

# Expedited Appeal for Waiver of Major/Minor Residency Requirement



Revised 9/1/20

Submit form to: Student Success, Meyer Library ▪ Room 116 ▪ Springfield, MO 65897

Student Name: \_\_\_\_\_ BearPass #: M  
Last First M.I.

\*\*\*\*\* Please read this first \*\*\*\*\*

It is the student's responsibility to consult with the academic advisor first, then to obtain the support of the Department Head/School Director. After both signatures are obtained, return the completed form to Blanca Mallonee, Student Success, Meyer Library, room 116. If both signatures cannot be obtained, the student should submit the form, as is, to Blanca Mallonee, Student Success, Meyer Library, room 116.

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This request is for a waiver of \_\_\_\_\_ credit hours of the residency requirement for:

My major. Title of major: \_\_\_\_\_

My minor. Title of minor: \_\_\_\_\_

Rationale for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor Signature  
(indicates consultation with student)

\_\_\_\_\_  
Date

*Note: This signature may be skipped if this is for a minor and you do not have an associated minor advisor.*

\_\_\_\_\_  
Department Head/School Director Signature  
(indicates support; department stamp required)

\_\_\_\_\_  
Date

*Note: this is the department head of the major or minor for which the residency exception is requested.*

**Return form to Blanca Mallonee, Student Success, Meyer Library, room 116, to submit for final approval.**

\_\_\_\_\_  
Degrees Committee Chair Signature  
(indicates final approval)

\_\_\_\_\_  
Date

REGISTRAR OFFICE USE ONLY: \_\_\_\_\_

Processed By

\_\_\_\_\_  
Date

Date

## University Residence Requirements

A candidate for a degree who transfers credit from another college must meet the following residence requirements:

1. Complete a minimum of at least 30 hours of courses administered by the Springfield Campus.
2. Complete at least 12 hours of upper division credit in the major in courses administered by the Springfield Campus.
3. Complete at least 6 hours of upper or lower division credit in the minor in courses administered by the Springfield Campus.
4. Complete at least 20 out of the last 30 hours in courses administered by the Springfield Campus. Students who have completed at least 90 hours in courses administered by the Springfield Campus, may petition the department head of their major to take less than 20 out of the last 30 hours on the Springfield Campus. If this petition is granted, written approval from the department head must be forwarded to the Office of the Registrar prior to the semester of graduation.

Exceptions to 20 out of the last 30 hours requirement are made for the following: a) Medical Technology majors when the last year is completed at an approved school of Medical Technology, b) Radiography majors when the last two years are completed at an approved school of Radiologic Technology, c) Animal Science major when the last two years are completed at the University of Missouri School of Veterinary Medicine, d) students who participate in a Missouri State study away or exchange program approved by the Office of International Programs, and e) students in the West Plains Campus completion degree programs.