Official MAJOR Degree Plan Request  
General Rules and Academic Regulations  
College of Natural Sciences and Mathematics  

Official Major: _______________________________  Degree:  BA  or  BS  (circle one)  

Name: _______________________________  PS ID #: ___________________  Date: __________  

Street Address: ____________________________________________________________  

City, State, Zip: ___________________________________________________________  UH email: ________________________  

Telephone: _______________________________  Alternate Telephone: __________________  

Anticipated semester & year of graduation: ________________  Classification: FR  SO  JR  SR  PB  

Do you have transfer credit hours?  YES  NO  (Circle one)  
If yes, what semester did you take your last class at another college? _______________________________  
Have you requested that this credit be sent to UH?  YES  NO  (Circle one)  
Has this transfer credit been evaluated by UH and posted to your UH record?  YES  NO  (Circle One)  

Do you have AP, IB or other test credits?  YES  NO  (Circle one)  
If yes, have the been reflected on your UH PeopleSoft Record?  YES  NO  (Circle one)  

NSM Capstone requirement – check the option you are completing to fulfill the NSM Capstone Requirement  

___ Approved Minor – List subject: ____________________________________________ 
Have you filed a Minor Degree Plan?  Yes  No  (circle one)  

___ Double Major – List Degree Objective and Major for Second Major: ________________________  
Both majors’ objectives must be BS or BA. Combination of BA and BS majors are not allowed on one diploma.  
Which Major is your primary major? : ________________________  

___ Double Degree – List Degree Objective and Major for Second Degree: ________________________  
Two Diplomas – the objectives can be different (one B.S., the other B.A.) or the same.  

___ Previous Bachelor’s Degree – List Degree Objective & Major earned: ________________________  
College where prior degree was earned: ____________________________________________  

___ Senior Project:  Research  or  Honors Thesis (Circle One)  Professor: ________________________  
Topic: ___________________________________________________________________________  

___ Geology Field Camp: Date (to be) completed: _______________________________  

___ Computer Science – Business Option (MIS coursework)  

___ Computer Science – Software Design Option (COSC 4353, 4354)  

___ Mathematical Biology Degree seeking  

___ teachHOUSTON  

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Listed below are the most common requirements that must be met in order to earn a Bachelor’s degree from the University of Houston - College of NSM. Please review each item carefully and initial each blank as you read.

If you do not understand an item, be sure to ask the advising staff for clarification.

___ An Official Major Degree plan request must be submitted to the NSM Undergraduate Advising Center as soon as 60 hours of coursework have been completed. Transfer students must have completed at least one semester (or 12 hours) at UH prior to submitting a degree plan request.

___ If your Minor is outside the College of NSM, you must submit a copy of your minor degree plan with all applicable signatures to the NSM Undergraduate Advising Center for your file.

___ Any AP, CLEP or Credit by Exam coursework must be posted to your UH transcript. These scores will not be automatically posted to your UH record. Please visit University Testing Services at 210 SSC [(713)743-5444] to request posting of AP, CLEP and Credit by Exam to your UH record. Additional coursework which may be required before credit is awarded must be completed. See the Credit by Exam section in the Admissions portion of the current Undergraduate Catalog.

___ A minimum 2.00 cumulative GPA in all attempted UH coursework is required for graduation. Decimals beyond two places are truncated not rounded in computing the GPA. e.g. 1.9999 is 1.99 not 2.00. Transfer credit grades completed at any institution will not be used in the calculation of cumulative, major or minor GPA. Be aware that transfer grades from other colleges do not apply to any UH GPA calculation.

___ A minimum 2.00 GPA in your MAJOR and your MINOR in all attempted UH coursework is required for graduation. All UH coursework in the discipline will count toward this GPA if approved for use toward the degree by catalog description (even if taken for elective credit). All repeated coursework will apply to the GPA. Decimals beyond two places are truncated not rounded in computing the GPA. e.g. 1.9999 is 1.99 not 2.00. Be aware that transfer grades from other colleges do NOT apply to any UH GPA calculation.

___ No more than six hours of coursework with a grade below C- in the major will be permitted including courses taken as elective credit. Students must be prepared to repeat coursework when more than six hours below C- in the major is on their record.

___ A maximum of 66 semester hours of lower-level (Elementary) transfer work may be applied from other colleges toward a degree at UH.

___ The last 30 hours of your degree program must be completed in residency at this UH campus. Students may not apply course credit completed while concurrently enrolled in any institution to the last 30 hours of their degree program. A minimum of 25 % of the semester hours required for a degree MUST be completed in residence at this UH campus.
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Name:_______________________________________ PS ID #:_________________Date: ____________

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

___ Eligibility for Honors designation at graduation (Summa Cum Laude, Magna Cum Laude and Cum Laude) requires a
minimum of 54-66 hours (depending upon your catalog year) to be completed in residence at this UH campus.

___ 120 – 135 term credit hours of coursework are required to graduate. The total number of term hours is dependent
upon your undergraduate catalog year and your Major. Please consult your Undergraduate Catalog for details.
Candidates for a double degree or a second Bachelor’s degree must complete an additional 30 hours over the degree
with the highest total term hours requirement.

___ 36 hours of upper-level (Advanced) coursework is required to graduate.

___ A minimum of nine (9) advanced hours are required for a Minor. At least six of those semester hours must be
taken in residence at this UH campus.

___ A minimum of nine (9) advanced hours in the Major must be completed in residence at this UH campus.

___ Advanced courses in the MAJOR expire 7 years after completion of the course and cannot apply toward a degree.

___ Copies of ALL General Petitions filed in other departments in support of your degree must be brought to the NSM
Undergraduate Advising Office to be added to your file.

___ All transfer credit must be officially submitted to UH AND posted to your UH transcript BEFORE it can be included on
your degree plan.

___ Degrees are not automatically awarded upon completion of scholastic requirements. To be considered a
candidate for a degree, you must submit an application for graduation online (through myUH) on or before the deadline
for the semester in which you plan to graduate. Check the UH website for graduation application deadlines.

By signing this request, I verify that I have reviewed and understand all the General Rules and Regulations of the
University and the academic regulations as stated in this form and as listed in the Undergraduate Studies Catalog that
govern the completion of this degree plan program.

Signature: _________________________________ Date: ________________

Return this completed form to the NSM Undergraduate Advising Center at Room 120 Science Bldg.
Telephone 713-743-2626 if you have questions.

Please be aware the drafting and approval of major degree plans takes 2-4 months. You will be notified via
your UH email address when your degree plan is ready for your signature.