



DIVISION OF STUDENT SUCCESS

Return from Dismissal 2 Form

Readmission decisions are made by the Office of Admissions and are based on eligibility for readmission. This form initiates the final steps of the readmission process, which includes academic advisement and developing an enrollment contract. The advising office will submit a completed Return from Dismissal 2 Form, Degree Plan, and Enrollment Contract to the University Advising and Engagement Center for processing. The Office of Admissions will make the final decision regarding readmission. *Note: Financial Aid requires a separate appeal process called Satisfactory Academic Progress (SAP). Information regarding SAP appeals is available on the [Satisfactory Academic Progress Policies and Procedures website](#).*

Advising Offices for Students Seeking Readmission from Dismissal 2

- University Studies** (must have at least 45 credits), 1st Floor Desk of Ransom Hall, universitystudies@uta.edu, 817-272-0777
- Undeclared** (must have less than 45 credits), 1st Floor Desk of Ransom Hall, explore@uta.edu, 817-272-3140
- First Year Advising** (must have less than 30 credits), 1st Floor Desk of Ransom Hall, uaec@uta.edu, 817-272-3140
- College of Liberal Arts** (must have at least 15 credits), Locations and contact information vary by department
- School of Social Work** (must have at least 30 credits), Social Work and CONHI Smart Hospital Building, 817-272-3181

As part of the required advising meeting, students will:

- Declare a new major
- Receive a degree plan with suggested courses
- Develop an enrollment contract
- Complete this **Return from Dismissal 2 Form** *Deadline: 10 business days before the start Fall & Spring terms*

Section 1 – Completed by Student

Student Name _____ UTA ID _____ Previous Major _____

Phone Number _____ Personal Email _____ UTA Email _____

Additional Questions

1. If readmitted, how many hours will you be working during the semester? _____
2. How many credit hours are you requesting to take your returning semester (Maximum hours permitted is 14)? _____

Section 2 – Completed by Academic Advisor of New Major

Cumulative GPA _____ Grade Point Deficiency _____ New Major (plan) Code _____

Term of Dismissal _____ Term of Readmission _____

Please confirm the following:

- Student was provided a revised degree plan with suggested courses
- Student was provided with an enrollment contract (p. 2 of this form)

Academic Advisor Signature _____ Date _____

Section 3 – Completed by Advising Lead (only required if GPD is -24 or greater)

Decision: _____ Approved
_____ Not Approved

Advising Lead Signature _____ Date _____

