



SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

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OFFICE OF THE REGISTRAR

1-866-BEARKAT

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

SAM ID (required)	Last Name	First Name	Advisor	Date
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Curriculum: Degree: _____ 1st Major: _____ 2nd 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 prior) 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:

I 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 42 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.

Out of State Transfer or Private Institution 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 requested (see Substitution section below) is equivalent to the core content for the matching core requirement within the core component from my academic discipline.

Academic Chair Signature	Department	Date
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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 core coursework. **Therefore, the request to waive hours from a specific component will be processed ONLY when the student has completed 42 hours of coursework applicable to the core.**

Course	# of hours:	Component Area:	Course affected:	List additional course that completes 42 hour core requirements:
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Are any of the courses listed above to be pulled from the Not Counted Section/Maximum Courses Exceeded Area?

Yes No