**UTEP College of Health Sciences**

*Students who have below a 2.0 GPA who wish to return to UTEP must apply for reinstatement. An Academic Advisor in the College of Health Sciences will meet with students who follow the below instructions and determine if they will be granted reinstatement. Reinstatement is only available for Fall and Spring semesters; there is no reinstatement to start courses in Summer semester.*

*Instructions to Petition for Reinstatement – Changes due to recent developments of COVID-19*

1. Write a letter to request reinstatement. Make sure the letter includes the following points:
   a. Detail the issues you faced that contributed to your academic difficulties
   b. Discuss steps you have taken to ensure academic success if reinstated to UTEP
   c. Note the major you wish to pursue if reinstated to UTEP (may be your current major, or you may wish to change once you return to good academic standing)
   d. Your name and UTEP student ID number
   e. Your signature (name, student ID number, phone number)

2. **Email** the following documents to Denise Tovar datovar2@utep.edu. The Student Support Center staff is currently working remotely, we are **not** in the office. **Please do not** visit our office to drop off your documentation.
   a. Your typed and signed letter (the signature should simply include your name and student ID)
   b. Any unofficial transcripts reflecting any coursework you have completed (or are currently attempting) since you last attended UTEP – this can also be screen shots of your unofficial transcripts.

3. After you email Denise Tovar datovar2@utep.edu your documents, the Student Support Center administrative secretary will call you to set up a video or phone appointment. Please be sure to include your phone number and email in the documentation you send so that we may contact you in a timely manner.

*The deadline for reinstatement for the Fall 2020 semester is August 15, 2020.*