



Exception to the Residency Degree Requirement: Undergraduate

Purpose: Used by undergraduate students to request an exception to the Undergraduate Residency Degree Requirement policy.

Student Instructions

- Complete Sections 1 & 2 of this form using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 3; a digital signature is **not** acceptable.
- Submit the form to your college office.

College Office Instructions

- Designate approval or denial of the request in Section 4.
- If denied:
 - Sign the form below.
 - Inform the student of the denial via Marquette email.
 - Scan the form to the Office of the Registrar via ImageNow.
- If approved - Provost approval not required (up to 6 credits of final 30 in residence only).
 - Sign the form below.
 - Inform the student of the approval via Marquette email.
 - Scan the form to the Office of the Registrar via ImageNow.
- If approved - Provost approval required.
 - Sign the form below.
 - Deliver the form to the Office of the Provost.
 - If approved by the Provost notify the student.

Office of the Provost Instructions

- Render decision in Section 5.
- Scan completed form to the Office of the Registrar at otrdocs@marquette.edu.
- Send the completed form back to the college office.

Section 1: Student Information

Name _____ MUID _____
Last name, First name, Middle name

Email _____ @marquette.edu

College _____ Degree & Major _____

Expected Graduation Term (EGT)
ex: Term YYYY _____

Section 2: Exception Requested

- I entered Marquette prior to Summer 2010 (30 of the last 36 credits must be Marquette credits, unless credits earned are from an approved Office of International Education study abroad program)
- I entered or was readmitted to Marquette in Summer 2010 or thereafter (final 30 credits must be Marquette credits, unless credits earned are from an approved Office of International Education study abroad program)

Number of credits remaining to finish degree (*after current term*) _____

Number of final credits I wish to take outside of Marquette _____

Rationale for this request _____

Section 3: Student Statement/Signature

I understand that the goal of the Residency Policy is to provide undergraduate students the unique Marquette experience in their final semesters of work and to maintain the integrity of the Marquette degree. I understand that the recommendation of the college office and the decision of the Provost is final.

Signature of Student _____ Date _____

Section 4: College Office

Check one
 Recommend Approval to the Provost Request Approved (up to 6 credits of final 30 in residence only) Request Denied

Rationale for your decision _____

College Office Signature _____ Date _____

Section 5: Provost

Check one
 Approved Denied

Rationale for your decision _____
Signature _____ Date _____