

ACADEMIC DISMISSAL PETITION PROCESS

BE ADVISED: Submitting an Academic Dismissal Petition does not guarantee enrollment. Petitions will be reviewed to evaluate your eligibility.

This petition does not address Financial Aid Suspension (SAP) process.

As per the Alamo Colleges District policy, students placed on Academic Dismissal must remain out a period of time as dictated by level of academic dismissal. Upon completion of the sit-out period, students must complete the petition process of the intended institution by the set deadlines listed below. Students are eligible to complete the petition process with any of the Colleges of the Alamo Colleges District as long as that college aligns to intended career and educational goals. The petition process may vary by college. The Alamo Colleges District honors the academic standing in place at the last institution attended therefore, students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer must follow the petition process as stated. This would include students transferring from one Alamo College to another.

ADDITIONAL INFORMATION:

-Students on their **1st or 2nd** Academic Dismissal must sit out one full 16-week semester prior to petitioning.

Only students on 1st Academic Dismissal have the option to petition for registration without remaining out at least one fall or spring semester.

-Students on **third (3rd)** or Permanent Academic Dismissal must sit out one (1) full academic year (spring, summer and fall) prior to petitioning.

-**Transfer Students** on Academic Dismissal must include a copy of their transcript(s) from the last college/university attended with their petition packet at time of petitioning and adhere to sit out periods indicated above.

-Petitions **must** be received **by the date listed below** according to term of enrollment. Early submission is recommended.

| Term/Session | Petition Process Begins | Process Priority Deadline | Last Day to Complete Process | First Day of Class |
|---|-------------------------|---------------------------|------------------------------|--------------------|
| Fall 16-week | April 1, 2020 | July 30, 2020 | August 7, 2020 | August 24, 2020 |
| Fall Start II (<i>San Antonio College only</i>) | April 1, 2020 | August 7, 2020 | August 21, 2020 | September 8, 2020 |
| Fall Flex II (<i>San Antonio College only</i>) | April 1, 2020 | October 1, 2020 | October 9, 2020 | October 19, 2020 |
| Spring 16-week | November 2, 2020 | December 1, 2020 | January 4, 2021 | January 19, 2021 |
| Spring Start II (<i>San Antonio College only</i>) | November 2, 2020 | January 13, 2021 | January 20, 2021 | February 1, 2021 |
| Spring Flex II (<i>San Antonio College only</i>) | November 2, 2020 | February 24, 2021 | March 3, 2021 | March 22, 2021 |

Dismissal Petitions for the summer semesters are not accepted.

➤ Things to Consider if Your Petition is Approved:

- Registration and successful completion of the Strategies for Success (SDEV0171) course is mandatory.
 - Course must be completed through petitioning institution.
- During the advising session, your advisor will work with you to determine the best method of instruction and course schedule. Additional items may be required by the Alamo College you are petitioning to attend.
- Mid-term Progress Reports must be submitted to your Certified Academic Advisor/ College Official by the indicated deadline for future registration.
- A semester GPA of 2.0 or higher is required in all registered courses in accordance with the Alamo Colleges District Academic Dismissal Policy. A registration hold will be placed and remain until back in good Academic Standing.

Non-compliance with all responsibilities indicated above may require you to sit out up to one full academic year.

Assistance with petition procedures and academic advising is available through:

| | | |
|----------------------------|--|--|
| Northeast Lakeview College | Student Commons, Welcome Center- Advising | 210-486-5401 |
| Northwest Vista College | Cypress Campus Center, Advising Services Center #108 | 210-486-4459 |
| Palo Alto College | BOLD Advising Center, Palomino Center Annex | 210-486-3366 |
| Palo Alto College | SEED Advising Center, Palomino Center Annex | 210-486-3131 |
| Palo Alto College | STEM Advising Center, Palomino Center, #114 | 210-486-3660 |
| St. Philip's College | MLK: Welcome Center - Advising | 210-486-2008 |
| St. Philip's College | SWC: Building 1 room# B172 | 210-486-7281 |
| San Antonio College | CCAI, STEM & BPSI Advising Centers, Moody Learning Center, 1st Floor | CCAI: 210-486-0333 STEM: 210-486-0768 BPSI: 210-486-0328 |
| San Antonio College | Disability Support Services, Moody Learning Center 1 st Floor | 210-486-0020 |
| San Antonio College | HBSI Advising Center, Nursing and Allied Health, #109 | 210-486-1406 |
| San Antonio College | Veterans Advising, Victory Center, #101 | 210-486-0111 |

Academic Dismissal Petition



ALAMO COLLEGES DISTRICT
San Antonio College

BE ADVISED: Submitting an Academic Dismissal Petition does not guarantee enrollment. Petitions will be reviewed to evaluate your eligibility.

This petition does not address Financial Aid Suspension (SAP) process.

Students on Academic Dismissal must complete the petition and supporting documents in order to be considered for re-instatement. Each college of the Alamo Colleges District requires different supporting documents that must be completed in full prior to submission. Ensure that you read all directions carefully.

