

DES MOINES COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS  
 Procedure: Satisfactory Academic Progress  
 Effective: August 25, 2011  
 Number: ES 4560

I. Institutional Regulations

- A. To define the requirements for academic progress and establish the procedures necessary to enforce those requirements. No program of study at Des Moines Area Community College may establish academic progress standards lower than those specified in this procedure.
- B. A program of study at Des Moines Area Community College may establish academic progress standards higher than those specified above, but such standards must first be recommended by the respective academic dean or campus executive dean, approved by the Academic Standards Commission, and approved by the Senior Vice President, Academic Affairs.

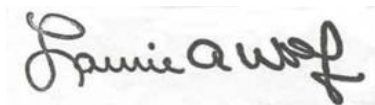
II. Procedures

A. Academic Progress

1. The following requirements only apply to credit enrollment at Des Moines Area Community College.
2. Students who have attempted 1 or more credits with any of the grades or marks listed in Procedure ES4552 at Des Moines Area Community College are subject to the following satisfactory academic progress standards:
  - a. Earn a cumulative grade point average (G.P.A.) of 2.00 or higher.
  - b. Successful completion of 67% of attempted credits. Successful completion is defined as achieving a grade of "D-" or better.
  - c. Guidelines for placing a student on "ACADEMIC WARNING":
    1. A student whose cumulative G.P.A. falls below 2.00 at the end of any term will be placed on ACADEMIC WARNING for the next term of enrollment.
    2. A student whose cumulative credit completion rate falls below 67% at the end of any term will be placed on ACADEMIC WARNING.
    3. A student on ACADEMIC WARNING will return to a status of "good academic standing" when his/her cumulative G.P.A. is raised to 2.00 or higher and his/her cumulative credit completion rate is above 67% or above.
    4. A student on ACADEMIC WARNING will continue on academic warning status if his/her term G.P.A. for the term following his/her placement on academic warning is 2.00 or higher but the cumulative G.P.A. remains below 2.00 and/or their cumulative credit completion rate is 67% or lower. This rule will also apply for subsequent terms of enrollment.
  - d. Guidelines for placing a student on "ACADEMIC CONDITIONAL ENROLLMENT":
    1. A student on academic warning who earns a term G.P.A. of less than 2.00 and/or has not completed 67% of credits attempted for the term will be placed on ACADEMIC CONDITIONAL ENROLLMENT for the following term of enrollment. Students who receive federal financial aid may be subject to financial aid suspension. See ES 4300 Financial Aid Satisfactory Academic Progress policy.
    2. If the student is registered for the following term and is placed on ACADEMIC CONDITIONAL ENROLLMENT for that term, he/she will be required to meet at the campus of their choice with a counselor or advisor no later than the fifth day of the ACADEMIC CONDITIONAL ENROLLMENT term to review his/her course selections and to complete an Academic Improvement Plan (AIP). Failure to comply will result in the student's being administratively dropped from all courses.
    3. If the student placed on ACADEMIC CONDITIONAL ENROLLMENT is not yet registered for the next term, he or she must meet with a counselor/advisor and complete an Academic Improvement Plan (AIP) prior to registering for any credit course work.
    4. A student on ACADEMIC CONDITIONAL ENROLLMENT who earns a term G.P.A. of 2.00 or higher but whose cumulative G.P.A. remains below 2.00 and/or has not completed 67% of credits attempted for the term will remain on ACADEMIC CONDITIONAL ENROLLMENT.
    5. A student on ACADEMIC CONDITIONAL ENROLLMENT who earns a term G.P.A. and a cumulative G.P.A. of 2.00 or higher and has completed 67% of cumulative credits attempted will be placed in good standing.
  - e. Guidelines for placing a student on "ACADEMIC DISQUALIFICATION": A student on ACADEMIC CONDITIONAL ENROLLMENT who earns a term G.P.A. of less than 2.00 and/or

does not complete 67% of term credits attempted will be placed on ACADEMIC DISQUALIFICATION and will not be allowed to enroll in credit course work for a period of one semester (or one summer semester plus one fall semester in the case of a suspension at the end of the spring semester).

