

## 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 **1<sup>st</sup> or 2<sup>nd</sup>** Academic Dismissal must sit out one full 16-week semester prior to petitioning.

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

-Students on **third (3<sup>rd</sup>)** 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 <sup>st</sup> 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

## **Instructions for Submitting an Academic Dismissal Petition Packet to Northeast Lakeview College**

### **Eligibility Requirements**

**Students petitioning to return from academic dismissal must meet the following:**

- Have an active admissions application to Northeast Lakeview College for the petitioning semester. If you have not attended Northeast Lakeview College in the last 12 months, you will need to submit a new application for admission and complete all admissions requirements. Please see <https://www.alamo.edu/admission--aid/how-to-apply/> for application and admissions steps.
- Have any holds on your record cleared (other than the Academic Dismissal hold).
- *Please Note:* If you are under the age of 22, state law now requires you to provide proof of Bacterial Meningitis Vaccination. For more information visit <http://www.alamo.edu/meningitis/> This must be done through your ACES student account at <https://aces.alamo.edu/cp/home/displaylogin> prior to petitioning.
- **Transfer Students:** must submit an official transcript from their previous institution(s) to the Admissions and Records office. A copy of the official transcript must also be included with the petition packet.
- Must have sat out the required amount of time based on the level of Academic Dismissal:
  - 1<sup>st</sup> and 2<sup>nd</sup>\* - one full 16-week Fall or Spring semester
    - Students on 1<sup>st</sup> Academic Dismissal have the option to petition without sitting out a full 16-week semester, however it is at the discretion of the Academic Advisor or Advising Team Lead to approve your petition.
  - 3<sup>rd</sup>/ Permanent\* –one full academic year (one spring, summer and fall term)

\*Students on 2<sup>nd</sup> or 3<sup>rd</sup> Academic Dismissal do not have the option to waive the sit-out period. Submitting a petition does **NOT** guarantee approval.

*Please Note:* Summer/FLEX/Start II Semesters are not options for petitioning at Northeast Lakeview College.

**If you are unsure which level of dismissal you are on**, please contact us at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) from your ACES email for information. Be sure to include your full name and banner ID in the message.

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### **Submission Instructions –Please Read Carefully!**

Complete the petition packet in its entirety, **any incomplete packets will require you to resubmit once completed**. Once your packet is completed, you will submit it by email to [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) **from your student (ACES) email account**. No handwritten petitions will be accepted. Petitions received from personal email addresses may not be reviewed as they may land in the *SPAM* folder. Please make sure to save the document prior to submitting it for your records. If you have any questions about how to fill out a portion of the packet you may email us at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) or call us at (210) 486-5406. Once your packet has been received, it will be reviewed to ensure the following requirements have been met:

- 1) All pages of the packet are completely filled out and typed. No handwritten documents will be accepted.
- 2) A typed Reflection Statement is included in the email submission
- 3) All requirements listed above

Students who meet all eligibility requirements will be notified through ACES email regarding their next steps. Students who do not meet all of the eligibility requirements listed above will be notified of the missing requirements and asked to resubmit their packet once all requirements have been met.

# Academic Dismissal Petition



ALAMO COLLEGES DISTRICT  
Northeast Lakeview 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

MI

BANNER ID

PRE-MAJOR/ FIELD OF STUDY

CURRENT MAILING ADDRESS

CITY

STATE

ZIP CODE

@student.alamo.edu

ACES E-MAIL ADDRESS

PERSONAL EMAIL ADDRESS

(REQUIRED) CELLPHONE #

Will you be working while enrolled?

