

## Petition for Early Reinstatement

According to the [University Policy on Academic Standing](#), students placed on their first academic dismissal may petition for reinstatement after sitting out for one semester. However, students on their first academic dismissal who experienced a **documented, non-academic, temporary, extenuating circumstance** that prevented their academic success may petition for early reinstatement back into the University immediately.

**Note that early reinstatement petitions are rarely approved.** If that circumstance is related to medical or mental health issues, students should seek out a [Medical/Mental Health Withdrawal](#) as well.

### Submission Requirements for the College of AI, Cyber and Computing

To be considered for early reinstatement, students must submit the following items to the College of AI, Cyber and Computing Associate Dean for Undergraduate Studies via email, [caicc.undergraduate@utsa.edu](mailto:caicc.undergraduate@utsa.edu).

- Statement in which you explain the circumstances that prevented your academic success (maximum 1-page, single-spaced). The circumstances should be documented, nonacademic, temporary, and extenuating. Also include what will change for you academically and what strategies you will use to be successful in the next semester.
- Official documentation of the non-academic, temporary, and extenuating circumstances. Documented circumstances must have directly affected you, been severe, ongoing, and must no longer be impacting your success.
- Copy of the email notification of your Academic Dismissal from the University.

Remember to include your BANNER ID in your statement. All documents must be emailed as PDFs to [caicc.undergraduate@utsa.edu](mailto:caicc.undergraduate@utsa.edu) from your UT San Antonio email address.

### Submission Deadline

The deadline for Petitions for Early Reinstatement is five (5) business days before the first day of classes following the Academic Dismissal. Incomplete requests and late requests will not be accepted for consideration.