Please complete this form entirely. **Incomplete petitions will not be reviewed.**

| | | | |
|--|--|---------------------------------|--|
| SEMESTER REQUESTED FOR REINSTATEMENT: Fall | | Spring | Year: _____ |
| _____ LAST NAME | | | _____ FIRST NAME |
| _____ BANNER ID | | | _____ MI |
| _____ CURRENT MAILING ADDRESS | | _____ CITY | _____ STATE |
| _____ @student.alamo.edu | | | |
| _____ ACES E-MAIL ADDRESS | | _____ PERSONAL EMAIL ADDRESS | _____ (REQUIRED) CELLPHONE # |
| Will you be working while enrolled? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, how many hours per week? _____ |

Which factors do you believe contributed to your inability to achieve academic success? **Check all that apply:**

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Excessive absences | <input type="checkbox"/> Not participating in class | <input type="checkbox"/> Poor time management | <input type="checkbox"/> Late/missing assignments |
| <input type="checkbox"/> Poor study habits | <input type="checkbox"/> Transportation Issues | <input type="checkbox"/> Lack of motivation/ interest | <input type="checkbox"/> Course load/ Format |
| <input type="checkbox"/> Work schedule conflict | <input type="checkbox"/> Stress Management | <input type="checkbox"/> Medical related crises | <input type="checkbox"/> Family |
| <input type="checkbox"/> Personal problems | <input type="checkbox"/> Poor support system | <input type="checkbox"/> Financial issues | <input type="checkbox"/> Other _____ |

AS A STUDENT YOUR RESPONSIBILITIES ARE (Initial by each statement indicating you understand):

- To understand the Academic Dismissal Policies outlined at http://myvccatalog.alamo.edu/content.php?catoid=108&navoid=5165#Academic_Standing_and_Probation (turn into quick link)
- If approved, register for up to **6-8 credit** hours per semester.
- To register and successfully complete the Strategies for Success (SDEV0171) with a “C” or higher in your petitioning semester.
- To achieve and maintain a minimum semester GPA of 2.0 or higher each semester enrolled.
- To meet with your assigned certified academic advisor each semester enrolled.**
- To provide Mid-term Progress Reports to your assigned certified academic advisor by the deadline each semester.

You will **remain on academic dismissal** until your cumulative institutional **GPA is a 2.00** or higher.

Non-compliance with all responsibilities indicated above will result in a registration hold and may require you to sit out up to one full academic year.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Reviewer Name (Please Print): _____ **Date Reviewed:** _____

Level of Academic Dismissal: 1st 2nd 3rd Permanent Student Type: Prior Other Alamo College Transfer

Petition Decision: Approved Not Approved SPACMNT/ Navigate Notated Date: _____

SOAHOLD Waived to (Date): _____ SZAREGS hours updated: Yes No Approved Number of Hours: _____

Additional Comments: _____

Reviewer Signature: _____ **Title:** _____ **Date of Decision:** _____

Paving My Path

Reflection Statement

Your reflection statement is your opportunity to share what experiences you had that affected your ability to be successful. It has a great impact on whether your petition for waiver of academic dismissal will be approved. It is imperative that you are honest and provide as much detail as possible when answering the questions required. An example of the format required is provided on the back of this page.

Reflections

- Discuss in detail the factors you selected on the Academic Dismissal Petition.
 - Describe what you have done to address these issues.
- Describe the approach you took to being a college student when previously enrolled.
 - How do you think this impacted your ability to be successful?
 - What did you learn from these experiences that will help you be successful if your petition is approved?

Planning for the Future

- Career
 - Discuss your career goals- what career field are you interested in and why?
 - What do you know about your chosen career field?
 - What research have you done to prepare you for this career choice?
- Transfer Intent
 - Does your career field require you to complete a Bachelor's degree?
 - If so, which transfer institution are you planning to attend?
 - What (if any) research have you done to learn more about transfer requirements, admissions steps and recommended courses for completion?
- While at (insert Alamo College name here)
 - Which degree plan will you be pursuing that aligns to your career and transfer goals?

Present Opportunities

- Motivation to Succeed
 - What motivates you to return to college?
 - Who are members of your support system that will advocate for you to be successful academically?
- Student Accountability
 - What actions will you take to ensure you are successful if approved to return?
 - How will you hold yourself accountable to the responsibilities of a student?
- Resources for Success
 - What college resources are you aware of that you will utilize?
 - How do you see your Advisor helping you achieve your goals?

Paving My Path Reflection Statement Example

This is an example of the format that should be used when typing your reflection statement. It should be a **minimum** of one (1) page, typed, double-spaced with one-inch margins. There should be separate paragraphs addressing all of the areas as indicated in the paragraphs below.

Paragraph 1: Reflections- address all the reasons you are on Academic Dismissal. Reflect on your past performance and the mindset in which you viewed attending college previously. What did you learn from these experiences and how will it help you in the future? Describe in detail the steps you have taken to ensure these issues will not affect your progress upon return. Any factors identified on the Academic Dismissal Petition form should be addressed here.

Paragraph 2: Planning for the Future- Discuss your academic and career goals. What makes you passionate about this career choice? Discuss your academic plan from San Antonio College to your intended transfer institution (if applicable). How will this academic plan get you to your career field?

Paragraph 3: Present Opportunities- This is a very important paragraph when deciding to approve your petition. What motivates you to pursue your goals, and how will this motivation keep you on track? What actions will you take to hold yourself accountable to meeting the responsibilities of a student? What resources are you aware of that you will utilize as tools for success? What accomplishments or goals have you fulfilled during this time that prove you have developed the skills necessary to be successful in college?

Remember, your Reflection Statement is your opportunity to prove that you have learned from your experiences and are truly ready to be successful in meeting your educational goals.