



Guide for Students on Dismissal for One Academic Year (Dismissal 2 and Subsequent)

What Does This Mean?

Students who are on Dismissal 2 will be dropped from all courses for the following term(s) and/or will be prevented from enrolling in the next terms until one full academic year has elapsed, including Summer sessions and Intersessions. The purpose of this dismissal period is to allow students the time for self-reflection and to deal with the serious recurring issues that are impeding academic success.

Once students have not been enrolled at UT Arlington for one full academic year, they must formally reapply to the University to return.

- UAC Special Permission may be required for readmission. Students may email the University Advising Center - uac@uta.edu - for assistance. The UAC will determine if a student must appeal for readmission based on their dismissal status and Grade Point Deficiency (GPD) per university policy.
- Students with a Grade Point Deficiency (GPD) of 24 or above or who are returning from their second or subsequent Dismissal 2 (regardless of GPD) will be required to submit a Readmission Appeal to the University Advising Center for consideration by the Readmission Committee.
 - A GPD represents the number of grade points needed to achieve a 2.0 Cumulative GPA for Good Standing.
 - It determines how many hours of coursework with a letter grade of "A" or "B" a student needs in order to raise their GPA to a 2.0.
 - The Readmission Appeal deadline is 10 business days prior to the start of the term in which a student is re-enrolling. Readmission Appeals require support from a college or school.
 - The student is responsible for completing a new admission application and paying the application fee.
 - Readmission to UT Arlington is not automatic. The Office of Admissions makes the final decision, even in cases when Readmission Appeals are approved. A student's GPA for transfer coursework completed during the dismissal period may be considered.

Students who are readmitted to the University can then re-enroll in courses. Upon return to the University, students will be required to **earn at least a 2.5**

semester GPA in order to avoid subsequent Dismissal 2 suspensions until they reach Academic Probation or Good Standing.

What Can I Do About It?

Self-Determination and Advocacy

The best course of action is to contact an Academic Advisor in your major department to develop a plan of action for your time away from campus as well as to find out when you need to make contact again to reapply and re-enroll. At some point, you should also talk with your advisor about an action plan for academic success when you return. Here are some questions that a student on Dismissal 2 should consider:

- **What impact will my dismissal have on my life in general?** For instance, are my housing arrangements impacted? Do I have health insurance while I am not enrolled in school? How might this impact my future scholarships and financial aid, such as Satisfactory Academic Progress (SAP), loan deferment, etc.? For international students, does this impact my visa status for the United States? What realistic adjustments do I need to make to your graduation plan? How serious is my GPD and do I need to consider making a fresh start at another college or university?
- **Are there environmental factors that are impacting my ability to succeed in college?** For instance, am I working too much and cannot devote enough time to my studies? Am I experiencing personal stressors from family, friends, or personal health issues? Is something impeding my ability to attend classes?
- **Do I have the academic skills I need to succeed in completing my college coursework to the best of my ability?** For instance, do I have the proper time management skills to plan enough study time? Do I know how to prepare for exams? Do I actively take notes and participate in class and read course assignments? Am I receiving poor grades on written assignments and need improvement with my writing skills?
- **Am I in the right major for my particular strengths and skillset?** For instance, am I having troubles completing the coursework for my major area of study, but I am doing well in other subjects? Do I really enjoy this major or are my parents pressuring me to be in this major? Is this really the right major for me? Do I have a good understanding of what my major truly entails?
- **Do I have the right attitude and motivation to be in college?** For instance, do I think negatively about having to do my schoolwork or do I see it as an opportunity to learn something new? If I say "I am motivated and determined to get a degree," am I really following through by studying the proper amount and producing quality work? Am I actively seeking the resources on and off campus that will help me be a successful student? Is getting a college degree my number-one priority? If so, am I following through with behavior that will help me be successful in achieving that degree?

With some self-reflection, students can work with their advisor to consider solutions and plans that will boost future academic performance. For instance,

- Students who find that they are working too much could cut down on the amount of time working or on the credit hours taken in a given semester. It is better to take fewer credit hours and get good grades than to take more hours and fail or withdraw from courses.

