



## P.A.S.S. Academic Dismissal Checklist



1. **Complete the Admissions Process:** Students who have not been enrolled within 12 months of their petitioning semester are required to complete the Admissions process. Information regarding the Admissions steps and links to the ApplyTexas website are available online at <https://www.alamo.edu/nvc/admissions-and-aid/how-to-apply/transfer/enrollment/>  
**This step must be completed 1<sup>st</sup>!**
2. **Submit the Academic Dismissal Petition Information Form:** Once students have completed the Admissions process you will complete the Academic Dismissal Petition Information form online.  
The new form will be posted on April 1st, 2020.
3. **PASS Canvas Module:** once you submit the Information form, you will be added to the Canvas course within 48-72 business hours.



- a. Log into ACES and click on the Canvas course icon
- b. You will see an invitation to accept being added to the PASS course. Please accept it so that you can begin completing the course.
- c. **The following will be reviewed in the Course:**
  - i. About the Petition Packet
    1. Build your GPS Individual Success Plan in ACES (must complete 2 semesters)
  - ii. About the Dismissal Interview
  - iii. Petition Decision Information
  - iv. Student Orientation

The Admissions process step is a mandatory first step in order to be added to the course. If any parts of the application process have not been completed upon review of the Information form, you will be sent an email regarding what is missing and will not be added to the course.

4. **Submit your Petition Packet:** upon completion of the module, you will be able to upload your completed packet and Reflection Statement in Canvas. Make sure that all documents are completed in full before submitting your packet, as incomplete packets will not be considered for an interview.  
Please make sure you **read all instructions and guidelines carefully**. You must include **ALL** of the following forms when submitting your packet:
  - Academic Dismissal Petition form
  - Time Matters (please complete in full- all boxes must be filled in)
  - 1 page minimum typed Reflection Statement addressing **all** of the following:
    - o Reasons for Dismissal
    - o Educational & Career Goals
    - o Plan of Action
  - Transfer Students only*- a copy of your prior institution's transcript as part of the packet

**Your Reflection Statement should be a Word document- no other formats are accepted. The remaining packet documents are in PDF format and responses must be typed-please **do not submit handwritten packets**. All completed packets must be submitted via the PASS Canvas course.**

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

Once your packet has been reviewed for completion, you will be contacted via your preferred method to schedule an appointment for your Dismissal Interview. Please keep in mind if you selected email, is up to you to ensure you are checking your ACES email frequently.

5. **Dismissal Interview:** You will have the option to have your interview conducted in person or through a video chat. A valid picture ID will be required when checking in for your interview.
  - a. If you selected an in-person session, be sure to arrive on time.
  - b. If you selected a video chat, be sure to click on the provided Zoom link 5 minutes prior to the schedule start of the session. It is preferred that you have a webcam to be able to see and interact with the interviewing advisor.

**\*\*\*Missed Dismissal Interviews:** If you miss your scheduled interview, you may have one additional opportunity to reschedule (if interview sessions are still available). Your second missed interview will result in an automatic denial of your petition for the semester. \*\*\*