



TEXAS A&M UNIVERSITY
School of Public Health

Student
HANDBOOK
2025 – 2026

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

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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 – Broteman	Valeria Ortegon valeria.ortegon@tamu.edu
Brown – Falekulo + <i>admitted 3+2 students</i>	Katherine Crabill kcrabill@tamu.edu
Falvo – Hinkle	Haley Atkins haleyatkins@tamu.edu
Hinojosa – Lewis	Christine Cooper christine.cooper@tamu.edu
Leyendecker – Nguyen	David Haney ghaney@tamu.edu
Ni – Richter + <i>PHLT 265 and 266</i>	Cashondra Porph cashondra.porch1@tamu.edu
Rickards – Stivers + <i>PHLT 265 and 266</i>	Trish Fetter pfetter@tamu.edu
Stockman – 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.

Students are required to take courses toward their undergraduate degrees in SPH. Students are 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. Students must register for major requirements. Academic advisors will advise you toward your undergraduate degree and can guide you on your path toward professional school, graduate school, or a career in Public Health.

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. Oftentimes, 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.

There will be segments of each semester when advising will be walk-in only. See Academic Calendar and Busy Times.

Appointment Etiquette

For in-person appointments, students must arrive on time for their appointment. Check in at the front desk in Reynolds 154. 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.”

Notes During Advising Appointments

Students are expected to take their own notes during advising appointments. These meetings often include important information about degree requirements, course recommendations, deadlines, and academic policies. Taking notes helps ensure that students retain and understand what was discussed. Advisors do not take notes on behalf of students, so it is the student’s responsibility to come prepared to record any relevant information. Maintaining personal advising notes supports students’ organization, follow-through on action items, and informed academic decision-making.

Academic Calendar and Busy Times

The Texas A&M [Academic Calendar](#) provides up-to-date 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.

Busy times include:

- The week before classes start
- The first week of classes (add/drop period)
- Pre-registration
- Around Q-drop deadline
- Departmental deadlines
- New Student Conferences

Check for “black out dates” listed on the [Student Services Directory | Texas A&M School of Public Health](#).

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

Advisor Appreciation and Recognition

Students are encouraged to recognize the support and guidance they receive from their academic advisors. If a student would like to express appreciation for an advisor who has made a positive impact on their academic journey, they may do so by submitting a note of thanks through the Advisor Appreciation Form. Submissions can be made at:

<https://studentsuccess.tamu.edu/academic-advising/advisor-appreciation-form>

Your Advisor Expects You To:	You Can Expect Your Advisor To:
<ul style="list-style-type: none"> • Keep your degree planner up to date in Howdy (submit it every year at 30, 60, and 90 hours). • Come prepared to advising meetings with your questions or goals you would like to discuss. • Bring a list of courses you are considering if you are seeking assistance with your schedule or long-term planning. • Take notes during advising appointments and meetings. • Ask questions if you do not understand an issue or have a specific concern. • Remember that an advising session is a professional meeting between you and your academic advisor. • Silence your cell phone and disable your notifications before your advising session. • Be accountable for your decisions that affect your educational progress and goals. • Keep your address and phone information current in Howdy. 	<ul style="list-style-type: none"> • Communicate curriculum, graduation requirements, and academic policies and procedures. • Encourage and guide you to define and develop clear and realistic educational plans. • Assist you in gaining decision-making skills and assuming increasing responsibility for your education and achievements. • Be accessible for meetings with you during advising hours via appointment, walk-in, or email. • Maintain your privacy according to FERPA and university policy by limiting information given out over the phone and using only your official TAMU email address. • Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans. • Refer you to other campus offices and resources as needed.

