

# Student Contract Proposal : Contract For Our Future



Fall 2005  
Senator Eliot Spang

## The Contract for Our Future

When a student chooses a college for their postsecondary education, they are making an investment in their future. Like any investor, students need to know that they are guaranteed a quality education at an affordable price. According to the Texas Higher Education Board, the University of Texas-El Paso (UTEP) currently has a four-year graduation rate of 4.5 percent, which is the lowest of all the public universities in Texas. Low graduation rates makes the guarantee of graduating in four years more of a gamble than an investment. In addition, UTEP has increased tuition 40 percent since 2001. With tuition on the rise, it is clear students will save money if they graduate on time. Saving money as an undergraduate will allow for greater post-graduate and job opportunities in their future.

This paper proposes a mutual graduation contract between students and UTEP to encourage students to graduate sooner. Offered to incoming freshman, the "Contract For Our Future" would include a clear degree plan, an academic calendar, and incentives from the University to graduate on time. Participants will be held responsible for completing their undergraduate degree in four years by taking 15 credits a semester or five years by taking 12 credits per semester. In return, the University would be responsible for ensuring that students will not have to postpone graduation because of unavailable classes or tuition increases. Student contracts have been established at universities across the country as a way to improve advising programs for students and increase graduation rates.

## Examples of a Student/university contract

### Texas Tech University

Texas Tech University's student contract "Graduate on Time," is the first contract of this kind in Texas (see *Appendix I*). This contract is available for incoming freshman and has 91 participating majors that can be completed in 5.5 years or less. Texas Tech promotes legislative incentives to graduate on time such as the \$1,000 Tuition Rebate<sup>1</sup> and Texas B-On-Time Loans<sup>2</sup> as part of the program. This contract clearly defines the student's commitment, which includes:

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<sup>1</sup> \$1,000 Tuition Rebate is issued to students who complete a degree with no more than three semester credit hours beyond the minimum required to graduate. To be eligible, a student must have enrolled in a higher education institution for the first time in Fall 1997 or later, be a Texas resident, have paid in-state tuition while pursuing their degree, and have taken all coursework at Texas public institutions. (<http://www.collegefortexans.com/cfbintofa2.cfm?ID=75>)

<sup>2</sup> Texas B-On Time Loans are for Texas residents that graduated after May 2003 from a public or accredited private high school in Texas or received an associate's degree from an eligible institution after May 1, 2005. Students must have not yet earned a bachelor's degree, be enrolled full-time in an undergraduate degree or certificate program at an eligible institution, and have completed a FAFSA and qualify for Federal Financial Aid. (<http://www.hhloans.com/borrowers/BOTFactSheet.cfm>).

- Earning a minimum of 30 credit hours per academic year (this equals a four-year graduation date)
- Avoiding academic suspension
- Meeting with an academic advisor each semester to discuss progress toward graduation and identify which courses are needed the following semester
- Registering during advanced registration

The University's commitments to the students in the contract includes:

- A substitute course/independent study in place of a required course that is not available the semester prior to graduation
- Paying tuition and fees for students to take the courses that were unavailable the last two semesters
- Allowing students to graduate on time by waiving the requirement if the course is not available

### **California State University, Fresno**

The contract at California State University, Fresno is called the "Degree Guarantee Program" (see *Appendix II*). It offers guaranteed course availability, specialized advising, and the highest level priority during registration for students. This contract was proposed in 1994 by the Faculty Senate and recently updated in 2004. The contract is signed by the student and requires:

- Meeting with advisors all four years
- Completing remedial courses prior to their first semester of their freshman year
- Completing their course curriculum requirements in a timely manner
- Declaring a major their freshman year
- Registering for 12 hours minimum per semester and summer courses in order to complete coursework in four years
- Meeting the required 2.0 GPA
- Registering through the web and paying fees on time

- Filing their application for graduation in a timely manner
- Complying with administrative, judicial, and academic policies of the Degree Guarantee program

The University also has to sign a separate contract stating their responsibilities:

- Allowing the student to enroll in college level coursework
- Providing faculty advisors to advise freshman on their majors
- Limiting departments on the amount of hours required for completion of the degree
- Ensuring course availability
- Requiring advisors to meet with students participating in this program
- Ensuring that students have an appropriate amount of time to pay and register

The signature from the student and faculty advisor is required for the contract to be valid. This contract also includes opportunities for credits to be easily transferred from community college and students taking remedial courses (*see Appendix III*).

