

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS
Subject: New Start
Effective: January 1, 2010
Number: ES4566

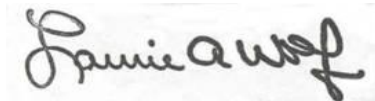
I. Institutional Regulations

The College will establish a New Start policy allowing students who have been absent from the College to request that previous grades no longer be calculated in the current cumulative grade point average.

II. Procedure

- A. All conditions of this procedure must be met and cannot be waived. Determination of eligibility will be made by the Registrar based on the requirements in section D. The decision of the Registrar is final and cannot be appealed.
- B. New Start may be granted only once to a student.
- C. It is the responsibility of the student to consult with the Office of Financial Aid to determine the effect of New Start on the individual's financial aid.
- D. To be eligible to request New Start students must:
 1. Be absent from the College for at least 5 consecutive years (60 months).
 2. Be readmitted.
 3. Meet with a Counselor/Advisor to determine eligibility and complete the petition for New Start.
 4. Have not earned a post secondary award from DMACC.
 5. Initiate New Start prior to or after completion of the first 12 institutional credits after re-enrollment.
 - a. The credits must have been completed with a cumulative GPA of 2.5 or higher.
 - b. All courses must have been completed with a "C" or higher.
 - c. Must have completed 100% of the attempted credits (no withdrawals or incompletes).
 - d. College preparatory and skill building courses will not count towards the 12 institutional credits needed to initiate New Start.
- E. If New Start is granted:
 1. A maximum of two full consecutive semesters/quarters may be forgiven. All courses and credits that were taken during chosen terms will be removed from grade point average calculation and may not be used for any purpose regardless of the grade earned in individual courses.
 2. Unsatisfactory grades awarded as a result of academic misconduct will not be forgiven.
 3. Forgiven grades will remain on the transcript but will be excluded from the grade point average calculation. A notation of # will signify the New Start has been applied.

4. Notation of academic probation, conditional enrollment, or suspension will not be changed or removed from the student transcript or academic record.
5. New Start applies only to DMACC. There is no guarantee, expressed or implied, that New Start will be recognized by any other college or university.
6. New Start is irrevocable.



APPROVED:

Executive Dean, Student Services

11-5-09

Date: _____



Senior Vice President, Academic Affairs

11-5-09

Date: _____

Petition for New Start

ES 4566

The student applying for New Start shall complete the top section of this form:

Last Name	First	MI	Student ID Number
Street Address			Former name if applicable
City	State	Zip	Telephone Number and Email
Program Intent			
In accordance with the policy ES4566 listed on the reverse side of this petition, I believe I meet the following eligibility requirements for "New Start" and hereby petition to have my cumulative grade point average (GPA) adjusted accordingly:			
1. I have been absent from the College for (at least) 60 months from _____ to _____.			
(month/year) (month/year)			
2. I have not earned a certificate/diploma/degree at Des Moines Area Community College.			
3. I am initiating New Start following completion of my first 12 institutional credits after re-enrollment.			
a. The credits have been completed with a cumulative GPA of 2.5 or higher.			
b. All courses have been completed with a grade of "C" or higher.			
c. Courses have a 100% completion rate of the attempted course credits (no withdrawals or incompletes).			
d. None of the courses are college preparatory or skill building.			
4. I understand I can have a maximum of two consecutive terms "forgiven" and choose to adjust the following terms:			
(please also attach a transcript with the terms highlighted and initialed)			
_____ and _____.			
I understand that in receiving New Start the following conditions apply as outlined in ES4566:			
<ul style="list-style-type: none">• New Start adjustment may only be granted one time and cannot be revoked;• Although my cumulative GPA will be adjusted, forgiven grades as well as notation of academic probation, conditional enrollment and suspension will remain on my transcript with a notation of New Start;• Unsatisfactory grades awarded as a result of academic misconduct will not be forgiven;• I forfeit the use, for any purpose, all college credits earned during the terms of the New Start;• New Start will be noted on my official academic transcripts and permanent student record;• New Start only applies to DMACC and if I apply to any other institution, I will be subject to its policies concerning my academic record; and• It is my responsibility to consult with the Office of Financial Aid about possible effects of New Start on my Financial Aid.			
Student Signature	Date	Counselor/ Advisor Signature	Date

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OFFICE USE ONLY

APPROVAL:

Date Received: _____ Petition Approved: _____ Petition Denied: _____

Reason(s) for denial:

- Separation from DMACC less than 60 months
- DMACC award previously earned
- Fewer than 12 college level credits completed
- GPA below 2.5 for the adjustment period of "C" not earned in all courses
- Did not have a 100% course completion rate
- New Start previously granted

Entered: _____
Initial: _____
Date: _____

Signature of Registrar Date