

ACADEMIC DISMISSAL PETITION For REGISTRATION

NORTHEAST LAKEVIEW COLLEGE
NORTHWEST VISTA COLLEGE
PALO ALTO COLLEGE
SAN ANTONIO COLLEGE
ST. PHILIP'S COLLEGE

Be advised, submitting an Academic Dismissal petition does not guarantee admission. Denial of a petition applies to all Alamo Colleges. **This petition does not address Financial Aid Suspension (SAP).**

Thank you for your interest in the College. In order to help you work toward your academic goals, we will review this petition to evaluate your eligibility for enrollment and to assist you in developing an action plan for your academic success.

Which term are you applying for?

Semester	Year
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One of our organizational values at the college is Integrity. Penalties for academic dishonesty are serious. In order to appeal the Academic Dismissal policy, this form must be completed. The colleges will honor the academic standing in place at the last institution attended (dismissal, probation, at risk, etc.)

- Students on their **1st** or **2nd** Academic Dismissal must submit their petition and typed reflection statement after remaining out one (1) full semester (Fall or Spring) from dismissal term. Students petitioning registration are required to meet with an Academic Counselor/Advisor
- Students on Academic Dismissals for a **third (3)** time or more will not be permitted to enroll in the Alamo Colleges for one (1) calendar year after which a petition for registration must be made.
- Students petitioning for registration without remaining out at least one fall or spring semester must submit the Academic Dismissal Petition form to the Alamo College where the dismissal status was earned.
- **Transfer Students** on Academic Dismissal from their previous institution must submit their petition and typed reflection statement to selected campus.
- Petitions **must** be received **at least two weeks prior** to the first day of class according to the term of the requested waiver, Petition
- appointment may fill: submitting the petition early is recommended

Term/Session	Petition Deadline	First Class Day
Fall 16-week	August 1, 2016	August 22, 2016
Fall 2 nd start	August 16, 2016	September 6 2016
Fall Flex II	October 3, 2016	October 17, 2016
Spring 16-week	January 6, 2017	January 17, 2017
Spring 2 nd start	January 20, 2017	January 30, 2017
Spring Flex II	March 6, 2017	March 20, 2017

- **Typed Reflection Statement Required with Academic Dismissal Petition**
One (1) page typed, double spaced with one (1) inch margins including your name and Banner ID at the top of page addressing the following:
 - Reflect on your past performance addressing what hindered your academic success, and explain what factors impacted your academic progress.
 - Describe how you have addressed these issues.
 - Include your academic plan and goals to improve the upcoming semester, if your petition is approved.
- **Things to Consider when petitioning, if Approved:**
 - Maximum Course Load if approved is seven (7) hours to include, SDEV0171
 - Registration and Successful completion of Strategies for Success (SDEV0171) is mandatory.
 - Online Courses are not recommended.
 - Mid-term Progress Reports are to be submitted to Advising/Counseling for future registration consideration.
 - Grade of "C" or higher is required in all registered courses in accordance with Alamo Colleges Academic Dismissal policy.
 - If any of the above requirements are not met, you are subject to being dropped from all registered courses.

- **Assistance with petition procedures and academic advising is available through:**

San Antonio College	Moody Learning Center, 1 st Floor	210-486-0034
St. Philip's College	MLK: Welcome Center or SWC: Building 1, B172	210-486-2008
Northwest Vista College	Cypress Campus Center, Advising Welcome Center	210-486-4100
Palo Alto College	Counseling & Support Services, 200	210-486-3333
Northeast Lakeview College	Student Commons, Welcome Center	210-486-5401

Student Petition for Waiver of Academic Dismissal

NLC NVC PAC
 SAC SPC



ALAMO
COLLEGES

STUDENT PETITION FOR WAIVER OF ACADEMIC DISMISSAL PETITION FOR REGISTRATION

Thank you for your interest in the Alamo Colleges. We want to help you work toward your academic goals, so we will review this petition to evaluate your eligibility for enrollment and develop a student action plan for your academic success.

- After remaining out for one (1) semester term (fall/spring) for each of the First or Second Academic Dismissals, students must petition for registration.
- Students re-admitted must continually earn “C” or higher in each course enrolled in each semester, until Good Standing is reached to remain enrolled.
- Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued Academic Probation with approval.
- A student on **Academic Dismissal for a third (3) time** or more will not be permitted to enroll in any of the Alamo Colleges **for one (1) calendar year**. After remaining out the required length of time, students must submit their petition and typed reflection statement to their selected campus by the set deadlines. They may be required to meet with an appropriate college representative/Dean.

One of our organizational values at the college is integrity. Penalties for academic dishonesty are serious. In order to successfully appeal the Academic Dismissal policy, this form must be completed and submitted along with transcripts from all colleges/universities attended. The Alamo Colleges will honor the academic standing in place at the last institution attended (dismissal, probation, at-risk, etc.)

