

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Undergraduate Academic Bankruptcy Petition

Name _____ S ID. No. _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Major _____ Advisor _____

University E-Mail Address _____ Personal E-Mail Address _____

Which semester are you petitioning for bankruptcy? _____

Notification of the outcome for this petition will be sent to your University E-Mail Address if you are a currently-enrolled student. If you are not a currently-enrolled student, then notification of the outcome of this petition will be sent to your personal email address. The emails may include information related to your student record. Take care to view these emails in a secure environment. MSSU is not liable in the event someone else views information pertaining to your student record from your personal email address.

Reason for requesting Academic Bankruptcy: (Be explicit and attach additional pages of reasons and documentation if needed)

Student Signature _____ Date _____

ACADEMIC BANKRUPTCY COMMITTEE DECISION

() Approved

() Denied

Reason:

Committee members: _____ Date; _____

See next page for details of policy and guidelines.

Last updated: May 2023

Academic Bankruptcy Policy

A student may petition the Academic Bankruptcy Committee to request one semester of work completed at MSSU be excluded in computing their overall academic record. An approved Academic Bankruptcy petition will mean that the approved semester's grades and credits will be excluded in the calculation of the student's overall GPA and earned hours. The record of the bankrupted semester's work will still be displayed on the transcript with "E" beside each course signifying exclusion from the calculation of overall GPA and earned hours. In addition, there will be a notation of Academic Bankruptcy for that semester on the transcript. Academic Bankruptcy cannot be used to obtain academic honors or athletic eligibility.

The petition is initiated at the Registrar's Office either by a paper form or online form.

Academic Bankruptcy rules and guidelines:

1. To be eligible to petition for Academic Bankruptcy, a student must state in their petition the unusual conditions that justify the petition.
2. A student is allowed one approved Academic Bankruptcy petition for the duration of their undergraduate education.
3. Academic Bankruptcy, if approved, will be applied to all courses within that semester including passed courses.
4. Students who have already graduated are ineligible to apply for academic bankruptcy.
5. Academic Bankruptcy cannot be used as a means of obtaining academic honors or athletic eligibility or avoiding academic probation or academic suspension.
6. Generally, requesting for general education courses or courses needed to complete a student's major may not be approved, because these courses must be completed to qualify for graduation.
7. In some cases, repeating a course may be a better option than an Academic Bankruptcy petition. Please review the Repetition of Courses policy found in the college catalog to see if it better fits your needs.
8. Approved Academic Bankruptcy at MSSU may not be accepted or recognized at other institutions or agencies.
9. Academic Bankruptcy cannot be applied to transfer courses. The student should contact the institution where courses were taken and ask about their policy. If grades are subsequently bankrupted at that institution, a new transcript should be sent to MSSU indicating the change.
10. The approval of academic bankruptcy petition does not constitute the refund or reimbursement of any tuition and fees paid by you or cancel any associated tuition and fees still owed by you for the bankrupted semester.
11. Academic bankruptcy does not improve the financial aid status for students who do not meet Satisfactory Academic Progress standards for federal financial aid.
12. Students in the IEP program are not eligible to petition for Academic Bankruptcy.
13. Requests from students on international exchange programs or taken during an exchange program will include the International Studies department in the review and approval process.
14. Approved petitions from student athletes will be communicated to the Athletic department.

Petitions for Academic Bankruptcy may be submitted to the Registrar's Office at any time during the year. The Academic Bankruptcy committee meets to consider petitions periodically throughout the year.

THIS FORM WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

If you need assistance, contact the registrar's office at registrar@mssu.edu (417) 625-9389 Hearnes Hall 101