**Student Petition for Waiver of Academic Dismissal**

In order to help you achieve your academic goals your petition will be reviewed to evaluate your eligibility for enrollment and to assist you in developing an action plan for your academic success.
As per the Alamo Colleges District policy, students who do not earn a semester term GPA of 2.0 and do not earn a cumulative 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. Students petitioning for registration without remaining out at least one fall or spring semester must submit the Academic Dismissal Petition form along with supporting documents to the institution where the dismissal status was earned.
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.

Please complete this form entirely in blue/ black ink. **Incomplete applications will not be reviewed**.

SEMESTER FOR WHICH WAIVER IS REQUESTED: Fall Spring YEAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF PETITION: MAJOR/ CONCENTRATION BANNER ID

LAST NAME FIRST MI

CURRENT MAILING ADDRESS ZIP CODE

@student.alamo.edu

ACES E-MAIL ADDRESS HOME PHONE # (Circle) CELL or WORK PHONE #

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 \_\_\_\_medical related crises \_\_\_\_Poor time management \_\_\_\_stress

\_\_\_\_poor support system \_\_\_\_financial issues \_\_\_\_Late/missing assignments \_\_\_\_\_\_\_ heavy course load
\_\_\_\_work schedule/hours \_\_\_\_family \_\_\_\_\_ personal problems \_\_\_\_Poor study habits \_\_\_\_ Inattentive in class
\_\_\_\_lack of motivation/interest \_\_\_\_\_other (please explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Understand the Academic Dismissal Policies outlined at <http://mynvccatalog.alamo.edu/content.php?catoid=108&navoid=5165#Academic_Standing_and_Probation>

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

You will **remain on academic probation** until your cumulative **GPA is a 2.00** or higher and complete and maintain a current degree plan reflecting all grades earned for each course.

If approved for a waiver, you may only enroll for **6-8 credit** hours per semester including the required SDEV 0171 course.

You **must meet with an academic advisor at least once during each semester** providing documentation (Mid-term Progress Reports) from your instructors regarding your academic progress until released from academic probation.

If any of the above are not met, you may be subject to being dropped from all registeredcourses and may be required to sit out up to one full academic year. You are not guaranteed a full refund for any dropped courses.

**Student Signature: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_Date:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

**Reviewer Name (Please Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Reviewed: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Level of Academic Dismissal: 1st, 2nd, 3rd, Permanent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved/Denied: \_\_\_ \_\_\_\_\_\_\_\_\_
SPACMNT Notated (Yes/ No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SOAHOLD Waived Until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.
	+ 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.