

## **Instructions for Submitting an Academic Dismissal Petition Packet to Northeast Lakeview College**

### **Eligibility Requirements**

**Students petitioning to return from academic dismissal must meet the following:**

- Have an active admissions application to Northeast Lakeview College for the petitioning semester. If you have not attended Northeast Lakeview College in the last 12 months, you will need to submit a new application for admission and complete all admissions requirements. Please see <https://www.alamo.edu/admission--aid/how-to-apply/> for application and admissions steps.
- Have any holds on your record cleared (other than the Academic Dismissal hold).
- *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.alamo.edu/meningitis/> This must be done through your ACES student account at <https://aces.alamo.edu/cp/home/displaylogin> prior to petitioning.
- **Transfer Students:** must submit an official transcript from their previous institution(s) to the Admissions and Records office. A copy of the official transcript must also be included with the petition packet.
- Must have sat out the required amount of time based on the level of Academic Dismissal:
  - 1<sup>st</sup> and 2<sup>nd</sup>\* - one full 16-week Fall or Spring semester
    - Students on 1<sup>st</sup> Academic Dismissal have the option to petition without sitting out a full 16-week semester, however it is at the discretion of the Academic Advisor or Advising Team Lead to approve your petition.
  - 3<sup>rd</sup>/ Permanent\* –one full academic year (one spring, summer and fall term)

\*Students on 2<sup>nd</sup> or 3<sup>rd</sup> Academic Dismissal do not have the option to waive the sit-out period. Submitting a petition does **NOT** guarantee approval.

*Please Note:* Summer/FLEX/Start II Semesters are not options for petitioning at Northeast Lakeview College.

**If you are unsure which level of dismissal you are on**, please contact us at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) from your ACES email for information. Be sure to include your full name and banner ID in the message.

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### **Submission Instructions –Please Read Carefully!**

Complete the petition packet in its entirety, **any incomplete packets will require you to resubmit once completed**. Once your packet is completed, you will submit it by email to [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) **from your student (ACES) email account**. No handwritten petitions will be accepted. Petitions received from personal email addresses may not be reviewed as they may land in the *SPAM* folder. Please make sure to save the document prior to submitting it for your records. If you have any questions about how to fill out a portion of the packet you may email us at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) or call us at (210) 486-5406. Once your packet has been received, it will be reviewed to ensure the following requirements have been met:

- 1) All pages of the packet are completely filled out and typed. No handwritten documents will be accepted.
- 2) A typed Reflection Statement is included in the email submission
- 3) All requirements listed above

Students who meet all eligibility requirements will be notified through ACES email regarding their next steps. Students who do not meet all of the eligibility requirements listed above will be notified of the missing requirements and asked to resubmit their packet once all requirements have been met.

## Paving My Path

### *Reflection Statement*

Your reflection statement is your opportunity to share what experiences you had that affected your ability to be successful. It has a great impact on whether your petition for waiver of academic dismissal will be approved. It is imperative that you are honest and provide as much detail as possible when answering the questions required. An example of the format required is provided on the back of this page.

### **Reflections**

- Discuss in detail the factors you selected on the Academic Dismissal Petition.
  - Describe what you have done to address these issues.
- Describe the approach you took to being a college student when previously enrolled.
  - How do you think this impacted your ability to be successful?
  - What did you learn from these experiences that will help you be successful if your petition is approved?

### **Planning for the Future**

- Career
  - Discuss your career goals- what career field are you interested in and why?
  - What do you know about your chosen career field?
  - What research have you done to prepare you for this career choice?
- Transfer Intent
  - Does your career field require you to complete a Bachelor's degree?
  - If so, which transfer institution are you planning to attend?
  - What (if any) research have you done to learn more about transfer requirements, admissions steps and recommended courses for completion?
- While at (insert Alamo College name here)
  - Which degree plan will you be pursuing that aligns to your career and transfer goals?

### **Present Opportunities**

- Motivation to Succeed
  - What motivates you to return to college?
  - Who are members of your support system that will advocate for you to be successful academically?
- Student Accountability
  - What actions will you take to ensure you are successful if approved to return?
  - How will you hold yourself accountable to the responsibilities of a student?
- Resources for Success
  - What college resources are you aware of that you will utilize?
  - How do you see your Advisor helping you achieve your goals?

**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.\***

## Time Matters

**Be prepared to discuss activity in your Dismissal Interview**

### 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 focused, 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 as if you were approved to enroll in classes. You must account for all of the following activities in your schedule:
  - Hours you plan to spend per week in class
  - Hours you plan to spend per week studying for class(es)
  - Hours you plan to spend on assignments, projects, study groups, labs, etc. (separate from study time)
  - 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 (to include but not limited to family, friends, sports, church, TV, internet, video games, hobbies, etc.)
- The total amount of hours in your week cannot exceed 168.
- All boxes must be filled in-do not draw arrows, highlight boxes or leave any blank.
- When planning for how many hours to dedicate towards class and homework, remember if approved, you will be allowed to take a **maximum** of 2 classes plus your SDEV0171 class (8 credit hours) for the semester. An example of a typical schedule may be Government (GOVT**2305**), Speech (SPCH**1311**) and the Strategies for Success course (SDEV**0171**). This would equate to 7 credit hours for the semester. The second digit in the course number (bolded and underlined) tells you how many credit hours they are.

Note: Think of the hours in a week like dollars in a paycheck. If you only have a \$168 dollars to spend all week, how do you budget your money? You cannot use more money than the \$168 dollars, and you cannot save any for the following week.

Here is an example of a few items listed above. It is only an example! The schedule you submit should reflect which activities are a part of your life.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-10:00am	Work	GOVT2306	Work	GOVT2306	Play video games	Study for GOVT quiz	Church
10:00-11:00am	Work	SPCH1311	Work	SPCH1311	Work on my SDEV project	Work on Speech project	Breakfast with the family
11:00-12:00pm	Lunch	SDEV0171	Lunch	SDEV0171	Lunch	Meet friends for lunch	Go for a hike

### 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 studying for each credit hour. This would be approximately 21 (3x7) hours of study time. Place your study time in your schedule first, and then add time for your social activities.

**Plan for class:** Be prepared for class by completing any assigned readings and reviewing your notes ahead of time. 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 and tests/ 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, not the urgency. Always leave room for flexibility.