## **Creating a UTEP Student Contract For Our Future**

### ***Core Concepts***

#### *Academic Timeline and Degree Plan*

The academic timeline will be broken down by semester providing advice for students on how many hours they should register to take, when they should schedule an appointment with their advisor, and academic deadlines. This timeline can also include a recommended time for students to enter internships in their field of study or prepare for study abroad programs. Student Degree Plans will be posted online for every major, as well as a suggested list of courses to take per semester for that major in order to graduate in four or five years. Currently at UTEP, majors in the Colleges of Science and Engineering have the clearest degree plans and advising programs. The University will also commit to not changing degree requirements as long as the student participates in the program.

### Guaranteed Advising

The contract will provide a communication bridge between students and faculty advisors by requiring regular appointments with advisors. The advisor's responsibility will be to ensure the student is on the right path by preparing them for their future academic and career goals semester by semester. All advisors in the program will be faculty advisors and not peer advisors.

### Early Registration

Students that are proactive in their education by participating in this contract should have priority registration to guarantee class enrollment. Participants would have access to early registration before registration is available to the entire student body. This eliminates the stress that students have to go through when they are unable to enroll in a class that is necessary for their major for the desired semester due to that class being closed.

### Flat Rate Tuition

This concept will be the financial incentive to help students afford their education. Students would pay a flat rate for 12 credit hours and will not be charged more for additional hours taken above 12 credit hours. Since 126 hours are required for graduation, at 12 hours a semester a student would graduate in five years, not four. But if students take just one more class a semester, or 15 credit hours a semester, they would graduate in four years. Paying the same price for more hours offers a financial incentive for students to enroll and take 15 credit hours. A flat rate tuition would include all fees and academic tuition for the year. This concept has been adopted by the University of Texas-Austin and the Texas A&M System to help students graduate sooner.

### Guidelines for Students

These guidelines will be created by both students and administration to meet the needs of both parties. The guidelines will clearly state the students' responsibilities including the number of hours students must take each semester—15 hours per semester to graduate in four years or 12 hours per semester to graduate in five years. For example, it will state that students are not reprimanded for breaking the contract if emergencies in their personal lives prevent them from meeting the requirements of the contract. The contract can advise students not to work more than 15 hours a week and instead put in that extra time into their studies or require students to register during early registration. These requirements will be clearly stated and should be completely transparent for both parties.

### Guidelines for UTEP

These guidelines will be created by the University and students to satisfy both parties accordingly. Guidelines will include how the University will work with students to help them graduate on time. For example, if required classes are not available the semester prior to graduation, the University could offer the same class as an independent study or allow an alternative class as a replacement. The University could also offer students tuition reimbursement if a student has to take a class the semester after their planned graduation because it is unavailable the semester of their graduation. By having students and the University collaborate on guidelines, it will improve the student-administration relationship.

### ***Informative Concepts***

#### Estimated Savings Sheet

This portion of the contract will show students their net savings over four years by taking a full 15 hours a semester with a flat rate tuition versus taking 12 hours a semester and graduating in five years. It will include tuition, fees, books, and cost of living expenses. According to the 2004-2005 UTEP Fact book, 70 percent of the student population are considered fulltime students by taking 12 hours a semester or more.

Many times students can only afford to register for nine hours at time. With tuition increasing every semester, a student ends up paying an estimated \$1,589.16 more for their education than if they took 15 credit hours per semester at a flat rate. With the contract including an estimate savings sheet, it will financially encourage students to finish sooner. The contract can also take into consideration the needs of students that work while attending college by encouraging those students to plan their schedule according to their work schedule, such as the contract created by the University of Wisconsin-Stout (see *Appendix IV*).

