

Procedure to Request Reinstatement

A student who has previously withdrawn from an academic program or who has been administratively dropped based upon program guidelines may petition to be reinstated in that academic program. *A student who was dismissed from an academic program is not eligible for reinstatement.*

The following steps outline the reinstatement procedure:

1. The student 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 student's academic transcript from the Office of the Registrar.
 - During the meeting, the administrator will:
 - Discuss with the student why they feel they are ready to return to the program;
 - Determine if the student feels they have any perceived barriers to completing the program; and
 - Outline the requirements the student 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 student's separation.
 - The student 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 student will complete the first section of the Petition for Reinstatement, attach the written degree completion plan and submit it to the administrator.
2. The COM Associate Dean and/or applicable Program Director will review the Petition for Reinstatement and make a recommendation (approval or denial of the petition) to the Dean of the college. If the Petition for Reinstatement is in CPMS, proceed to step 3.
3. Petitions for Reinstatement indicating a recommendation of the COM Associate Dean and/or applicable Program Director will be reviewed by the Dean of the College who will either approve or decline the petition.
 - If approved, the Dean will indicate the new anticipated date of completion, and forward the petition and the plan of study to the Registrar. The Dean will also prepare a written communication to the student that the petition has been approved and will copy the COM Associate Dean, applicable Program Director and the Registrar as appropriate.
 - If declined, the Dean will indicate why the petition was declined and forward the petition to the Registrar for the student's permanent record. The Dean will also

prepare a written communication to the student that the petition has been denied and will copy the COM Associate Dean, applicable Program Director and the Registrar as appropriate.

4. If the Reinstatement Petition is approved, the Registrar will complete the student status change on all appropriate Colleague screens and notify appropriate university departments.


DES MOINES UNIVERSITY
Petition for Reinstatement

The Registrar will initiate this form upon receipt of student request to be reinstated following separation.

STUDENT INFORMATION

Date	Last name	First	MI
Mailing Address	City	State	Zip

Phone _____ E-mail _____

College: COM/Program _____ CPMS CHS/Program _____ Original Admission Date: _____

Type of Separation: Withdrew Administratively Dropped Date of Separation: _____ Length of Time Enrolled: _____

Attach brief description of circumstances necessitating interruption of enrollment beyond three consecutive semesters and steps taken to ensure continuous enrollment can be maintained in the future (including reaffirmation of your goals).

I am petitioning for reinstatement into the program identified above.

 Petitioner's Signature Date

REGISTRAR'S OFFICE REVIEW

At separation, student was considered eligible ineligible to apply for reinstatement. Student informed of this status in a letter dated: _____

If ineligible, the Registrar will respond to the petitioner. If eligible, the Registrar will forward this form along with the student's academic transcript and other related documentation to the appropriate College Dean.

 Registrar (or designee) Date Sent to Petitioner or Dean

PROGRAM-LEVEL SPEC REVIEW (IF APPLICABLE)

Academic Record: Satisfactory Unsatisfactory
 Professional Conduct: Satisfactory Unsatisfactory

Comments: _____

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

APC Recommendation to Dean: Reinstatement Decline

 Signature of APC Chair Date

DEAN REVIEW

Appropriate documentation (including APC recommendation where applicable, student's academic record and professional conduct) 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: _____

A copy of this form will be retained in the student's file.

Office of the Registrar 2014 Updated April 2016
