



2024-2025

**SPH
HANDBOOK**

Contents

School of Public Health Office of Student Services – Undergraduate Academic Advising 3

Advising Appointment Policies 3

 Walk-Ins Encouraged 3

 Scheduling Appointments 4

 Appointment Etiquette 4

 No Shows and Cancellations 4

 Academic Calendar and Busy Times 4

 First Semester Advising 4

Email Etiquette 5

Academic Policies 6

 Sequencing 6

 Concentrations 6

 Closet Major Status 6

 SPH Admission Contract (See Page 16) 7

 Academic Probation 7

Force Requests 7

Research and Directed Studies (PHLT 491/485) 7

TAMU Financial Aid vs HSC Financial Aid 8

University Policies 9

 Full-time Status 9

 Transfer Credit 9

 CLEP Tests 9

 Progress Towards Degree 9

 Residency Requirement 9

 Three-Peat Rule 10

 50% Online Rule 10

 Requirements for Graduation 10

 Distinguished Students & Dean’s Honor Roll 10

 Q-drop Policy 10

 Withdrawal 11

 Minors 11

Campus Resources 12

Sources for Academic Questions 13

BSPH Degree Plan (BS-PHLT-PHN) 14

Recommended Directed Electives 15

Admission Contract (BS-PHLT-PHN) 16

School of Public Health Office of Student Services – Undergraduate Academic Advising

Office: Suite 147 [Reynolds Medical Building](#)

Office Phone: 979-436-9463

Don Curtis, PhD, Associate Dean of Student Services, AOC Dean dcurtis@tamu.edu

Dana Hernandez, Director of Operations danahernandez@tamu.edu

Laura Wimberley, PhD, Director of Advising lwimberley@tamu.edu

Monica Leyba, Customer Service Associate III leybam@tamu.edu

Advising: Contact your assigned academic advisor for questions and/or appointments. Students are assigned to advisors based on the student's last name. Please see SPH website for current advising assignments. Note that assigned advisors are subject to change based on staffing availability. Be sure to monitor your email for any updates regarding your advisor assignment.

Student's Last Name	Advisor
A – Cannon	Valeria Ortegon valeria.ortegon@tamu.edu
Cano-Dufresne	Lenora Yanez lenora.yanez@tamu.edu
Dugger - Grosz + <i>PHLT 265 section 501</i> <i>And admitted 3+2 students</i>	Katherine Crabill kcrabill@tamu.edu
Grot – Keenan	Haley Atkins haleyatkins@tamu.edu
Kelley - McDonald	Christine Cooper christine.cooper@tamu.edu
McFatrige – Palmer	David Haney ghaney@tamu.edu
Palos – Russo	Cashondra Porch cashondra.porch1@tamu.edu
Sabir - Szklaruk + <i>PHLT 265 section 503</i>	Trish Fetter pfetter@tamu.edu
Ta – Z	Jessica Markowski jmarkowski7@tamu.edu

Please come in early in the semester to work with an academic advisor. The earlier students start, the better they can plan, and the more time the advisor will have available for them. **Please do not wait until the last minute of pre-registration to seek advising.**

As soon as pre-registration dates are announced for the next semester, plan to visit the SPH advising office and discuss registration/schedules. Students with 30+ earned hours should update their degree planner prior to visiting with an advisor. Note that degree planners will NOT be approved during advising appointments.

Advising Appointment Policies

Walk-Ins Encouraged

Due to the volume of students in SPH majors, students are encouraged to take advantage of walk-in advising hours. Often students can see an advisor quickly and get their questions answered promptly without the formality of scheduling an appointment. Walk-in advising hours are as follows:

- Tuesdays, Wednesdays, and Thursdays from 9:00-11:30am and 1:30-4:00pm

Scheduling Appointments

Advising appointments last for up to 30 minutes and occur in-person. Students may schedule an appointment with their advisor online through Navigate (Howdy > Navigate > Get Advising). Appointment hours are as follows:

- Mondays from 9:00-11:30am and 1:30-4:00pm
- Fridays from 9:00-11:30am and 1:30-4:00pm

Appointments must be made at least 24 hours in advance and no earlier than 1 week in advance through Navigate.

Appointment Etiquette

For in-person appointments, students must arrive on time for their appointment. Check in at the front desk in 147 Reynolds. Come prepared for the appointment with your questions and/or concerns. Wait in the lobby until your advisor calls you back.

