



# SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

www.shsu.edu

## OFFICE OF THE REGISTRAR

1-866-BEARKAT

### Degree Plan Exception Form for **Major Requirements** - Undergraduate

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

**Note: Submit the University Core Exceptions Form for substitutions to the core requirements.**

SAM ID (required)	Last Name	First Name	Advisor	Date
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**Curriculum Information:** Degree: \_\_\_\_\_ 1<sup>st</sup> Major: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_

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 substitutions to student's degree specific requirements:**

(Note: course to be substituted must have met the core at another Texas institution in order to be considered to meet core at SH.)

Course	Term Taken	Taken at:	Select One	Degree Area/Requirement affected
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____

#### **Request to process the following changes to student's 1<sup>st</sup> Major:**

Course	Term Taken	Taken at:	Select One	Degree Area/Requirement affected
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____

#### **Request to process the following changes to student's 2<sup>nd</sup> Major:**

Course	Term Taken	Taken at:	Select One	Degree Area/Requirement affected
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____
_____	_____	_____	Sub Dbl Dip Waive	_____

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

Yes No

#### **Signatures Required:**

Major Academic Chair	Date	Academic Dean	Date
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Major Academic Chair (2 <sup>nd</sup> major)	Date	Academic Dean (2 <sup>nd</sup> major)	Date
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