- f. Guidelines for re-enrollment of DISQUALIFIED students:
  - 1. After non-enrollment for a minimum of one semester, as defined above in 'Guidelines for placing a student on "Academic Disqualification", a student on ACADEMIC DISQUALIFICATION may re-enroll after completing an updated AIP.
  - 2. In all instances, a re-enrolled student will be placed on ACADEMIC CONDITIONAL ENROLLMENT.
  - 3. Individual programs of study may impose additional re-enrollment requirements.
- g. A student placed on ACADEMIC DISQUALIFICATION may appeal that placement before the deadline to the Academic Reinstatement Committee chaired by the Director of Student Development. The appeal must be made in writing and must at a minimum explain the reasons for the past unsatisfactory academic performance and how the student proposes to improve his/her performance. The committee may grant or deny the appeal based on the written statement or the committee chairperson may choose to conduct a personal interview with the student or require the student to undergo counseling or academic assessment before making a decision. If the appeal is granted, the committee chairperson is authorized to impose reasonable restrictions on the student's subsequent enrollment.
- h. Students may appeal an ACADEMIC DISQUALIFICATION status only one time. Subsequent appeals will not be accepted.



APPROVED:

\_\_\_\_\_  
Executive Dean, Student Services

8-10-11  
Date: \_\_\_\_\_



\_\_\_\_\_  
Senior Vice President, Academic Affairs

8-10-11  
Date: \_\_\_\_\_

Check one:

**DMACC - ACADEMIC IMPROVEMENT PLAN (AIP)**

**DMACC - GRADUATION PLAN**

**PART 1 Student Information**

DMACC ID or SSN

Date \_\_\_\_\_

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Name \_\_\_\_\_  
(Last) (First) (M)

Program: \_\_\_\_\_

Term \_\_\_\_\_

**PART 2 Reasons for AIP/Graduation Plan (Check all that apply)**

- Conditional Enrollment     Student has been academically disqualified and desires to re-enroll.  
 Financial aid warning     Financial aid cancelation     Graduation plan – extending aid

**PART 3 Reasons for not meeting Academic Progress Standards/Degree Completion Requirements**

- Attendance     Health issues     Financial issues     Extending aid  
 Time management/study skills     Other (specify) \_\_\_\_\_

**PART 4 Class Schedule**

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Course #	Credits

Course #	Credits

Course #	Credits

Per ES4560 the number of credits and courses allowed in a semester may be limited for students not achieving satisfactory academic progress.

**PART 5 - Plan for Academic Improvement/Degree Completion**

What will you do differently this term to achieve academic success/degree completion? (Be specific – “study 20 hours/week”; “arrange for tutor”)

\_\_\_\_\_

\_\_\_\_\_

Counselor/Advisor comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature \_\_\_\_\_ Counselor/Advisor: \_\_\_\_\_

## Des Moines Area Community College ACADEMIC DISQUALIFICATION APPEAL

### Part 1

Last Name	First Name	M	DMACC ID Number	
Address		City	State	Zip
Phone Number		DMACC Email Address		
Campus Attending		Program of Study		

### Part 2 Please check off and attach requested documentation to this form:

- 1. **Develop** a written document that explains the actions, events, and/or behaviors that resulted in your academic disqualification. Academic disqualification occurs after failing to meet Academic Standards for 3 terms.
- 2. **Provide** any documentation to support issues that you discussed in #1, as available. An example would be to include documentation from a medical professional if illness, accident, or treatment was a major factor with your academic difficulties. All extenuating circumstances and documentation must be dated to reflect the time periods that resulted in academic disqualification.
- 3. **Develop** a proposal/plan that describes what actions you will take to come into compliance with Academic Standards, if allowed to re-enroll. Share the reasons why your appeal should be considered.
- 4. **Include** an updated Academic Improvement Plan (AIP) form signed by an advisor or counselor.
- 5. **I understand that appeals without sufficient documentation may be automatically denied.**
- 6. I understand that **I may appeal** an Academic Disqualification **one time**.
- 7. I understand that the Academic Disqualification Appeal form does not count, replace, or satisfy the requirements that are necessary for the Financial Aid Appeal Process. I will contact Student Financial Aid to check my financial aid status.

### Part 3

Once you have completed the above information, return it in an envelope labeled Attention: Director, Student Development, to the Student Services office at any DMACC Campus. **If the information submitted is not complete, the appeal will not be processed.**

Academic Disqualification Appeals MUST be received in the office at the Ankeny Campus by the date listed on your disqualification letter. Late appeals will NOT be considered.

Your appeal will be reviewed by the academic disqualification committee and **you will be notified of their decision via DMACC email.** The committee has the right, per DMACC policy ES4560, to impose reasonable conditions should they choose to grant your appeal.

### Part 4

By signing this form, I am acknowledging that all information provided in this appeal is true, correct, and complete to the best of my knowledge. Any false statements or misrepresentations will result in my appeal being denied.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_