- Students with family members who are sick could cut down on the number of credit hours taken in a given semester or take the semester off altogether.
- For students who seem to study a lot for exams but still do not perform well, they could consider [academic success coaching](#), finding a [tutor](#) or attending [Supplemental Instruction](#) based on their individual needs. **There are many resources on campus that students can use to learn study skills or gain help with a particular topic. Responsible students will seek out those resources and use them to their fullest extent. Check out Maverick Resources at www.uta.edu/resources/.**
- Students who enjoy science might consider a career track other than Pre-medicine. They might seek tutoring for Biology and Chemistry courses. Students who do not enjoy the math courses needed to complete an Engineering degree might consider another major. Students can also work with a counselor in [Counseling and Psychological Services \(CAPS\)](#) for dealing with parental pressure for a given major or to help identify other possible areas of interest given your strengths. Students in a major can utilize [major exploration](#) to learn about other majors and to take assessments that can help them select the major that is the best fit for them.
- Students may simply need to develop a study schedule to ensure that enough study time is allotted to meet their goals.

While this list of scenarios is certainly not comprehensive, it serves to show that the many student issues that impede academic performance have several potential solutions with a little effort, more proactive thinking and some careful planning with the long-term goal in mind...to graduate with a college degree.

Appeal for Waiver of the Dismissal

Some schools/colleges may consider an appeal for the waiver of the dismissal status for the next term. For students who wish to seek an appeal, here is the basic process for obtaining an appeal:

- Visit with your Academic Advisor who may be able to help you determine if you might have a viable appeal and the departmental procedures for appealing.
- Each college or school has a designated representative for early appeals, if they are considered. The following colleges do not consider early appeals:
 - College of Architecture, Planning and Public Affairs
 - College of Business
 - College of Engineering
 - College of Science
 - College of Nursing and Health Innovation

If the designated department or college representative supports the appeal, this representative must forward the Early Readmission Contract with their signature or letter of approval to the Assistant Vice Provost for Academic Advising in the Division of Student Success. Appeals are only granted when departmental support is provided. Departments have the right to consider or deny appeals based on their individual standards. Students who have already received an appeal for Early Readmission in the past will not be granted another Early Readmission appeal if they did not meet the conditions put forth in the first contract. Students may not change their major in order to appeal through a different college or school.

What University Policies Should I Consider?

Grade Forgiveness

Grade forgiveness can help students repair their cumulative grade point average (GPA). More information about this policy can be found in the [University Catalog](#). It may be used during the next term of enrollment in an attempt to improve the GPA. However, while it may repair the GPA, it will not solve the potential underlying causes. Talk with your academic advisor to find out more about grade forgiveness and if you are eligible.

Satisfactory Academic Progress (SAP)

For students who receive federal financial aid, federal regulations require that institutions monitor the academic progress of students. Eligibility of federal financial aid may be impacted by a student's grade point average and the number of credit hours completed in a given session. More information about the eligibility requirements can be found at <http://www.uta.edu/fao/policies/>. In some cases, appeals are considered by the Financial Aid Office. Instructions for filing a SAP Appeal can be found [here](#).

It is very important to note that a SAP Appeal is a separate process from Dismissal Appeals. Students must complete both appeal processes independently if necessary. In addition, an appeal granted by the academic department for readmission may not impact your ability to receive federal financial aid. Likewise, an approved SAP appeal does not guarantee that an academic department will grant an appeal for the waiver of a dismissal.

This guide was created by the University Advising Center as a support tool that students to which students can refer after having received an academic status letter from the Office of the Registrar. While this tool was created by the University Advising Center, students should seek advising from an Academic Advisor in their major department. Freshmen, Undeclared and University Studies students should see an advisor in the University Advising Center. This tool should not be used as a replacement for the University Catalog and advisement from your academic department.

Steps for Early Readmission Appeal from Academic Dismissal (First Year and Undeclared Students: University Advising Center Process)

For **first year or undeclared 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 Academic Advisor: Meet with your academic advisor in the University Advising Center to determine viability of appeal.

- ❖ During meeting with academic advisor, complete the **Enrollment Contract**. This form can be obtained by going to <https://www.uta.edu/student-success/advising/academic-standing> and found under the dismissal guides.

STEP #2 Write Student Appeal Letter: Type a letter with a focus on the following types of information -

- ❖ 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 Submit Appeal: For students advised by the University Advising Center, your completed appeal form with supporting documentation (enrollment contract, student letter/statement, plus any documentation of extenuating circumstances you may have had) must be submitted to the **front desk of the University Advising Center (1st floor of Ransom Hall)**. If you are unable to submit your paperwork in person, email it to uac@uta.edu and copy your advisor.