SEMESTER FOR WHICH WAIVER IS REQUESTED: (no flex semesters) Fall Spring YEAR _____

DATE OF PETITION: _____ MAJOR _____ BANNER ID _____

LAST NAME _____ FIRST _____ MI _____

CURRENT MAILING ADDRESS _____ ZIP CODE _____

ACES E-MAIL ADDRESS _____ @student.alamo.edu

HOME PHONE # _____ (Circle) CELL or WORK PHONE # _____

Will you be working while attending classes? YES NO If yes, how many hours per week? _____

YOUR RESPONSIBILITIES AS A STUDENT ARE:

- Understand the Academic Dismissal Policies outlined at web address.
- Achieve and maintain a minimum of “C” or higher in all courses registered for during the semester approved for enrollment.
- You will **remain on academic probation** until your cumulative **GPA is at least 2.00** or higher and complete and maintain a current degree plan reflecting all grades earned for each course. Internet Courses are not recommended.
- If approved for a waiver, you may only enroll for **seven** hours per semester including the required SDEV 0171 course.
- You **must meet with an academic advisor /counselor at least once during each semester** providing documentation from your instructors regarding your academic progress until released from academic probation.
- Be an active participant in your academic success by communicating with your instructors regarding academic progress or needs and attending required tutorial labs.
- Investigate careers related to your major and/or declare a major course of study.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date: Approved/Denied: _____ SPACMNT: _____ SOAHOLD: _____

Comments: _____

Rev. 05/2013

The Alamo Colleges are an EOE. For any special accommodations or an alternate format, contact Linda Boyer-Owens, Title IV Coordinator at (210) 485-0200.

CHECKLIST FOR STUDENTS ON ACADEMIC DISMISSAL

STUDENT NAME:

BANNER ID:

DATE:

SEMESTER:

MAJOR:

(Initial) **ACADEMIC STANDING**

I understand my academic standing IS(check 1):

1st Dismissal

2nd Dismissal

Permanent Dismissal (3 or more Dismissals)

MAX COURSE LOADS

The Maximum approved course load of 7 hours is permitted in the 16 week semester

The Maximum approved course load for a summer semester is 4 hours (Including all sessions) These hours MUST include the required Strategies for Success- **SDEV 0171** (1 hour)

Internet and/or Flex Classes Not Recommended

I understand that if I enroll in more than the permitted hours my classes will be dropped in order of last in, first out (not including SDEV 0171)

STRATEGIES FOR SUCCESS (SDEV0171)

I cannot self-register in the required SDEV 0171; a counselor/advisor must register me in this course.

If I am dropped from the required SDEV 0171 for any reason including non-payment, I must visit the Counseling Center to be enrolled in open Strategies for Success course. (Enrollment in your original class is **not** guaranteed and based on availability)

ATTENDANCE AND PARTICIPATION

I must attend and actively participate in my Strategies for Success (SDEV 0171) class

If I am enrolled in courses without being enrolled in and attending SDEV0171, I

understand I will be dropped from all registered courses, and I may not receive a full refund.

PROGRESS REPORTS (PR)

I am required to submit a progress report for each class that I am registered in. I understand I will be required to turn in a progress report each semester until my term and cumulative GPA are above 2.0. a PR must be submitted to a counselor/advisor prior to the deadline posted on the form.

If I do not submit PR by this date, I will not be eligible to enroll for future semesters until final grades post.

GRADES

I must earn a minimum Grade of "C" or better in All Courses that I register for

I understand that I must visit with an academic advisor/counselor if my semester is not successful. (Any grade of W, I or below a C).

(Any grade of W, I or below a C). If I register for a future semester prior to final grades posting, I may be dropped from future courses if my final grades for the current semester do not meet the above requirements.

EMAIL

I understand that ACES email is the OFFICIAL means of communication. I am responsible for checking this email at least weekly

TO BE PLACED BACK IN GOOD STANDING (REMOVAL OF DISMISSAL STATUS AND HOLD)

I must earn Current GPA of at least 2.00 AND

I must earn a Cumulative GPA of at least 2.00

COMMENTS: (grade replacements, resources, degree plan) _____

*****I understand that non-compliance with the terms above will result in a registration hold on my record.*****

I understand that the college can drop me from ALL courses for non-compliance. Refunds will be based on semester refund dates and policies.

I understand that I will need to visit with a counselor/advisor to address the hold.

I understand that if I do not meet ALL requirements of this petition, I will be asked to sit out up to one full academic year. It is my responsibility to visit the counseling and advising center to have holds removed once I am back in good standing.

Student Signature/Date

Counselor/Advisor PRINTED Name/Date

OFFICE USE ONLY:

SPACMNT/ Who's Next Noted : _____
(Counselor/Advisor initials)

Max Course Load Set: _____
(Number of Hours)

Hold waived until: _____

Enrolled in SDEV0171CRN #/Date/Time:

Provided Student Copy of Petition and Checklist: _____