



Petition for Academic Amnesty

UNIVERSITY OF MISSOURI-KANSAS CITY OFFICE OF REGISTRATION & RECORDS

Please read the Academic Amnesty policy statement as well as the requirements of the petition process.

I request that my grades for the terms shown below be excluded from the calculation of my grade point average in accordance with the University of Missouri-Kansas City policy on academic amnesty. I understand that **ALL** courses and grades for the terms requested will be disregarded if this request is approved and I may not retain selected courses or grades in the calculation of my grade point average. None of the courses in the semesters specified below may be used to meet degree requirements. These courses will remain on my transcript with the original grade preceded by a letter "X" and a notation that they have been granted academic amnesty.

Please print your name as it appears on your UMKC record _____

Student signature _____ Date submitted _____

Student ID number _____ Telephone _____

Email address _____

Indicate the semester(s) for which you are seeking academic amnesty _____

Example: Fall 2004 or Spring 2002

Submit all of the following items to the Registration & Records Office with this form.

1. A signed, written explanation **from you** detailing the reason(s) for your petition for Academic Amnesty. Please be specific. Please note that inability to master the course work is not an acceptable reason for poor grades. Poor and/or failing grades are not acceptable reasons for academic amnesty. Only those events beyond the student's control (i.e., illness, death in family, etc.) are acceptable reasons for amnesty.
2. Documentation supporting your explanation. Acceptable documentation may consist of letters, photocopies of bills and official reports, or other information from third-party sources which support your request for amnesty. Documents must be relevant to the time period in question for which you are requesting amnesty.
3. A statement **from you** explaining what corrective measures you have taken to assure your satisfactory academic progress in the future. If applicable, please specify the following.
 - a. How you will assure satisfactory academic progress in the future. For example, improve GPA, complete attempted courses, etc.
 - b. How and when you will satisfy your current incomplete grades, if any. For documentation, provide a note or email from your instructor or academic unit regarding the plan to satisfy your incompletes. Please note that an amnesty decision may be deferred until incomplete classes are completed depending on the number of incomplete credits and your current course load.
 - c. How you will meet the requirements for graduation by your anticipated graduation date.
4. A detailed academic plan **from your academic advisor** showing your expected course work to meet your graduation requirements.

Return your academic amnesty petition to:

UMKC Registration & Records Office
Attn: Nicole Woolsey
5100 Rockhill Road
Kansas City, MO 64110
Fax: 816.235.5513

Academic amnesty petitions are reviewed by a committee composed of faculty members from various academic units. The committee convenes approximately once per semester. If you have any questions about the amnesty process, please contact Nicole Woolsey at woolseyn@umkc.edu.



UNIVERSITY OF MISSOURI-KANSAS CITY

Academic Amnesty Policy

OFFICE OF REGISTRATION & RECORDS

The University of Missouri-Kansas City has an amnesty policy to enable those students who did not perform adequately in their undergraduate enrollment at UMKC to be given a second chance to pursue their undergraduate academic goals. The policy is as follows:

A student may apply for amnesty if s/he meets the following two requirements:

- Has not been enrolled at UMKC at any time during the past two years
- Applies for amnesty at the time of the application for readmission or before the end of the first semester of readmission if already readmitted

NOTE: Amnesty for prior terms at UMKC will not be considered for students who are enrolled or are enrolling at schools other than UMKC. Amnesty only applies to UMKC undergraduate courses and is not applicable to transfer work or graduate work. Only students who are readmitted at the undergraduate level at UMKC are eligible to apply for amnesty.

Amnesty will be implemented as follows:

- Grades for **ALL** courses taken in the period of time for which amnesty is requested will be removed from the grade point average if the request is approved. The student may not choose specific courses.
- The original grade will remain on the student's transcript, but will be marked by an "X" preceding the grade. For plus/minus grades, the plus or minus will be dropped and the base grade will be used. For example, grades of A, B+, B, B-...F would be changed to XA, XB, ...XF. These hours and grades will remain on the transcript, but will not count toward cumulative hours nor GPA, nor can they be used to fulfill any degree requirements, regardless of the original grade.
- A statement "Grades granted amnesty by faculty committee action" (or similar) will follow the last course on terms granted amnesty.
- When amnesty is approved, changes to the transcript will be made after the fourth week of classes in the term in which the student re-enrolls. If the student withdraws before the end of that term, all course grades will be changed back to the grades that appeared prior to amnesty.
- Students can receive amnesty at UMKC only one time (for one or multiple terms) in their lifetime.

ACADEMIC AMNESTY PROCEDURES

Amnesty petitions may be made by use of a standard form available in the Admissions Office and in the Registration & Records Office. Applications should be submitted to the Registration & Records Office to the attention of the Assistant Registrar.

A faculty committee to be appointed by the Vice-Provost for Academic Affairs acts upon amnesty petitions. This committee will be composed of representatives of each academic unit on campus. A minimum of three committee members must vote on each petition in order to render a decision. A representative from the Registration & Records Office will be included as a non-voting member. The Assistant Registrar will convene committee meetings approximately once per semester.

Students will be notified of all committee decisions in writing and/or by email.