

Four-Year Graduation Guarantee Student Contract



VITERBOUNIVERSITY

Student Information:

First Name

Last Name

ID

Email

Class Level

Admit Type

Advisor Name

Advisor Email

Major(s)

Minor(s)

Catalog

Start Term

In order to qualify for the guarantee, I understand I must satisfy the following terms:

1. Enter Viterbo University as a first-time, first-year student in the fall semester.
2. Choose a major by April 1 of my first academic year of enrollment. Declare major prior to first semester if major will be nursing, nutrition sciences, music education, music performance, music theatre, theatre, applied mathematics, or engineering. For these majors, I will complete the appropriate prerequisites in order to enroll in required first-year courses by the time I start at the university.
3. I understand that certain majors like nursing, education, and social work require separate admittance. If I'm not admitted to the professional program, this guarantee is null and void.
4. Change my major only if my academic advisor and faculty advisor determine that I can still meet all requirements for the new major without altering my four-year graduation date. I realize that the guarantee to graduate in four years will be null and void if it is determined that I cannot complete the new major in four years.
5. A new contract must be signed with a major and/or degree change.
6. Monitor my own degree progression by using Student Planning.
7. I understand the guarantee to graduate in four years will be null and void if I am placed on academic probation with the university, on probation within my major, or if I need to repeat a required course due to a low grade.
8. Maintain enrollment in courses that help me progress toward my degree.
9. Maintain good academic standing as determined by the university and major department.
10. Maintain full-time enrollment.
11. Be current on all required payments to the university.
12. I understand the guarantee to graduate in four years will be null and void if I enroll in ESL courses.
13. I understand the guarantee to graduate in four years will be null and void if I enroll in more than one major, add one or more minors, or add one or more certificates, unless my academic advisor determines that I can graduate in four years with the additional program(s).
14. I understand that the guarantee to graduate in four years covers coursework in my primary major only and will not cover additional courses needed for a second major, any minors, or any certificates.
15. This guarantee is null and void if I choose to postpone a required major course to take one or more courses required for a second major, a minor, a certificate, or a 4+1 or 4+2 program.

If I comply with all the above terms, but am unable to graduate within four years due to the availability of required course(s), Viterbo University will substitute a different course(s), offer an independent study assignment, waive a course(s), and/or not charge tuition for any required course(s) for one semester beyond the anticipated four years. These options are the exclusive remedy for the guarantee.

Viterbo University is under no obligation to provide these adjustments unless I submit an official request within my seventh semester.

I acknowledge that I accept and understand all the conditions and my responsibilities as described above.

SAMPLE