

# Registration and Academic Records

270-809-5630 or 800-272-4678 ext. 1  
 msu.registrar@murraystate.edu  
 msu.registration@murraystate.edu

## POLICIES AND PROCEDURES

<i>myGate</i>	32
Policy Changes	32
Academic Calendar	32
Registration	32-34
Academic Advising	
Holds	
Credit Hours	
Classification	
Course Numbers	
Student Course Load	
Concurrent Enrollment	
Course Prerequisites	
Schedule Change	
Auditing of Courses	
Time Conflicts	
Overrides	
Withdrawal	34-35
Administrative Withdrawal	
Active Duty Deployment	
Academic Records	35-37
Demographic/Address Change	
Credit by Examination	
Advanced Placement Program (APP)	
College Level Examination Program (CLEP)	
International Baccalaureate Exam (IB)	
Departmental Challenge Exam	
Military Service Credit	
Grades	
Incomplete Grades	
Quality Points	
Grade Point Average	
Grade Change Policy	
Dean's List Academic Honors	
Repeating Courses	
Minimum Academic Standards	37
Outcomes Assessment	
Academic Standings	
Academic Second Chance	38
Academic Appeals	38
Suspension Appeal	
Grade Appeal	
Academic Record and Transcript	39



Z À À o] } ] o μ ] v μ u } v .o V v μ v ` Z } Z  
} u o } P u } P } v Z v } v u ] ' }

Credit Hours

Murray State University maintains high academic standards in  
] μ ] μ o } + ] v P ` ] Z } ] v o } v μ } v  
] v ] Z } μ v } ] ] P v } v ( ) Z o À } ( )  
} μ } v v X d Z μ v ] À ] } } v u } v r Z } μ  
} v Z } μ } ( ] μ o } u ] v ] u μ u } ( .L v } v r Z } μ ]  
{ ( o μ } } Z ] } v r Z } μ r ] } v } ( o } } U μ ] } U  
v } Z } μ } ( } μ r } ( r o } } I Z ` I U } Z μ ] À  
r o Z } μ | O - P P - u O  
{ ( } ( p à 5 O r r x ð - } ( - p x r .æ ` } P } 7  
r r r  
r  
r - ð  
qAD} P x G R@ T % \$ @ μ Ax t T7

---

---

—

—

—

grades of withdrawn (W). Consult the current *Academic Calendar* for dates and deadlines. Withdrawal of any type does not remove the student's financial obligation to the university.

### **Administrative Withdrawal**

Students who fail to meet their obligations to Murray State University, either financial or administrative, may be administratively withdrawn from the university and lose all credit being attempted. This includes students who withhold or falsify information on documents during the admission process.

### **Active Duty Deployment Withdrawal**

If an active duty serviceperson, a national guardsman or a reservist is deployed during the semester, he/she may withdraw from the university without penalty as of his/her deployment date. The student must submit their withdrawal request via their *myGate* Academics tab and provide proper documentation to the Registrar's Office as soon as possible. Contact the Registrar's Office at (270)



### Grade Change Policy

Grades are recorded in the Office of the Registrar as reported by the faculty at the end of each term. No grade recorded on the student's record may be changed except upon a written statement signed by the instructor certifying an error in reporting had been made.

When an error is made in reporting a grade, the instructor may make the necessary change in the Office of the Registrar within the first 20 days of the semester following the recording of the grade. A grade will not be changed after a degree is conferred. **Students may not submit missed work, make changes to already submitted work, nor complete additional assignments in order to change a grade of A, B, C, D, or E once the grade has been recorded.** The policy concerning the changing of I grades is addressed earlier in this section. Under no circumstance will an appeal of a grade be accepted after one year from the end of the semester in which the grade was received.

### Dean's List Academic Honors

Full-time (courses in which a grade of P is received will not count toward full-time status for this purpose) undergraduate students who have attained a term grade point average of 3.50 or above in either a spring or fall semester will be placed on the "Dean's List" for that semester and will appear on the student's record. This requirement must be met at the time grades are posted. Grades changed after the initial posting of grades will not be used for determining Dean's List. Grades of I may prevent a student from being placed on the Dean's List. Dean's List information is also displayed under the Academics tab on *myGate*. For press release forms regarding Dean's List Honors, please contact the department of University Communications. The policy concerning degree honors is addressed in the Graduation Requirements section of *Academic Degrees and Programs*.

### Repeating Courses

---

---





*the instructor within the first twenty (20) days of the semester im-*

—

versity official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Release of such information is at the discretion of the registrar.

2. The right to request the amendment of the student's educational records that are believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. See the section on *General Student Complaint Procedure and Request to Amend an Educational Record* in Chapter 1.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses educational records without the student's prior written consent under FERPA except on for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); the University attorney; appropriate community safety and emergency personnel to whom information regarding students is to be provided pursuant to KRS 164.9495; a contractor, consultant, volunteer, or other person or entity to which the University has outsourced institutional services or functions; and who is limited as to disclosure, maintenance, and re-disclosure of information; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official. A student who is an official of another school is not a school official of this school.

registrar \* who \* & \* as  
 um dt