



College of
Communication &
Information Sciences

**ACADEMIC BANKRUPTCY
POLICIES AND PROCEDURES**

During a particular term, students may encounter personal, emotional or financial circumstances so devastating that it prevents them from performing at their usual level of recorded academic achievement. In most cases, students are able to take action at the time and temporarily withdraw from the University for that term.

Sometimes, though, students cannot or do not take that step, resulting in subpar academic performance for that term. This is when it might be appropriate to file for a retroactive withdrawal or *academic bankruptcy*.

If you choose to file for academic bankruptcy, please understand:

- You must be currently enrolled in UA.
- You must have successfully completed at least 24 hours at The University of Alabama past the term for which you seek bankruptcy.
- Petitions must be filed before you graduate. If you should decide after graduation, for example, to attend graduate school, you will not be able to retroactively expunge a term of subpar performance.
- A petition for academic bankruptcy can be approved one time only in your academic career at UA.
- If your petition is approved, the grades for all the courses you took during the academic term in question will be recorded as a “W” (“Withdrawn”)--including those courses you might have passed and those that might be prerequisites for classes in which you are currently enrolled. This means no credit is recorded on your transcript for that term so that classes may need to be repeated, including those in which you are currently enrolled.
- Your petition for academic bankruptcy is filed to the Assistant Dean for Undergraduate Studies in the College of Communication and Information Sciences located in Tisch Student Services.
- Once a student has been enrolled in C&IS for two terms, C&IS has the authority to grant academic bankruptcy for a term in which the student was enrolled in another academic division.

Your petition for academic bankruptcy, then, must address these two factors:

1. You must demonstrate that the circumstances directly affected academic performance **during that term**. Please understand, though, that circumstances surrounding adjustment problems usually encountered by new students at the University would not apply.
2. Your academic record must show a pattern of improved academic performance over at least two full terms (minimum of 24 credit hours) following the term for which you seek academic bankruptcy. If you have evidence that your performance was better prior to that term, be sure to include that as well.

***Note:** The problem(s) and the effects of the problem(s) of the student's work must be reasonably documented and verifiable. Supporting evidence should be submitted outlining approximate dates when problem(s) occurred.*

Procedure

Students may petition for academic bankruptcy for a single term already completed after being enrolled in C&IS for two academic terms (a minimum of 24 hours). There is no limit in regard to time elapsed between the term in question and the submission of such a petition, but a petition will not be considered if the student has received a degree following the term in question, or has not shown evidence of better performance.

The student is required to meet with the Director of Student Services prior to the submission of an appeal. That will allow the student to be made aware of any repercussion of a bankruptcy approval, i.e. repeat classes, prerequisite conflicts, etc.

The petition will be reviewed by the student's home department who will make a recommendation to the Assistant Dean for Undergraduate Studies for final approval.

Typed petitions may be submitted to:

Tisch Student Services & External Relations, Suite 190 Reese Phifer Hall, Box 870172, Tuscaloosa, AL 35487 or emailed to tischstudentserv@ua.edu.

- Include CWID, name, mailing address, city, state, zip, phone, and email
- Identify which term should be considered for bankruptcy
- Describe reasons bankruptcy should be considered
- Provide documentation for the reasons, i.e. doctor's notes, legal documents, etc.

If you have any questions regarding these procedures, please email tischstudentserv@ua.edu.