General Academic Advising Timeline

1st Year:	<ul style="list-style-type: none"> • Complete your Degree Planner in Howdy and review the <i>SPH Handbook</i> • Learn to utilize time management skills • See your academic advisor for a First Semester Advising appointment • Get involved (clubs and other campus organizations) • Begin building a resume; visit the Career Center
2nd Year:	<ul style="list-style-type: none"> • Meet with your academic advisor at least once a semester • Explore research opportunities available on campus • Explore connections between your interests, strengths and potential careers • Stay involved, choose activities that suit your interests
3rd Year:	<ul style="list-style-type: none"> • Meet with your academic advisor at least once a semester • Get involved in research and/or internships • Explore study abroad opportunities • Update your resume • Research career options, graduate programs and professional schools • Talk to SPH academic advisors or faculty in your area of interest • Take graduate and/or professional school entrance exams (GRE, MCAT, DAT, PCAT, etc.)
4th Year:	<ul style="list-style-type: none"> • Finalize career/post-graduate plans • Apply for graduate and/or professional school • Submit resumes/begin interviewing • Complete final degree evaluation with academic advisor prior to registration for your final semester • Apply for graduation during final semester of classes

Academic Policies

Sequencing

There are several SPH courses which serve as prerequisites for more advanced coursework and must be taken in the required sequence¹. For the BSPH-PHLT-PHN degree, 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 445**²
- **PHLT 302 & either ENGL 103 or ENGL 104** must be taken before **PHLT 481**

Concentrations

Students follow the degree plan from their admission catalog (semester when admitted to TAMU). Students beginning their studies at TAMU in Fall 2025 follow the degree plan from the 2025-2026 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 **health education**-focused (PHI) concentration, they must do so **prior to reaching 60 hours**. The PHI concentration is a viable option for pre-nursing students with minimal credits. The BSPH-PHLT-PHI degree plan includes a 12-hour internship and a reduced number of directed electives.

The concentration (PHN/PHI) 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, 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 or later.

Students changing their major into BSPH will change into the degree plan for their catalog.

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 their 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 their Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

¹ The sequence is slightly different for the BSPH-PHLT-PHI degree. Ask your advisor for that degree plan if you are considering it.

² PHLT 445 is your capstone course and must be taken during your final, graduating semester.

SPH Admission Contract (See Page 24)

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*.

AP/IB/Dual Credit

Texas A&M University accepts scores from Advanced Placement (AP) and International Baccalaureate (IB); however, some AP and IB credits may not be useful or required for majors in the School of Public Health. Accepting credits prior to 60 hours may affect financial aid packages. AP and IB credits are permanently on a student's academic record once accepted. **Students should reach out to their SPH academic advisor before accepting exam credits** to understand the impact to their degree plan. AP/IB credits do not expire and may be accepted until graduating semester.

It is highly recommended for students considering professional school to check whether their institutions of interest will accept the AP and IB credits discussed with their academic advisor (see the NSC Summer Homework section). AP and IB credits do not count toward a student's overall GPA at Texas A&M University; these courses will be reflected on the student's academic record as "TCR".

Dual credit courses are transfer credits that, when sent to Texas A&M University, are permanently on a student's academic record. Unlike AP and IB credits, dual credit courses cannot be declined once transferred. Dual credit courses do not count toward a student's overall GPA at Texas A&M University; however, the grade earned will be reflected on the student's academic record.

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 course that is currently full, it is recommended to continue looking for the course during open registration, as seats may become available.

The 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.

Public Health 3+2 Programs

These programs enable students to, upon completion of requirements, receive a Bachelor of Science in Public Health and a Master of Public Health within 5 years.

Students should discuss their interest in the 3+2 program with their academic advisor to ensure they will meet all eligibility requirements (i.e., required courses and GPA minimum) by the time they apply during their junior year.

Students can apply to the following MPH concentration areas:

- Epidemiology
- Occupational Health
- Health Promotion & Community Health Sciences
- Health Policy & Management

During junior year:

1. Receive and submit an approved Certification for 3+2 Eligibility Form to Dr. Curtis.
2. Complete the application requirements by the posted deadlines.

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 department's research course. 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.

Internships (PHLT 484)

Students interested in receiving academic credit for an internship must enroll in **PHLT 484** and follow the required approval process through the School of Public Health. All internships for academic credit must be **unpaid**, and students are responsible for paying tuition based on the number of credit hours (1 to 3) for which they register.