No Shows and Cancellations

If students cannot make it to their scheduled appointment, they should notify the advising office by emailing their advisor, calling the front desk, or canceling through Navigate. Please be sure to cancel **at least 24 hours** in advance to allow other students an opportunity to utilize the timeslot.

- If the student fails to show up for their scheduled appointment, it will be recorded as a “No Show” in the Navigate system.
- If the student arrives for their appointment more than 10 minutes after their scheduled appointment, it will be recorded as a “No Show.”
- After three (3) “No Shows”, the student will no longer be able to schedule an appointment. To regain appointment scheduling privileges, they must visit our office in person and provide an explanation of why they accumulated 3 “No Shows.”

Academic Calendar and Busy Times

Look up the “Academic Calendar” on the TAMU website for information regarding Registration dates, Q-Drop and Withdrawal deadlines, campus holidays, final exams, and grade postings. **Students are responsible for complying with published University deadlines.**

Please note that there are certain busy times of the year when it may be difficult to schedule an appointment with an advisor, and students may have to wait longer to see an advisor. These times are the week before classes start, the first week of classes (add/drop period), around Q-drop deadline, during preregistration, and when departmental deadlines hit.

First Semester Advising

Both incoming freshmen and transfers are **highly encouraged** and **expected** to meet with their academic advisor during the student’s first semester at TAMU. Advisors will assist students in their transition to campus, discuss students’ goals, review incoming credits, and help plan for preregistration. Come to advising early on to begin building a relationship with your advisor and start your TAMU career on the best footing. **Students are responsible for interacting with their academic advisor at least once per semester.**

Email Etiquette

E-mail is the primary method of communication utilized by your academic advisor. We ask that students consider the following when sending an e-mail:

- Only email your advisors from a TAMU email account
- **Only email your assigned advisor**
- Always include first & last name, UIN, major, and intended professional school path
- Include a brief reason for the e-mail in the subject line
- Begin a new email when messaging an advisor in response to a mass email
- **Do not forward your TAMU email account to another account (i.e. Gmail, Yahoo, etc.)**
- Please allow at least 24-48 business hours for an advisor to reply
- Use appropriate, professional language (i.e. do not use abbreviated texting language)
- Do not resend the same email multiple times

Academic Policies

Sequencing

There are several SPH courses which serve as prerequisites for more advanced coursework and must be taken in the required sequence. PHLT courses must be taken in sequence as follows:

- **PHLT 310** must be taken before **PHLT 311 & PHLT 410**
- **PHLT 313** must be taken before **PHLT 412**
- **PHLT 411** must be taken before **PHLT 441**
- **PHLT 441** must be taken before **PHLT 445¹**
- **PHLT 302 & ENGL 104** must be taken before **PHLT 481**

Concentrations

Students follow the degree plan from their admission catalog. Students beginning their studies at TAMU in Fall 2024 follow the degree plan from the 2024-2025 catalog.

All BSPH students will be enrolled in the BS-PHLT-PHN degree plan. Students pursuing professional school or graduate study in Public Health are best prepared via the PHN concentration.

If the student specifically requests to pursue the education-focused internship (PHI) track, they must do so **prior to reaching 60 hours**.

The concentration (PHN) must be on the student's record to enroll in courses specifically offered for the BS-PHLT-PHN or BS-PHLT-PHI degree plans. These courses are not available to students in earlier catalogs.

Students pursuing degrees under earlier catalogs (2023-2024, 2022-2023, 2021-2022, 2020-2021, etc.) should see their degree plans using the following link: <https://catalog.tamu.edu/archives/>

BS-PHLT, BS-HLTH, and BS-CHLT degree plans are not available for students beginning Fall 2024.

Students changing their major into BSPH will change into the degree plan for their catalog (semester when admitted to TAMU).

Closet Major Status

If a student enrolls in courses outside of the approved SPH degree plan they will be considered a "closet major." Students should consult their academic advisor **each semester** to select courses which apply towards the SPH degree to avoid closet major status. Prior to reaching 30 hours of coursework, students must be enrolled in at least one PHLT course per semester. After a student reaches 30 plus hours of coursework, they will be required to take at least two PHLT courses per semester.

University Rules and Regulations state:

1.5 Curriculum Violation: Degree-Seeking Graduate and Undergraduate Students

1.5.1 A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor, department head or college Dean or designee, and the Dean or designee of the college offering the courses. A student who fails to obtain approval may be, by his or her Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

¹ PHLT 445 must be taken in the last semester prior to graduation.

SPH Admission Contract (See Page 16)

Every incoming student signs an SPH admission contract agreeing to abide by specific policies related to study in SPH. The admission contract will be specific to the student's university catalog.

