

Registration and Academic Records

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

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Office of the Registrar

For information regarding registration, graduation, degree audits, grade policies, and for instructions to request a transcript, see the Registrar's website at www.murraystate.edu/registrar. Questions may be directed to the Office of the Registrar at 270-809-5630 or 800-272-4678 (extension 1), or in writing to the Office of the Registrar, 113 Sparks Hall, Murray, KY 42071-3312, or by email at msu.registrar@murraystate.edu. The Office of the Registrar considers Murray State email to be the primary and official source of communication.

myGate

Murray State University provides a secure portal to an on-line information 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 information, student loan notices, contact information, personal information (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 Office 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 justification from, the student's collegiate/school dean; and 2) without approval signature of the Associate Provost for Graduate Education. Full-time status for all graduate students is enrollment in a minimum of nine semester hours regardless of Graduate Assistant employment status.

Concurrent Enrollment

Students enrolled in classes at multiple 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 regulation. Students requesting an overload of combined hours must get written approval by their academic advisor and dean on the appropriate overload form. See [Section 1.1.1](#) above for the overload policy.

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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 of cial .

Withdrawing from school before the end of the frst 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 fnancial obligat on to the university.

Administrat ve Withdrawal

Students who fail to meet their obligat ons to Murray State University, either fnancial or administrat ve, may be administrat vely withdrawn from the university and lose all credit being at empted. This includes students who withhold or falsify informat on on documents during the admission process.

Act ve Duty Deployment Withdrawal

If an act ve duty serviceperson, a nat onal 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 documentat on to the Registrar on Of ce as soon as possible. Contact the Registrar on Of ce at (270) 809-3776, msu.registrar@murraystate.edu, or the Of ce of Veteran and Military Student Success at (270) 809-3754, msu.va@murraystate.edu for addit onal informat on on the withdrawal process and required documentat on.

Academic Records

Demographic and Address Change

Any student who changes his or her name or social security number is expected to not fy the Of ce of the Registrar and provide requested documentat on. 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 Graduat on Of ce at (270) 809-5084 or msu.graduat on@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 frst name on certain documents and online informat on sources. The of cial/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 frst 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 communicat on from any university of ce sent to the Murray State e-mail address or the mailing address last given, and may not daim ignorance on the plea of having changed lodgings or name and therefore of not having received the communicat on. A student can review and update address and contact informat on . **Changing an address does not change residency for tuit on purposes**

Credit by Examinat on Undergraduate Students

For students enrolled at Murray State, undergraduate residence credit may be earned through the Advanced Placement Program (APP), College Level Examinat on Program (CLEP), selected Internat onal Baccalaureate (IB) examinat ons, and challenge examinat ons developed by the academic departments. A list ng of tests that Murray State accepts for credit is available from the the Test ng Center,

Applied Sciences Building. Of cial score reports must be sent directly to Murray State from the issuing agency to receive credit. The credit hours earned through these examinat ons will count toward graduat on, but will not be used to compute grade point averages since a let er 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 addit onal credit for an ENG 105 class or the CLEP general or subject exam. Students currently enrolled at Murray State must have writ en 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 Test ng Center. Credit by examinat on may not be used as a repeat of a course taken earlier.

Advanced Placement Program (APP)

This is a program of ered in cooperat on with Educat onal Test ng 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 part cular APPSer t

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

- A departmental challenge examination 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 examination.
- Please note that departmental challenge examinations are not offered for all subjects or courses.

Military Service Credit

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

Accelerated Program Credit

For qualified students who have been admitted to an accelerated graduate program, a maximum of 12 Murray State graduate credit hours (30 MSU graduate credit hours for the accelerated Occupational Therapy program) may be used towards satisfying 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 continue 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 offering undergraduate students an accelerated route for graduate degree completion include: English/Literature, English/TESOL, English/TESOL (non-certification), history, and occupational therapy.

Graduate Students

Prior Learning Credit

Certain graduate programs may award credit for prior learning and/or provide proficiency 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 information.

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 adopting 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 parties, the university graduate coordinator will submit approval to the Office of the Registrar for posting 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. If a student's cumulative GPA is below 2.00, the student will be placed on academic warning 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 [Transcripts](#) 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

Request to Amend an Educational Record

