

## ***Four-Year Degree Contract***

### ***Student Requirements***

- Enter the university as a freshman in the fall semester.
- Your ACT 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 22, 2009.
- 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>Associate Vice Chancellor</i>	<i>Associate Vice Chancellor's Signature</i>	<i>Date</i>
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*Distribution:*    Advisement Center  
                      Program Director  
                      Student