



Academic Dismissal Petition Checklist

Please make sure you *read all instructions and guidelines carefully*.

You must be complete the following **BEFORE** submitting Student Petition for Waiver of Academic Dismissal packet:

- Active admissions application on file (see **Admission Reminders** for more details).
- Palo Alto College is identified as Home School
- No HOLDS other than Academic Dismissal.

You must include **ALL** of the following forms when submitting your packet:

- Academic Dismissal Petition
- Academic Dismissal Contract
- 1 page minimum typed Reflection Statement addressing **all** of the following:
 - Reasons for Dismissal
 - Educational & Career Goals
 - Plan of Action

SUBMISSION INSTRUCTIONS

All packets **MUST** be submitted to the appropriate Advising Center via pac-advising@alamo.edu.

Palo Alto College Advising Center, Rio Grande Building Room 106, (210)486-3300

Only complete packets received by the official deadline will be reviewed.

Any missing documentation will require you to resubmit your packet prior to being able to complete the petition process.

Students who meet all eligibility requirements will then be notified through ACES 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.

- Petition Review Appointment:** Arrive on time and check-in at the Advising Center front desk. A valid picture ID is required to be presented when checking in for your appointment.
 - **Missed Appointment:** If you miss your scheduled appointment, you are not guaranteed another appointment opportunity. A second missed appointment will result in an automatic denial of your petition for the semester.

ACADEMIC DISMISSAL PETITION INFORMATION

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 placed on Academic Dismissal must remain out a period of time as dictated by level of academic dismissal standing as per the Alamo Colleges policy. Students seeking enrollment must complete the petition process for the intended college (petition requirements may vary) upon completion of the sit-out period by the set deadlines listed below. Petition deadlines are in alignment with enrollment and registration dates. Students are eligible to complete the petition process with any of the Colleges of the Alamo Colleges as long as that college aligns to intended career and educational goals. The Alamo Colleges 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. More information regarding the Academic Standing and Dismissal policies can be found online at <https://www.alamo.edu/pac/experience-pac/current-students/advisingcenters/> and [PAC Catalog Academic Standards](#).

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 complete the petition process without sitting out at least one full 16-week 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 initiating the petition process.
- **Transfer Students** 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.
- **Transient Students** referred to take courses by their home institution advisor will need to provide signed documentation including recommended courses and eligibility to return to that home institution in the subsequent semester.
- Petitions **must** be received **by the date listed below** according to term of enrollment. Submission by the Priority deadline is recommended due to limited interview sessions and course availability.

Term/Session	Petition Process Begins	Process Priority Deadline	Last Day to Complete Process	First Day of Class
Fall 16-week Session	April 2, 2024	July 26, 2024	August 3, 2024	August 26, 2024
Spring 16-week Session	September 3, 2024	December 2, 2024	January 4, 2025	January 21, 2025

Dismissal Petitions for the summer semesters are not accepted.

Things to consider:

- Completing the Strategies for Success (SDEV0171) course at your petitioning institution is mandatory unless previously completed successfully with a “C” or higher.
- A registration hold will be placed and remain until back in good Academic Standing.
- Only courses completed through your home institution will contribute towards your academic standing.
- Not meeting student responsibilities may require you to sit out up to one full academic year.

Assistance with petition procedures and academic advising is available through:

College Name	Location	Phone Number	Email
Palo Alto College	Advising Center, Rio Grande Bldg rm 106	210-486-3300	pac-advising@alamo.edu



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 Palo Alto College
 - 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?



Student Name

Banner ID

Date

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- Discuss in detail the factors you selected on the Academic Dismissal Petition and describe what you have done to address these issues. Reflect on your past performance and the mindset in which you viewed attending college previously. 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?

Paragraph 2: Planning for the Future- 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? 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 Palo Alto College, which degree plan will you be pursuing that aligns to your career and transfer goals?

Paragraph 3: Present Opportunities- This is a very important paragraph when deciding to approve your petition. What motivates you to return to college? Who are members of your support system that will advocate for you to be successful academically? 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? What college resources are you aware of that you will utilize? How do you see your Advisor helping you achieve your goals?

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.



Petition for Academic Dismissal Form

Submitting an Academic Dismissal petition does not guarantee you will be approved for enrollment. Petitions will be reviewed to evaluate your eligibility.

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

Students on Academic Dismissal must complete this form and supporting documents as part of the petition process. Incomplete submissions will cause a delay and impact completion of petition process and consideration of petition approval. Ensure that you read all directions carefully. (Academic Dismissal petition only accepted for Spring and Fall terms.)

