



Student Instructions on the Academic Dismissal Petition Process

Please read all instructions and guidelines carefully. You must complete ALL of the steps prior to submitting your petition. Petition packets will not be accepted if the form is incomplete, reflection statement is not typed, holds are not clear or if admissions requirements have not been completed.

****Submit petitions early during open registration and meet deadlines****

STEP ONE. Check for eligibility and holds with Admissions or Advising:

- Confirm your Academic Standing (Academic Dismissal, Continued Probation, Academic Probation or Good Standing)
- Ensure you have an active application for the semester you plan to attend.
 - All students that have been out more than 12 months must reapply through www.applytexas.org.
- Confirm you have completed **all admissions requirements**.
- Address and clear any holds (other than the Academic Dismissal hold).
 - Examples include Business/Bursar's holds, Financial Aid, Library holds, etc.

STEP TWO. Complete the Student Petition for Waiver of Academic Dismissal

- Complete the petition in black or blue ink
- Complete the form entirely
- Sign and date the form

STEP THREE. Type a one (1) page reflection statement (instructions attached)

- The reflection statement will address the following: Reasons for Dismissal, Educational/Career Goals, and Plan of Action to progress and be successful
- Provide a signature at the end of your reflection statement.

Special note: Keep a copy or save your reflection statement on a flash drive

STEP FOUR. Time Management exercise and GPS Success Plan (instructions attached)

- Read and fully complete the Time Management exercise
- Read GPS instructions carefully and plan out 2 semesters.
- GPS Success Plan instruction video can be found at the

<http://nlcms.alamo.edu/Mediasite/Play/77a54a0da7bb476d89a35158cb6403541d>

STEP FIVE. Submit your complete petition

- In person: Student Commons Building at the Welcome Center
- By fax: 210-486-9176, Attention: Academic Standards-Student Success
- By mail to:

Northeast Lakeview College
Attention: Academic Standards-Student Success
1201 Kitty Hawk Road, Box 21
Universal City, TX 78148



Additional Information

When to submit:

1. Petitions are accepted for the upcoming semester when registration begins around mid-March for Fall and mid-September for Spring.
2. Deadlines are listed on petition; usually two weeks prior to the start date of the 16 week term.
3. Plan to submit as early as possible and do not wait for the deadline date as classes fill up early.

What happens after you submit your complete packet?

1. You will be contacted for an appointment within a week if your petition is complete.
 - a. **If you miss your scheduled appointment**, you will have two additional opportunities to schedule an appointment. Your third missed appointment will result in an automatic denial of your petition for the semester.
2. Check-in at the Welcome Center 15-20 minutes prior to the appointment, located on the 1st floor of the Student Commons Building. Staff will let your Advisor know you are here.
 - a. **If you are more than 15 minutes late to your appointment**, you will be asked to reschedule your appointment
3. Be prepared with your Banner ID and photo ID.
4. Appointment will consist of a review of your reflection statement, student readiness/mindset, degree planning, registration and plan of action.

How can I better prepare for degree planning?

1. Be prepared to review and discuss your degree plan.
2. Locate and review your degree plan online in the catalog.
3. Access your online degree audit on your ACES account and look for GPS.
4. Be prepared to create an individualized degree plan (ISP) online on GPS using the planner tab or the manual form for an ISP.
5. Be prepared to discuss a projected completion date.

*****GPS instructions will be provided****

Financial Aid recipients/applicants:

- ✓ Check with the Financial Aid office or login to ACES and access the “Start Here” tab or “My student” tab for **an update on your financial aid status.**

Please refer to Financial Aid’s 2018-2019 Appeal Timeline that you can receive at their office in Student Commons Building.

Financial Aid will accept Fall 2018 appeals May 1, 2018 – June 30, 2018

This academic dismissal process addresses the academic side only and not Financial Aid Suspension

ACADEMIC DISMISSAL PETITION PROCESS

BE ADVISED: Any Student on Academic Dismissal must submit a petition to be readmitted. Submitting an Academic Dismissal Petition does not guarantee admission.

