

## **IOWA STATE UNIVERSITY FOUR-YEAR GRADUATION PLAN**

Students enter Iowa State University with diverse abilities, interests and educational goals. The University has long been committed to helping students develop their potential, expand their interests and reach their educational goals in a timely manner. Academic advisers help all students plan their degree programs, select courses, register for classes and monitor their progress. The Four-year Graduation Plan has been developed as an additional way to help students monitor their academic progress and incorporate off-campus opportunities such as study abroad and internships. Students who choose to participate in the Four-year Graduation Plan will work closely with their advisers to meet all the requirements for completing the degree in four years. Students who remain on track will be assured that the courses needed for graduation will be available. Four year plan templates are available in the ISU catalog at: <http://catalog.iastate.edu/planofstudy/>

A student in the Four-year Graduation Plan assumes responsibility for the term-by-term monitoring of progress toward the bachelor's degree in consultation with the academic adviser. Iowa State University offers over one hundred majors in six undergraduate colleges. All but two of these programs, architecture and landscape architecture, may be completed in four years. ISU's four-year programs require from 120.5 to 143.5 credits for a bachelor's degree; therefore, the Four-year Graduation Plan student must average between 15 and 18 credits per semester.

Iowa State University assumes responsibility for providing the academic advising services and degree-audit mechanisms to assist students in accurately monitoring progress toward graduation. ISU is also responsible for providing class space in the courses required for the student's respective major in order to complete a bachelor's degree within eight consecutive semesters.

Many students elect to take advantage of research and employment opportunities, certificate or minor programs, or to pursue specialized plans of study tailored to unique career goals. These additional opportunities may require more than eight semesters to complete. Other students extend their studies at Iowa State due to family commitments, financial or personal circumstances. Some students may need to extend their studies to strengthen their academic background for their chosen major. Situations and plans may also change as a student progresses toward graduation. Students who sign the Four-year Graduation Plan and then determine that they need more time to graduate can do just that. Students who decide that the Four-year Graduation Plan does not meet their academic and/or personal goals are encouraged to develop, in consultation with their academic advisers, a plan and timetable for completing the courses in their majors that will allow them to achieve their individual academic, career, professional and personal aspirations within a reasonable period of time.

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By signing below, I agree to participate in the Iowa State University Four-year Graduation Plan. The university makes a commitment that graduation in four years will not be delayed by the unavailability of courses.

*To remain eligible for the benefits of the plan, I will satisfy the following conditions:*

1. Begin at the university as an entering freshman or be on track to graduate within four years of entering college.
2. Choose a major that qualifies for the Four-year Plan and for which I have the appropriate academic background.
3. Stay on track by remaining a student in good standing at the University and earning a minimum of one quarter of the applicable credits, in the prescribed sequence, for my degree program each year. I may choose to include summer session(s).
4. Meet with my academic adviser prior to my assigned registration time each semester and discuss my progress toward graduation as well as my options for additional experiences such as study abroad, service learning and internships.
5. Enroll in available courses needed for my degree program, with the understanding that specific courses may not be available at the time or the semester in which I would prefer to take them.
6. Enroll in additional minors or programs or change majors if, at the time I change, the additional requirements can be met within the original four-year period.
7. Accept responsibility for monitoring my progress and acting on advice given by my adviser so that I stay on track toward my graduation in four years.
8. Register for each semester within 24 hours of my assigned registration start time.
9. Accept responsibility for timely annual application for financial assistance.
10. Notify my adviser during the registration period prior to the term when the course(s) is/are needed, that graduation may be delayed due to unavailability.

*As part of the program, Iowa State University will:*

1. Provide a knowledgeable academic adviser at your initial registration and before registration each subsequent semester to review course selections from the recommended four-year plan provided by the academic department.
2. Assure the availability of courses to enable you to complete the Four-year Graduation Plan.

If you meet all the conditions of the Four-year Graduation Plan but are unable to graduate with a bachelor's degree in eight semesters due to the unavailability of a course, your department and college will first try to substitute an equivalent course or an independent study assignment, or to waive the requirement to be met by the unavailable course. If the Dean of the College determines that none of these adjustments is academically acceptable, your academic college at Iowa State University will pay the tuition for you to take the course required for you to complete your degree program within the next year at Iowa State. If your department is unable to make the necessary course adjustments, you must submit a written request for accommodation to the Dean prior to the end of classes in the fall or spring semester preceding the semester in which the course is needed.

**I have discussed this agreement with the adviser named below:**

\_\_\_\_\_  
STUDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
STUDENT UNIVERSITY ID NUMBER

\_\_\_\_\_  
MAJOR

\_\_\_\_\_  
COLLEGE

\_\_\_\_\_  
ENTRY DATE

**I have reviewed the student's curricular plan and, at this time, he/she is on track to graduate within eight semesters of date of entry.**

\_\_\_\_\_  
ADVISER NAME (PLEASE PRINT)

\_\_\_\_\_  
ADVISER'S SIGNATURE

\_\_\_\_\_  
DATE

**Signed for Iowa State University:**

\_\_\_\_\_  
COLLEGE DEAN (OR DESIGNEE)

\_\_\_\_\_  
DATE

**Signature Routing:** Adviser and Student → College Student Services Offices (College signature and ADIN entry)

**Distribution:** Student and Adviser