

To Request Reinstatement:

Academic Policy requires all students who have been suspended from the university to write a letter requesting reinstatement. This letter **must be typed** and must include a brief statement describing the following:

1. What factors contributed to your current academic deficiency,
2. What course of action you plan to pursue to improve your academic situation, and
3. What semester you plan to resume your studies here at the university.

The letter must include you **SAM ID number, current telephone number, and current address**. Omission of any information will delay processing.

Within 24 to 48 hours of receipt of your letter, a decision will be made concerning your request. You will be called at the number indicated on your letter.

Personal interviews and/or meetings with the Assistant Dean are not required in most cases. If such a meeting is required, you will be notified as soon as possible. If you are not satisfied with the review of your request, you may then schedule an appointment with Dr. Miller.

Letters should be addressed to:

Holly Miller, Ph.D.
Assistant Dean
College of Criminal Justice
Sam Houston State University
Huntsville, TX 77341-2296