



## 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 (3<sup>rd</sup>) 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 1, 2023	July 28, 2023	August 5, 2023	August 28, 2023
Fall Start II ( <i>San Antonio College only</i> )	April 1, 2023	August 5, 2023	August 19, 2023	September 11, 2023
Fall Flex II ( <i>San Antonio College only</i> )	April 1, 2023	October 4, 2023	October 11, 2023	October 23, 2023
Spring 16-week Session	September 1, 2023	December 1, 2023	January 6, 2024	January 16, 2024
Spring Start II ( <i>San Antonio College only</i> )	September 1, 2023	January 13, 2024	January 20, 2024	January 29, 2024
Spring Flex II ( <i>San Antonio College only</i> )	September 1, 2023	February 24, 2024	March 3, 2024	March 18, 2024

***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 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	210-486-4001	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	BPSI, CCAI, & STEM Advising Centers, Moody Learning Center, 1st Floor	BPSI: 210-486-0328 CCAI: 210-486-0333 STEM: 210-486-0768	<a href="mailto:Sac-bpsi@alamo.edu">Sac-bpsi@alamo.edu</a> <a href="mailto:Sac-ccai@alamo.edu">Sac-ccai@alamo.edu</a> <a href="mailto:Sac-stem@alamo.edu">Sac-stem@alamo.edu</a>
San Antonio College	Disability Support Services, Moody Learning Center 1 <sup>st</sup> Floor	210-486-0020	sac-dssstudent@alamo.edu
San Antonio College	HBSI Advising Center, Nursing and Allied Health, #109	210-486-1406	<a href="mailto:Sac-hbsi@alamo.edu">Sac-hbsi@alamo.edu</a>
San Antonio College	Veterans Advising, Victory Center, #101	210-486-0111	sac-va@alamo.edu



## P.A.S.S. Academic Dismissal Checklist



1. **Complete the Admissions Process:** Students who have not been enrolled within 12 months of their petitioning semester are required to complete the Admissions process. The Admissions steps and links to the ApplyTexas website are available online at [Application And Enrollment Steps for Transfer and Former Students](#) **This step must be completed 1<sup>st</sup>!** **Once your application process has been completed all further notifications will be send directly to your ACEs student email, so please make sure to check it frequently throughout this process.**
2. **Submit the Academic Dismissal Petition Information Form:** Once students have completed the Admissions process you will complete the Academic Dismissal Petition Information form by going to Step 2 on the Academic Dismissal Process webpage.
3. **PASS Canvas Module:** once you submit the Information form, you will be added to the Canvas course within 5-7 business days. You will receive an email via ACES to accept your invitation to the course. Please refer to the page titled “How to Accept the Invitation to the PASS Canvas Course” for further directions. The course consists of several modules, each required for you to complete as directed before you will obtain access to the petition packet documents. On average, it takes a student between 1-3 hours to complete the modules. Completion of the documents and submission varies by student. It is important that you read through all the course contents carefully in order to be able to be successful upon completion of the petition process. Write down any questions you have about what you read in the course to be able to address that with the interviewing advisor.

To access the course:



- a. Log into ACES and click on the Canvas course icon
- b. **The following will be reviewed in the Course:**
  - i. About the Petition Packet
    1. How to Build your GPS Individual Success Plan in ACES (must build **2** future semesters)
  - ii. About the Dismissal Interview
  - iii. Petition Decision Information
  - iv. PASS Student Orientation

*Because we want you to be able to get registered for classes upon approval of your petition, the Admissions process step is a **mandatory first step** in order to be added to the course. If any parts of the application process have not been completed upon review of the Information form, you will be sent an email via ACEs regarding what is missing and will not be added to the course until completed.*

4. **Petition Documents:** In order to ensure no documents are lost, and provide you with feedback about your petition documents quickly, you will be asked to submit each part of the petition packet through Canvas. In addition, because Canvas is the learning management system (LMS) used by all faculty at the Alamo Colleges, it is important that you learn how to utilize this platform as soon as possible. Please read the directions for each document thoroughly before submission. Upon completion of all modules, you will be able to access, download, complete and upload your packet documents in Canvas. Make sure that all documents are completed in full before submitting, as incomplete packets will not be considered for an interview. It is important that you submit all documents to the right Assignment page -please do not submit all documents to one assignment page.

