

TO BE COMPLETED IN PEN ONLY

Review and initial each item below **carefully** and then complete the opposite side before signing this form. By signing this request, you verify that you understand all of the following academic regulations governing the completion of this degree program. Initial each item as you read.

Your degree plan will not be approved until all items are initialed and your signature is received.

____ Any **CLEP or Credit by Exam** coursework completed must be posted to your transcript. These scores will not be posted without your request through our office of Counseling and Testing, 226 SSC, 713/743-5444. **ADDITIONAL** coursework, which may be required before credit by exam is awarded, must be completed. See the *Credit by Exam* section in the **Admissions** portion of the current Undergraduate Catalog for further information.

____ Minimum **2.00 cumulative gpa** in all attempted UH coursework is required for graduation.

____ Minimum **122 (under 99-01 Catalog rules) or 126 (under 97-99 or older Catalog rules)** semester hours of coursework (of which a minimum **36** hours must be advanced, i.e. junior/senior level) are required to graduate.

____ Minimum **GPA in major must be a 2.00**. All attempted UH courses in the discipline will count toward this GPA if approved for use toward the degree by catalog description (even if taken as elective credit). All repeated coursework will apply to the GPA.

____ Minimum **GPA in minor must be a 2.00**. All attempted UH courses in the discipline will count toward this GPA if approved to be used toward the degree by catalog description (even if taken as elective credit). All repeated coursework will apply to the GPA.

____ **No more than six hours of coursework with a grade below "C-"** in the major will be permitted (even if taken as elective credit). Students must be prepared to repeat coursework when more than six hours in the major below "C-" is on their record.

____ **Only 66 semester hours will be accepted in transfer from Community Colleges** to apply toward a degree at UH.

____ **Transfer credit grades** completed at any institution will not apply to the UH cumulative, major or minor GPA.

____ **The last 30 hours of your degree program must be completed in residence** at this UH campus. Students may not apply course credit completed while concurrently enrolled in any institution in the last 30 hours of their degree program.

____ **Lecture courses which have corresponding laboratories (see catalog course descriptions)** will not apply to the degree program (even as elective credit) until the required laboratory is completed.

____ **A minimum of 66 hrs (or 60 hrs of advanced credit) completed in residence is required** to receive "honors" at graduation.

➤ I confirm that I have reviewed the General Rules and Regulations and NSM section of the current undergraduate catalog for additional university and college requirements which may apply to my graduation and may not be outlined above.

➤ If you have filed petitions for any reason and have not received an approved copy (signed by the Dean of the College), you must obtain the approved copies to submit with this request:

I verify that all **APPROVED PETITIONS** are attached: YES NO N/A (circle one)

If NO is circled this request will not be processed.

➤ If you have **transfer credit** which will apply to your degree but it has not yet been posted to your transcript, you must complete the transfer credit process through the Transfer Office (135 E Cullen) before requesting a degree plan.

I verify that all pertinent **TRANSFER CREDIT** is posted on my UH record and a copy of the transfer evaluation is attached: YES NO N/A (circle one)

If NO is circled this request will not be processed.

PLEASE PRINT LEGIBLY:

- Anticipated semester and year of graduation: _____
- Degree: **BS** or **BA** (circle one)
- Major: _____
- (You must be an approved major in this discipline to apply for a degree plan. If this is not your current major, you must file a General Petition requesting a change of major which must be approved by the Dean of this college before you may file this request.)
- Have you filed for a minor, and if so, what is it? _____
- Do you intend to Double Major, if so what is your second major?: _____
- Are you completing more than one degree?
- If so what is your second degree?: _____
- Do you have a previous degree? What?: _____
- From where?: _____
- Name: _____
- SSN: _____
- Address: _____
➤ _____
➤ _____
- Phone: _____
- Email: _____

My signature verifies I have read and understand the noted academic requirements: _____ dated: _____