

## Undergraduate Academic Renewal Request Form

University of Central Missouri - Office of the Registrar  
Ward Edwards, Suite 1000; (660) 543-4900; fax (660) 543-8400

Students returning to UCM after an absence of three or more calendar years may request academic renewal. Students must be planning to return to UCM to earn a degree or certificate. If approved, the renewal will be processed and noted on official transcripts after the census date for the first term returning. The renewal can apply to multiple semesters (do not need to be consecutive) and will affect only courses taken at UCM prior to the absence.

The following rules apply:

- Does not include transfer work.
- Academic renewal does not remove grades from the academic transcript. A notation on the transcript will indicate the academic renewal and will remove the hours and grades from the GPA calculation.
- Any degree requirements met during the designated term(s) will need to be repeated.
- Credit hours forgiven by this policy cannot be used to meet any requirements (prerequisite, graduation, upper-level hours, residence hours, certification, etc.).
- Once approved and processed academic renewal cannot be rescinded.
- Cannot predict how other bodies (graduate school, law school, medical school, etc.) will interpret or accept UCM's policy.
- Request must be made no later than one semester prior to degree conferral.
- Final approval is made by the Vice Provost of Academic Programs and Services.
- A student cannot request UCM's academic renewal policy if a similar policy from another institution was approved on transfer credits.
- Students who receive financial aid must meet with a Financial Aid Counselor in Student Financial Services to determine how Academic Renewal could impact aid. Awarding of scholarships after Academic Renewal will be determined by the awarding body.
- Students who have ever received GI Bill benefits at any institution must contact Military and Veteran Services.
- Student athletes must contact the Senior Associate Athletic Director.
- International students must contact the Graduate and International Student Services Office.

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

**Student Number:** 700 \_\_\_\_\_

List the terms(s) below to be considered for academic renewal: (Example: Fall 2013)

_____	_____	_____
_____	_____	_____

*I have read and understand the Academic Renewal Guidelines and I wish to invoke the policy for the term(s) listed above. I understand I will lose all credit for all coursework completed during the terms listed above and any degree requirements met during the designated term(s) will need to be repeated. I understand that once approved and processed this appeal cannot be rescinded.*

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Student Signature (REQUIRED) Date

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Academic Advisor Signature (REQUIRED) Date

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Financial Aid Counselor Signature (REQUIRED) Date

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Sr. Associate Athletic Director Signature (if student athlete) Date

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Director of Military & Veteran Services Signature (if using/used GI Bill) Date

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Assistant Director of ISS Signature (if international student) Date

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Registrar Signature (REQUIRED)\*\* Date

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Vice Provost of Academic Programs and Services Signature Date

**\*\*Return completed form with all appropriate signatures to:**

Registrar's Office

By mail or in person to Ward Edwards 1000, Warrensburg, MO 64093

or by e-mail to [registrar@ucmo.edu](mailto:registrar@ucmo.edu) or fax to (660) 543-8400

Reviewed by: \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_