#### List Participating Majors

The contract would have to list the majors that have degree plans that can be realistically completed in five years or less. Currently all majors in the College of Liberal Arts, College of Business, College of Health Sciences, and College of Engineering, which makes up 80.4 percent of the student population, can be completed within five years or less.

#### Graduation Requirements

Graduation requirements should be clearly stated in the contract and incorporated in the academic timeline. This would eliminate any misunderstanding about graduation because it would be clearly stated in the contract.

## **Benefiting Everyone**

A trusting relationship between students and the University will be enhanced through the Contract For Our Future, since this contract will engage students with their graduation track by keeping their interest in their education. When the University of Iowa's implemented their optional contract, "The Four-Year Graduation Plan," there was a 70 percent enrollment rate for their 2004 incoming class (*see Appendix V*).

This initiative will contribute to increasing student retention and graduation rates. Students will also be paying back less loans, seeking their desired careers sooner, and saving more money for graduate school or other post-graduation goals. The Contract For Our Future will improve the morale of students, the academic status of the University, and the collegiate experience for current and future students.

## Appendix

- I. Texas Tech University "*Graduate on Time*"  
<http://www.depts.ttu.edu/graduateontime/sample.php> pg. 8
- II. The California State University, Fresno "Degree Guarantee Program"  
<http://www.csufresno.edu/aps/apm/202.pdf> pg. 10
- III. The University of Iowa "Four Year Graduation Plan"  
[http://www.uiowa.edu/web/advisingcenter/aac\\_pros\\_students/four%20year%20plan.htm](http://www.uiowa.edu/web/advisingcenter/aac_pros_students/four%20year%20plan.htm) pg. 14
- IV. The University of Wisconsin-Stout "Four Year Degree Contract"  
<http://www.uwstout.edu/provost/4yga.html> pg. 16



## I. Texas Tech University "Graduate on Time"

# SAMPLE CONTRACT

### Student Commitment

### Texas Tech Commitment

Embark on your college career in a timely manner and catapult into a career or graduate/professional school as soon as possible. The GOT Contract program encourages and enables you to complete your degree in a timely manner and signals to employers and post-graduate programs that you are organized, hardworking, and committed to academic success. The GOT Contract is a two-party agreement signed by you and the Provost of Texas Tech University. Although it is not required and no penalties exist for not participating, planning ahead for a timely graduation in the face of rising education costs can save you at least \$8,000 for every semester you remain in college.

The GOT Contract program is offered to you as a first-year freshman student beginning in the fall of 2004. When you sign a GOT Contract, you agree to work in concert with your academic program advisor to chart a course for timely graduation. You and your advisor will develop an educational plan to assist you in graduating within the specified time period. The plan will include, but is not limited to:

- A semester-by-semester plan of course sequencing.
- A timeline for making informed decisions leading to a choice of major and career.
- A means of making efficient use of academic support services available to you.

### STUDENT COMMITMENT

By signing the GOT Contract, I agree to the following conditions:

- Sign this agreement prior to advance registration during my second long semester of classes.
- Choose a major that qualifies for the GOT Contract.
- Be admitted to a major (or change majors) in time to meet the sequence of required courses in the contract period.
- Stay on track by earning a minimum of 30 credit hours per academic year (September to August).
- Avoid being placed on academic suspension.
- Maintain a current email address, local mailing address, and other contact information. Make changes to these addresses at any time on the TechSIS "Web for Students" ([www.techsis.admin.ttu.edu/student/](http://www.techsis.admin.ttu.edu/student/))
- Meet with my academic program advisor at least once each semester to discuss progress toward graduation and identify courses needed the next semester.
- Register during the advanced registration period.
- Enroll in and successfully complete the courses needed for my academic program of study with the understanding that certain courses must be taken during specific terms to allow for appropriate progress toward the degree and timely graduation.
- Accept responsibility for monitoring my own academic progress so that I stay on schedule for graduating on time. This includes filing my degree plan and applying for graduation by the stipulated deadlines.
- Keep documentation to prove that all these requirements were satisfied.
- Meet all payment obligations to Texas Tech to avoid cancellation of my advanced course registration schedule.
- Accept responsibility for timely annual application for all necessary financial assistance.
- If graduation may be delayed, notify my academic program advisor immediately.

