

<b>Student ID #</b>	<b>Last Name</b>	<b>First Name</b>		
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>

Academic bankruptcy permits the removal of up to two complete semesters' grades from a student's cumulative grade point average. Courses and grades taken in this academic period remain on the permanent record, grade point factors are removed and the credits will not count toward graduation. There are specific criteria that must be met to qualify for academic bankruptcy.

**Qualifications**

1. Obtain Application for Academic Bankruptcy from the *campus* Registration Office. Questions about this process can be addressed by Registration Office staff.
2. Complete at Central Community College 15 sequential credit hours with a term 2.5 GPA. All grades from each term that the 15 sequential credits come from will be included in the GPA calculation. Credits can be earned in multiple, sequential terms (i.e. Fall/Spring/Summer in sequence). While Foundation grades will not factor into the term GPA, a Foundations course successfully completed with a grade of "C" or better will qualify toward the 15 credit hours.
3. Indicate term(s) to be removed from GPA.
4. Complete and sign application form; obtain signatures.
5. Return the form to the *campus* Registration Office.

**Please note:**

- Once completed, the Academic Bankruptcy process *cannot be reversed*.
- Term(s) with courses that have been applied to a previously earned CCC degree, diploma, or certificate cannot be bankrupted.
- All courses, credit hours, and grades (not just those with a D or F) completed during the term(s) to be bankrupt will not count toward graduation or prerequisite requirements.
- The term(s) to be bankrupt will remain on the transcript and will be marked "Academic Bankruptcy."
- A student receiving Veteran benefits may be required to pay back benefits received during the Academic Bankruptcy term(s).
- A student may bankrupt up to two terms at CCC during his/her lifetime.

**I hereby certify that I have discussed this with my adviser and that I understand the conditions of academic bankruptcy**

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**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Adviser's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Financial Aid Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Veteran's Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

**Approved:**    **Yes**    **No**    **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Comments:** \_\_\_\_\_