YOUR STANDING: _____

Academic Dismissal Petition Process for 1st and 2nd Academic Dismissals

Students who are on their 1st or 2nd Academic Dismissal from Alamo Colleges must complete and submit a Petition for Readmission in order to be considered for re-enrollment. This petition will be submitted to an academic advisor during an individual advising session. Students should include all relevant information and supporting documentation when submitting their petition for re-admission.

DEADLINE

The first date to submit 1st or 2nd Dismissal petitions is the first day of registration for the semester. See website listed below for details on final date to submit petitions. As we have limited spots each semester we often fill these spots well in advance of the deadline. We recommend you come as early in the petition period as possible. If spots have filled, students submitting petition prior to the deadline will be placed on a waitlist. http://www.alamo.edu/nvc/current-students/academic-standards

ELIGIBILITY REQUIREMENTS FOR SUBMITTING PETITION

- Students on 2nd dismissal must have sat out at least one 16 week semester.
- Summer Semesters: Only students on their 1st dismissal are eligible to petition for the Summer Semester.
- MUST have an active application to the Alamo Colleges. If you have not attended an Alamo College in the last 12 months, you will need to submit a new application at www.applytexas.org.
- Must not have any holds on your record other than the Academic Dismissal hold. All other holds must be cleared/ waived in order for petition to be reviewed and processed.
- **PLEASE NOTE:** If you are under the age of 30, state law now requires you to provide proof of Bacterial Meningitis Vaccination. For more information visit
  - http://www.alamo.edu/nvc/meningitis/

INSTRUCTIONS

1. Ensure you meet ALL requirements listed above.
2. Complete the petition in full. ***Petition packet is available*** on the advising website: http://www.alamo.edu/nvc/current-students/academic-standards/forms
   - Include any relevant information or documentation. Please take time to reflect on what events, actions and decisions resulted in your current academic standing.
   - Please make sure to address what changes you have made, and detail your plan to be academically successful.
   - Essay **MUST** be typed. Handwritten essays will not be considered
3. Read AND understand all requirements on the checklist. If approved, you will be accountable for each item. Failure to meet these requirements may result in you being dropped from all courses for the semester.
4. Submit your petition by visiting with an Academic Advisor. Advising sessions are available on a walk in, first come first serve basis. Students must show completed petition prior to being signed in to see an advisor. Please see our website for our hours of operation http://www.alamo.edu/nvc/current-students/advising/

ALAMO COLLEGES
NORTHWEST VISTA COLLEGE

Which term are you applying for?
Semester **Year**

Be advised, submitting an Academic Dismissal petition does not guarantee admission. In addition, denial of a petition at one Alamo College 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 towards your academic goals we will review this petition to evaluate your eligibility for enrollment and to develop a student action plan for your academic success.

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 **first** Academic Dismissal must petition for admission by visiting with an academic advisor **prior to the posted deadline (see website listed below).** Petitions can be submitted starting the first day of registration.

⇒ Students with **two** Academic Dismissals will not be eligible to enroll for a minimum of one 16 week (Fall or Spring) Semester. After one semester, students must submit a typed petition by visiting with an academic advisor **prior to the posted deadline (see website listed below).** 2nd dismissal petitions are not accepted for summer semesters. Petitions can be submitted starting the first day of registration.

⇒ Students with **three or more** Academic Dismissals are not eligible to enroll for a minimum one full Academic Year(Fall, Spring, Summer). After sitting out the required length of time, students must submit a typed petition to the appeals committee prior to the posted deadline. Students with 3 or more dismissals are not eligible to petition for a summer semester.

See http://www.alamo.edu/nvc/current-students/academic-standards/ for updated dates and advising hours

IMPORTANT: The deadlines listed above are the final date to submit petition. As we have limited spots each semester, we often fill these spots well in advance of the deadline. We recommend you come as early in the petition period as possible. If spots have filled, students submitting petition *prior* to the deadline will be placed on a waitlist. Submitting a waitlisted petition does not guarantee acceptance.

REQUIRED: Please address both of the following questions in a typed essay. Petitions without typed essay will not be reviewed.

1. Beginning with your first semester of attendance at Alamo Colleges, reflect on your past performance addressing what hindered your academic success. Specifically address each semester in which your semester GPA was 2.0 or below. Explain how you have addressed the issues that were keeping your from being academically successful in the past. (Unofficial Transcript is available for viewing through the student tab in ACES)
2. Outline your educational goals for your next semester, and detail how you will attain those goals.

NAME : _____ BANNER ID:_____
LAST FIRST

DAY TEL# (___)_____ATL TEL#(___)_____MAJOR_____

ACES EMAIL:_____@**student.alamo.edu** (**ACES Email is our official means of communication**)

WILL YOU BE EMPLOYED DURING THE SEMESTER?_____ HOW MANY HOURS WEEKLY?____

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
☐poor support system ☐finance ☐family ☐late/missing assignments
☐work schedule/hours ☐poor study habits ☐stress ☐inattentive in class
☐lack of motivation/ interest ☐didn't have the required books ☐Other:_____

YOUR RESPONSIBILITIES AS A STUDENT ARE:

- Fully understand the Academic Dismissal Policies outlined in this petition
- Achieve and maintain a minimum of "C" or higher in **all** courses registered for
- Be an **ACTIVE** participant in your academic success by attending class, communicating with your instructors regarding your academic progress or needs and submit progress reports (MAPS) by deadline.(see progress report)
- Investigate careers related to your major and/or declare a major
- Maintain a current degree plan reflecting all grades earned for each class

STUDENT SIGNATURE_____ **DATE**: _____

CHECKLIST FOR STUDENTS ON ACADEMIC DISMISSAL

STUDENT NAME: _____ BANNER ID: _____

DATE:_____ SEMESTER:_____ MAJOR: _____

ACADEMIC STANDING

_____ (initial) I understand my academic standing IS (select one) ☐ 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; an 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 Advising Welcome 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.

MID-TERM ACCOUNTABILITY PLANS (MAPS)

_____ I am required to submit Mid-term Accountability Plan (MAPS) for each class that I am registered in. I understand I will be required to turn in MAPS each semester until my term and cumulative GPA are above 2.0.
I understand that MAPs are due to my SDEV 0171 Instructor for the first semester.
If I am not required to take SDEV0171-Maps must be submitted to an Academic Advisor **prior** to the deadline posted on the form.
If I do not submit MAPS 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 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 an 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 advising welcome center to have holds removed once I am back in good standing.

_____ _____

Student Signature/Date Advisor PRINTED Name/**Date**

OFFICE USE ONLY

SPACMNT/ Who's Next Noted: _____ Max Course Load Set: _____ Hold Waived Until:_____
(Advisor Initials) (Number of Hours) (Census Date)

Enrolled in SDEV0171 CRN #/Date/Time: _____ Provided Student Copy of Petition and Checklist: _____