



Degree Plan Exception Form for Minor Requirements - Undergraduate

Initiated by Academic Advisor or Department Chair, Submit completed form to Registrar's Office.

SAM ID (required) Last Name First Name Advisor Date

Curriculum Information: Degree: 1st Minor: 2nd Minor:

Advisors: Please have the student read and sign the following statement:

I understand that 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 that 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:

Type of Exceptions:

Sub: Substitutions - allows an elective course to satisfy another course required;

Dbl Dip: Double Dip - allows a course currently satisfying a different requirement on the degree plan to satisfy an additional requirement;

Waive - Student will not be required to complete a specific requirement.

Request to process the following changes to student's 1st Minor:

Table with 5 columns: Course, Term Taken, Taken at, Select One (Sub, Dbl Dip, Waive), Degree Area/Requirement affected. Contains 5 rows of input fields.

Request to process the following changes to student's 2nd Minor:

Table with 5 columns: Course, Term Taken, Taken at, Select One (Sub, Dbl Dip, Waive), Degree Area/Requirement affected. Contains 5 rows of input fields.

Are any of the courses listed above to be pulled from the Not Counted Section/Maximum Courses Exceeded Area?

Yes No

Signatures Required:

Academic Chair (1st Minor) Date Academic Chair (2nd Minor) Date