

**Missouri Western State University  
Petition for Academic Renewal**

Carefully read the Academic Renewal Policy to understand all qualifications and exclusions.  
Completed petition forms should be submitted to the Admissions and Graduation Committee, c/o Registrar's Office, Eder Hall 102, 4525 Downs Drive, St. Joseph, MO 64507.

**Name** \_\_\_\_\_  
Last First M.I.

**Student I.D. (or SSN)** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City State Zip

**Telephone** \_\_\_\_\_

**Information required for petition review –**

- Letter of explanation and support documentation, if applicable, addressing the circumstances which occurred during the semester(s) you are requesting to be excluded from your MWSU transcript.
- Letter addressing your academic experience and personal and professional accomplishments achieved during the timeframe away from higher education.
- Written support from your advisor or other faculty member in your major department
- Official transcripts from ALL college or universities attended must be on file in the Registrar's Office at time of this petition.

**Please indicate the most recent semester which is requested to be excluded from overall grade point average and credit hours earned. All credits attempted prior to this point will also be excluded.**

**Semester/Year requested** \_\_\_\_\_

I understand if academic renewal is granted that all approved semesters will remain on my transcript, yet be excluded from the overall grade point average and credit hours earned. I also understand that academic renewal will not adjust my financial aid eligibility, cannot be used to obtain athletic eligibility and may not be recognized by outside agencies or other institutions. Further, I am aware that I am limited to one appeal of academic renewal during my academic career at Missouri Western State University.

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