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DEGREE REQUIREMENTS AND ACADEMIC GUIDELINES

Undergraduate Degree Requirements

A student has the option of meeting the academic requirements for any degree as outlined in the catalog at the time of admission or of meeting those listed in any later catalog provided the requirements are met not later than six years from the effective date of the selected catalog. The student is responsible for knowledge of the detailed requirements of the degree program selected to include any special requirements of the major and/or minor department.

The specific degree requirements will be listed in the student's degree plan. A degree plan outlines academic guidelines for a specific degree. It is the responsibility of the student to originate the degree plan within the major department. Students are encouraged to use the Student Advising and Mentoring Center (SAM Center) for advice on developing their degree plans.

Students may view their degree plan via SamInfo at www.shsu.edu/saminfo/. Prior to filing the Official Declaration of Major/Minor, this degree plan is unofficial.

All degrees contain the following **MINIMUM** requirements:

Total Hours. A minimum of 128 hours total (developmental courses not included) is required of each degree. Some degree programs may require additional hours above the 128 minimum.

Advanced Hours. (300-400 level courses) 42 semester hours of advanced work must be completed for a degree. Courses taken from a community college do not transfer for advanced credit.

Writing Enhanced Courses. All undergraduate students are required to complete at least six writing enhanced courses accumulating a minimum of 18 semester hours toward the completion of a degree. Of these 18 hours, six hours must come from the student's major field of study.

Minimum Residence. Residency, for the purpose of meeting degree requirements, is defined as courses that require classroom instruction and include:

- course taken on the campus of SHSU
- courses taken at The University Center
- courses taken at selected off-campus sites
- courses taken via the web from SHSU and ITV courses

The following hours must be completed "in residence" to meet degree requirements:

- At least 25% of the credit hours required by the degree (e.g., 32 semester credit hours for a 128 credit hour program) of which 24 semester credit hours must be advanced (300 or 400-level),
- 12 semester credit hours (SCH) of advanced (300 or 400-level) coursework within the major field of study,
- 6 semester credit hours (SCH) of advanced (300 or 400-level) coursework within the minor field of study (if applicable).

NOTE: Correspondence courses DO NOT meet residency requirements.

Grade Point Average: The minimum GPA requirements for graduation dictate a GPA of at least 2.00 in the following:

- SHSU GPA
- Cumulative GPA (SHSU and Transfer)
- SHSU major GPA (some programs require a higher GPA)
- Cumulative Major GPA (SHSU and Transfer)
- SHSU Minor GPA
- Cumulative Minor GPA (SHSU and Transfer)

Second Degree

Any student holding a baccalaureate degree from Sam Houston State University or any other regionally accredited institution may earn a second baccalaureate degree differing in basic academic subject area and concentration from the first degree by completing the following requirements:

1. A minimum of an additional 32 semester credit hours in residence above the total hours required for the first degree, of which 24 must be advanced hours.
2. Any additional requirements of the department and college approving the respective degree plan.
3. All other University requirements for the degree sought.

University Academic Policy Manual and Student Guidelines

Sam Houston State University's Academic Policy Manual and Student Guidelines provide specific information pertaining to the educational procedures of the University and student conduct. Copies of these publications may be viewed at the Reference Desk in the Newton Gresham Library or online at www.shsu.edu/~vaf [www/polpro.html](http://www.polpro.html). Academic Policy Statements which may be of special interest to Sam Houston State University students include:

- 900823 Academic Grievance Procedures for Students
- 840502 Admission Standards for Undergraduate Students
- 800401 Class Attendance
- 811006 Disabled Student Policy
- 030325 Graduating with Honors
- 850320 Graduation with Special Scholastic Recognition for Transfer Students
- 830824 Posthumous Recognition of Students
- 810213 Procedures in Cases of Academic Dishonesty
- 830823 Reproducing of Hard Copy Student Academic Records from the Computer Data Bank
- 861001 Student Absences on Religious Holy Days
- 810806 Student Educational Records
- 990407 Student Resignations
- 820602 Undergraduate Student Recruitment Policy