Registration and Academic Records

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

POLICIES AND PROCEDURES

Of ce of the Registrar

For informat on regarding registrat on, graduat on, degree au-
dits,   , grade policies, and for instruct ons to request a tran-
script, see the Registrar's website at www.murraystate.edu/regis-
trar. Quest ons may be directed to the Of ce of the Registrar at
270-809-5630 or 800-272-4678 (extension 1), or in writ ng to the
Of ce of the Registrar, 113 Sparks Hall, Murray, KY 42071-3312, or
by email at msu.registrar@ murraystate.edu. The Of ce of the Reg-
istrar considers Murray State email to be the primary and of cial
source of communicat on.

myGate

Murray State University provides a secure portal to an on-line
informat on network (   ) to students and faculty. The system
provides up-to-date access to students enabling them to register
and view their class schedules, grade reports, transcripts, degree
audits, account balances, 1098T tax informat on, student loan
not ces, contact informat on, personal informat on (majors, advi-

have a valid social security number on file; and a student who has completed a degree or certificate and has not been admitted to a new program or status.

Credit Hours

Murray State University maintains high academic standards in its curricular offerings with processes in place to ensure consistency in credit hours awarded and appropriate designation for the level of course content. The university operates on a semester system with one hour of credit equal to a minimum of fifteen one-hour sessions of lecture or thirty one-hour sessions of laboratory, studio, or practice and two hours of out-

ment chair, must be taken to the Of ce of the Registrar, Sparks Hall. Under no circumstances may a graduate student enroll in more than 16 semester hours: 1) without approval signature of, and a letter of just f cat on from, the student's collegiate/school dean; and 2) without approval signature of the Associate Provost for Graduate Educat on Full-t me status for <u>all</u> graduate students is enrollment in a minimum of nine semester hours regardless of Graduate Assistant employment status.

Concurrent Enrollment

Students enrolled in classes at mult ple schools during the same semester are considered to be concurrently enrolled. A concurrently enrolled student may not enroll in a combined course load that exceeds the applicable Murray State student load regulat on. Students request ng an overload of combined hours must get written approval by their academic advisor and dean on the appropriate overload form. See   sect on above for the overload policy   t   E   t   E   be   v   b   r the

to drop a class with a   (see Academic Calendar for detailed withdrawal deadlines). Withdrawals will be recorded on the student's permanent record. Refund policies are published online each semester in the official   .

Withdrawing from school before the end of the first drop period will eliminate the courses from the student's permanent record. Withdrawal during the second drop period, the student will receive grades of withdrawn ( ). Consult the current
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 Academics tab and provide proper documentation to the Registration Office as soon as possible. Contact the Registration Office at (270) 809-3776, msu.registration@murraystate.edu, or the Office of Veteran and Military Student Success at (270) 809-3754, msu.va@murraystate.edu for additional information on the withdrawal process and required documentation.

Academic Records
Demographic and Address Change

Any student who changes his or her name or social security number is expected to notify the Office of the Registrar and provide requested documentation. Changing one's name does not change the name printed on the diploma. To make the change on the diploma, the student must contact the Graduation Office at (270) 809-5084 or msu.graduation@murraystate.edu.

Murray State University recognizes students may wish to use a name other than their legal name. When requested, the university will use a preferred first name on certain documents and online information sources. The official/legal name will remain on permanent records, including but not limited to academic, employment, and tax records. **Students may not designate a preferred last name. Students are encouraged to add a preferred first name using the Preferred First Name Form as found on www.murraystate.edu/registrar prior to the start of a semester to assist instructors in consistently addressing a student throughout the course of a semester.**

The student will be held responsible for any communication from any university office sent to the Murray State e-mail address or the mailing address last given, and may not claim ignorance on the plea of having changed lodgings or name and therefore of not having received the communication. A student can review and update address and contact information on   . **Changing an address does not change residency for tuition purposes.**

Credit by Examination
Undergraduate Students

For students enrolled at Murray State, undergraduate residence credit may be earned through the Advanced Placement Program (APP), College Level Examination Program (CLEP), selected International Baccalaureate (IB) examinations, and challenge examinations developed by the academic departments. A listing of tests that Murray State accepts for credit is available from the the Testing Center,

Applied Sciences Building. Official score reports must be sent directly to Murray State from the issuing agency to receive credit. The credit hours earned through these examinations will count toward graduation, but will not be used to compute grade point averages since a letter grade will not be given. Although a student may receive credit hours through any of these programs, duplicate credit may not be earned. For example, a student who earns credit for ENG 105 through APP may not receive additional credit for an ENG 105 class or the CLEP general or subject exam. Students currently enrolled at Murray State must have written permission prior to taking any tests for credit and may not be enrolled in the course in the same semester as the test is being taken. Permission forms may be obtained from the Testing Center. Credit by examination may not be used as a repeat of a course taken earlier.