Please make sure you **read all instructions and guidelines carefully**. You must include **ALL** of the following to be complete and be eligible to move forward to the interview step:

- GPS- Individual Success Plan- The GPS plan is a very important tool for our students, and it is important for you to become familiar with it as soon as possible. We introduce you to this tool early in the petition process to help you get comfortable with utilizing this tool. We know you may not know exactly what courses to take, however the interviewing advisor will review your plan and edit as needed during the interview session. You will complete the ISP in ACES, and you will upload a copy as directed on the Assignment page in Canvas.
- Time Matters Activity- time management is a significant factor in ensuring students are successful academically. We ask that you complete this assignment to review the varying roles you currently have that occupy your time, and identify ways to re-arrange your time in order to ensure you can plan for the addition of study and course assignment times as well as the time spent in class.
  - o Must have all boxes filled in and typed)- every box must have something filled in (arrows, circles, and blank spaces will be returned for resubmission). The document must be submitted in the PDF format provided, no pictures, or Word formats are accepted.
- Paving My Path Reflection Statement -1-page minimum typed Word document addressing **all** areas discussed in the directions. Please refer to the example provided for additional information. Only Word or PDF documents are accepted (please do not submit pages, onedrive, or html formats, as they are not viewable).

- Academic Dismissal Petition Waiver form- this is an official PDF fillable document that must be filled in as directed, typed (no handwritten submissions) and submitted in the format you are provided. Edits to the document, missing information, and missing your signature will require you to resubmit. No other formats such as PNG, Word, etc., are accepted.
- *Transfer Students only*- a copy of your prior institution's transcript as part of the packet. You may upload this as a part of the Waiver form submission.

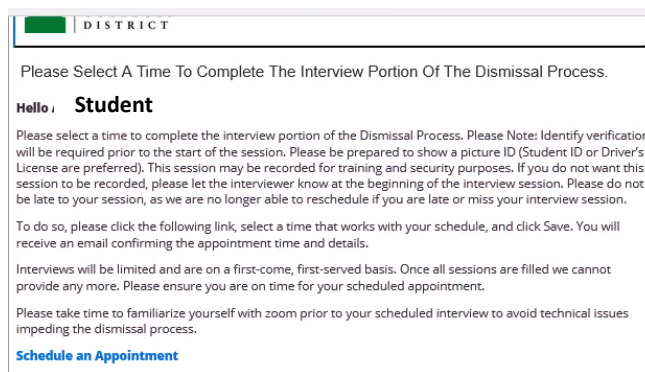
**Only official documents are accepted- we cannot accept screenshots, documents converted to Word, or pictures of the forms. If you do not have Adobe Acrobat Reader, you may download a free version online at [the Academic Dismissal webpage](#).** Scroll to the bottom of the page and click on the "here" hyperlink to access the Adobe Acrobat website:

\*You will need an Adobe Acrobat Reader for these forms. Download free version [here](#).

**All documents must be submitted via the PASS Canvas course.**

Any missing documentation, incomplete submissions, or incorrect submissions will require you to resubmit prior to being able to move to the interview step and complete the petition process. Notifications of what is pending is viewable in Canvas on the assignment feedback page. Because it will not be sent to you via email, it is important that you log into the Canvas course frequently to check for assignment completion and /or feedback.

Once you have completed all steps of the process, you will receive an email with a link to schedule an appointment for your Dismissal Interview. Be sure that your voicemail is set up and able to receive messages, and that you are checking your ACES email frequently.



5. **Dismissal Interview:** Your interview will be conducted with a Certified Academic Advisor through either a Zoom video session or a face to face session. Proof of identification will be required prior to the start of your interview.
  - a. If through zoom- be sure to click on the provided Zoom link a minimum of 5 minutes prior to the scheduled start of the session. It is preferred that you have a webcam to be able to see and interact with the interviewing advisor.
    - i. A computer is recommended, in order to go over your ISP, review degree plans, and complete required documents.
  - b. If face-to-face- please arrive a minimum of 15 minutes prior to your session, and sign in at the Advising Services front counter, located on the 2<sup>nd</sup> floor of the Dessert Willow Welcome Center, room #202R.
  - c. Once your interview has been completed, you will need to update this Assignment in Canvas.
  - d. If your petition is approved, the Advisor will assist you in completing your Contract for Academic Dismissal, enroll you in the SDEV0171 Strategies for Success course (if applicable), and provide you with directions on how to register for your remaining courses. You will also be provided with payment options and deadlines. It is important to ensure you have payment arrangements made prior to the drop deadline to avoid losing your courses.