Requested Semester for Reinstatement:

Last Name: _____ First Name: _____ Banner ID: _____

Student Type: _____ Intended Pre-Major/Program: _____ Valid Phone #: _____

Personal Email Address: _____ ACEs Email Address: _____

Will you be working while enrolled? _____ If yes, how many hours per week? _____

Factors that Contributed Towards your Academic Dismissal Status (check all that apply):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Excessive Absences | <input type="checkbox"/> Not participating in class | <input type="checkbox"/> Late/missing assignments | <input type="checkbox"/> Course load/Course format |
| <input type="checkbox"/> Poor Study Habits | <input type="checkbox"/> Lack of motivation/interest | <input type="checkbox"/> Taking Online Courses | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Transportation Issues | <input type="checkbox"/> Work/schedule conflict | <input type="checkbox"/> Financial Issues |
| <input type="checkbox"/> Personal Problems | <input type="checkbox"/> Family Issues | <input type="checkbox"/> Poor support system | <input type="checkbox"/> Medical Related Crisis |

Other Factors: _____

Student Responsibilities if Petition is Approved

I understand I am responsible for the following if my petition is approved:

- I will be able to register for up to **8 credit** hours per semester, based on what the advisor recommends
- Only courses taken at my home institution will contribute towards my academic standing.
- I must enroll in and complete the Strategies for Success (SDEV0171) with a "C" or better
- I will have a registration hold on my account until I earn a 2.0 or higher cumulative institutional GPA and return to Good Standing
- I must meet with my assigned certified academic advisor every semester
- I must submit progress reports every semester in order to register for a future semester until I achieve Good Academic Standing
- I must earn a "C" or higher in all enrolled courses
- I will remain on academic dismissal until my cumulative institutional GPA is a **2.00** or higher
- Not meeting all student responsibilities may result in my having 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/EAB Notated: Yes No

SOAHOLD Waived Until: _____ SZAREGS hrs updated: Yes No # of hrs approved: _____



I (**Please Print Name Here**) _____, understand that by submitting this document, I am agreeing to all of the following listed below:

ACADEMIC STANDING

I understand that I am currently on (check one): **1st 2nd 3rd Permanent** (3 or more) **Academic Dismissal**

I understand to be placed back in Good Academic Standing, I must earn an PAC overall GPA of 2.0.

I understand that I must adhere to all requirements each semester until I am back in Good Academic Standing. Once I am back in Good Standing, it is my responsibility to contact my Certified Academic Advisor to conduct an exit interview and have my registration hold removed.

MAX COURSE LOADS

I understand that *if* my petition is approved, the maximum course load I am permitted to take is 8 hours each 16-week semester. These hours **MUST** include the required Strategies for Success course, **SDEV0171** (1 hour) if not already completed previously with a “C” or better.

STRATEGIES FOR SUCCESS COURSE (SDEV0171)

I understand that I must complete this course during my petitioning semester with a “C” or better. If dropped from the required course for any reason, I must contact my assigned certified advisor to be re-enrolled in an open section. (Enrollment in your original class is based on availability and not guaranteed). If I am not enrolled in an SDEV0171 course before the first day of class, **ALL** my classes may be dropped, and I may not receive a full refund.

ACADEMIC ADVISING

I understand that I must visit with my assigned certified academic advisor at minimum of once each semester and that if I do not, I will be unable to continue attending. It is my responsibility to reach out to my assigned certified advisor early to schedule an appointment.

REGISTRATION AND SUBMISSION OF PROGRESS REPORTS

I understand that due to my dismissal status, my final grades must be reviewed prior to registration for the next semester. I understand that I have to meet all the following to be eligible:

- I must currently have “C” or better in ALL enrolled courses
- I must have an instructor signature for ALL enrolled courses
- I must submit the Progress Report to my assigned certified advisor by the deadline (see form for official deadline)

I understand that if I do not submit a Progress Report by the due date my registration hold will not be waived and there are **no exceptions for late submissions**. A Progress Report will need to be submitted for each semester I am on Academic Dismissal.

GRADES

I understand I must earn a semester **GPA of 2.0** or higher with no “F’s” to be eligible to continue enrollment, as well as a minimum grade of “C” or better in my SDEV0171 course. *I understand that if I was able to register prior to final grades posting but did not meet grade requirements, I may be dropped from all enrolled classes, have to sit out and may be placed on the next level of dismissal.*

EMAIL

I understand that ACES email is the OFFICIAL means of communication and that all communication from the Advising Center will be sent to my ACES email. I am responsible for checking this email weekly and responding to these emails in a timely manner.

PERSONAL ACCOUNTABILITY

I understand that it is my responsibility to ensure I am meeting all requirements necessary to pursue my educational and career goals. I am accountable to meet deadlines, understand PAC policies and make informed decisions. It is my responsibility to utilize campus resources in order to be successful as well as contact my instructors if I am having trouble in my classes. If I need to drop any classes so that I will not have a negative grade further impact my academic standing, I will discuss this with my advisor. I understand that a large part of grades are based on attendance and participation, therefore, I must attend and actively participate in **ALL** enrolled classes. I understand that the college can drop me from ALL courses for non-compliance and refunds will be based on semester refund dates.

*****I understand that non-compliance with ALL terms above AND ALL requirements stated above will result in a registration hold on my record AND I will be asked to sit out up to one full academic year.*****