Advanced Placement Program (APP)

This is a program offered in cooperation with Educational Testing Service and various high schools. Generally, students will complete their APP tests while in high school. MSU encourages, but does not require students to complete a particular APP ser   t

the student's academic record in the semester in which the student is enrolled, however, no earlier than the f rst day of the semester.

• A departmental challenge examinat on may only be taken once.

• Departmental challenge credit may not be used as a repeat of a course taken earlier.

• A grade received in a regular course may not be changed by departmental challenge examinat on.

• Please note that departmental challenge examinat ons are not of ered for all subjects or courses.

Military Service Credit

Refer to the sect on on Transfer Students in regarding military service credit for undergraduate students.

Accelerated Program Credit

For qualif ed students who have been admit ed to an accelerated graduate program, a maximum of 12 Murray State graduate credit hours (30 MSU graduate credit hours for the accelerated Occupat onal Therapy program) may be used towards sat sfying their undergraduate and graduate degree requirements. Grades earned in the Accelerated Program Credit will count in both the undergraduate and graduate GPAs. **Students who drop out of the accelerated graduate program will not be eligible to use the Accelerated Program Credit courses toward any graduate degree; however, the courses will cont nue to apply toward the undergraduate degree.** Students must seek approval from their academic department and complete the Accelerated Program Credit approval form (found on myGate).

The current approved list of programs of ering undergraduate students an accelerated route for graduate degree complet on include: English/literature, English/TESOL, English/TESOL (non-cert - f cat on), history, and occupat onal therapy.
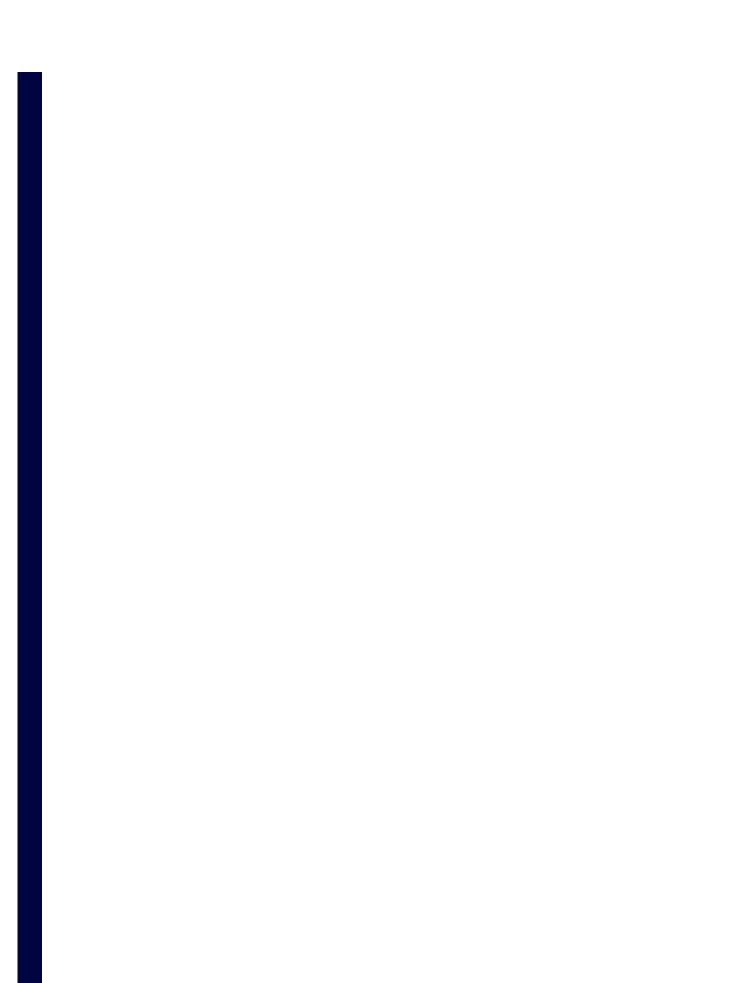
Graduate Students
Prior Learning Credit

Certain graduate programs may award credit for prior learning and/or provide prof ciency reviews. A maximum of nine semester credit hours per degree program may be awarded for prior learning credit per degree. Contact the program coordinator for more informat on.

A student must be currently enrolled at Murray State University to receive prior learning credit. All requests for prior learning credit must be approved by the student's academic advisor, program coordinator, collegiate coordinator or academic dean, and the university graduate coordinator. The request may be denied at any level of the review. All costs connected with the prior learning credit must be met by the student prior to departmental review. See the Schedule of Fees for details.