**\*\*\*Missed Dismissal Interviews:** If you miss your scheduled interview, you may have one additional opportunity to reschedule (if interview sessions are still available). Your second missed interview will result in an automatic denial of your petition for the semester. \*\*\*

**Confused about the petition process steps?**

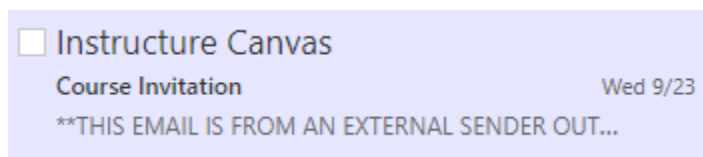
If you have any additional questions, please reach out the Academic Standards team at [nvc-ast@alamo.edu](mailto:nvc-ast@alamo.edu) While email is the preferred method of contact, you may also call the Advising Call Center at (210) 486-4100 during normal business hours, or use the Advising Chat service by visiting the [Advising webpage](#).

## How to Accept the Invitation to the PASS Canvas Course

There are two ways you can “accept” the invitation to the P.A.S.S. course and begin working through the Canvas course modules. See below for instructions on both ways.

### **Option 1- Through your ACES Email:**

Log into ACES and access your student email. You will see an email from Instructure Canvas with the subject line “Course Invitation” like this:



Once you open the email, it will provide you with information about the course, and by clicking on the “Get Started” button you will be logged into the Canvas course.

#### Course Invitation



Instructure Canvas <notifications@instructure.com>  
Wed 9/23, 10:24 AM

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

**\*\*THIS EMAIL IS FROM AN EXTERNAL SENDER OUTSIDE OF THE ALAMO COLLEGES.  
Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or confidential information.\*\***

You've been invited to participate in the course, **PASS SP24**. Course role:  
Student  
Name: Your Name  
Email: Student1@student.alamo.edu  
Username: Student1

[Get Started](#)

Click on the Get Started button to access the course

[Click here to view the course page.](#) | [Update your notification settings](#)

From there you will see the PASS home page:



Success! You can now begin working through the course by clicking on “Modules” in the left-side Menu.

**Option 2- By logging into ACES and clicking on the Canvas Icon:**

Log into ACES and on the Home page, you will see the Canvas icon, like this

## Canvas Student Resources



Once you click on the icon, you will see the Canvas Dashboard, and at the top, an icon asking you to accept the course invitation:



Click "Accept" and it will take you the Home page for the course:



Success! You can now begin working through the course by clicking on "Modules" in the left-side Menu.

### **Paving My Path Reflection Statement Example**

This is an example of the format that should be used when typing your reflection statement. It should be a **minimum** of one (1) page, typed, double-spaced with one-inch margins. There should be separate paragraphs addressing all of the areas as indicated in the paragraphs below.

**Paragraph 1: Reflections**- address all the reasons you are on Academic Dismissal. Reflect on your past performance and the mindset in which you viewed attending college previously. What did you learn from these experiences and how will it help you in the future? Describe in detail the steps you have taken to ensure these issues will not affect your progress upon return. Any factors identified on the Academic Dismissal Petition form should be addressed here.

**Paragraph 2: Planning for the Future**- Discuss your academic and career goals. What makes you passionate about this career choice? Discuss your academic plan from Northwest Vista College to your intended transfer institution (if applicable). How will this academic plan get you to your career field?

**Paragraph 3: Present Opportunities**- This is a very important paragraph when deciding to approve your petition. What motivates you to pursue your goals, and how will this motivation keep you on track? What actions will you take to hold yourself accountable to meeting the responsibilities of a student? What resources are you aware of that you will utilize as tools for success? What accomplishments or goals have you fulfilled during this time that prove you have developed the skills necessary to be successful in college?

**\*Remember, your Reflection Statement is your opportunity to prove that you have learned from your experiences and are truly ready to be successful in meeting your educational goals.\***