

# University of Houston-Downtown

## Undergraduate Student Acknowledgement of

### Major, Minor, Double Major and Second Degree Policy (PS 03.A.35)

Please review the policy information provided below, then check the acknowledgement boxes, and sign at the bottom of this form.

- Declaring a Major: Students may apply for a major through the UHD website “My UHD” or with the help of an academic advisor.
- All first-time in college students (FTICs) must declare a major when he/or she completes 45 or more semester credit hours (SCHs).
- All UHD transfer students with **more than 45 SCHs** must declare a major no later than their second regular semester of enrollment. If you do not meet the college requirements for the intended major at the end of the second semester, an advisor will assist you with conducting a degree audit.
- Undeclared students with **90 or more SCHs**, that have not met the course requirements to enter the intended college, or have not been accepted into the college, or are on academic probation or suspension, must meet with an academic advisor to select a **new major and to develop a new degree plan** that you qualify for in order to complete your degree and graduate on time.

**Note Degree Requirements:** A bachelor’s degree contains a minimum of 120 semester credit hours (SCHs). For degree completion, at least 30 semester credit hours must be earned through instruction offered at UHD. Additionally, at least 18 hours must be in upper-division course work at UHD. Please, note that some degree programs require additional upper-level requirements. Grade point average (GPA) to enter an academic program range from 2.0-2.5 and a 2.0 GPA is required for graduation.

Checking the box below indicates you have read and acknowledge these policies.

### Agreement to Terms

I acknowledge that I have read and understand how the policy applies to my academic progress. I also acknowledge that future enrollment may be restricted for failure to comply with the policy.

**Today’s Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_