

SAM HOUSTON STATE UNIVERSITY

A Member of the Texas State University System

Degree Works Exception Form

Date _____

Sam ID ONLY (not SS#) _____ Last Name _____ First Name _____ MI _____

Degree Information:

Degree _____ Major(s) _____ Minor(s) _____ Catalog Year _____

***Important: A Declaration of Official Major/Minor must be on file in the Registrar's Office before this form is submitted.

Make the following exception(s) on the Degree Works Audit:

(Please indicate any course suffixes attached the course number, such as Eng 165W, AGR 494S, etc.)

COURSE PREFIX & NUMBER	TERM/YEAR	COURSE REQUIREMENT
_____	Taken _____	As an exception for _____
_____	Taken _____	As an exception for _____
_____	Taken _____	As an exception for _____
_____	Taken _____	As an exception for _____
_____	Taken _____	As an exception for _____

DOUBLE DIP the following courses to count for two requirements on the Degree Works Audit:

Note: Allowing a course to count for two requirements does not add hours to the total academic hours on a transcript.

COURSE PREFIX & NUMBER	TERM/YEAR	COURSE REQUIREMENT
_____	Taken _____	also counts for _____
_____	Taken _____	also counts for _____
_____	Taken _____	also counts for _____

WAIVE the following course requirement(s) on the Degree Works Audit:

COURSE PREFIX & NUMBER	DEGREE AREA
_____	Waived in _____
_____	Waived in _____
_____	Waived in _____

Required Signatures:

Student: I am aware of the minimum degree requirements for a baccalaureate degree at Sam Houston State University and I understand that the above exceptions do not change the minimum hourly requirements for the degree. Minimum degree requirements include a total of 128 total hours, of which 42 hours must be advanced. To meet residency requirements, 25% of the total hours required for the degree program must be taken "in residence" at SHSU; 24 advanced hours must be taken in residence, to include 12 hours taken from the major discipline and 6 hours taken from the minor discipline. 18 hours of writing enhanced course work are required, to include 6 hours from English, 6 hours from the major discipline, and 6 additional hours from any chosen discipline.

_____ Student Signature	_____ Advisor Signature
_____ Major Department Chair(s)	_____ Minor Department Chair(s)
_____ Academic Dean (First Major)	_____ Academic Dean (2 nd Major)