

1. PURPOSE

To establish a standard procedure for the preparation, approval and processing of degree plans at SHSU.

2. PROCEDURE

2.01 In order to obtain an official SHSU degree plan, the student must:

- a. Make application for a degree plan with the major academic department.
- b. Return at a later date, as specified by the department, in order to obtain the official copy of the degree plan. The degree plan will be reviewed and explained to the student at that time.

2.02 The official degree plan will consist of:

- a. A cover sheet bearing the original signatures of the chairs of the major and minor departments and the dean of the major college.
- b. All pages of the student's official degree plan with each page initialed by the chair of the major department. A stamp may be used combined with the date.
- c. A copy of any audit change form dated and bearing the original signature of the chair of the major department/school and the appropriate college dean and chair of any academic minor if appropriate.

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 04//25/06 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: May 31, 1995
Reviewer(s): Academic Policy Council

Review Cycle: May, ONY*
Review Date: May 1, 2007

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 04/25/06 _____

*=Odd Numbered Year