

Procedure to Request Reinstatement

A student (Petitioner) who has previously withdrawn from an academic program or who has been administratively dropped based upon program guidelines may petition to be reinstated in that academic program. The University is under no obligation to reinstate any student. *A student who was dismissed from an academic program is not eligible for reinstatement.*

The following steps outline the reinstatement procedure:

1. The Petitioner meets with the appropriate administrator: COM Associate Dean for Academic Curriculum and Medical Programs for Years I or II of the DO program, Associate Dean for Clinical Affairs for Years III or IV of the DO program, COM MSA or MBS Program Director, CPMS Dean, or CHS Program Director. This meeting may be in person, or conducted by phone, Skype or other electronic means.
 - Prior to the meeting, the administrator will request the Petitioner's academic transcript from the Office of the Registrar.
 - During the meeting, the administrator will:
 - Discuss with the Petitioner why they feel they are ready to return to the program;
 - Determine if the Petitioner perceives any barriers to completing the program; and
 - Outline the requirements the Petitioner must meet in order to complete the degree. This may include the retaking of successfully completed courses due to length of time passed, and/or courses in the current curriculum added after the Petitioner's separation.
 - The Petitioner and administrator will then develop a mutually agreed upon degree completion plan that will be documented in writing. The plan should include all didactic courses, clinical rotations, internships, capstone experiences, and board exam requirements.
 - The Petitioner will complete the first section of the Petition for Reinstatement (petition), attach a brief description of circumstances necessitating interruption of enrollment and steps taken to ensure continuous enrollment can be maintained in the future, attach the written degree completion plan (plan), and submit it to the administrator.
2. The college administrator will forward the completed petition, plan, and description of the circumstances to the applicable program APC; after APC review, the petition/plan will be sent to Conduct Officer; after Conduct Officer review, the petition/plan will be forwarded to the Director of Admissions and Recruitment to submit to the applicable program's Admissions Committee. Information about the circumstances will be shared with the APC, Conduct Officer, Director of Admissions and Recruitment, Admissions Committee, and applicable Dean.
3. The program's Admissions Committee will review completed petition/plan and submit its recommendation to the Dean for final decision. The Dean then notifies Petitioner in writing of reinstatement decision.

If approved, the Dean will indicate the new anticipated date of completion and forward the petition/plan to the Registrar. The Dean will also prepare a written communication to the Petitioner that the petition has been approved and will copy the Associate Dean, applicable Program Director and the Registrar as appropriate. If the reinstatement is approved, the Registrar will complete the student status change on all appropriate Colleague screens and notify appropriate university departments.

If declined, the Dean will indicate why the petition was declined and forward the petition/plan to the Registrar for the student's permanent record. The Dean will also prepare a written communication to the Petitioner that the petition has been denied and will copy the Associate Dean, applicable Program Director and the Registrar as appropriate.

4. Reinstatement applications are allowed only within the first two years following withdrawal or administrative drop and readmission will be granted only once.
5. An updated criminal background check will be required for all students prior to reinstatement. A drug screen may also be required as per applicable program requirements.


DES MOINES UNIVERSITY
Petition for Reinstatement

STUDENT INFORMATION

The student will initiate this form following the student/administrator meeting.

Date	Last name	First	MI
Mailing Address	City	State	Zip
Phone	E-mail		
College/Program:	Original Admission Date:		
_____	_____		

Type of Separation: Withdrew Administratively Dropped

Date of Separation: _____ Length of Active Enrollment: _____

Attach brief description of circumstances necessitating interruption of enrollment and steps taken to ensure continuous enrollment can be maintained in the future (including reaffirmation of your goals). Please note, description of the circumstances will be shared with the APC, Conduct Officer, Director of Admissions and Recruitment, Admissions Committee, and applicable Dean.

Applicants for reinstatement must provide information about all criminal charges and convictions, including deferred sentences, deferred judgements, dismissals, expungements, etc. related to any misdemeanor or felony charge (excluding parking violations). All reinstated students will be required to complete a background check prior to matriculation. A drug screen may also be required. Please note: any criminal history that is not disclosed at this time may result in Des Moines University rescinding any offer of reinstatement.

- Since withdrawal from DMU, have you had any arrests, been charged, convicted of, or entered a plea of guilty or nolo contendere (no contest) to any infractions, misdemeanors, or felonies, or do you currently have any pending legal actions, deferred sentences, deferred judgements, dismissals, or expungements related to such violations? If yes to any, please attach detailed information. No Yes

I am petitioning for reinstatement into the program identified above.

_____	_____
Petitioner's Signature	Date

PROGRAM-LEVEL APC REVIEW (IF APPLICABLE)

Academic Record: Satisfactory Unsatisfactory
Professionalism Assessment: Satisfactory Unsatisfactory

Comments: _____

Relevant / Mitigating Circumstances: _____
(attach sheet if additional space is needed)

APC Recommendation to Dean: Reinstatement Decline

_____	_____
Signature of APC Chair	Date

CONDUCT RECORD REVIEW

No record, Satisfactory Record, no concern Record, unsatisfactory

Comments: _____

Relevant / Mitigating Circumstances: _____
(attach sheet if additional space is needed)

Conduct Officer Recommendation to Dean : Reinstatement Decline

Signature of Conduct Officer Date

ADMISSIONS COMMITTEE REVIEW

Admissions Committee Recommendation to Dean: Reinstatement Decline

Comments: _____

Relevant / Mitigating Circumstances: _____
(attach sheet if additional space is needed)

Signature of Admissions Committee Chair Date

DEAN REVIEW

Appropriate documentation (including APC recommendation where applicable, student's academic record and professionalism assessment, and conduct record review) has been reviewed.

Comments: _____

DEAN DECISION

Approve Reinstatement Completion required by the end of _____ term; _____ year.

Decline Reinstatement.

If approved for reinstatement:

Advanced standing granted for the following course(s): _____

Course(s) denied advanced standing due to grade(s) earned: _____

Course(s) denied advanced standing due to age of credits: _____

Length of time remaining toward completion: _____

Signature of Dean

Date
