ALAMO COLLEGES DISTRICT
Northeast Lakeview College

ACADEMIC DISMISSAL PETITION PROCESS

BE ADVISED: 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.

As per the Alamo Colleges District policy, students who do not earn a semester institutional term GPA of 2.0 and do not earn a cumulative institutional GPA of 2.0 in the next semester term following the probation status are placed on Academic Dismissal and must remain out for one full fall or spring semester. Upon completion of the sit-out period, students must submit the Academic Dismissal Petition packet along with supporting documents to the intended institution by the set deadlines listed below. They will also be required to meet with an appropriate college representative.

The Alamo Colleges District honors the academic standing in place at the last institution attended (dismissal, probation, at-risk, etc.) therefore, students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer must follow the policies outlined on this form. This would include students transferring from one Alamo College to another.

PETITION PROCESS:

-Students on their **1st** Academic Dismissal must submit a completed petition packet to meet with a Certified Academic Advisor. Only students on 1st Academic Dismissal have the option to petition for registration without remaining out at least one fall or spring semester.

-Students on Academic Dismissal for the **second (2nd)** time must sit out for one full 16 week semester (Fall/Spring). Students then can submit completed petition packet to meet with the Advising Team Leader or Director of Advising.

-Students on Academic Dismissals for a **third (3rd)** time or more **will not be permitted** to enroll for one (1) full academic year.

-**Transfer Students** on Academic Dismissal must include a copy of their transcript(s) from all colleges/ universities attended.

-Petitions **must** be received **by the date listed below** according to term of enrollment. Early submission is recommended.

Term/Session	Priority Deadline	Last Day to Submit	First Day of Class
Fall 16-week	August 5, 2019	August 12, 2019	August 26, 2019
Fall Start II *(San Antonio College only)*		August 26, 2019	September 9, 2019
Fall Flex II *(San Antonio College only)*		October 7, 2019	October 21, 2019
Spring 16-week	December 1, 2019	January 6, 2020	January 21, 2020
Spring Start II *(San Antonio College only)*		January 20, 2020	February 3, 2020
Spring Flex II *(San Antonio College only)*		March 2, 2020	March 23, 2020

Dismissal Petitions for the summer semesters are not accepted.

- **Things to Consider if Your Petition is Approved:**
  - Registration and successful completion of Strategies for Success (SDEV0171) is mandatory.
  - During the Advising session, your advisor will work with you to determine the best method of instruction and course schedule. Additional items may be required by the Alamo College you are petitioning to attend.
  - Mid-term Progress Reports must be submitted to your Certified Academic Advisor/ College Official by the indicated deadline for future registration consideration.
  - A semester GPA of 2.0 or higher is required in all registered courses in accordance with the Alamo Colleges District Academic Dismissal Policy. A registration hold will be placed and remain until in good Academic Standing.

Non-compliance with all responsibilities indicated above will result in a registration hold and 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	210-212-5266
Northwest Vista College	Cypress Campus Center, Advising Services Center #108	210-486-4100
Palo Alto College	BOLD Advising Center, Palomino Center Annex	210-486-3366
Palo Alto College	SEED Advising Center, Palomino Center Annex	210-486-3131
Palo Alto College	STEM Advising Center, Palomino Center, #114	210-486-3660
St. Philip's College	MLK: Welcome Center - Advising	210-486-2008
St. Philip's College	SWC: Building 1 room# B172	210-486-7281
San Antonio College	CCAI, STEM & BPSI Advising Centers, Moody Learning Center, 1st Floor	CCAI: 210-486-0333 STEM: 210-486-0768 BPSI: 210-486-0328
San Antonio College	Disability Support Services, Moody Learning Center 1st Floor	210-486-0020
San Antonio College	HBSI Advising Center, Nursing and Allied Health, #109	210-486-1406
San Antonio College	Veterans Advising, Victory Center, #101	210-486-0111

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:
    - 1st and 2nd*- one full 16-week Fall or Spring semester
        - Students on 1st 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.
    - 3rd/ Permanent* –one full academic year (one spring, summer and fall term)

*Students on 2nd or 3rd 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 from your ACES email for information. Be sure to include your full name and banner ID in the message.

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 **from your student (ACES) email account**. 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 or call us at (210) 212-5266.

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.

