

## 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 District 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 District as long as that college aligns to intended career and educational goals. 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. More information regarding the Academic Standing and Dismissal policies can be found online in the [college catalog](#).

### 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 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
Fall Start II ( <i>Northwest Vista and San Antonio Colleges only</i> )	April 2, 2024	August 14, 2024	August 28, 2024	September 9, 2024
Fall Flex II ( <i>Northwest Vista and San Antonio Colleges only</i> )	April 2, 2024	September 25, 2024	October 9, 2024	October 21, 2024
Spring 16-week Session	September 3, 2024	December 1, 2024	January 6, 2025	January 16, 2025
Spring Start II ( <i>Northwest Vista and San Antonio Colleges only</i> )	September 3, 2024	January 13, 2025	January 20, 2025	January 29, 2025
Spring Flex II ( <i>Northwest Vista and San Antonio Colleges only</i> )	September 3, 2024	February 24, 2025	March 3, 2025	March 18, 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 active 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:

Northeast Lakeview College	Student Commons, Welcome Center- Advising	210-486-5406	nlc-advising@alamo.edu
Northwest Vista College	Dessert Willow Welcome Center	210-486-4168 or 210-486-4165	nvc-ast@alamo.edu
Palo Alto College	Advising Center, Rio Grande Bldg rm 106	BOLD: 210-486-3366 SEED: 210-486-3131 STEM: 210-486-3660	pac-advising@alamo.edu
St. Philip’s College	MLK: Welcome Center - Advising	210-486-2008	spc-advising@alamo.edu
St. Philip’s College	SWC: Building 1 room# B172	210-486-7281	spc-advising@alamo.edu
San Antonio College	Moody Learning Center, 1st Floor	210-486-0334	Sac-advising@alamo.edu
San Antonio College	Veterans Advising, Victory Center, #101	210-486-0111	sac-va@alamo.edu

# Academic Dismissal Petition

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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.

SEMESTER REQUESTED FOR REINSTATEMENT: Fall      Spring      Summer

LAST NAME      FIRST NAME      MI

BANNER ID      PRE-MAJOR/ FIELD OF STUDY      Drop down

STUDENT TYPE (transfer, returning/former)

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 _____              |

**I understand if my petition is approved: (Initial by each statement):**

- I will be able to register for up to **8 credit** hours per semester, based on what the advisor recommends
- 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 enrolled in order to have my registration hold waived and register for a future semester 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:** \_\_\_\_\_



## **Reflection Statement Requirements**

Your reflection statement is your opportunity to share what experiences you had that impacted your ability to be successful and has a large impact on whether your petition will be approved or denied. It is important that you address each semester that you were not academically successful and all issues that have contributed to your current academic standing. You should also include what you have done that will allow these challenges to be turned into opportunities. Be as specific as possible when describing what problems may have contributed such as illness, employment, financial difficulties, etc., and list what steps you plan to take to get back in good standing if your petition is approved. “Study harder, attend every class, etc.” are good examples of what type of behavior you should exhibit, but be more detailed than that, and describe how you will be able to do those things.

Please attach a minimum One (1) page typed, double-spaced paper with one (1) inch margins including your name and Banner ID at the top of page addressing the following:

- Reasons for Dismissal
  - Reflect on your past performance specifically addressing all issues that what hindered your academic success and explain what factors impacted your academic progress. Any factors selected on the first page should be discussed in your reflection.
  - What did you learn from these experiences?
  - Address each semester in which the semester GPA was below a 2.0.
- Goals
  - Discuss your academic goals.
  - Discuss your career goals.
  - Discuss your transfer goals.
- Plan of Action
  - Describe in detail how you have addressed these issues. What has changed to allow you to be successful?
  - Include how you plan to be successful in the upcoming semester if your petition is approved.

The Alamo Colleges District and our five independently accredited colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation 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 Human Resources and Organizational Development, Title IX Coordinator, 210-485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.