

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	DATE OF INCEPTION
TRANSCRIPT BANKRUPTCY	R-29	October 19, 1995

Purpose: To establish a process for students to request their CSU undergraduate or graduate transcripts to be bankrupt when being readmitted to the University after a period of time.

1. At least five calendar years must have passed since the student last attended CSU. An undergraduate student's academic record must show at least 24 credit hours attempted in residence. A graduate student's academic record must show at least 6 credit hours attempted in residence.
2. The student must apply for readmission and will be subject to current guidelines regarding transfer credit. Along with the Application for Admission, the student must submit a letter requesting academic transcript bankruptcy. The letter should describe the student's current academic goals and plans to achieve academic success. This letter will be forwarded to the Registrar for review during the readmission process.
3. The University Registrar will submit recommendations to the Director of Admissions regarding acceptance and conditions of enrollment, which will include mathematics and English placement for undergraduate students. After the student is readmitted through Enrollment Services, the Registrar will notify the student about the conditions of transcript bankruptcy as described in this policy.
4. All previous CSU undergraduate credit will be disregarded with respect to any degree requirements for undergraduate students. Likewise, all previous CSU graduate credit will be disregarded with respect to any degree requirement for graduate students. The prior academic record, including terms, course titles, grades and credit hours attempted will remain a part of the student's transcript. However, the prior academic record will not include credit hours earned or grade points. The transcript will indicate "Transcript Bankruptcy Approved on (date)" under the last term included under the bankruptcy. The student will be subject to the current Satisfactory Academic Progress (SAP) scale as it applies to total credit hours attempted and the minimum GPA required to be in good academic standing for all new credit attempted. A minimum GPA of 2.0 must be maintained beginning with the first new term attended to be in good standing for undergraduate students. A minimum 3.0 must be maintained beginning with the first new term attended to be in good standing for graduate students. Students should contact the Financial Aid office regarding limitations on the maximum number of attempted hours permitted for financial aid.
5. The student will be subject to all current policies and procedures and to the current undergraduate or graduate catalog when matriculation occurs.
6. The student may not elect to reverse the decision to declare transcript bankruptcy once it has been approved, and the student has enrolled.
7. Any student that has been granted transcript bankruptcy will not be eligible for any academic honors at CSU.

By action of the Faculty Senate on October 19, 1995, and September 23, 2003. Updated by the University Registrar June 4, 2021. Revised by Faculty Senate, November 2023.