### TEXAS TECH COMMITMENT

Texas Tech University assures GOT Contract participants that they will be able to enroll in courses that permit graduation with a single major in the specified and mutually agreed upon time period. The plan does not apply to second majors or certificates. Texas Tech will ensure the availability of courses.

In the event the University does not satisfy the commitments made herein and you would be unable to graduate due to the unavailability of a course(s), the department and college offering the major will choose one of the following procedures as the exclusive remedy for GOT Contract signers:

- Allow you to graduate in the specified and mutually agreed upon time period, substituting a different course(s) or independent study assignment for the unavailable course(s) as determined by the department and college offering your major.
- Allow you to graduate on time by waiving the requirement to be met by the department or college offering your major.
- Allow the unavailability of a course(s) to delay you from graduating on time, in which case the University will pay the institutional tuition and fees for you to take the unavailable course(s) at Texas Tech University in a later term.

## II. The California State University, Fresno, "Degree Guarantee Program"

### The CALIFORNIA STATE UNIVERSITY, FRESNO

#### DEGREE GUARANTEE PROGRAM:

##### A Four-Year Graduation Plan For Full-Time Freshman Entry Students (non-transfer)

California State University, Fresno pledges that a student may attain the baccalaureate degree in four years when a student follows the provisions and regulations in the University General Catalog and meets the conditions below.

To facilitate students' graduation goals, CALIFORNIA STATE UNIVERSITY, FRESNO extends to qualified students the opportunity to engage in a formal partnership that assures timely completion of a degree. Students enrolling in the "California State University, Fresno Degree Guarantee Program" are pledged certain advantages that will facilitate progress toward the degree. Among these advantages are:

- A. **Guaranteed Course Availability:** Students enrolled in the Degree Guarantee Program will be provided all courses specifically required for completion of their degree and major as described in the General Catalog and as articulated in the "Four Year Program of Study" developed with their Degree Guarantee Program advisor.
- B. **Specialized Advising:** Students will be eligible for advising every semester from specially designated Degree Guarantee Program Advisors in their respective major departments (or, for undeclared majors, in the Office of Advising Services).
- C. **Highest Level Priority Registration:** Students will not have their academic progress or graduation impaired by a lack of space in essential courses.

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The Degree Guarantee Program is a partnership. Students share in the responsibility for timely graduation. To obtain a degree in 4 years students must fulfill the following conditions:

- 1. **ADVISORS:** Students must meet with their designated Degree Guarantee Program advisor every semester beginning in the first semester of their freshman year for the purpose of:
  - a) reaching agreement on/or updating their "Four Year Program of Study,"
  - b) considering available course offerings in relation to pertinent graduation requirements, and
  - c) confirming academic progress towards timely graduation.
- 2. **FOUR YEAR PROGRAM OF STUDY:** The "Four Year Program of Study" is a plan designed in consultation with a designated Degree Guarantee Program Advisor to ensure completion of all degree requirements within 4 years. The Four Year Program of Study form must be

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signed jointly by the student and the advisor and placed on file in your major department (or temporarily, for undeclared majors, in the Office of Advising Services).

**ENTRY LEVEL MATH (ELM) and ENGLISH PLACEMENT (EPT) TESTS:** Unless exempted, students must have taken these exams during the senior year of high school or the summer prior to enrollment as a freshman. Scores must be at a level that allows the student to enroll in college level course work. Students who require remedial and/or developmental courses prior to enrollment in college level courses will require independent assessment as to eligibility for Degree Guarantee Program enrollment.

**GENERAL EDUCATION (GE) and UNIVERSITY REQUIREMENTS:** Students must fulfill in a timely manner all General Education and University requirements articulated in the University General Catalog for their year of entry. NOTE: Students not able to obtain their preferred course and/or their preferred section (days and hours) must be flexible in selecting available alternatives to maintain degree progress.

