**RETURN TO GRADUATE INCENTIVE**

**Student Name: M#**

**Student Email:**

The “***Return to Graduate Incentive***” provides a **one-time** $500 tuition fee waiver to students who have not completed their graduate degree program. The student must meet certain criteria in order to qualify. Please select “yes” or “no” to the following questions:

1. Recommendation of Graduate Program Director/Advisor:

Choose an item.

1. Completion of at least 50% of the student’s graduate program:

Choose an item.

1. A minimum of six (6) credit hours remaining to complete the program:

Choose an item.

1. A minimum GPA of 3.0:

Choose an item.

1. The graduate program faculty are willing to readmit this student.

Choose an item.

***If any of the answers in questions, 1 through 5 were “No” the student does not qualify for the Return to Graduate Incentive.***

1. The student has taken courses within the last two (2) years:

Choose an item.

1. Has the student previously received the ***Return to Graduate Incentive****?*

Choose an item.

***If the answers to questions 5 and 6 are “Yes”, the student does not qualify for the Return to Graduate Incentive.***

Once eligibility is determined, the GPD/Advisor will assist the student to make sure that they complete the following:

1. [Reactivate admission](https://prodssb.missouristate.edu/PROD/bwskalog.P_DispLoginNon) to the graduate program.
2. If any of the students course work that counts toward their degree program falls outside of the eight-year degree completion period, the GPD and student will be responsible for completing the “[Request for 8-Year Exception](https://graduate.missouristate.edu/CurrentStudents/Forms.htm)” form and submitting to the Graduate College ([graduatecollege@missouristate.edu](mailto:graduatecollege@missouristate.edu)).
3. Fill out the [Degree Completion Plan](https://graduate.missouristate.edu/CurrentStudents/Forms.htm) and submit to the Graduate College ([graduatecollege@missouristate.edu](mailto:graduatecollege@missouristate.edu)). See link under **Worksheet for Plan of Study**. ***Make a note at the bottom of the form as to how you will monitor progress toward completion so that your student can finish/graduate their program***.
4. The student **must** enroll in at least 3 credit hours the semester they receive the ***Return to Graduate Incentive***.

Once the student’s eligibility is determined, and the necessary documents have been sent to the Graduate College, then the Office of Financial Aid will be notified of the student’s receipt of the ***Return to Graduate Incentive***. The $500 tuition fee waiver will be posted after the second week of classes for that semester.