

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

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

College Office Instructions

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