**MAJOR:** Students should select a major during the freshman year (unless advised otherwise) and must seek advising from the designated California State University, Fresno Degree Guarantee Program advisor in their major department so that degree obligations can be met. In many instances, changes of major will delay the completion of a degree. Students entering with an undeclared major should seek advising from the Office of Advising Services. NOTE: Students must be sure all prerequisite courses, including "Additional Requirements to the Major" are accounted for in the student's academic plan for graduation (See "Four Year Program of Study," above.).

**MINOR:** Minors can be highly desirable but must be carefully planned in close cooperation with a Degree Guarantee Program advisor. Pursuit of a minor may require an increased total unit load.

**UNIT LOAD:** Students must take a minimum of 12 units per semester (the minimum required to be a full time student) and complete an annual average of units appropriate for their degree program.

- a) **120 Unit Programs:** Students must complete an average of 30 units per year (which could include Summer Sessions) to finish in 4 years.
- b) **124-128 Unit Programs:** Students must complete an average of 31-32 units per year (which could include Summer Sessions) to finish in 4 years.
- c) **Programs Exceeding 128 units:** In addition to an annual average of 32 units, students in these majors will be required to complete 3 to 7 additional units sometime during their 4 years of study.

**GRADE POINT AVERAGE (GPA):** The cumulative GPA, the cumulative California State University, Fresno GPA, and the GPA in a student's major all must be at or above 2.0. NOTE: Students electing to repeat courses for purposes of grade substitution to improve their GPA must do so over and above the minimum articulated annual unit requirements if they expect to complete their Degree Guarantee Program within the originally planned time. CAUTION: Academically disqualified students are unlikely to complete their Degree Guarantee Program in 4 years.

**REGISTRATION AND FEES:** Students will use the Web for registration at <http://my.csufresno.edu> at the appropriate time window and will pay fees by the required deadlines.

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10. **COURSE ENROLLMENT:** Students will enroll and attend California State University, F at those times (including evenings and weekends) when courses are offered and avail<sup>2</sup>NOTE: Prior approval by the student's designated Degree Guarantee Program Advi required before registering at another institution for courses intended for transfer to Cali State University, Fresno.
11. **DEGREE FILING:** Students must file their application for graduation and pay the relater by the University deadline.
12. **ACCOUNTABILITY:** Students must comply with all administrative, judicial, and aca policies and procedures as well as all aforementioned conditions of the Degree Guar Program.

*The CSUF Pledge:*

**A four-year graduation plan\***

1. **ELM and EPT:** Unless exempt, these exams must be taken during the senior year of high school or summer prior to enrollment as a freshman and scores must be at a level that allows the student to enroll in college level coursework.
2. **MAJOR:** The student should select a major during the freshman year and seek advising from the faculty in the appropriate department so that degree obligations can be met. Changes of major will delay the completion of the degree. If you enter as an undeclared student, you should seek advising from the Office of Advising Services.
3. **UNIT LOAD:** For all 120 unit degree programs, students must take a minimum of 12 units a semester and complete on the average 30 units per year (including summers) to finish in four years. To finish in 4 and 1/2 years, students should complete an average of 28 units per year. Programs requiring the completion of 124-128 units will require an average of 31-32 units per year to finish in 4 years and 29 units to finish in 4 and 1/2 years.
4. **GPA:** The cumulative GPA and the GPA in your major must be at or above 2.0.
5. **ADVISORS:** Students must meet with their department advisor/chair every semester beginning in the freshman year for the purpose of:
  - reaching agreement on "The Four-Year Course of Study",
  - and considering availability of course offerings as related to the graduation requirements.
6. **REGISTRATION AND FEES:** Students will use the Web for registration at <http://my.csufresno.edu> at the appropriate time window and will pay fees by the required deadlines.
7. **ENROLL:** Students will enroll and attend at those times (including evenings and weekends) when courses are offered and available.
8. **FINANCIAL AID:** If eligible for assistance, students must meet the appropriate deadlines each year and meet all academic progress requirements.
9. **ACCOUNTABILITY:** Students must comply with all administrative, judicial and academic policies and procedures.