Academic Probation

Academic probation will occur if the student drops below a cumulative GPA of 2.75 at Texas A&M University. Dropping below a 2.75 GPA will result in scholastic suspension, which means the student will no longer be able to continue in the SPH program. Decisions on scholastic suspension are made by the AOC Dean of the SPH program.

Many student situations are not typical; therefore, the AOC Dean of SPH considers the varied aspects of each individual case before choosing a course of action. The decisions of the AOC Dean of SPH may be appealed in writing by following the procedures in the *Texas A&M University Student Rules*.

Force Requests

If a **graduating senior** is unable to register for course(s) needed to graduate in their final semester, they may reach out to their assigned advisor for assistance. We will ensure the student is placed in the necessary course(s) to meet graduation requirements; however, we do not consider requests for specific sections, times, or professors.

Students who are not graduating seniors will NOT be forced into SPH classes that are full. If a student wants a class that is currently full, their best bet is to keep an eye on the course during open registration, as seats may become available.

Our advising office cannot force students into classes outside of the School of Public Health. Students wishing to be forced into non-PHLT/HLTH courses will need to reach out to the department that the course is offered through to inquire if they have a waitlist or are accepting force requests.

Research and Directed Studies (PHLT 491/485)

SPH students have the option to participate in research (PHLT 491) and directed studies (PHLT 485) during their time at TAMU. Students wishing to engage in either of these opportunities must find a faculty member leading research/directed studies and fill out a PHLT 491/PHLT 485 Contract with that faculty member. Once completed, students should send the finalized form to Dana Hernandez (danahernandez@tamu.edu). **If approved**, Ms. Hernandez will then register students for the PHLT 491/485 course.

SPH majors may earn no more than 6 credit hours of research toward directed electives or general electives. This limit applies to any type of research course not just PHLT. Students may arrange to continue their research for 0 credit hours after the 6 credit hours limit is reached. Requests beyond an accumulation of six credit hours will be denied. This restriction will be enforced by academic advisors.

TAMU Financial Aid vs HSC Financial Aid

- Students who are under 60 total hours are awarded financial aid based on TAMU financial aid models.
- Students over 60 total hours are awarded financial aid based on Health Science Center FA models and TAMU aid will be swapped for HSC aid.
- What this means: If you receive a private loan, you will need to reapply for it prior to the semester that you hit 60+ hours.
- This does not apply to academic scholarships, federal aid or grants.



University Policies

Full-time Status

Twelve or more total credit hours each semester is considered full-time status. A student who drops below 12 total credit hours in a given semester may:

- (a) Become ineligible for certain campus activities (Corps of Cadets, athletics, fraternity or sorority, campus or college organizations).
- (b) Become ineligible for certain scholarships, financial aid, loans, campus housing, **be dropped from your family insurance**, and/or Social Security or Veteran's benefits.
- (c) Fall behind the pace required to graduate in four years.

Students should meet with an academic advisor before considering a Q-drop to discuss the outcome of such actions.

Transfer Credit

To receive credit for courses completed at other institutions, students should have official transcripts sent to:

Office of Admissions
 Texas A&M University
 P.O. Box 30014
 College Station, TX 77843-3014

Transcripts can also be sent electronically to TAMU. Transfer credit will be determined by the Office of Admissions. Application of credit to specific degree plans will be determined by individual departments. **Note: SPH does not accept transcripts for the University – send transcripts to Admissions by mail or electronically.**

CLEP Tests

Credit by examination (CLEP Tests) is available for some university classes. **Students may not receive credit by examination for courses in which they are enrolled or which they have previously failed.** Students wishing to take departmental exams for course credit should contact Data and Research Services, located in the General Services Complex, at 979-845-0532.

Progress Towards Degree

Student Rule 1.5.1 states: "A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor. A student who fails to obtain approval may be held from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses." Advisors will periodically check to ensure you are taking classes towards your degree. If you are planning to change majors or take prerequisites for professional school, please let your advisor know.

Student Rule 12.1 – 12.2 - Students must maintain a 2.75 or higher GPA at all times. Those who do not meet the minimum GPA requirements may be placed on academic probation or dismissed from their major.

Residency Requirement

Students must take 36 hours of 300-499 level course work from TAMU. If students complete all courses for their BSPH degree at TAMU, then students will meet the Residency Requirement set by the University. Students who transfer in courses from other institutions may need to take additional 300-499 level hours to fulfill the residency requirement. Please consult with your academic advisor if assistance is needed in tracking residency.