In order to help you achieve your academic goals your petition will be reviewed to evaluate your eligibility for enrollment and to assist you in developing an action plan for your academic success.

As per the Alamo Colleges policy, students who do not earn a semester term GPA of 2.0 and do not earn a cumulative GPA of 2.0 in the next semester term following the probation status are placed on Academic Dismissal and must remain out for one full fall or spring semester. Students have the option to petition for registration without remaining out at least one fall or spring semester, however they must submit the Academic Dismissal Petition form along with supporting documents to the Alamo College where the dismissal status was earned. Students on Academic Dismissals for a **third (3rd)** time or more **will not be permitted** to enroll in the Alamo Colleges for one (1) full academic year after which students must submit their petition for registration and typed reflection statement to their selected college by the set deadlines. They will also be required to meet with an appropriate college representative.

The Alamo Colleges honor the academic standing in place at the last institution attended (dismissal, probation, at-risk, etc.) therefore, students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined on this form.

PETITION PROCESS:

- Students on their **1st or 2nd** Academic Dismissal must meet and submit a complete petition packet to an Academic Advisor.
- **Transfer Students** on Academic Dismissal from their previous institution must submit their petition and typed reflection statement as well as a copy of their transcript(s) from all colleges/ universities attended.
- Petitions **must** be received **by the date listed below** according to term of enrollment. Submitting the petition early is recommended.

Term/Session	Priority Deadline	Last Day To Submit	First Day Of Class
Fall 16-week	August 6, 2018	August 13, 2018	August 27, 2018
Fall Start II (not available at all Alamo Colleges)		August 27, 2018	September 10, 2018
Fall Flex II (not available at all Alamo Colleges)		October 8, 2018	October 22, 2018
Spring 16-week	December 1, 2018	January 7, 2019	January 22, 2019
Spring Start II (not available at all Alamo Colleges)		January 21, 2019	February 4, 2019
Spring Flex II (not available at all Alamo Colleges)		March 4, 2019	March 19, 2018

Dismissal Petitions for the summer semesters are not accepted.

- **A typed Reflection Statement is required to be submitted with the Academic Dismissal Petition packet.**
- **Things to Consider if Your Petition is Approved:**
 - Registration and successful completion of Strategies for Success (SDEV0171) is mandatory.
 - During the Advising session, your advisor will work with you to determine the best method of instruction and course schedule.
 - Mid-term Progress Reports are to be submitted to your Academic Advisor/ College Official by the indicated deadline for future registration consideration.
 - A semester term GPA of 2.0 or higher is required in all registered courses in accordance with the Alamo Colleges Academic Dismissal Policy.

Non-compliance with all responsibilities indicated above will result in a registration hold and 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
San Antonio College	STEM Advising Center, Moody Learning Center, 1 st Floor	210-486-0334
San Antonio College	CCAI Advising Center, Moody Learning Center, 1 st Floor	210-486-0333
San Antonio College	BPSI Advising Center, Nail Tech Center, #324	210-486-0328
San Antonio College	HBSI Advising Center, Nursing and Allied Health, #109	210-486-1406
St. Philip's College	MLK: Welcome Center or SWC: Building 1, B172	210-486-2008
St. Philip's College	SWC: Building 1 Room B172	210-486-7281
Northwest Vista College	Cypress Campus Center, Advising Services Center	210-486-4100
Palo Alto College	BOLD Advising Center	210-486-3366
Palo Alto College	SEED Advising Center	210-486-3131
Palo Alto College	STEM Advising Center	210-486-3660



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, doubled- spaced paper with one (1) inch margins including your name and Banner ID at the top of the page addressing the following:

- Reasons for Dismissal
 - Reflect on your past performance specifically addressing all issues that hindered your academic success and explain what factors impacted your academic progress.
 - 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.

