

GRADTRAC AGREEMENT

Western Illinois University Four-Year Graduation Guarantee

Western Illinois University's Macomb campus has developed an exciting program designed to help you complete your undergraduate degree in four (4) years or less. The University is committed to helping you graduate in a timely fashion and has developed GradTrac to enable you to achieve this goal. In order to complete your degree in four years, you will be required to take significant initiative during your years at Western. Specifically, you must:

Enter the University as a regularly admitted freshman with appropriate high school preparation to begin GradTrac;

Enroll in GradTrac and declare your interest in a major that qualifies for the four-year plan;

Take responsibility for meeting the deadlines and requirements of GradTrac, and regularly monitor your progress toward graduation. Such monitoring includes timely meetings with your academic advisor at least once each semester, prior to each registration;

Take responsibility for making and keeping required appointments and advisement sessions;

Consult with your advisor before dropping or adding a class;

Follow notifications and counsel of your academic advisor;

Accept any available class section that fits your schedule and register for classes at your assigned registration time. The following encumbrances can prevent you from registering on time: financial, immunization, administrative, housing, judicial, athletic. Be sure these are taken care of prior to pre-registration;

Meet all the academic requirements of your major, minor (when applicable), your college and University;

Accept responsibility for timely annual application for all necessary financial assistance;

Complete approximately one fourth of the applicable credits for your degree program each year as set out in your GradTrac degree plan; and

Notify your academic advisor of any schedule changes, transfer credits, major or minor changes, and summer coursework.

If you change majors, you will be withdrawn from the GradTrac program but you may reapply with your new advisor.

If you do not attend Western during a semester, withdraw from all of your classes, or are academically suspended, you will be withdrawn from the GradTrac program.

Some minors require specific courses that follow a rotation schedule. Check with your academic advisor.

It is your responsibility to check your GradTrac status on your STARS account.

You may enroll in an additional major or minor or in programs leading to additional licensing and certification, if you can complete all of these requirements within the time specified by the GradTrac agreement. You must consult with your academic advisor in a timely manner in order to accomplish these changes or additions.

Transfer and summer credits may count toward GradTrac requirements, but the academic terms in which these credits are earned will not be counted as a semester of the GradTrac agreement.

If, after working with your advisor, it appears that graduation may be delayed due to the unavailability of a course, you must obtain the requisite form from your advisor and file it with the Dean of your college. This must be done within two working days after pre-registration ends for the term in which this class is needed.

If you meet all the conditions of the degree plan but are unable to graduate due to the unavailability of a course, the University will offer one of the following options:

Allow you to graduate in your prescribed number of semesters by substituting a different course or an appropriate independent study assignment, as determined by the department and the college offering your major.

Allow you to graduate in your prescribed number of semesters by waiving the requirement to be met by the unavailable course, as determined by the department and college offering your major.

If your college or department is unable to effect a waiver or substitution that will allow you to graduate in your prescribed number of semesters, the University will waive the tuition for the course or courses still needed, if taken at Western Illinois University.

These procedures will be the exclusive remedy for the fulfillment of the GradTrac agreement. The University is under no obligation to make any of the above outlined adjustments unless you submit the requisite form requesting an accommodation to the Dean of your college within two working days after pre-registration ends for the term in which the class is needed.

By signing this GradTrac, you agree to satisfactorily complete the course work for your major, comply with the provisions of the GradTrac Agreement, and meet the requirements to graduate in four years. The University, by signature of the department advisor and the department chair, also agrees to comply with the provisions of the GradTrac Agreement.

Student Name Student Signature Student ID Number

College Degree and Major Minor

APPROVED?		Explanation, if needed.
Yes	No	

Advisor Advisor's Signature Date

Department Chair Department Chair's Signature Date

Expected Graduation Date: Semester _____ Year _____