Academic Dismissal Petition

ALAMO COLLEGES DISTRICT
Northeast Lakeview College

BE ADVISED: 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 on Academic Dismissal must complete the petition and supporting documents in order to be considered for re-instatement. Each college of the Alamo Colleges District requires different supporting documents that must be completed in full prior to submission. Ensure that you read all directions carefully.

Please complete this form entirely. **Incomplete petitions will not be reviewed**.

SEMESTER REQUESTED FOR REINSTATEMENT: ☐ Fall ☑ Spring ☐ YEAR: 2020

BANNER ID | PRE-MAJOR/ FIELD OF STUDY

LAST NAME | FIRST NAME | MI

CURRENT MAILING ADDRESS | CITY | STATE | ZIP CODE

@student.alamo.edu

ACES E-MAIL ADDRESS | HOME PHONE # | **(REQUIRED) CELLPHONE #**

Will you be working while enrolled? YES ☐ ☐ NO If yes, how many hours per week? _____

Which factors do you believe contributed to your inability to achieve academic success? **Check all that apply:**

☐ Excessive absences	☐ Not participating in class	☐ Poor time management	☐ Late/missing assignments
☐ Poor study habits	☐ Inattentive in class	☐ Lack of motivation/ interest	☐ Heavy course load
☐ Work schedule/ hours	☐ Stress	☐ Medical related crises	☐ Family
☐ Personal problems	☐ Poor support system	☐ Financial issues	☐ Other

AS A STUDENT YOUR RESPONSIBILITIES ARE (Initial by each statement indicating you understand):

____ Understand the Academic Dismissal Policies outlined at:
https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/academic-standing--probation/

____ If approved, you may enroll for **6-8 credit** hours per semester to include the required Strategies for Success (SDEV 0171) course. Registration and successful completion of SDEV0171 is mandatory.

____ Achieve and maintain a minimum semester GPA of 2.0 or higher each semester approved for enrollment.

____ You **must meet with your assigned certified academic advisor each semester enrolled until you return to Good Academic Standing.**

____ Provide documentation (Mid-term Progress Reports) to your assigned certified academic advisor regarding your academic progress until released from academic dismissal.

You will **remain on academic dismissal** until your cumulative institution **GPA is a 2.00** or higher.

Non-compliance with all responsibilities indicated above will result in a registration hold and may require you to sit out up to one full academic year.

Student Signature:_____ ____**Date:**_____

FOR OFFICE USE ONLY

Reviewer Name (Please Print): _____Date Reviewed: _____
Level of Academic Dismissal (*please circle one*): 1st, 2nd, 3rd, Permanent Petition Decision (*please circle one*): Approved/Not Approved
SPACMNT/ Navigate Notated (*please circle one*): Yes No SOAHOLD Waived to:_____SZAREGS hours updated: Yes No
Additional Comments: _____

_____

Reviewer Signature: _____ **Title:** _____**Date of Decision:** _____

The Alamo Colleges District and our five independently accredited colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, 210-485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

Revised: 4/17/2019

Reflection Statement Requirements

Your reflection statement is your opportunity to share what experiences you had that impacted your ability to be successful and has a large impact on whether your petition will be approved or denied. It is important that you address each semester that you were not academically successful and all issues that have contributed to your current academic standing. You should also include what you have done that will allow these challenges to be turned into opportunities. Be as specific as possible when describing what problems may have contributed such as illness, employment, financial difficulties, etc., and list what steps you plan to take to get back in good standing if your petition is approved. "Study harder, attend every class, etc." are good examples of what type of behavior you should exhibit, but be more detailed than that, and describe how you will be able to do those things.

Please attach a minimum One (1) page typed, double-spaced paper with one (1) inch margins including your name and Banner ID at the top of page addressing the following:

- Reasons for Dismissal
    - Reflect on your past performance specifically addressing all issues that what hindered your academic success and explain what factors impacted your academic progress. Any factors selected on the first page should be discussed in your reflection.
    - What did you learn from these experiences?
    - Address each semester in which the semester GPA was below a 2.0.
- Goals
    - Discuss your academic goals.
    - Discuss your career goals.
    - Discuss your transfer goals.
- Plan of Action
    - Describe in detail how you have addressed these issues. What has changed to allow you to be successful?
    - Include how you plan to be successful in the upcoming semester if your petition is approved.

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Revised: 4/17/2019

Student Name Banner ID Date

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: Reasons for Academic Dismissal- address the reasons you are on Academic Dismissal. Reflect on your past performance and address ALL issues that have hindered your academic success. What factors influenced your academic progress? Address **each semester** your GPA was below 2.0 as your academic standing did not change in one semester. Any factors identified on the Academic Dismissal Petition form need to be discussed here.

