



## 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 (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<br>STEM: 210-486-0768<br>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   |

## 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. 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 at Academic Dismissal Petition Information Form
- 3. PASS Canvas Module:** once you submit the Information form, you will be added to the Canvas course within 48-72 business hours. You will receive an email via ACES to accept your invitation to the course. To access the course:



- a. Log into ACES and click on the Canvas course icon
- b. **The following will be reviewed in the Course:**
  - i. About the Petition Packet
    1. How to 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 until completed.

- 4. Petition Components:** you will be asked to complete each part of the petition packet through ACES or Canvas. Please read the directions for each component thoroughly before submission. 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 to be considered complete:

- GPS- Individual Success Plan- to be completed in ACES, with a statement placed on the Assignment page in Canvas
- Academic Dismissal Petition form
- Time Matters (please complete in full- all boxes must be filled in and typed)
  - o 1 page minimum typed Paving My Path Reflection Statement Word document addressing **all** areas discussed in the directions. Please refer to the example provided for additional information.
- Academic Standards Post Test
- Transfer Students only*- a copy of your prior institution's transcript as part of the packet

**Your individual success plan (ISP) must be completed in GPS. 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**. If you do not have Adobe Acrobat Reader, you may download a free version online at <https://www.alamo.edu/nvc/experience-nvc/current-students/academic-advising/academic-standards/academic-dismissal/>**

\*You will need an Adobe Acrobat Reader for these forms. Download free version [here](#).

**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. Notifications of what is pending is viewable in Canvas on the assignment feedback option. It will not be sent to you via email.

Once you have completed all steps of the process, you will be contacted via your preferred method to schedule an appointment for your Dismissal Interview. Be sure that your voicemail is set up and able to receive messages, and that you are checking your ACES email frequently.

- 5. Dismissal Interview:** You will have the option to have your interview conducted by phone or through a video chat. A proof of identification will be required to begin your interview.

- a. If you selected a phone session, a phone number to dial in will be provided to you
- b. If you selected a video chat, be sure to click on the provided Zoom link a minimum of 5 minutes prior to the scheduled 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. \*\*\*

## 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.\***