Time Management

What is Time Management?

Time Management is the act or process of planning and exercising conscious control over the amount of time you spend on specific activities or tasks. It is necessary to increase a person's effectiveness, efficiency and reduce stress. Poor time management is related to procrastination and an increased feeling of frustration in college students.

Why Time Management is Crucial to your Success

- Time is limited—you cannot use more time than you have to accomplish all your goals.
- It is directly tied to your success—by managing your time you are able to take control of your life and accomplish more with less effort, stay focuses, prioritize your tasks, and work more efficiently.
- Reduce your stress level—because you have managed your time, you will not feel “rushed” which allows you to have more free time to devote to the things you want to do while still accomplishing the things you have to do.

Directions on how to complete this activity:

- Use the schedule provided to show what a typical week would look like if you were approved to enroll in classes.
- You must account for all the following activities in your schedule:
 - Hours you plan to spend per week in class
 - Hours you plan to spend per week studying outside of class
 - Hours you plan to spend on assignments, projects, study groups, labs, etc.
 - Hours you plan to spend at work (if applicable)
 - Hours per week you plan to spend sleeping
 - Hours you plan to spend per week for personal activities (family, friends, sports, church, TV, internet, video games, hobbies, etc.)
- The total amount of hours in your week cannot exceed 168.
- When planning for how many hours to dedicate towards class and homework, remember you will be allowed to take a maximum of 6-8 credit hours for the semester your petitions is approved. An example of a typical schedule may be GOVT 2305, SPCH 1311, and the Strategies for Success course (SDEV 0171). This would equal to 7 credit hour for the semester. The second digit in the course number tells you how many credit hours the class is.

Helpful Tips

Plan for the Week: If you are enrolled in 7 credit hours of class, you will need to plan for 2-3 hours of study time outside of the classroom. This would be approximately 21 hours (3x7) of study time. Place your study time in your schedule first then add time for social activities.	Plan for Class: Be prepared for class by completing any assigned readings and reviewing your notes prior to the beginning. If you are unsure or confused about any of the material prepare a list of questions to share with your instructor.	Plan for the Semester: Write down when all assignments, projects, tests, and quizzes are due. Don't forget to include how much an assignment is worth to track your progress in class.	Prioritize: Do one thing at a time and focus with your full attention. Focus on the importance of the task and not the urgency. Leave room for flexibility.
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Here is an example of a few items listed above:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9a	Work	GOVT2305	Work	GOVT2305	Work	Breakfast	Breakfast with family
9-10a	Work	SPCH1311	Work	SPCH1311	Work	Study for Govt Quiz	Church
10-11a	Work	SDEV0171	Work	SDEV0171	Work	SPCH project	Church

Student Petition for Waiver of Academic Dismissal



ALAMO COLLEGES DISTRICT
Northeast Lakeview College

In order to help you achieve your academic goals; your petition will be reviewed to evaluate your eligibility for enrollment and to assist you in developing an action plan for your academic success.

As per the Alamo Colleges policy, students who do not earn a semester term GPA of 2.0 and do not earn a cumulative GPA of 2.0 in the next semester term following the probation status are placed on Academic Dismissal and must remain out for one full fall or spring semester. Students petitioning for registration without remaining out at least one fall or spring semester must submit the Academic Dismissal Petition form along with supporting documents to the Alamo College where the dismissal status was earned.

The Alamo Colleges honor the academic standing in place at the last institution attended (dismissal, probation, at-risk, etc.) therefore, students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined on this form.

