**, you must complete and submit an appeal for reinstatement form, which is provided below, to request readmission into the graduate program.

Review Process

The appeal for reinstatement form will be routed for a decision through the 1) Director of Graduate Program or Graduate Program Coordinator and the 2) Dean of the Academic College to the 3) Dean of the Graduate College. The Dean of the Graduate College may approve or deny admission to the graduate program.

Due to the in-depth review of appeals, please be aware the process may take 2-8 weeks before a decision is sent to a student.

To begin your Appeal for Reinstatement, follow the steps below:

Step 1: Select College/School & Program

[Continue to Appeal for Reinstatement Form](#)

If you have any additional questions, feel free to contact us at gradcollege@utrgv.edu

STEP 2: CREATE ACCOUNT IN SUBMITTABLE AND COMPLETE SECTION A and B

Submittable is our online form tool. Please create an account. Then under Section A, enter your name, student ID number, and program information in the Appeal Form with the Submittable system.

Example:

Section A

Student Information *

First Name

Last Name

Student ID *

Phone Number *



UTRGV Email Address or Alternate Email *

SECTION B

Under Section B, 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.

STEP 3: 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. If you cannot access your unofficial transcript, please attach a Word document with the following statement “I cannot access my unofficial transcript”.

STEP 4: APPEAL REVIEW PROCESS

After you submit your appeal, it will go through a review process. First, your **Graduate Program Coordinator** will review it. Then, it will be reviewed by the **Academic College Graduate Associate Dean/Dean** or someone they designate. Finally, the appeal will be sent to **Sandra Hansmann, Associate Dean**, who is responsible for the final approval or denial of the appeal on behalf of the Graduate College Dean.

STEP 5: APPEAL DECISION

You will be notified of the appeal decision via email, and if approved, you will be able to register for the term specified in your decision. Please note an approved appeal does not and will not remove/erase your suspension standing from your transcript. An approved appeal means you are being given a chance to continue in your program, but you need to improve your grades. To improve your academic standing and GPA, you will need to earn higher grades.

CONTACT INFORMATION

For questions on the appeal process, please contact gradcollege@utrgv.edu.