Students completing HLTH or CHLT degrees are responsible for ensuring they meet residency through **their choice** of supporting coursework/directed electives and core classes; residency is not automatically met.

Three-Peat Rule

A student attempting certain courses more than twice at Texas A&M University will be subject to a supplementary fee of \$125 per semester credit hour (\$375 for a 3-hour course) for the repeated class, in addition to tuition and required fees associated with the course.

Students will be notified at the time they register for a course that it has been taken twice at TAMU and that it is subject to the supplementary fee.

50% Online Rule

Students who are not enrolled in an approved distance education program cannot take more than 50% of their required courses online. Since SPH degree programs are 120 hours, up to 60 hours of coursework may be taken online.

Texas A&M University defines distance education courses as a course in which the majority of instruction (interaction between students and instructors and among students) occurs when students and instructors are not in the same physical setting.

Questions regarding progress/status toward the 50% online limit should be directed to your academic advisor.

Requirements for Graduation

- Successfully complete ALL degree plan courses with the required grades.
- Apply for Graduation and pay the Diploma Fee for the semester you are graduating by the established deadlines.
- Transfer all applicable courses to Texas A&M University Admission Office.

Distinguished Students & Dean's Honor Roll

A student who meets the following criteria shall be designated a “distinguished student”:

- A fall or spring semester schedule of at least **15 graded hours**, or a summer session schedule of at least 12 graded hours
- No grade lower than C
- No Q-drops in the given semester
- Maintain a grade point ratio of not less than 3.5 for the semester

A student who, under the same circumstances, achieves a grade point ratio of 3.75 or above also shall be designated as a member of the “dean’s honor roll.” Official notification of these designations shall be issued to the students by the Assistant Dean of Undergraduate Student Services.

Q-drop Policy

Following the add/drop period each semester, a student may Q-drop a course through the 60th class day of a fall or spring semester, the 15th class day of a summer term, or the 35th class day of a 10week summer term with approval of the department. The course will appear on the student’s record with the designation “Q” and does not affect the student’s GPA. Students will be permitted four **(4) Q-drops during their undergraduate studies**. Monetary refunds will not be made during the Q-drop period. **After the Q-drop period, individual courses may not be dropped** – the class must be completed, or you must withdraw from the university and from all classes with the Assistant Dean’s approval. Q-drop requests are submitted through Howdy. **If a student fails to drop a course(s) in the appropriate manner, the student will earn a grade of “F” in the course(s).**

Students are **strongly encouraged** to wait until midterm grades post before making final decisions about dropping a course. Dropping a course too early can result in wasting time and money in a course that students might otherwise have succeeded in. If students have performed poorly on the first exam of a class or are struggling to understand course content early in the semester, we recommend they visit professors during office hours, attend supplemental instruction (SI) sessions, pursue tutoring options, and/or participate in study groups.

Withdrawal

If it becomes necessary for a student to withdraw from Texas A&M University, “the Registrar will assign a grade of “W” to all courses enrolled during that semester, any courses previously given a letter grade for that semester will be changed to “W”, and the “W” grades will be displayed on the permanent record.” **Note the last date to withdraw from Texas A&M University is the same date as the Q-drop deadline.** No student will be allowed to withdraw from Texas A&M University after final exams begin.

To withdraw from Texas A&M University, the student must meet with a SPH advisor to discuss the online form in the advising office. No other office, department, or professor can withdraw the student. **Students are responsible for withdrawing from Texas A&M University, in person, at the SPH office.** Should mitigating circumstances arise and the student is unable to withdraw in person, the SPH program should be contacted for the correct steps. See *Texas A&M University Student Rules* 10.10.1 for more information.

Minors

A minor is a concentration of courses that focus on a single area of study or an interdisciplinary perspective as developed by the department or program that offers the minor. The department or program offering the minor is responsible for setting enrollment limits and deciding which courses are used to meet the minor. A student interested in adding a minor must talk with that specific department to add the minor to their degree plan. Students are allowed a maximum of two minors.

SPH Majors may not add the minors offered by the college to their degree plans. Courses used for the minors are already used to fulfill major requirements.

The Public Health minor, Health Behavior minor, and Occupational Safety and Health minor are available only for students who are pursuing degrees outside of the School of Public Health.

