

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS
Subject: Administrative Withdrawal
Effective Date: May 1, 2006
Number: ES 4520

I. Institutional Regulations

The Board of Directors of DMACC confers upon the staff the power to establish academic standards as they relate to the educational process.

II. Procedure

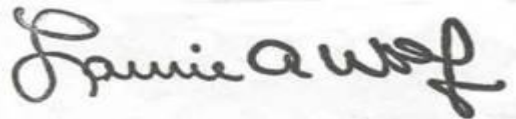
A. Students may be withdrawn from a course, a program, or the College at any time during the term pursuant to following institutional procedures described below.

1. Circumstances which may result in an administrative withdrawal:

- a. Students may be withdrawn by the Executive Dean of Student Services due to incarceration or ineligibility due to issues related to a visa. If withdrawn, students will receive a letter from the Executive Dean of Students indicating any re-enrollment procedures.
- b. Medical Withdrawal: Students with extenuating circumstances due to medical or mental health conditions may contact the Executive Dean of Student Services to request a medical withdrawal. Students should provide written documentation specifying relevant details including the nature of the condition, dates of onset, hospitalization, and/or treatment for medical problems. If granted, students will receive a letter from the Executive Dean of Students indicating any re-enrollment procedures.
- c. Failure to pay: The Business Office reserves the right to withdraw a student from courses for failure to pay.
- d. Academic Misconduct: Students may be withdrawn from a course, a program, or the College by the College Judicial Hearing Board for reasons directly related to their academic conduct. In these cases, ES 4670 Academic Misconduct and ES 4630 Student Conduct, Discipline and Appeals Procedure will be followed.
- e. Violations of the Student Code of Conduct: In cases where the student's conduct in class, laboratories, practicums, college sponsored activities, or on campus violates the regulations that govern their behavior on College property or cooperating agencies, the College Judicial Hearing Board may impose a sanction of suspension according to ES 4630 Student Conduct, Discipline and Appeals Procedure. A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site or other DMACC related facility for disciplinary reasons by following the procedures outlined in ES 4630.
- f. Dangerous Behavior Action: An interim suspension from a course, program, or the College may be imposed by the Executive Dean of Student Services, Provost/Dean, or Judicial Officer as a result of conduct that puts the health and safety of oneself or others in immediate danger by following the steps outlined in ES 4630 Student Conduct, Discipline and Appeals Procedure.

2. All circumstances leading to an administrative withdrawal will be documented and a record of action maintained by the person implementing the withdrawal. All disciplinary records are maintained by the Judicial Officer.

3. Whenever possible the faculty members will be notified of the withdrawal of the student.
4. If an administrative withdrawal is imposed or granted, a "W" will appear on the student's academic transcript.



APPROVED:

Executive Dean, Student Services

5/1/06
Date: _____



Senior Vice President, Academic Affairs

5/1/06
Date: _____