

**Mississippi Valley State University  
Office of Student Records**

**Request for Academic "Fresh-Start" Form**

To apply for academic fresh-start at Mississippi Valley State University, a student must:

- Complete the student information portion of this form;
- Request an academic transcript from each previous institution including Mississippi Valley State University;
- File this form along with the academic transcripts his/her academic department at least three weeks before the registration date;
- Obtain the approval of the academic advisor for academic fresh-start and upon approval;
- Obtain approval from the department chair, dean of the college in which the student is enrolled and Vice-President for Academic Affairs;
- File the form with the Office of Student Records/Registrar. This form will be forwarded to the Office of Student Records from the Office of Academic Affairs.

Upon approval, a final transcript will be created and sent to the student along with a copy of the Request for Academic Fresh-start Form. A copy of the Request for Academic Fresh-Start Form will be returned to the student's academic department.

**Student Information**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Major \_\_\_\_\_ Classification \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
*Street/Box # City/State Zip Code*  
Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
*Daytime Home*

College(s) Attended (Most Recent First)	Address	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Semester requested for Academic Fresh-Start Form (e.g. Fall 2002)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

This procedure for academic fresh-start is a one-time option and is irreversible.

**Required Signatures:**

Academic Advisor \_\_\_\_\_ / \_\_\_\_\_ Department Chair \_\_\_\_\_ / \_\_\_\_\_  
College Dean \_\_\_\_\_ V.P. for Academic Affairs \_\_\_\_\_ / \_\_\_\_\_

**Receipt of Form**

Director of Student Records \_\_\_\_\_ Date \_\_\_\_\_

*White – Registrar*

*Yellow – Academic Department*

*Pink - Student*