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

- ☐ Performance Enrollment Contract
- ☐ Student Appeal Letter
- ☐ Any other additional supporting documentation for the committee to consider



Early Readmission Appeal Form

University Advising Center

Deadline: 10 days before Fall & Spring terms. Students dismissed after Summer terms may be considered through the 3rd day of the Fall term (late-registration ends on Day 5)

Section 1 - *must be completed by Academic Advisor*

Appealing for Semester/Year: _____

Student's Name: _____ UTA ID#: _____

Current Major: _____ Phone Number: _____

UTA Email Address: _____

Cumulative GPA: _____

Has student sat out dismissal period?

- ☐ Yes
☐ No

Notes: This appeal form is not for students who have sat out their dismissal period.

Early Readmission Appeals are granted by student's academic department. This form is only required for first-year (_UNIV) and Undeclared students. Academic departments must send approved Early Readmission Appeals (typically an Enrollment Contract for student) to Associate Vice Provost for Student Success for final approval.

Advisor's Signature _____ Date _____

Section 2 - *must be completed by student*

Please read the following statement carefully.

Approval for Financial Aid requires a separate appeal process called Satisfactory Academic Progress (SAP). Information regarding SAP and appeals is available on the [Satisfactory Academic Progress Policies and Procedures website](#). Note: **A SAP appeal is separate from the Readmission Appeal.**

Please answer the following questions.

1. How many hours will you be working during the semester if you are allowed to return to UTA?

2. How many hours/classes would you like to take for your returning semester? (*Please note: Your Readmission Contract will ultimately stipulate your allowed hours.*)

Section 2, continued

3. Please read the excessive hour policy: <http://www.uta.edu/records/courses/policies/excessive-hours.php>
☐ I have read and understand this policy.
4. What is your first choice major? _____
5. If you are unable to pursue your first choice major, what other major(s) are you interested in pursuing? _____

Essay

On a separate sheet of paper, please type an essay that addresses all of the following questions:

- ☐ Why are you seeking readmission to UTA?
- ☐ What impacted your ability to be successful during previous semesters at UTA?
- ☐ What changes have you made or will you make in order to be successful at UTA?
- ☐ How do your career/life goals align with your chosen major?
- ☐ What is your backup plan if you are not granted readmission?
- ☐ Please provide any other information that is pertinent for your appeal.

Student's Signature _____ Date _____

Section 3 - to be completed by University Advising Center advisor

The following colleges do not consider early appeals: College of Architecture, Planning and Public Affairs, College of Business, College of Engineering, College of Science, College of Nursing and Health Innovation

Note to department: complete this section only if you are supporting the Early Readmission Appeal for this student. By completing this section, you are verifying that the student is a viable candidate for your major and that you will accept the student into your major after the Readmission Contract semester if the student earns academic continuance.

Recommended Courses for Readmission Contract Semester	Required Grade (optional)	Notes/Other Requirements (e.g., grade forgiveness/exclusions)

Staff Signature _____ Date _____

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Instructions to Student for Submitting Appeal

1. **Meet with Academic Advisor:** For students in school/colleges that accept early appeals, meet with your academic advisor to determine viability of appeal. Appeals are granted in extenuating circumstances, as they require waiving an academic policy that requires substantial evidence that waiving such a policy would be in the best interest of the student, the institution, and is equitable.
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
2. Complete the **Appeal Form** and **Enrollment Contract** with your advisor
3. Write your appeal letter (personal statement)
4. Your completed appeal form with supporting documentation (enrollment contract, student letter/ statement, plus any documentation of extenuating circumstances you may have had) **must be submitted to the front desk of the University Advising Center (1st floor of Ransom Hall)**. If you are unable to submit your paperwork in person, email it to uac@uta.edu and copy your advisor.
Fall/Spring Appeals: you will receive a decision via e-mail **within 10 business days**
Summer Appeals: you will receive a decision via e-mail **within 3 business days**

☐ Denied

For UAC Director use only :

☐ Approved for _____ semester

☐ Student notified via email

Conditions of Approval:

Steps for Early Readmission Appeal from Academic Dismissal (School or College Process)

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 Academic Advisor: For students in school/colleges that accept early appeals, meet with your academic advisor to determine viability of appeal.

- ❖ Keep in mind, 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; and College of Science.**
- ❖ During meeting with academic advisor, complete the **Enrollment Contract**. This form can be obtained by going to <https://www.uta.edu/student-success/advising/academic-standing> and found under the dismissal guides.

