

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**Course Reinstatement Petition
For Instructor Drops Only**

It is the obligation of the student to make a serious effort to resolve grievances concerning an instructor-initiated drop resulting from failure to meet the attendance and/or missed assignment requirements as specified on the course syllabus. Appeals, therefore, will not be considered at levels above the course instructor unless there is *compelling evidence of discrimination, differential treatment, factual error, or violation of a relevant university policy*.

INSTRUCTIONS

Appeals must be submitted to the academic department office offering the course no later than 3 business days after official notification has been *sent* to you that you have been dropped from a course for excessive absences and/or missed assignments.

___ Yes the faculty member has been contacted and a serious effort to resolve the matter has been made.

PLEASE TYPE OR PRINT LEGIBLY

Name _____ Student ID # _____

Email _____ Phone Number _____

Course Name & Number _____ Section _____

Instructor _____ Semester _____

State specifically the basis for the appeal of the drop citing specific factors that you feel meet one of the conditions above, and provide all supporting documents.

Return the completed form to the academic department/associate dean's office responsible for offering the course.

Student's signature _____ Date: _____

Approved _____ Disapproved _____

Office use only

Chair or Associate Dean's Signature _____ Date _____

Route to Registrar's Office, Attn: Records