

Expedited Appeal for Waiver of Major/Minor/Certificate Residence Requirement

Form revised 2/8/2022

Email: Registrar@MissouriState.edu
Phone (417) 836-5520, Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897

Important Note:

The University residence requirements are listed on page two of this form. It is the student's responsibility to consult with an 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, submit the form, as is, to Blanca Mallonee, Meyer Library, room 116.

Student Name: _____ BearPass #: M _____
Last First MI

This request is for a waiver of _____ credit hours of the residence requirement for:

Major. Title of major: _____

Minor. Title of minor: _____

Certificate. Title of certificate: _____

Rationale for request:

Student Signature

Date

Academic Advisor Signature
(indicates consultation with student) *Note: This signature may be skipped if this is for a minor or certificate and you do not have an associated advisor.*

Date

Department Head/School Director Signature
(indicates support; department stamp required) *Note: this is the department head of the major/minor/certificate for which the residence exception is requested.*

Date

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

Degrees Committee Chair Signature (indicates final approval)

Date

Office use only-processed by: _____

Date: _____

University Degree 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) Animal Science majors when the last year is completed at the University of Arkansas-Fayetteville, e) students who participate in a Missouri State education abroad or exchange program approved by the Office of International Programs, and f) students in the West Plains Campus completion degree programs.

University Certificate Residence Requirement

Undergraduate students must complete a minimum of 6 hours of upper or lower division credit in the certificate in courses administered by the Springfield campus.