

## 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. 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 at (<https://www.alamo.edu/sac/experience-sac/current-students/standards-petitions-and-appeals/>).

### ADDITIONAL INFORMATION:

Only students on **1<sup>st</sup> Academic Dismissal** have the option to complete the petition process without remaining out at least one fall or spring semester.

-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.

-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 petitioning.

-**Transfer Students** on Academic Dismissal 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.

-Petitions **must** be received **by the date listed below** according to term of enrollment. Submission by the Priority deadline is recommended because dismissal interviews and course availability are limited.

-**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.

| Term/Session  | Petition Process Begins | Process Priority Deadline | Last Day to Complete Process | First Day of Class |
|---|-------------------------|---------------------------|------------------------------|--------------------|
| Fall 16-week  | April 1, 2022           | July 28, 2022             | August 5, 2022               | August 22, 2022    |
| Fall Start II ( <i>San Antonio College only</i> )   | April 1, 2022           | August 5, 2022            | August 19, 2022              | September 7, 2022  |
| Fall Flex II ( <i>San Antonio College only</i> )    | April 1, 2022           | October 4, 2022           | October 11, 2022             | October 18, 2022   |
| Spring 16-week                                      | November 1, 2022        | December 1, 2022          | January 6, 2023              | January 17, 2023   |
| Spring Start II ( <i>San Antonio College only</i> ) | November 1, 2022        | January 13, 2023          | January 20, 2023             | January 31, 2023   |
| Spring Flex II ( <i>San Antonio College only</i> )  | November 1, 2022        | February 24, 2023         | March 3, 2023                | March 21, 2023     |

**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.
- 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          | BOLD Advising Center, Palomino Center Annex                              | 210-486-3366   | pac-advising@alamo.edu   |
| Palo Alto College          | SEED Advising Center, Palomino Center Annex                              | 210-486-3131   | pac-advising@alamo.edu   |
| Palo Alto College          | STEM Advising Center, Palomino Center, #114                              | 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<br>CCAI: 210-486-0333<br>STEM: 210-486-0768 | <a href="mailto:sac-bspai@alamo.edu">sac-bspai@alamo.edu</a><br><a href="mailto:sac-ccai@alamo.edu">sac-ccai@alamo.edu</a><br><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-dsstudent@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   |





## **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.

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.