STEP #2 Write Student Appeal Letter: Type a letter with a focus on the following types of information -

- ❖ 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 Submit Appeal: On behalf of the student, a college representative (typically Associate Dean) will submit all required documents to the Assistant Vice Provost for Academic Advising (AVPAA) in the Division of Student Success. **In order to be considered by the appeals committee, submission of completed appeals must be received by the AVPAA at least ten days prior to the start of the full-term the student wishes to attend.** For students dismissed after summer session, appeals may be considered up to the third day of the semester.

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

- ☐ Performance Enrollment Contract
- ☐ Student Appeal Letter
- ☐ Any other additional supporting documentation for the committee to consider

ENROLLMENT CONTRACT

Date: _____ Major: _____ Minor: _____

Student ID: _____ Student Name: _____

Phone Number: _____ Email Address: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> TSI (state law) | <input type="checkbox"/> General Enrollment | <input type="checkbox"/> Dismissal Two |
| <input type="checkbox"/> 30 Hour (state law) | <input type="checkbox"/> University Probation | <input type="checkbox"/> Subsequent Dismissal |
| <input type="checkbox"/> Math Only | <input type="checkbox"/> Academic Warning | <input type="checkbox"/> College/Major/Minor Probation |
| <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> Dismissal One | <input type="checkbox"/> College/Major/Minor Dismissal |

Required Performance Level for _____ (Semester/Year)

Student must earn no less than _____ Overall GPA OR _____ Semester GPA for continuance.

Grade Point (GP) Deficiency Calculator

OVERALL	MAJOR or MINOR	COLLEGE
CURRENT GPA _____	CURRENT GPA _____	CURRENT GPA _____
Hours Attempted _____	Hours Attempted _____	Hours Attempted _____
(X) Desired GPA _____	(X) Desired GPA _____	(X) Desired GPA _____
(=) GP Needed _____	(=) GP Needed _____	(=) GP Needed _____
(-) GP Earned _____	(-) GP Earned _____	(-) GP Earned _____
(=) GP Deficiency* _____	(=) GP Deficiency* _____	(=) GP Deficiency* _____

***Deficiency Scales**

Impact per 3-hour course

2.0 GPA Scale

A = + 6
B = + 3
C = 0
D = - 3
F = - 6

2.25 GPA Scale

A = + 5.25
B = + 2.25
C = - .75
D = - 3.75
F = - 6.75

2.5 GPA Scale

A = + 4.5
B = + 1.5
C = - 1.5
D = - 4.5
F = - 7.5

2.75 GPA Scale

A = + 3.75
B = + .75
C = - 2.25
D = - 5.25
F = - 8.25

3.0 GPA Scale

A = + 3
B = 0
C = - 3
D = - 6
F = - 9

Course Subject and Number	Required Grade	Other Requirements/Notes	**Must Grade Forgive the Following:
			File Between
			To

****Grade Forgiveness must be initiated by the Academic Advisor.** They will post only after approvals and if student is currently enrolled past Census of the semester in which they are filed. They will not remove any academic restrictions placed on the student.

- ☐ I understand and will follow the restrictions noted above. Any changes or alterations must first be approved by my major advisor. Non-compliance may impact my future enrollment.
- ☐ My future enrollment will not be discussed until grades post for the contract semester.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Advisor Name _____ Extension _____

Referrals and Resources

- | | |
|---|---|
| <input type="checkbox"/> Academic Coaching, Ransom Hall 206, 817-272-3685 | <input type="checkbox"/> Registrar, UAB 129, 817-272-3372 |
| <input type="checkbox"/> Academic Testing Services, University Hall 004, 817-272-2362 | <input type="checkbox"/> Student Accounts, UAB 1st Floor, 817-272-2172 |
| <input type="checkbox"/> Counseling and Psychological Services, Ransom Hall 305, 817-272-3671 | <input type="checkbox"/> Student with Disabilities, University Hall 102, 817-272-3364 |
| <input type="checkbox"/> Departmental Tutoring, Course Instructor | <input type="checkbox"/> University Advising Center, 1st Floor Ransom Hall, 817-272-3140 University |
| <input type="checkbox"/> Financial Aid, UAB 252, 817-272-3561 | <input type="checkbox"/> Tutoring (Academic Success Center), Central Library 2nd Floor 817-272-2617 |
| <input type="checkbox"/> Math Clinic, Pickard Hall 325, 817-272-5674 | <input type="checkbox"/> Writing Center, 411 Central Library, 817-272-2601 |