To begin the process, students should discuss their interest with their academic advisor. Afterward, the student must contact PHLT 484 Coordinator, Dr. Sara Mendez (sphmendez@tamu.edu), in the Office of Public Health Practice (OPHP) to discuss the opportunity and determine whether it qualifies for credit. The following steps must be completed:

- Meet with your academic advisor.
- Meet with the PHLT 484 Coordinator (Dr. Mendez) to review the internship opportunity, understand course requirements, and confirm eligibility.
- Complete the PHLT 484 Workplan Packet and return it to Dr. Mendez for approval and signature.
- If traveling internationally, register with Education Abroad, complete all required OPHP documentation, and obtain approval from TAMU Risk Management. Students must also purchase CISI travel insurance as part of this process.

Internships that are not intended for academic credit do not require involvement from OPHP or advising, but they are still encouraged as a valuable experiential learning opportunity.

SPH Honors Program

The School of Public Health Honors Program offers high-achieving BSPH students an opportunity to engage in advanced study, faculty-mentored research, and leadership development. This program is intended to enrich the undergraduate experience and prepare students for graduate or professional education.

To be awarded the Public Health Honors distinction, students must maintain a minimum 3.5 overall cumulative GPR; maintain a 3.25 Honors cumulative GPR; engage in at least two high-impact learning experiences; complete an honors thesis or senior capstone project; and complete 21 hours of Honors classes.

Details about eligibility, application steps, and course planning are available at:

<https://public-health.tamu.edu/departments/phs/ph-honors.html>

Professional Schools

Many BSPH majors intend to build on their undergraduate degrees by going on to professional schools to practice medicine, dentistry, nursing, physician assistance, physical or occupational therapy, etc. and many do so. Preparing for professional school requires students to be aware of prerequisites and collaborate with their academic advisor to best apply prerequisite courses in the student's degree plan. It is the student's responsibility to stay up to date on any prerequisite changes made by their professional school(s) of choice.

1. Learn about your options as you consider professional school
 - a. Discuss your plans with your SPH academic advisor
 - b. Contact your professional school(s) of choice
 - c. Seek out student organizations related to your desired profession
 - d. Attend the "Health Professions Fair" held annually on campus
 - e. Research with materials provided by professional organizations. For example, https://www.tmdsas.com/course-listings/Schools/Texas_AM.html has a page explaining what their associated schools will accept from TAMU.
2. Ask questions about professional school
 - a. Contact your professional school(s) of choice directly
 - b. Clarify with your SPH academic advisor where specific credits can apply to your degree plan
3. Do your homework (see NSC Summer Homework section)

NSC Summer Homework for the Professional School Bound

At your New Student Conference, the academic advisors made PHN and PHI Degree Plan Samples for Medicine, Dentistry, Nursing, and Physician Assistant available (*additional samples will be developed for other pathways*). With these samples, the advisors provided copies of professional schools' contact information and you received a handout explaining how to get TAMU Outlook and use that to do mail-merge by email. The Summer Homework task is to compose an email (example provided) to ask your intended school(s) how any AP/IB or Dual Credit courses may be used as prerequisites for their admissions process. Some professional schools do not accept AP/IB or Dual Credit.

Your task, before you can discuss accepting AP/IB credit or rely upon any dual credit for professional school, is to make these inquiries. There are only benefits to doing this homework: you get a trustworthy answer from your intended school, you develop a professional email and signature, you put yourself on that school's radar as a potential applicant, and you have accurate information to discuss with your academic advisor about your professional school journey.

The samples, contact pages, and email instructions are available at 154 REYN if you need copies.

Student Organizations

Getting involved in student organizations is a great way for BSPH students to build community, develop leadership skills, and enhance their academic and professional experience. The School of Public Health offers a variety of student-led organizations focused on public health advocacy, service, professional development, and peer support.

