Northeast Lakeview College
Petition Advising Session Checklist Items
Please make sure you read all instructions and guidelines carefully. You must bring ALL of the following forms with you when you meet with your Advisor to petition:

□ Student Petition for Waiver of Academic Dismissal

□ 1 page typed essay reflection
  ◦ In your essay, please address what hindrances you faced, and how you have overcome them or are working on overcoming them. Please address what action steps you plan on taking to be successful in college.

□ Any missing documentation will require you to reschedule your appointment. Please be on time for your appointment and check in at the Welcome Center, located on the first floor of the Student Commons Building to let your Advisor know you are here.

Instructions for Completing and Submitting the Academic Dismissal Petition Packet to:

Northeast Lakeview College
Eligibility Requirements

● Must have an active admissions application to Northeast Lakeview College for the semester in which you are submitting a petition. If you have not attended an Alamo College in the last 12 months, you will need to submit a new application and complete all admissions requirements prior to submitting a petition. Please see http://alamo.edu/AlamoENROLL/ for application and admissions steps.

● Must not have any holds on your record other than the Academic Dismissal hold. All other others must be cleared/waived prior to submitting a petition.

● PLEASE NOTE: If you are under the age of 22, state law now requires you to provide proof of Bacterial Meningitis Vaccination. For more information, visit: http://www.almao.edu/meningitis/. This must be completed prior to submitting an academic dismissal petition.
Submission Instructions-Please Read Carefully!

Complete the petition packet in its entirety. Any incomplete packets will not be reviewed. Packets are available at: http://alamo.edu/main.aspx?id=2827

Before you come in to submit your petition packet:

1) Ensure you have followed all directions on the petition
2) Met all of the requirements above
3) Completed all parts of the petition packet, including the typed reflection statement.

Students who do not meet eligibility requirements or who arrive without their completed petition packet will be asked to return once eligibility requirements have been met and petition packet has been completed.

Students may submit their petitions:

In person: Student Commons Building, Room 101
By fax: 210-486-9176, Attention: Academic Standards-Student Success
Or by mail to:

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

**Students are encouraged to submit their petition early!!!

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