YES ☐

☐ NO

If yes, how many hours per week? \_\_\_\_\_

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

☐ Excessive absences

☐ Not participating in class

☐ Poor time management

☐ Late/missing assignments

☐ Poor study habits

☐ Transportation Issues

☐ Lack of motivation/ interest

☐ Course load/ Format

☐ Work schedule conflict

☐ Stress Management

☐ Medical related crises

☐ Family

☐ Personal problems

☐ Poor support system

☐ Financial issues

☐ Other

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

\_\_\_\_\_ To understand the Academic Dismissal Policies outlined at

[http://mynvccatalog.alamo.edu/content.php?catoid=108&navoid=5165#Academic\\_Standing\\_and\\_Probation](http://mynvccatalog.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 (please circle one): 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Permanent Student Type: Prior Other Alamo College Transfer

Petition Decision (please circle one): Approved/Not Approved SPACMNT/ Navigate Notated (please circle one): Yes No

SOAHOLD Waived to: \_\_\_\_\_ SZAREGS hours updated: Yes No Approved Number of Hours: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

The Alamo Colleges District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Employee Services, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 2222 N. Alamo St. San Antonio, TX 78215. Revised: 2/13/2020

## 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 Northwest Vista 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.\***

## Student Success: Schedule Builder

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_ Pre-Major: \_\_\_\_\_

Future Transfer University (1<sup>st</sup> choice): \_\_\_\_\_ (2<sup>nd</sup> choice): \_\_\_\_\_

Complete (2) **TWO** semesters of schedule building with the courses listed on your degree plan. Utilize the instructions & web link below to access your degree plan in Alamo GPS. Begin by logging into your ACES account with your Alamo Colleges ID and password. On the Home tab, click on the GPS icon (as shown to the right). You will now see your degree plan based on the major you indicated when you applied for admission. If this major is incorrect, you will need to utilize the correct degree plan found in the course catalog online at <https://www.alamo.edu/nlc/academics/program-index/> to complete this activity.

**Alamo GPS - Track Your Progress**  
**Goal + Plan = Success**



Review your Alamo GPS for all coursework you have completed successfully with a "C" or higher. If the sections of your degree have a class listed and are highlighted in yellow with a green checkmark, then you have completed that course successfully and it is applicable to your degree plan.

Any section of your degree plan that is red is showing coursework you would still need to complete. These are the classes that you should use to complete this activity. Pre-College courses (**Math 0410, 0320 & or INRW0420**) will not be listed on the degree plan, so please be sure to include them if your TSI scores have placed you into these courses. They are prerequisites to most college courses and would need to be completed first.

Use the degree plan to add in the courses you plan to take and make sure to label the semester. **\*Remember you will be limited to a maximum of 2 classes and your SDEV0171 course (up to 8 credit hours) upon approval. Use the example provided as a guideline. \*SDEV0171 (NOT SDEV0370) is a required course for all Academic Dismissal students who did not previously complete the course with a "C" or better and must be completed during their returning semester.**

### Example- Semester: Fall 2019

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3 <sup>rd</sup> time taking the course?
ENGL1302	3	SAC	Yes	Yes
MATH0410	4	NLC	Yes	No
SDEV0171*	1		No	No
<b>TOTAL Hours:</b>	<b>8</b>			

Semester: spring/ fall \_\_\_\_\_

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3 <sup>rd</sup> time taking the course?	Advisor Approved: <u>Advisor Use Only:</u>
SDEV0171(required 1 <sup>st</sup> semester)	1				
<b>TOTAL Hours:</b>					

Semester: spring/ summer/ fall \_\_\_\_\_

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3 <sup>rd</sup> time taking the course?	Advisor Approved: <u>Advisor Use Only:</u>

**TOTAL Hours:**

Reviewing Advisor Signature (indicating Plan is approved and placed in GPS ISP): \_\_\_\_\_

## Time Matters

**Be prepared to discuss activity in your Dismissal Interview**

### What is Time Management?

Time Management is the act or process of planning and exercising conscious control over the amount of time you spend on specific activities or tasks. It is necessary to increase a person's effectiveness, efficiency and reduce stress. Poor time management is related to procrastination and an increased feeling of frustration in college students.

