Missouri State University

GRADUATE COLLEGE

**Request for 8-Year Exception**

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|  |  |  |
| Name |  | M-number |
|  |  |  |
| Email Address |  | Degree and Program |

Students at Missouri State University must complete all degree requirements within an eight-year period (Op3.19-1; <https://www.missouristate.edu/Policy/Chapter3/Op3_19_1_MastersSpecialistRequirements.htm>). Exceptions are granted only when there is sufficient academic justification provided by the director/coordinator of the graduate program. Student and GPD complete this form, and GPD submits to the Graduate College (GraduateCollege@MissouriState.edu.) Students and the program director/coordinator will receive email notification concerning the decision. If there are questions please call the Graduate College at (417) 836-5335.

To Be Completed by the Student:

I request that the following course(s) be granted an exception under the 8-year rule.

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| **Course Prefix & Number** | **Semester & Year Completed** | **Grade** | **Credit Hours** |
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Rationale for Exemption:

To Be Completed by the Graduate Program Director/Coordinator:

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| --- | --- |
| **Courses RECOMMENDED for Exemption** | **Rationale/Explanation** |
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| **Courses NOT Recommended for Exemption** | **Disposition (Retake, Substitution, etc.)** |
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To Be Completed by the Student and Graduate Program Director/Coordinator:

**Degree Completion Plan (enter ALL courses taken or planned for degree)**

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| **Course Prefix & Number** | **Title** | **Credit Hours** | **Semester****Year** |
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| **Total Credit Hours**  |  | **Total Credit Hours at 700-level or above (must be at least 50%)** |  |
| **Projected Semester/Year for Graduation** |  |

**Additional Comments (if any):**