



## RETROACTIVE PURGE REQUEST FORM

*This form must be signed by each department representative, then submitted to the Records Office for review and determination.*

Name:	
T Number:	
Date of Birth:	
Date:	
Requested Semester:	
Requested Year:	
Phone:	
Email:	
<u>Student Comment/Explanation:</u>	

### STEP 1: FINANCIAL AID CLEARANCE

The Office of Financial Aid will review federal aid (grants and loans) applied to your student account, verify class attendance, and adjust your federal aid applied to your account accordingly.

- Financial Aid verification approved.
- Financial Aid verification denied.

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Comment \_\_\_\_\_

### STEP 2: HOUSING/DINING CLEARANCE

The Office of Residential Life will review and verify the number of days you have spent as a resident in campus housing and the meals utilized on your student meal plan and adjust your account accordingly.

- Residential Life verification approved.
- Residential Life verification denied.

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Comment \_\_\_\_\_

**STEP 3: ACADEMIC CLEARANCE**

The Office of the Academic Affairs will review class attendance and grades for the requested term to determine your academic standing.

- Academic Affairs verification approved.
- Academic Affairs verification denied.

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Comment \_\_\_\_\_

**STEP 4: RECORDS OFFICE**

- Retroactive purge has been processed.
- Notified [Bursar@tnstate.edu](mailto:Bursar@tnstate.edu) student has been purged and for what semester.

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Comment \_\_\_\_\_

***ATTENTION:*** This form is for students seeking to be retroactively removed from a course and or a semester. Be advised a retroactive purge may have financial and or academic ramifications associated with it. Be sure to consult with Academic Affairs, Academic Advisement, Registration, Financial Aid, Housing, and or any other office necessary prior to requesting a retroactive purge.