



REQUEST FOR ACADEMIC SECOND CHANCE

Student Name (please print full name): _____

Student ID: _____ or Date of Birth: _____

Email: _____

Local Address: _____

Phone#: _____

Note: Address information on this signed form will be used to update your record unless you specify otherwise by checking here: _____

Academic Second Chance (ASC) applies toward Murray State University and transfer coursework and may be granted only once and may not be revoked. ASC may not be accepted at another institution, agency, organization, or scholarship programs.

ASC courses remain a part of student's transcript with a notation that academic second chance has been applied and that grades are not included in GPA calculation.

If a course excluded by ASC was used as a repeat of an earlier course, the original course which had been excluded from GPA consideration due to the repeat policy will be added back into the GPA as though it had never been repeated.

ALL ITEMS BELOW ARE REQUIRED FOR ASC APPROVAL:

- I have been out of all institutions of higher learning for a period of two (2) or more calendar years. (Note: If a withdrawal is recorded on the student's transcript, the student is considered "enrolled" during that term.)
- I have not already earned a baccalaureate (4-year) degree.
- I am currently enrolled at MSU and have completed 12 or more credit hours of coursework since returning. My GPA on all hours since reenrollment is at least a 2.5.
- I am requesting ASC for a single semester or a continuous series of semesters. (semesters no longer have to be continuous effective Fall 2014)
- Every semester for which I request ASC to be applied contains grades lower than a C. ASC will be applied to **all** courses for that semester(s), regardless of grades earned.
- I am requesting ASC for the following semester(s) _____

I have read the Academic Second Chance policy and I certify that I have met ALL the above criteria.

Student Signature: _____ Date: _____

Return form to: **Office of the Registrar, Murray State University, 113 Sparks Hall, Murray, KY 42071-3312**
or fax to (270) 809-3777

OFFICE USE ONLY

Granted: _____ Denied: _____ GPA on new coursework: _____ Processed in INB: _____