A current list of School of Public Health student organizations can be found at:

<https://public-health.tamu.edu/student-services/organizations.html>

A current list of organizations focused on professional school can be found at:

<https://opsa.tamu.edu/resources/additional-resources.html>

A comprehensive list of student organizations found across campus can be found at:

<https://stuactonline.tamu.edu/app/organization>

Study Abroad

To get information about study abroad opportunities, visit <https://global.tamu.edu>.

Students are encouraged to seek out study abroad trips throughout the University and School of Public Health. Current education abroad opportunities within the School of Public Health:

Greece Trip: https://tamuabroad.via-trm.com/program_brochure/23326

Germany Trip: https://tamuabroad.via-trm.com/program_brochure/13922

Scotland Trip: https://tamuabroad.via-trm.com/program_brochure/18143

The School of Public Health offers study abroad trips that can potentially count as credit towards the BSPH degree plan, such as PHLT 470 and PHLT 485.

If a student finds a trip inside or outside TAMU and wants it to count for a particular requirement, the student will have to seek course equivalency approval from the respective college/department. We recommend that students meet with a study abroad advisor as well as their academic advisor to get clarification on trips and course credit.

High Impact Learning Experiences in Public Health

Study Abroad

See Study Abroad section above for more details.

PHLT 491/485 (Research and Directed Studies)

See PHLT 491/485 section above for more details.

PHLT 484 Public Health Practice (Internship) (Now APEX)

See PHLT 484 section above for more details.

Public Health Scholars Program

To recognize students who go above and beyond to make the most of their Aggie experience through public health practice and research, the School of Public Health developed the Public Health Scholars Program: <https://public-health.tamu.edu/student-services/scholars.html>

The Public Health Scholars Program awards qualifying graduate and undergraduate students with a bronze, silver, or gold medal for achieving certain milestones during their academic career. The level of medallion awarded is based on total points earned through the students' time at the School of Public Health.

PHield Trips

Trips to organizations involved in public health activities provide students with valuable exposure to public health in practice. PHield Trips are available to all School of Public Health students. Our most common trip is to the Texas Department of State Health Services (DSHS).

PHoto Contest

Each year, the Office of Public Health Practice sponsors the This is Public Health PHoto Contest. Winners are selected from three categories – undergraduate, graduate, and faculty/staff – and are displayed at the school for the coming year.

EpiAssist

A student learning program at Texas A&M University that provides students with the opportunity to gain applied public health experience by assisting in Texas with outbreak investigations, disasters and emergencies, community health assessments, and other projects. EpiAssist activities are open to both graduate and undergraduate students on a volunteer basis.

publichealthpractice@tamu.edu

SPH Student Organizations

See Student Organizations section above for more details.

Inter Professional Education and Research (IPER)

The Texas A&M Health Office of Interprofessional Practice, Education & Research (IPER) is dedicated to creating and sustaining a culture of collaboration among the health care professions.

Partnering with the schools of Dentistry, Medicine, Nursing, Pharmacy, and Public Health, the primary function of this office is to support interprofessional education (IPE) across all components so that our students consistently receive high-quality training that engenders collaborative practice and better health outcomes.

<https://health.tamu.edu/iper/index.html>

Disaster Day

The nation's largest student-led interprofessional emergency response simulation. Interprofessional student teams come together to diagnose, treat and care for volunteer "patients and populations." Participating students are better prepared to respond to emergencies and learn vital skills to practice collaboratively upon graduation.

<https://health.tamu.edu/iper/foundational-interprofessional-curriculum/disaster-day/index.html>

SPH Honors

See SPH Honors section above for more details.

SCOPE

Skills, Careers, and Opportunities in Public Health (SCOPE) is an annual networking event to connect Texas A&M PHLT students with the community.

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.



TEXAS A&M UNIVERSITY

School of Public Health

*Public Health students do not qualify for the TAMU Tuition Rebate due to being part of HSC.

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.**

It is the student's responsibility to check if a course from another institution will transfer equivalently to TAMU – students should utilize the Transfer Course Equivalency Tool on Howdy.

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 visit: [https://testing.tamu.edu/exams/college-level-exam-program-\(clep\)](https://testing.tamu.edu/exams/college-level-exam-program-(clep))

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 their college. A student who elects not to follow the program of study must obtain approval from their 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 students are taking classes towards their degree.