Each department is responsible for adopt ng its own assessment policy to determine what credit a student is eligible to receive. Students desiring to receive prior learning credit must apply and pay for the prior learning credit on Marketplace. If the student successfully completes the departmental assessment, the academic advisor will complete the Graduate Level Prior Learning Credit Approval Form. Once the form is approved by all required part es, the university graduate coordinator will submit approval to the Of ce of the Registrar for post ng of credit to the academic record. Prior learning credit awarded will be posted to the student's academic record in
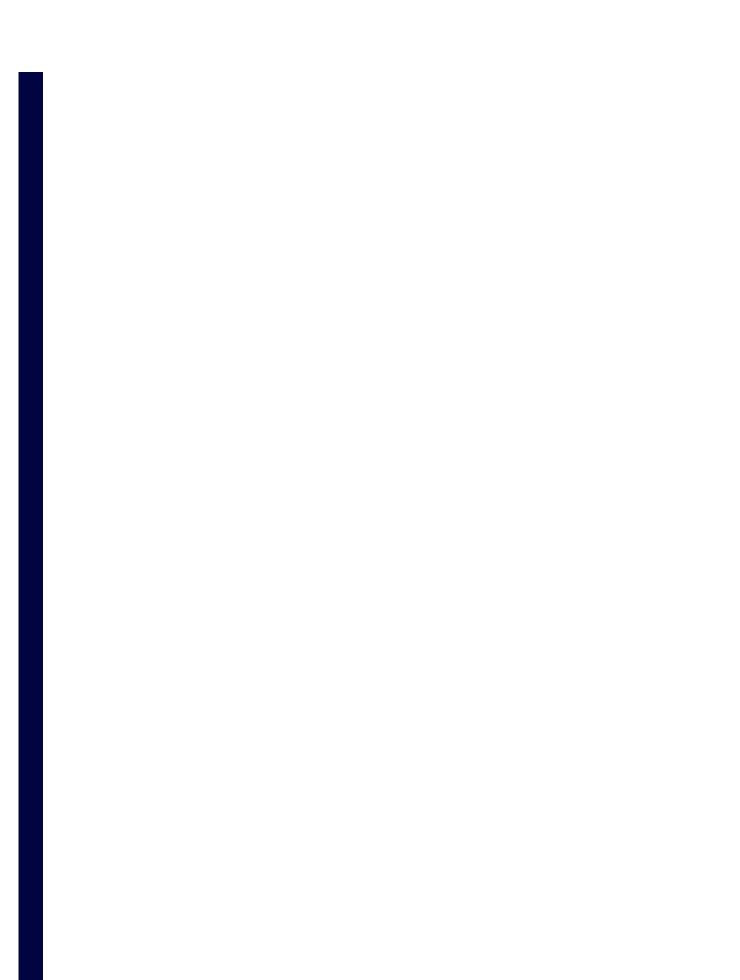
Students who are not on warning, probation, or academic suspension or dismissal are considered in good standing. If a student is not in good standing but requests a verification of good standing be sent to another institution, the verification will state that the student is eligible to re-enroll if applicable.

Undergraduate students are expected to maintain at least a 2.00 cumulative grade point average (GPA). The conditions and actions described below pertain to undergraduate students whose GPAs fall below 2.00. Some programs require students to maintain a higher cumulative grade point average.

Academic Warning

A student will be on academic warning when his or her cumulative GPA is less than 2.00 but is at or above the value listed for the number of GPA hours the student has attempted. A student on academic warning may enroll for a maximum of 16 credit hours during a fall or spring term.

Academic Probation

A student will be on academic

student. It contains a chronological academic history of all courses attempted at Murray State and accepted coursework from other accredited institutions. Grade point averages (GPAs) are recorded for each semester and a cumulative GPA is recorded for each level of coursework (undergraduate, graduate, ESL). If a student earns credit at the same level after completing a degree, the cumulative GPA will reflect all coursework prior to and after the degree was awarded.

For a fee, an official Murray State transcript of a student's **unabridged** academic history will be released at the student's written request and in compliance with existing state and federal statutes pertaining to the release of student academic records. The student may request a transcript for a specific level only (such as graduate-level coursework); otherwise, the student's transcript will contain all levels of attendance. Transcript(s) cannot be released with only a select course(s) or only a select degree(s). For transcript information, visit www.murraystate.edu/transcripts or contact the Office of the Registrar via email at msu.transcriptrequests@murraystate. edu. All transcript requests must be ordered online. An unofficial transcript can be viewed on the   tab of the student's   account at no charge.

The official academic record is the property of the university. Consequently, the university reserves the right to withhold the release of an official transcript of that record if the student has an obligation to the University (such as debt or incomplete admission). If the university withholds the release of the official transcript for these reasons the student may contact the Office of the Registrar to view his/her academic record; however, he/she will not be permitted to make photographs nor be given copies of their academic record. The university reserves the right to maintain the information contained in the permanent record according to established practice and in compliance with state and federal laws.

Documents received from third parties (including high school and college transcripts, test scores, etc.) are the property of Murray State University. These documents cannot be released by Murray State to other institutions or agencies nor can they be returned to the student. Students needing a copy of their high school transcripts, other school transcripts, test scores, etc., should contact the original source.

Enrollment and Degree Verifications

Verification of enrollment, degree, and academic information may be requested on the Academics tab of the student's *myGate*. Verifications requested through *myGate* are processed the next business day. All other verifications are processed within 2-3 business days. Verifications are not available on demand. For more information, please email msu.verifications@murraystate.edu.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These records include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University 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 education 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

quest to Amend an Educational Record