

Sycamore Graduation Guarantee

Legislation

Student Requirements:		
	Meet with their advisor prior to priority registration.	It is the responsibility of students to ensure that the university has been notified of AP and dual credit or received a transfer transcript (if applicable) in a timely manner.
	Follow appropriate course sequencing (per program of study) and complete prerequisites with required grade for progression	Follow appropriate course sequencing (per program of study) and complete prerequisites with required grade for progression
	Must declare and be admitted to major before the start of second year. If major is changed, it must be done in time to meet the requirements of the new major and graduate within the original four-year time period	Must declare and be admitted to major before the start of second year.
	Remain in good academic standing each semester (by both institutional and major standards)	Remain in good academic standing each semester (by both institutional and major standards)
	Complete 30-32 credit hours each academic year for four years as required by the college and major	Students should complete a standard of 30 credits per year for on-time completion.
	Monitor their progress and notify advisor by email and Guarantee program at stayontrack@indstate.edu during priority registration if unable to register for a critical course.	Monitor their progress and notify advisor by email and Guarantee program at stayontrack@indstate.edu during priority registration if unable to register for a specific course on the degree map
	Ensure there are no holds that block registration during priority registration period	Ensure there are no holds that block registration during priority registration period
	Apply for graduation no later than October 1 of fourth year for Spring graduation	Apply for graduation no later than October 1 of fourth year for Spring graduation
	The student has to register for courses during priority registration.	The student has to register for courses during priority registration.
University Requirements:		
	Provide appropriate courses for the major to ensure that the degree can be completed during the four-year period	Provide appropriate courses for the major to ensure that the degree can be completed during the four-year period
	Provide access to MySAM and degree maps.	Degree maps must be offered to all students at public institutions beginning with first-time full-time students first entering in Academic Year 2014-15.
	Provide access to quality advising throughout the students time at Indiana State University	
		Institutions must present the student with their customized degree maps or a degree audits at each semester registration regardless of whether or not they are able to graduate in the four-year period. Degree maps must be updated for 6 years.
		HEA 1348-2013 contains a provision requiring institutions to provide (at no cost to the student) any course on a student's map for which the student cannot enroll (because it is full, offered only at the same time as another mapped class, or is simply not offered). The guarantee applies to students that have complied with their degree maps. If a course is not available for a

		<p>student (whether it is full, offered only at the same time as another mapped class or is simply not offered), the institution faces a choice: find the student a seat in the class, provide a new map to the student that does not add time to degree or provide the course free of charge to the student in the next available semester.</p> <p>To determine that a student is entitled to the “free course guarantee,” the university should verify the following:</p> <p>The student has followed his or her degree map in each prior semester, meaning the student completed the prescribed courses or satisfied the prescribed electives in the semester they were mapped.</p> <p>The student is unable to register for a course mapped for the current semester because it is not offered, offered only at the same time as another mapped course, or is full. Note that the course is considered full only if <i>all sections</i> of the course are full, not just the student’s preferred time slot. If an online version is available to the student, the course is considered available to that student even if he or she prefers a different modality.</p> <p>For general education requirements with multiple options, all section of eligible options must be full, not just the student’s preferred choice.</p> <p>The student attempted to register for the course during the <i>typical</i> registration period (sometimes called priority registration). Universities may set policies that exclude <i>late registrants</i> from the free course guarantee provided that <i>late registrant</i> is clearly defined and the policy is made publicly available on the university’s website.</p> <p>The student has not received a revised degree map that maps the unavailable course in a future semester without altering the graduation date.</p> <p>The student is within 150 percent of the standard time to complete the degree (two or four years).</p>
	<p>Provide an annual assessment report indicating if the student is on track to graduate within four years and, if not, what issues need to be addressed to get back into compliance with the agreement.</p>	
	<p>If a student is unable to graduate within four years due to the unavailability of required course work, the University may, when appropriate, allow the student to graduate within four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student's major.</p>	
	<p>If course substitution is not an option, and the student is unable to graduate after completing four years and complying with all terms of this agreement, Indiana State will pay the tuition and mandatory fees for any additional required courses.</p>	