

## 2014 DEGREE PLAN CHANGES – UNDERGRADUATE DEGREE PLANS

All undergraduate degree plans should be reviewed and changes for the 2014 catalog term submitted to the Registrar's Office no later than **Friday, March 28**.

Attached is a listing of the degree programs by college located within the tabs of the Excel spreadsheet.

When reviewing your respective degree plans, the following should be noted:

**Grade Point Averages:** The general grade point average requirement of all programs is a 2.0 in all Sam Houston coursework, a 2.0 in the cumulative grade point average, and a 2.0 in the major and minor grade point averages. However, some programs require a higher grade point average in some of these areas. In your program, is there a change to be made to any of the grade point average requirements whether in the major discipline, SH overall grade point average, or cumulative grade point average? If so, please note that with the changes submitted to the Registrar's Office.

**Newly approved courses:** Is your degree program bringing on newly approved courses with this curriculum cycle? If so, those changes to the degree plans cannot be submitted until the course approvals are received from the Texas Higher Education Coordinating Board (THECB). Do not submit those changes to the Registrar's Office until all the courses are approved by the THECB.

Static requirements which require no review include:

- Total Hours taken in Residence – 30 hours
- Total Advanced Hour Requirement – 42 hours
- Advanced Hours Required in Residence – 24 hours
- Advanced Hours Required in Residence of major discipline – 12 hours
- Advanced Hours Required in Residence of minor discipline – 6 hours
- Writing Enhanced Hour Requirements – 18 hours (6 hours of English, 6 hours from Major Discipline, 6 additional hours from any discipline)
- Core Requirements

**Total Hours Required:** All degree plans must include a minimum of 120 total hours, 42 hours will come from the core requirements.

**No Changes to a specific degree plan program?** Please send a memo to the Registrar's Office with dean's approval signature noting any degree plan programs which will require no changes and may be rolled forward to the 2014 catalog term as is.

**Course Title or Number changes?** Please send a list of all the current course numbers and titles with the appropriate changes.

Please note the changes submitted to the Registrar's Office are noted in Degree Works only. Any changes to the online catalog should be submitted to Dawn Caplinger in the Academic Affairs Office/Office of Graduate Studies.

Once the change has been made to the degree plan, you will be contacted to **verify** and **sign off** that Degree Works is accurately displaying the changes requested.

You may use the Sammy Bearkat Sam ID to print a "What If" degree plan of your programs which will provide you the generic plan to help you in reviewing the current 2012 degree plan. The Sammy Bearkat Sam ID is: 000239691