Campus Resources

SOURCE	WEBSITE	LOCATION
Academic Success Center	https://asc.tamu.edu/	Rudder Tower, 9 th floor
Career Center	https://careercenter.tamu.edu/	209 Koldus
Counseling and Psychological Services (CAPS)	https://caps.tamu.edu/	Suite 122 Student Services Building
Disability Resources	https://disability.tamu.edu/	Student Services Building, 1 st floor
Math Learning Center	https://mlc.tamu.edu/	249 Blocker
Professional School Advising (PSA)	https://careercenter.tamu.edu/Resources/ProfessionalSchool-Advising	209 Koldus
Scholarships and Financial Aid	https://financialaid.tamu.edu/	Aggie One Stop (1 st floor General Services Complex)
University Writing Center	https://writingcenter.tamu.edu/	214 Evans Library

Sources for Academic Questions

TOPIC	SOURCE	WEBSITE
Academic Counseling (course selection, schedule changes, Q-drops, withdrawals, graduation requirements)	SPH Academic Advisor	Schedule appointment through Navigate on Howdy or come to walk-in advising
Academic Calendar	Registrar	http://calendar.tamu.edu
Appeal a Grade	Instructor	
Change Major	Academic Advisor for Intended Major	
Core Curriculum	Catalog	http://core.tamu.edu
Course descriptions and prerequisites	Undergraduate Catalog	http://catalog.tamu.edu
Grades	Instructor or Howdy Portal	http://howdy.tamu.edu
Registration Process Tutorial	Howdy Portal > My Record tab	http://howdy.tamu.edu
Student Rules		https://studentrules.tamu.edu/
Transfer Course Equivalencies	Howdy Portal Texas Common Course Numbering System	http://howdy.tamu.edu https://www.tccns.org

BSPH Degree Plan (BS-PHLT-PHN)

SCHOOL OF PUBLIC HEALTH
TEXAS A&M HEALTH

Undergraduate Student Services

BSPH DEGREE PLAN: NON-INTERNSHIP

ICD (3 HRS): **PHLT 336**

CD (3 HRS): _____

FOREIGN LANGUAGE _____

Student Name: _____

Career Goal: _____

UIN: _____



TEXAS CORE CURRICULUM (45 Hours)				
COMMUNICATION (6 hours)			CREATIVE ARTS (3 hours)*	
ENGL 104 (1302)	3			3
COMM 203 (SPCH 1315) or ENGL 210 (2311)	3		LANGUAGE, PHILOSOPHY, CULTURE (3 hours)*	
MATH (6 hours)				3
MATH 140 (MATH 1324)	3		AMERICAN HISTORY (6 hours)*	
MATH 142 (MATH 1325)	3		HIST 105 (1301)	3
LIFE & PHYSICAL SCIENCES (12 hours)			HIST 106 (1302)	3
BIOL 111 (1306 & 1106 or 1406)	4		GOVERNMENT/POLITICAL SCIENCE (6 hours)*	
BIOL 112 (1307 & 1107 or 1407)	4		POLS 206 (2305)	3
CHEM 119 (1311 & 1111 or 1411)	4		POLS 207 (2306)	3
SOCIAL & BEHAVIORAL SCIENCES (3 hours)*				
FREE ELECTIVES (NOT MORE THAN 12 HOURS)**				
				3
				3
PUBLIC HEALTH COURSEWORK (63 HOURS)				
Fall semester			Spring semester	
PHLT 302 Foundations of Public Health			PHLT 305 Epidemiology	3
PHLT 303 Social Context of Public Health			PHLT 311 Narrative Approach to Public Health	1
PHLT 304 Biological Bases of Public Health	3		PHLT 336 Health Disparities & Diversity in Society	3
PHLT 310 Public Health Writing	1		PHLT 411 Project Management	3
PHLT 313 Public Health Systems	3		PHLT 412 Health Policy and Advocacy	3
PHLT 316 Data Management & Assessment	3		Directed Electives**	3
PUBLIC HEALTH COURSEWORK (CONT.)				
Fall semester			Spring semester	
PHLT 330 The Environment and Public Health	3		PHLT 307 Global Health	3
PHLT 410 Public Health Communication	3		PHLT 445 Applications of Public Health	3
PHLT 441 Strategies to Improve Public Health	3		PHLT 481 Seminar in Professional Dev	1
Directed Elective**	3		Directed Elective**	3
Directed Elective**	3		Directed Elective**	3
			Directed Elective**	3

