

# Missouri State Athletics Summer School Request Form - Summer '09

<b>A</b> <i>student</i>	Name: _____	SSN: _____	Sport: _____
	Phone Number: _____	Email Address: _____	

<b>B</b> <i>S-A, ACIA, &amp; advisor</i>	Reason(s) for Request (check all that apply):		
	_____ Essential for eligibility	_____ Practice/Travel conflict during regular term	
	_____ Prerequisite Issue	_____ Necessary to Graduate on Schedule	
	_____ Just want to take a class	_____ Other - explain: _____	
		_____	
		_____	

<b>C</b> <i>S-A &amp; advisor</i>	Class(es) Requested: _____ Class _____ Hours _____ Class _____ Hours _____			
	<b>Juniors and Seniors MUST attach graduation plan or degree audit</b>			

<b>D</b> <i>advisor &amp; ACIA</i>	<p><i>Advisor - Please do not sign unless Sections A, B, and C are completed. By signing you are verifying that it will be advantageous for the student-athlete to take the above classes during the summer session.</i></p>		
	Major Advisor (applies to all declared majors) _____	Date _____	
	Achievement Center Official (applies to all Undecided majors) _____	Date _____	

<b>E</b> <i>coach</i>	Coach _____		Date _____
	<b>Payment Recommendations:</b> <i>(i.e. - cover certain # of hours, tuition only, etc.)</i>		

Sections A, B, C, D, and E must be completed before submission to Athletics Administrator for approval.

<b>F</b> <i>athletics administrator &amp; S-A</i>	<b>You have been approved to take the following class(es) to be covered by athletic aid:</b> <i>Any additions to your schedule may be your financial responsibility</i>			
	_____ Class _____ Hours _____	_____ Class _____ Hours _____		
	Athletics Administrator _____	Date _____		<i>For Office Use Only</i> <b>Total Hrs:</b> _____ <b>Reg Date:</b> _____ <b>By:</b> _____
	Student-Athlete _____	Date _____		

# Missouri State Athletics Summer School Request Policies & Procedures

## I understand that:

- ☆ Summer school athletic aid is NOT guaranteed.
- ☆ Registration does not guarantee payment - it only holds classes.
- ☆ All university deadlines still apply - change of schedule, dropping a course, etc.
- ☆ Summer school athletic aid may not exceed the percentage received during the 2008-09 academic year.
- ☆ Summer school athletic aid may be applied to Intersession or Session I, II, III, or IV classes.
- ☆ All summer classes must serve a specific purpose (i.e. eligibility, degree requirement, etc.)
- ☆ Dropping or failing a summer class will affect future summer school athletic aid.
- ☆ It is your responsibility to complete this request process according to the listed deadlines.  
Failure to do so may result in all summer school costs becoming your responsibility.

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

## Instructions for Completion of This Form

- 1 Pick up this form from The Achievement Center or print the online version.
- 2 Complete Section A. Include a phone number and email address where you can easily be reached.
- 3 With Darren, complete Section B. Check all reasons that apply to your situation.
- 4 Schedule an appointment with your advisor in your major. Undecided majors will meet with Darren.
- 5 Meet with your advisor to choose the classes you would like to take during the summer session. Juniors and Seniors MUST obtain a degree audit and attach it to this form.
- 6 Have your advisor sign the form in Section D.
- 7 Return the form to The Achievement Center and have Darren sign the form in Section D.
- 8 Have your coach sign this form and make recommendations in Section E.
- 9 Sign the form in Section F
- 10 Return this form AND a completed registration form to Jo Belle or Darren for registration.
- 11 You will be registered for the classes, but this does not guarantee payment.
- 12 You will be contacted once a decision about athletic financial aid has been reached.

**Contact Darren (6-8342) at any time during the process if you have any questions.**

## Summer School Aid Policy

Limited resources are available for athletic grant-in-aids for summer school use. Those funds are available upon recommendation of the head coach and the supervising athletics administrator.

In general, the criteria for aid during the summer are based upon the following priorities:

**Immediate Eligibility** - Student-athletes requiring additional hours or grade point enhancement to maintain NCAA eligibility. A maximum of six (6) semester hours of credit can be used toward the 24-hour rule in the summer. More hours can be used to meet a percentage requirement.

**Graduation** - Those student-athletes who can graduate in the summer or in one additional semester will have priority for summer school aid. Documentation in writing (this form) must be provided through the student-athlete's major advisor and verified by The Achievement Center staff prior to the awarding of such aid.

**Course Conflicts** - student-athletes who have courses which are only offered during times which conflict with practice, or those who have a required course which is only offered during a particular semester.

## Deadlines for Completion of This Form

Class	First Possible Registration	Form Deadline (to Achievement Center)
Seniors (90+ hours before current semester)	March 6	April 30
Juniors (60-89 hours before current semester)	March 11	April 30
Sophomores (30-59 hours before current semester)	March 13	April 30
Freshmen (0-29 hours before current semester)	March 17	April 30