



DIVISION OF STUDENT SUCCESS

Early Readmission Appeal from Academic Dismissal Process

First-Year and Undeclared Students Advised by the University Advising Center

Early Readmission Appeals are due 10 days before Fall & Spring terms. Students dismissed after Summer terms may be considered through the 3rd day of the Fall term. This form is not intended for students who have sat out their dismissal period.

This document outlines the process for **First year or undeclared undergraduate students** seeking **early readmission** from an academic dismissal that have sufficient support and evidence to demonstrate their ability to be academically successful. See UTA catalog for policy on [Academic Dismissal](#).

Step 1 – Meet with an Academic Advisor

Meet with your academic advisor in the University Advising Center to determine viability of appeal.

- With the advisor, students will complete the [Early Readmission Appeal Form](#) from the [Division of Student Success](#) website
- Students seeking financial aid eligibility will also require an [Enrollment Contract](#)

Step 2 – Write a Personal Statement (appeal letter)

Write a personal statement responding to the following questions:

- Describe the general reasons for academic struggles (self-imposed and/or external).
- What have you changed since your previous enrollment here to enable academic success?
- What specific steps do you plan to take to be successful?
- What academic support services will you use when you return to UTA?
- How many hours per week are you employed? If applicable, what is your plan for balancing work and school?
- What is your backup plan if you are not granted readmission?
- Provide any other information or documentation pertinent to this request.

Step 3 – Appeal Submission

For students advised by the University Advising Center, e-mail the completed appeal form, personal statement, and documentation of extenuating circumstances to the University Advising Center at uac@uta.edu (Subject Line: Early Readmission Appeal for FIRST LAST (100xxxxx)). Your advisor will submit the completed appeal form, personal statement, and documentation of extenuating circumstances to the Assistant Vice Provost for Academic Advising (AVPAA) in the Division of Student Success. Submission of completed appeals must be received by the AVPAA in accordance with university deadlines.

In summary, to be considered for early readmissions the following items must be received by the AVPAA:

- ✓ Early Readmission Appeal Form
- ✓ Student Appeal Letter
- ✓ Documentation of extenuating circumstances

DIVISION OF STUDENT SUCCESS

Early Readmission Appeal from Academic Dismissal Process

Students Advised by Colleges/Departments

Early Readmission Appeals are due 10 days before Fall & Spring terms. Students dismissed after Summer terms may be considered through the 3rd day of the Fall term. This form is not intended for students who have sat out their dismissal period. For declared undergraduate students who wish to seek early readmission from an academic dismissal and have sufficient support and evidence to demonstrate their ability to be academically successful, the following outlines the basic process. See UTA catalog for policy on [Academic Dismissal](#).

Step 1 – Meet with an Academic Advisor

For students whose department accepts early appeals, meet with your academic advisor to determine appeal viability.

- The following colleges do not consider early readmission appeals:
 - College of Architecture
 - Planning and Public Affairs
 - College of Business
 - College of Engineering
 - College of Nursing and Health Innovation
 - College of Science
- With the advisor, students will complete the [Early Readmission Appeal Form](#) from the [Division of Student Success](#) website and any forms specific to your college/department.

Step 2 – Obtain Letter of Support from College Representative

If appeal is determined viable for early readmission consideration by School/College, a designated department or college representative will attach a letter of support to the completed appeal. This can be from an academic advisor or faculty member.

Step 3 – Write a Personal Statement (appeal letter)

Write a personal statement responding to the following questions:

- Describe the general reasons for academic struggles (self-imposed and/or external).
- What have you changed since your previous enrollment here to enable academic success?
- What specific steps do you plan to take to be successful?
- What academic support services will you use when you return to UTA?
- How many hours per week are you employed? If applicable, what is your plan for balancing work and school?
- What is your backup plan if you are not granted readmission?
- Provide any other information or documentation pertinent to this request.

Step 4 –Appeal Submission

Follow the submission instructions provided by your advisor. On behalf of the student, a college representative (typically, Associate Dean) will submit the completed appeal form, personal statement, and documentation of extenuating circumstances to the Assistant Vice Provost for Academic Advising (AVPAA) in the Division of Student Success. [Submission of completed appeals must be received by the AVPAA in accordance with university deadlines.](#)

In summary, to be considered for early readmissions the following items must be received by the AVPAA:

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| ✓ Early Readmission Appeal Form | ✓ Student Appeal Letter |
| ✓ Letter of Support from College Representative | ✓ Documentation of extenuating circumstances |