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.
- If needed, 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 Associate Dean of 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 10-week 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 Associate Dean’s approval.

Q-drop requests are submitted through Howdy. The Q-drop request will be reviewed by the student’s academic advisor. Once a Q-drop request is approved and processed, it cannot be undone. For this reason, it is highly recommended that the student come and meet with their academic advisor to discuss dropping a course. An advisor has the right to deny a Q-drop request if they believe it would negatively impact financial aid status. Students who are

requesting to Q-drop a course **MUST** keep attending the course and completing required assignments until the Q-drop request is approved and processed.

Students are **strongly encouraged** to wait until midterm grades post before making final decisions about Q-dropping a course. Students are not refunded for Q-dropped courses, so it is important for students to see if they can improve their grade in the course. If students have performed poorly on the first exam of a class or are struggling to understand course content early in the semester, it is highly recommended for students to 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 to declare a maximum of two minors.

The Public Health minor and Health Behavior minor are only available only for students who are pursuing degrees outside of the School of Public Health. The Occupational Safety and Health minor is available for students within the School of Public Health, but students should discuss with their advisor whether it would be appropriate for their goals.

Campus Resources

SOURCE	WEBSITE	LOCATION
Academic Success Center	https://asc.tamu.edu	2 nd floor of the Pavilion, Suite 207
Career Center	https://careercenter.tamu.edu	209 Koldus
University Health Services	https://uhs.tamu.edu/mental-health/index.html	Student Counseling and Mental Health Center – Student Services Building – 4 th floor Student Health Center – Beutel Health Center
Disability Resources	https://disability.tamu.edu	Student Services Building, 1 st floor
International Student and Scholar Services	https://global.tamu.edu/issu	1 st floor of the Pavilion (110)
Math Learning Center	https://mlc.tamu.edu	249 Blocker
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	https://howdy.tamu.edu
Registration Process Tutorial	Howdy Portal > My Record tab	https://howdy.tamu.edu
Student Rules		https://studentrules.tamu.edu
Transfer Course Equivalencies	Transfer Course Equivalency Tool Texas Common Course Numbering System	https://howdy.tamu.edu https://www.tccns.org

Social Media

The SPH Office of Student Success will create social media content to ensure brand consistency and student engagement. During public and private events, our staff may take photos and/or videos.

- **Public Events**
 - Media releases are NOT required.
 - Visual signage or verbal notification that photography and/or filming will occur will be available.
- **Private Events**
 - Media releases will be distributed to all participants.
 - If you choose to opt out, we will engage in best practices to honor your request.

Follow us on Instagram!

The School of Public Health OSS Advising is on Instagram as @tamusphadvising! We are using this social media platform as a tool to connect information to students. Follow for reminders, deadlines, information, funny videos, and events going on within OSS advising!

SCAN TO FOLLOW
US ON INSTAGRAM!



@tamusphadvising

BSPH Degree Plan (BS-PHLT-PHN)

SCHOOL OF PUBLIC HEALTH
TEXAS A&M HEALTH

Office of 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 103 (1301) or 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) preferred***	3		AMERICAN HISTORY (6 hours)*		
MATH 142 (MATH 1325) or STAT 201 (MATH 1342)	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.

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** & either **ENGL 103** OR **ENGL 104** must be taken before **PHLT 481**

BS-PHLT-PHN

*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. May not include PHLT 420 or 425.

***Choose any core curriculum math course from core.tamu.edu EXCEPT MATH 150 and MATH 167. *STAT 201 should not be used if you will need STAT 302 for professional school due to University limitations on STAT used for degrees.*

Revised 02.17.25

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 their intended professional school(s) and their SPH academic advisor for guidance on which courses will satisfy their needed prerequisites.			

Updated 06.02.25

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. Office of Student Services advises on completion of undergraduate degrees in SPH. Students are required to take SPH courses every semester toward a SPH degree. Students may consult SPH academic advisors to discuss 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 & either ENGL 103 or 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