Paragraph 2: Educational and Personal Goals- Discuss your academic and career goals. How do you plan to make these goals a reality? Where do you plan to transfer? How does this align to your career goals?

Paragraph 3: Plan of Action- This is a very important paragraph when deciding to approve your petition. Describe in detail what changes you have made that will enable you to push past the issues you experienced (explained in Paragraph 1). What did you learn from these experiences? What accomplishments or goals have you fulfilled during this time that prove you have developed the skills necessary to be successful in college? Describe your plan to ensure your academic success in the upcoming semester. Be detailed when you discuss areas such as time management, study habits, balancing course load, and work-life-school balance. Describe what tools you will use to effectively manage your time, improve your study habits manage stress.

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.

ALAMO COLLEGES DISTRICT
Northeast Lakeview College

Student Success: Schedule Builder

Name: _____ Banner ID: _____ Pre-Major:_____

Future Transfer University (1st choice):_____ (2nd choice):_____

Complete (2) **TWO** semesters of schedule building with the courses listed on your degree plan. Utilize the instructions & web link below to access your degree plan in Alamo GPS. Begin by logging into your ACES account with your Alamo Colleges ID and password. On the Home tab, click on the GPS icon (as shown to the right). You will now see your degree plan based on the major you indicated when you applied for admission. If this major is incorrect, you will need to utilize the correct degree plan found in the course catalog online at https://www.alamo.edu/nlc/academics/program-index/ to complete this activity.



Review your Alamo GPS for all coursework you have completed successfully with a "C" or higher. If the sections of your degree have a class listed and are highlighted in yellow with a green checkmark, then you have completed that course successfully and it is applicable to your degree plan.

Any section of your degree plan that is red is showing coursework you would still need to complete. These are the classes that you should use to complete this activity. Pre-College courses (**Math 0410, 0320 & or INRW0420)** will not be listed on the degree plan, so please be sure to include them if your TSI scores have placed you into these courses. They are prerequisites to most college courses and would need to be completed first.

Use the degree plan to add in the courses you plan to take and make sure to label the semester.***Remember you will be limited to a maximum of 2 classes and your SDEV0171 course (up to 8 credit hours) upon approval. Use the example provided as a guideline.** ****SDEV0171 (NOT SDEV0370) is a required course for all Academic Dismissal students who did not previously complete the course with a "C" or better and must be completed during their returning semester.***

Example- Semester: Fall 2019

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3rd time taking the course?
ENGL1302	3	SAC	Yes	Yes
MATH0410	4	NLC	Yes	No
SDEV0171*	1		No	No
TOTAL Hours:	**8**			

Semester: spring/ fall_____

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3rd time taking the course?	Advisor Approved: Advisor Use Only:
SDEV0171(required 1st semester)	1				
TOTAL Hours:					

Semester: spring/ summer/ fall_____

Course Name and Number	Credit Hours	Institution Course was Taken Previously	Grade Replacement Opportunity	Is this a 3rd time taking the course?	Advisor Approved: Advisor Use Only:
TOTAL Hours:					

Reviewing Advisor Signature (indicating Plan is approved and placed in GPS ISP):_____

ALAMO COLLEGES DISTRICT
Northeast Lakeview College

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 (GOVT2**3**05), Speech (SPCH1**3**11) and the Strategies for Success course (SDEV0**1**71). 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.

STUDY TIME= # OF SEMESTER HOURS ENROLLED x 3 (7 credit hours x3 hours=21 study hours

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00-1:00 am							
1:00-2:00 am							
2:00-3:00 am							
3:00-4:00 am							
4:00- 5:00 am							
5:00 - 6:00 am							
6:00 -7:00 am							
7:00 -8:00 am							
8:00 -9:00 am							
9:00 -10:00 am							
10:00-11:00 am							
11:00am-12:00 pm							
12:00-1:00 pm							
1:00-2:00 pm							
2:00-3:00 pm							
3:00-4:00 pm							
4:00-5:00 pm							
5:00-6:00 pm							
6:00-7:00 pm							
7:00-8:00 pm							
8:00-9:00 pm							
9:00-10:00 pm							
10:00-11:00pm							
11:00pm-12:00am							

Interviewing Advisor Comments Section