Non-compliance with any of these conditions may result in the cancellation of this agreement between the student and the university. This agreement must be signed by both the student and the appropriate faculty advisor.

Name: \_\_\_\_\_ PS ID Number: \_\_\_\_\_  
Term of Entry: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Term of Graduation: \_\_\_\_\_

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Student Signature

Faculty Advisor Signature

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Date

Date

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\*It is possible that the first two years of study may have been completed at a community college. Assuming all general education is completed, and a minimum of 52 units are transferable, work in the major will be completed within 2 to 2 1/2 years.

Original: Filed in academic department office  
Copies: Student  
Evaluations Office MS JA 57

### **III. The University of Iowa, "Four Year Graduation Plan"**

#### **Four Year Graduation Plan - University of Iowa**

Want to graduate in four years? To help you meet that goal, The University of Iowa has developed the Four-Year Graduation Plan. There is no pressure to participate in this program, but this year, more than 70% of the incoming class signed up for it.

#### **Advantages of Graduating in Four Years**

It gets you out of school and into your career as soon as possible. If you're planning on graduate or professional school, it gets you there sooner. It shows future employers or graduate programs your dedication and drive. And it keeps the cost of college to a minimum.

#### **Summary of the Plan**

It's a contract-an agreement you enter into with the University. You pledge to satisfy certain conditions, and the University pledges to get you through in four years. In brief, you agree to map out a realistic four-year plan of study that includes certain checkpoints along the way. With the help of your academic adviser, you stick to those checkpoints. And the University ensures that the courses you need will be available to you. This is only a summary, for information purposes. Read the complete text of the most recent agreement below.

#### **How to Participate**

When you meet your academic adviser at orientation, you'll have your first opportunity to join the plan. You can still do it up to the end of your second semester. Once you've joined, you'll meet regularly with your adviser to make sure you're on track.

#### **Is There a Penalty for Dropping the Plan?**

No. We recognize that needs and plans change. If for any reason you decide not to graduate in four years, you simply fill out a form at the Office of the Registrar, then continue your studies at your own pace.

#### **Do All Degrees and Majors Qualify?**

Although most of our degrees and majors participate in the Four-Year Graduation Plan, a few do not. Some departments have determined that they cannot absolutely guarantee that the major can be completed in four years due to specialized course sequencing or when the major is declared.

#### **Sample Four Year Graduation Plan Contract**

There are many reasons students may want to complete their degrees in four years: some want to enter the full-time work force as soon as possible, others are planning to continue their education and do not want to prolong undergraduate study, and most want to save money.

Students who decide to participate in this plan will work closely with their advisers to make sure they know the requirements that must be met and the appropriate sequences in which to take courses. Students who elect to participate in this plan can be assured that they will be able to enroll in courses allowing graduation in four years.

The actual Four-Year Graduation Plan Agreement is a contract that will be signed by you and the Provost of the University. Here are the components of the agreement.

### Student Responsibility

By signing the agreement, I agree to participate in the Four-Year Graduation Plan. To remain eligible for the benefits of the plan, I will satisfy the following conditions:

1. Begin at the University as an entering first-year student and sign this agreement by the end of my second semester.
2. Choose a major that qualifies for the Four-Year Plan.
3. Have the preparation to begin a four-year plan in my major by the time I enroll at the University.
4. Stay on track by earning a minimum of one quarter of the necessary credits per year.
5. Meet with my adviser at least once each semester to discuss progress toward graduation and identify courses needed in the following semester.
6. Register during the early registration period.
7. Enroll in and successfully complete the courses needed for my program of study, considering that any specific course may not be available at the time or in the semester when I would prefer to take it.
8. Accept responsibility for monitoring my own progress so that I stay on track for graduating in four years.
9. Be admitted to a major (or change majors) in time to meet the sequence of required courses referred to as checkpoints in advising materials.
10. Not be admitted or placed on academic probation.
11. Accept responsibility for timely annual application for all necessary financial assistance.
12. If graduation may be delayed due to the unavailability of a course, I will notify in writing the executive officer of the department offering the course in question. This must be done prior to



the end of classes in the fall or spring semester preceding the semester in which the course is needed.

