

SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

OFFICE OF THE REGISTRAR

www.shsu.edu 1-866-BEARKAT

Degree Plan Exception Form for <u>Core Substitutions</u> - Undergraduate Initiated by Academic Advisor or Department Chair, Submit completed form to Registrar's Office.

Curriculum: Degree: 1" Major: 2" Major: 2" Major: 2014 Core (2014 catalog year or later) NOTE: Courses being substituted need to be part of the 2014 core at the transfer institution. Pre 2014 Core (2012 catalog year or later) NOTE: Courses being substituted need to be part of the pre 2014 core at the transfer institution. Advisors: Please have the student read and sign the following statement: Understand exceptions processed to my degree plan will not change the minimum total hours required for degree completion. A minimum of 120 total hours must be completed for undergraduate degrees, with 30 of those hours taken in residence at Sam Houston. I also understand some degree programs may require additional hours above the 120 minimum. A minimum of 24 advanced hours (3000-4000 level courses) must also be completed, with 24 of those advanced hours taken in residence at Sam Houston. (Correspondence courses are not considered "in residence".) Student Signature: [Important TRANSFER COURSE INFORMATION: Texas Transfer Courses: Courses transferred from a Texas institution may only be substituted for the core component that it fulfilled at that institution. MPORTANT TRANSFER COURSE INFORMATION: Texas Transfer Courses: Substitutions of an out-of-state transfer course to the core requires approval from the chair of the core course discipline. **Academic Discipline Chair Approval to Use Out-of-State or Private Transfer courses in the core:** I verify the course content of the course requirement within the core component from my academic discipline. **Academic Chair Signature** Department** Date** **SUBSTITUTION:** allows an elective course to satisfy another course required** **Course** Term Taken** Taken at: Component area/class affected: Notes: **WAIVER:** The waiving of hours to a core component may be allowed for students with a specific component area completed at a Texas public transfer institution. Students not core complete in transfer will be required to complete 42 hours of coursework. Therefore, the request t		Last Name	First N	Name Advisor	Date
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