



**Texas A&M University-Corpus Christi**  
**Office of the University Registrar**  
**Request for Reinstatement Form**  
Following withdrawal from the University

**Instructions:** This form is to be used by a student to request reinstatement after withdrawing from the University. Note that all documentation/requirements for the reinstatement must be filed with the University Registrar by the end of the second business day following the withdrawal or the reinstatement will not be completed.

Policy mandates that:

- A student who withdraws from the University according to procedures stipulated for withdrawal is allowed a grace period to rescind the withdrawal. A student may rescind a withdrawal no later than the end of the second University business day following the date of withdrawal. The date of reinstatement must be among the regular days of classes: days of final examinations and thereafter are specifically excluded.
- Should space no longer be available in a class, the student must secure the approval of the dean and/or instructor before reinstatement in class is allowed.
- All indebtedness to the University must be satisfied prior to the reinstatement.

**TO BE COMPLETED BY THE STUDENT**

By signing and submitting this document, I certify that I have read the policy on reinstatement stated above and agree with its provisions. Based on these provisions, I wish to be reinstated into the classes from which I withdrew.

I withdrew from Texas A&M University-Corpus Christi on \_\_\_\_\_  
Date of withdrawal

Student ID: \_\_\_\_\_

Student's name (please print): \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to the Registrar's Office.**

**For the Registrar's Office Use Only**

Processed by: _____	Date: _____
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