



School of Arts & Sciences

Three-Year Graduation Guarantee

Student Application Eligibility

1. Minimum high school GPA: 3.25
2. Minimum ACT/SAT Score: 23 Comp (SAT 1620 Combined Score), 22 Reading Subscore (SAT 530 Critical Reading Score)
3. Transfer a minimum of 9 college credits with at least “B” level work and meet any pre-requisite standards outlined by individual program.

Student Requirements

- Complete Three-Year Graduation Guarantee application at least 3 weeks prior to attending a Summer Enrollment Day. Application available via the Office of Admissions.
- Once accepted to program, student must attend on-campus Enrollment Day.
- Create and review three-year program plan and tentative schedule with faculty advisor.
- Agree to individual program plan requirements beyond general three-year guarantee contract. Program plan will likely include summer coursework (approximately 6 credits annually), which may or may not be completed at Doane College.
- Obtain program plan approval by college Academic Dean and execute guarantee contract.
- Meet with your faculty advisor at least once each semester to discuss your progress toward graduation. Register within 24 hours of your assigned time each term.
- Meet with your faculty advisor prior to registration for all summer coursework. In the event the coursework is not being taken at Doane, student must receive Registrar approval.
- Accept responsibility for monitoring your own progress, and seek advice from your faculty advisor to stay on track toward graduation in three 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 prefer to take it. Discuss alternatives with your advisor.
- Agree to accept an adjusted schedule to reconcile any course availability or scheduling issue.
- Notify the Office of Academic Affairs within 24 hours of your assigned registration date if graduation may be delayed due to the unavailability of a course.
- You must remain in good academic standing as determined by the college and the program. Failure of any course voids the guarantee contract.
- 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 in three years. Failure to comply with any of these requirements will result in the cancellation of your agreement with the college. There is no penalty for canceling your agreement. Students who cancel their three-year contract may continue to be eligible for the four-year contract provided requirements have been met.

Current Eligible Academic Programs

History
Journalism
Computer Science
Mathematics

Doane College Requirements

If you comply with all of the student requirements but are unable to stay on your three-year plan due to the unavailability of a course (or courses), your program director will choose one of the options below. These are the only alternatives provided under this plan.

- The college will allow you to graduate in three years by substituting a different course (or courses) or independent study assignments in place of a required course or courses.
- If the college’s inability to provide one or more courses delays your graduation beyond three years, the college will relieve you of the tuition burden if you need to take the unavailable courses at Doane College in a later term.



Student Application Three-Year Graduation Guarantee

Application Deadline: At least 3 weeks prior to attending individual Summer Enrollment Day.

Student Name	Student Signature	Date
E-Mail Address		Student Identification Number
Program (Major) Name and concentration, if applicable		

I have read and agree to the list of student requirements. I understand that failure to comply with these requirements will void this contract with Doane College.

Instructions for College Personnel: Check for and note eligibility. Route qualifying forms to the appropriate personnel for signatures. Send copies of the fully signed form and program plan to the distribution list below.

I have received this agreement from the student named above.

<input type="checkbox"/>	Director of Admission (to verify eligibility)	Signature	Date
	Admission Counselor's Name		
<input type="checkbox"/>	Program Plan Coordinator	Coordinator's Signature	Date
<input type="checkbox"/>	Assistant Dean	Assistant Dean's Signature	Date

The attached program plan has been developed for approval for the student named above.

	Program Plan Coordinator	Coordinator's Signature	Date
<input type="checkbox"/>	Coordinator agrees that program pre-requisites have been reviewed and achieved.		
	Registrar	Registrar's Signature	Date
	Anticipated Graduation Date (Completed by Registrar)		
	Assistant Dean	Assistant Dean's Signature	Date

Distribution List: Office of Academic Affairs, Faculty Advisor, Student