



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 - Graduate

To be initiated by Academic Advisor or Department Chair

SAM ID (required) Last Name First Name Today's Date

Indicate the student's curriculum sought:

Degree Sought: MA MBA MED MFA MLS MM MPA MS SSP EDD PHD

This request also applies to Certificate currently being sought.

Catalog Year: _____ **Thesis/Non-Thesis:** Thesis Non-Thesis

MAJOR: _____ **MINOR:** _____ **CONCENTRATION:** _____

Note to Student: Substitutions, forced courses, or waived requirements do not eliminate the minimum hourly requirements for your graduate program at Sam Houston. Students with prior graduate degrees earned at Sam Houston, may only use 6 hours from the first degree toward a second graduate program and only with the approval of the academic advisor and academic dean.

Type of Exceptions:

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

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 major or minor requirements:

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

Note: Continuous enrollment in the thesis or dissertation course is required upon initiation of the thesis or dissertation until completion. Should continuous enrollment in thesis or dissertation be waived, approval from the major chair and academic dean is required, as well as the Dean of Graduate Studies. Please route a separate memo to the Dean of Graduate Studies indicating the waiving of continuous enrollment for thesis or dissertation.

Signatures Required:

Academic Advisor Date Major Chair Date Minor Chair Date

Academic Dean (2nd major) Date