ACADEMIC DISMISSAL
PETITION For REGISTRATION

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

PETITION for REGISTRATION PROCESS
- Students on their 1st or 2nd Academic Dismissal must submit their petition and a 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 (3rd) 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 class according to term of the requested waiver. Petition appointments may fill; submitting the petition early is recommended.

<table>
<thead>
<tr>
<th>Term/Session</th>
<th>Petition Deadline</th>
<th>First Day of Class</th>
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<tbody>
<tr>
<td>Fall 16-week</td>
<td>August 4, 2014</td>
<td>August 18, 2014</td>
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<tr>
<td>Fall 2nd start</td>
<td>August 25, 2014</td>
<td>September 8, 2014</td>
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<tr>
<td>Spring 16-week</td>
<td>January 5, 2015</td>
<td>January 20, 2015</td>
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<tr>
<td>Spring 2nd start</td>
<td>January 19, 2015</td>
<td>February 2, 2015</td>
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</tbody>
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- 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 if Your Petition is Approved
  - Maximum Course Load 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 the 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, 1st Floor 210-486-0769
  - St. Philip’s College: Main Campus MLK, Center for Learning Resource 1st Floor 210-486-2333
  - 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

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 Alamo Colleges. In order to help you achieve 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.

Rev. 05.08.2014
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.)

SEMMESTER 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

@student.alamo.edu

ACES E-MAIL ADDRESS 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: __________ SZAREGS: __________

Advisor/Counselor Signature: __________________________

Comments: ___________________________________
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: __________________________ Max Course Load Set: __________________________

(Staff/Advisor initials)  Hold Waived Until: __________________________

(Number of Hours)

Enrolled in SDEV0171CRN #: ___________  Provided Student Copy of Petition and Checklist: ___________