Notes: Approval of degree plan does not guarantee access to courses. Student must satisfy prerequisites, and certain courses (writing intensive classes included) are available to majors only. It is the responsibility of the student to ascertain whether there are any restrictions or prerequisites for courses in their degree plan. *Core courses which are listed in these specific categories are BSPH preferred and recommended. Other courses that meet the Texas Core Curriculum requirement can be seen at core.tamu.edu **Chosen in consultation with BSPH academic advisor. PHLT courses **in bold print** must be taken in sequence:

- **PHLT 310** must be taken before **PHLT 311** & **PHLT 410**
- **PHLT 313** must be taken before **PHLT 412**
- **PHLT 411** must be taken before **PHLT 441**
- **PHLT 441** must be taken before **PHLT 445**
- **PHLT 302** & **ENGL 104** must be taken before **PHLT 481**

Recommended Directed Electives

Recommended Directed Electives			
Public Health- PHN			
BESC 314	ENTO 432/FIVS 432*	PHIL 111	PHLT 485
BESC 401	FINC 409	PHIL 251	PHLT 491
BICH 410	GENE 301	PHIL 480	PHYS 201
BICH 411	GENE 302/314	PHLT 301	PHYS 202
BICH 412	GENE 303/314	PHLT 331	STAT 302
BIOL 206	GENE 310	PHLT 333	STAT 303
BIOL 319	GENE 320/BIMS 320*	PHLT 342/HLTH 342	URPN 370
BIOL 320	HLTH 334	PHLT 354/HLTH 354	VTPB 221*
BIOL 351	MKTG 443*	PHLT 403/HLTH 403	VTPB 409*
CHEM 120	NUTR 202	PHLT 405/HLTH 405	VTPP 425*
CHEM 257	NUTR 222	PHLT 415	
CHEM 258	NUTR 320	PHLT 416	
ENTO 210	PBSI 225	PHLT 432	
ENTO 423	PBSI 235	PHLT 434	
ENTO 427	PBSI 306	PHLT 436	
ENTO 431/FIVS 431*	PBSI 307	PHLT 470#	
* Approval from the department advisor offering class required.			
# Taken during PHLT study abroad only.			
Must make "C" or better.			
Recommended Directed Electives should be selected in consultation with your Academic Advisor.			
Students interested in attending professional school should consult with the Texas A&M Professional School Advising Office for guidance on which courses will satisfy their needed prerequisites.			

Admission Contract (BS-PHLT-PHN)



BS-PHLT-PHN

Admission Contract

As a student in the School of Public Health, I agree to the following:

1. I am responsible for familiarizing myself with the policies and regulations as described in the Texas A&M University *Student Rules* (student-rules.tamu.edu) and the Texas A&M University *Undergraduate Catalog* (catalog.tamu.edu).
2. I am responsible for making progress on my degree. **Every semester, I will register for courses that follow the specified program of study for the SPH degree.** Failing to do so may lead me to be administratively removed from courses not on my degree plan and/or being blocked from registration by the Dean of the College. This excludes courses that will serve as electives or that will meet the requirements of a minor. I am expected to take at least one PHLT course per semester up to 30 hours overall credit and at least two PHLT courses per semester thereafter.
3. Undergraduate Student Services advises on completion of undergraduate degrees in SPH. Students are required to take SPH courses every semester toward a SPH degree. Students must see Professional School Advising for advice on professional school prerequisites.
4. I am responsible for meeting with my SPH academic advisor early enough each semester to ensure I am following my degree plan. I will graduate upon completion of all course work for my degree plan including course prerequisites.
5. I will complete and submit my student degree planner by the appropriate deadline.
6. I will be placed on probation or dismissed from the school if I fail to maintain the minimum 2.75 Grade Point Average (Student Rule 12.1) and must make a "C" or better in all SPH coursework.
7. I understand that I may use no more than 6 credit hours of research toward my degree.
8. I understand that there are several SPH courses which serve as prerequisites for more advanced coursework and agree to take them in the required sequence. PHLT courses **in bold print** must be taken in sequence:
 - **PHLT 310** must be taken before **PHLT 311** & **PHLT 410**
 - **PHLT 313** must be taken before **PHLT 412**
 - **PHLT 411** must be taken before **PHLT 441**
 - **PHLT 441** must be taken before **PHLT 445**
 - **PHLT 302** & **ENGL 104** must be taken before **PHLT 481**
9. I am responsible for checking my university authorized email account (tamu.edu) daily for any university or School-related correspondence. Messages sent to my email account **will not forward**, thus necessitating that I check it daily.
10. I am responsible for keeping the school informed of my current local and permanent address and my phone number through howdy.tamu.edu.

Student Signature

UIN

Student Written Name

Date