### Why Time Management is Crucial to your Success

- Time is limited- you cannot use more time than you have to accomplish all your goals.
- It is directly tied to your success- by managing your time you are able to take control of your life and accomplish more with less effort, stay focused, prioritize your tasks, and work more efficiently.
- Reduce your Stress level- because you have managed your time, you will not feel "rushed" which allows you to have more free time to devote to the things you want to do while still accomplishing the things you have to do.

### Directions on how to complete this activity:

- Use the schedule provided to show what a typical week would look as if you were approved to enroll in classes. You must account for all of the following activities in your schedule:
  - Hours you plan to spend per week in class
  - Hours you plan to spend per week studying for class(es)
  - Hours you plan to spend on assignments, projects, study groups, labs, etc. (separate from study time)
  - Hours you plan to spend at work (if applicable)
  - Hours per week you plan to spend sleeping
  - Hours you plan to spend per week for personal activities (to include but not limited to family, friends, sports, church, TV, internet, video games, hobbies, etc.)
- The total amount of hours in your week cannot exceed 168.
- All boxes must be filled in-do not draw arrows, highlight boxes or leave any blank.
- When planning for how many hours to dedicate towards class and homework, remember if approved, you will be allowed to take a **maximum** of 2 classes plus your SDEV0171 class (8 credit hours) for the semester. An example of a typical schedule may be Government (GOVT**2305**), Speech (SPCH**1311**) and the Strategies for Success course (SDEV**0171**). This would equate to 7 credit hours for the semester. The second digit in the course number (bolded and underlined) tells you how many credit hours they are.

Note: Think of the hours in a week like dollars in a paycheck. If you only have a \$168 dollars to spend all week, how do you budget your money? You cannot use more money than the \$168 dollars, and you cannot save any for the following week.

Here is an example of a few items listed above. It is only an example! The schedule you submit should reflect which activities are a part of your life.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-10:00am	Work	GOVT2306	Work	GOVT2306	Play video games	Study for GOVT quiz	Church
10:00-11:00am	Work	SPCH1311	Work	SPCH1311	Work on my SDEV project	Work on Speech project	Breakfast with the family
11:00-12:00pm	Lunch	SDEV0171	Lunch	SDEV0171	Lunch	Meet friends for lunch	Go for a hike

### Helpful Tips

**Plan for the week:** If you are enrolled in 7 credit hours of class, you will need to plan for 2-3 hours of studying for each credit hour. This would be approximately 21 (3x7) hours of study time. Place your study time in your schedule first, and then add time for your social activities.

**Plan for class:** Be prepared for class by completing any assigned readings and reviewing your notes ahead of time. If you are unsure or confused about any of the material prepare a list of questions to share with your instructor.

**Plan for the semester:** Write down when all assignments, projects and tests/ quizzes are due. Don't forget to include how much an assignment is worth to track your progress in class.

**Prioritize:** Do one thing at a time, and focus with your full attention. Focus on the importance of the task, not the urgency. Always leave room for flexibility.

**STUDY TIME= # OF SEMESTER HOURS ENROLLED x 3 (7 credit hours x3 hours=21 study hours)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00-1:00 am							
1:00-2:00 am							
2:00-3:00 am							
3:00-4:00 am							
4:00- 5:00 am							
5:00 - 6:00 am							
6:00 -7:00 am							
7:00 -8:00 am							
8:00 -9:00 am							
9:00 -10:00 am							
10:00-11:00 am							
11:00am-12:00 pm							
12:00-1:00 pm							
1:00-2:00 pm							
2:00-3:00 pm							
3:00-4:00 pm							
4:00-5:00 pm							
5:00-6:00 pm							
6:00-7:00 pm							
7:00-8:00 pm							
8:00-9:00 pm							
9:00-10:00 pm							
10:00-11:00pm							
11:00pm-12:00am							

Interviewing Advisor Comments Section