Please complete this form entirely in blue/ black ink and **return to advisor**. **Incomplete applications will not be reviewed.**

SEMESTER FOR WHICH WAIVER IS REQUESTED: Fall Spring YEAR _____

DATE OF PETITION: _____ MAJOR/ CONCENTRATION _____ 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 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 ____ Medical related crises ____ Poor time management ____ Stress
____ Poor support system ____ Financial issues ____ Late/missing assignments ____ Heavy course load
____ Work schedule/hours ____ Family ____ Personal problems ____ Poor study habits ____ Inattentive in class
____ Lack of motivation/interest ____ Other (please explain): _____

YOUR RESPONSIBILITIES AS A STUDENT ARE (Initial by each statement indicating you understand):

- Understand the Academic Dismissal Policies outlined at <http://www.alamo.edu/main.aspx?id=2827>
- Achieve and maintain a minimum semester GPA of 2.0 or higher each semester approved for enrollment.
- You will **remain on academic probation** until your cumulative **GPA is a 2.00** or higher and complete and maintain a current degree plan reflecting all grades earned for each course.
- If approved for a waiver, you may only enroll for **6-8 credit** hours per semester including the required SDEV 0171 course.
- You **must meet with an academic advisor at least once during each semester** providing documentation (Mid-term Progress Reports) from your instructors regarding your academic progress until released from academic probation.

If any of the above are not met, you may be subject to being dropped from all registered courses and may be required to sit out up to one full academic year. You are not guaranteed a full refund for any dropped courses.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Reviewer Name (Please Print): _____ Date Reviewed: _____

Level of Academic Dismissal: 1st, 2nd, 3rd, Permanent _____ Approved/Denied: _____

SPACMNT Notated (Yes/No): _____ SOAHOLD Waived Until: _____

Additional Comments: _____

Please complete **TWO** (2) semesters of schedule planning with the courses require on your degree plan.

Directions: Log in to ACES and click on the GPS icon on the Home tab. Review your Alamo GPS for your degree plan information. If the pre-major is incorrect, go to the NLC course catalog online at <http://mynlccatalog.alamo.edu/> to find the correct degree plan and complete the activity.

Review your Alamo GPS for all coursework completed with a “D” or higher (“C” or higher is needed for any AAS degree or certificate). If the sections of your degree have a class listed and are highlighted in yellow with a green checkmark, then you have completed that course successfully. Any section or class that is red, still needs to be completed. These are the classes you will plan out in this activity.

Look at the second digit in the Course Number (GOVT 2305) to find out how many credit hours the class is. For example, BIOL 2401 would be **4** credit hours.

Note: Developmental courses will not be listed on the degree plan. If you have place in any of the following courses, you will need to complete them before planning college level courses: **Math 0305, Math 0310, Math 0320, or INRW 0420.**

Here is an example:

Semester: _____ Spring 2016 _____

Courses	Credit Hours
ENGL 1302	3
MATH 0310	3
SDEV 0171	1
Total Credit Hours =	7

Reminder: You will be limited to 6-8 credit hours upon approval. SDEV 0171 is also a required course for all 1st Dismissal students, and 2nd, 3rd, or Permanent Dismissal students who did not previously complete the course with a “C” or better.

Semester: _____

Semester: _____

Courses	Credit Hours
Total Credit Hours =	

Courses	Credit Hours
Total Credit Hours =	

Advisor Review and Approval Signature: _____

Date: _____

Work, School and Study Schedule *Return to Advisor*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00am-1:00am							
1:00am-2:00am							
2:00am-3:00am							
3:00am-4:00am							
4:00am-5:00am							
5:00am-6:00am							
6:00am-7:00am							
7:00am-8:00am							
8:00am-9:00am							
9:00am-10:00am							
10:00am-11:00am							
11:00am-12:00pm							
12:00pm-1:00pm							
1:00pm-2:00pm							
2:00pm-3:00pm							
3:00pm-4:00pm							
4:00pm-5:00pm							
5:00pm-6:00pm							
6:00pm-7:00pm							
7:00pm-8:00pm							
8:00pm-9:00pm							
9:00pm-10:00pm							
10:00pm-11:00pm							
11:00pm-12:00am							