### **The University's Commitment**

The University assures Four-Year Graduation Plan participants that they will be able to enroll in courses that permit graduation with a single major in four years. The plan does not apply to second majors, minors, or certificates. The University will ensure that graduation in four years will not be delayed by the unavailability of courses.

In the event the University does not satisfy the commitments made herein, and you would be unable to graduate due to the unavailability of a course (or courses), the Department and College offering the major will choose one of the following procedures, which shall constitute the exclusive remedy for the Four-Year Graduation Plan Agreement:

1. Allow you to graduate in four years by substituting a different course (or courses) or independent study assignment, as determined by the Department and College offering your major, for the unavailable course(s).
2. Allow you to graduate in four years by waiving the requirement to be met by the unavailable course(s), as determined by the Department and College offering your major.
3. Allow the unavailability of a course (or courses) to delay you from graduating in four years, in which case, the University will pay the tuition and fees for you to take the unavailable course(s) at The University of Iowa in a later term.

## IV. The University of Wisconsin-Stout, "Four Year Degree Contract"

### *Four-Year Degree Contract*

#### *Student Requirements*

- Enter the university as a freshman in the fall semester.
- Complete the Wisconsin English and Math Placement Tests before initial enrollment.
- Results of the Wisconsin Placement Tests must place you at the levels required in your declared degree program.
- Submit a signed Four-Year Degree Contract to the Advisement Center by the 10th day of classes, September 20, 2005.
- Complete the communication skills requirement and analytic reasoning requirement for your program by the end of your second year.
- Meet with your advisor at least once each semester to discuss your progress toward graduation. Register within 24 hours of your assigned time each term. Be aware of prerequisite needs to graduate within four years.
- Accept responsibility for monitoring your own progress and seeking advice from your advisor so that you stay on track toward graduation in four years.
- Enroll in available courses needed for your program of study, recognizing that any specific course may not be available at the time or in the semester in which you would prefer to take it.
- Notify the Advisement Center within 24 hours of your assigned registration date that graduation may be delayed due to the unavailability of a course. The Advisement Center will forward the matter to the Program Director and Provost.
- Agree to accept an adjusted schedule to reconcile a course availability or scheduling issue.
- Complete a minimum of 50% of the required program credits during the first two years. You must remain in good academic standing as determined by the University and the program.
- Apply for graduation by the appropriate deadline.
- Accept responsibility for timely annual application for all necessary financial assistance.

By following these steps, you will have positioned yourself to receive your degree after eight semesters. Failure to comply with any of these requirements will result in the cancellation of your contract by the University.

**University Requirements**

If you comply with all of the student requirements but are unable to graduate due to the unavailability of a course (or courses), your advisor will choose one of the following options listed below. These are the only alternatives provided under this plan.

- The University will allow you to graduate in four years by offering you priority registration for the next semester.
- The University will allow you to graduate in four years by substituting a different course (or courses) or independent study assignments in place of a required course or courses.
- If the University's inability to provide one or more courses delays your graduation beyond four years, the University will relieve you of the tuition burden if you need to take the unavailable courses at UW-Stout in a later term.

I agree to the *Four-Year Degree Contract* as described above.

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<i>Student Name</i>	<i>Student's Signature</i>	<i>Identification Number</i>	<i>Date</i>
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*Local Mailing Address*

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<i>City</i>	<i>State</i>	<i>Zip Code</i>
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*Program Name (Major)*

I have received this agreement from the student named above.

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<i>First-year Advisor</i>	<i>Advisor's Signature</i>	<i>Date</i>
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<i>Program Director</i>	<i>Program Director's Signature</i>	<i>Date</i>
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<i>Dean of College</i>	<i>Dean's Signature</i>	<i>Date</i>
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<i>Assistant Vice Chancellor</i>	<i>Assistant Vice Chancellor's Signature</i>	<i>Date</i>
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*Distribution:*    Advisement Center  
                      Program Director  
                      Student

4yr.degree/ta