

**SAN ANTONIO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: A.4

Procedure Title: Permanent Academic Dismissal Reinstatement Procedure

Relevant Board Policy: F.6.1 – Student Success

Originating Unit: Academic Deans, Vice President of Academic Affairs

Maintenance Unit: Vice President of Academic Affairs

- I. Purpose: To provide a process for students to be reinstated at the college following their placement on Permanent Academic Dismissal
- II. Procedure statement:

All students placed on Permanent Academic Dismissal will be required to sit out from classes for one full year. In order to be considered for reinstatement in the college following the one-year period, students must petition according to the following deadlines:

July 1 (for fall enrollment)

November 1 (for spring enrollment)

April 1 (for summer enrollment)

If students miss a petition deadline, they may petition by the next deadline to be considered for reinstatement.

- III. A Permanent Academic Dismissal Standing Committee with representation from the Arts and Sciences, Professional / Technical Education, and Counseling departments will meet within ten days following each petition deadline listed above. The Committee will consider each petition and determine conditions for reinstatement.
- IV. Incoming transfer students who meet the same criteria for Permanent Academic Dismissal as local San Antonio College students, having been placed on Academic Dismissal at their prior institutions three or more times and reaching Permanent Academic Dismissal status, will not be allowed to enroll in San Antonio College classes for one full year from the time of the conclusion of their final semester at the transfer institution. The afore-described procedure applies to these students as they petition for registration eligibility.

Date Approved: 2/14/12

Signed: /Robert E. Zeigler,/ President