

**DEGREES COMMITTEE GUIDELINES
FOR REQUESTING AN EXCEPTION
TO A UNIVERSITY DEGREE REQUIREMENT
Summer 2012 deadline is June 1st**

(See “Appeals for Exceptions”

<http://www.missouristate.edu/policy/gendegreepolicies.htm>)

The Degrees Committee is the body that considers student requests for exceptions to existing undergraduate graduation requirements as specified in the undergraduate catalog.

For appeals for waivers or exceptions to general education policies or requirements, students may first consult with Dr. Rachele Darabi, Associate Provost for Student Development and Public Affairs, contact Peggy Jones (peggyjones@Missouristate.edu) Carrington 200, 836-5526 to make an appointment.

Appeals for exceptions to major or minor requirements should be made to the department head/director of the major or minor.

Students who desire their appeals to be considered by the Degrees Committee must submit the following items/information to the Degrees Committee-Peggy Jones, Office of Student Affairs, Missouri State University, 901 South National Avenue, Springfield, MO 65897. If you have questions concerning appeals to the committee, please contact Peggy Jones, Carrington 200, 836-5526.

1. TYPED FORMAL LETTER addressed to the Degrees Committee. Include the following:
 - a. Your full name
 - b. Your complete mailing address and current phone number
 - c. Your Missouri State Identification (M) number
 - d. SPECIFIC explanation identifying the waiver, substitution, or exception you are requesting, and why you believe this should be approved. Please indicate **if you** have consulted with Dr. Darabi, and provide a brief explanation of Dr. Darabi’s decision.
 - e. Be sure to date and sign the letter.

2. Supporting Documentation (if appropriate)
Some examples of supporting documentation which may be submitted with your letter include the following:
 - a. letter from the department head of your major
 - b. letter from the department head of the department offering the course for which you are requesting the waiver or exception
 - c. letter from your academic advisor
 - d. letter from the Learning Diagnostic Clinic
 - e. letter from the instructor who teaches the course for which you are requesting the waiver, typed on department letterhead and signed by the instructor
 - f. information from other colleges on courses completed at those colleges such as course description or course syllabus

Appeals (including supporting documentation) must be submitted to the Peggy Jones, Carrington 200, Office of Student Affairs, two weeks prior to the committee meeting at which the student wishes his/her request to be considered—allowing time to obtain transcripts, copy and disseminate materials to committee members, and study the requests.

Appealing students do not attend meetings. Students will be notified in writing of the committee’s decision.