



## Four Year Graduation Guarantee “Redlands Promise”

The College of Arts and Sciences at the University of Redlands has an enduring commitment to providing an outstanding liberal arts and professional education to students. For a long time, Redlands students have successfully navigated their academic path to graduation and become outstanding alumni. In doing so, they have displayed the hallmarks of a liberal arts and professional education, such as critical thinking grounded by awareness of present and past realities, respect for individual expression of thought and creativity, and sensitivity to the needs of multiple communities.

The Four Year Graduation Guarantee (hereafter called the “Redlands Promise”) articulates the University’s commitment to encouraging proactive, collaborative action between the University and you as a student. We want to ensure that you take full advantage of your liberal arts and professional education as you complete your Bachelors degree in four years of study. If you abide by the student responsibilities described below, we will make a Redlands Promise to you.

If you meet all of your student responsibilities under the Redlands Promise and we do not provide a remedy enabling you to graduate in four years, we will cover the cost of additional courses necessary for your graduation.

### Your Student Responsibilities

You should fulfill the following student responsibilities as your part of the Redlands Promise. Every semester you should review these responsibilities with your faculty advisor to ensure that you are taking full advantage of learning opportunities at the University and are on track to graduate in four years.

#### 1. CREATE AN ACADEMIC PLAN AND EVENTUALLY DECLARE A MAJOR:

- **Liberal Arts Exploration:** Especially in your first year, but also throughout your entire time at the University, always remember that a liberal arts and professional education is characterized by experimentation and willingness to explore unanticipated interests that may develop through your academic pursuits. Our curriculum is designed to allow you space for this exploration. You are strongly encouraged to consider courses of study to which you may not have been exposed prior to coming to the University.
- **Academic Plan:** In consultation with your faculty advisor create an academic plan of courses that will allow you to graduate on time. Your plan should be regularly reviewed with your faculty advisor.

- **Major Declaration:** By mid-March of your Sophomore year (prior to course registration), have a clear academic path toward graduating in four years. You will need to officially declare a single major by completing a Declaration of Major/Minor form to be filed with the Registrar's office. *(NOTE: You are encouraged to work with your faculty advisor to discuss the feasibility of graduating with a second major or completing a teaching credentialing program in four years, which are NOT guaranteed under the Redlands Promise).*

*EXCEPTION: Johnston students have a different process by which they identify an emphasis and develop an academic plan for graduating on time. Johnston students will need to work with their faculty advisor and committee to develop these parts of the Redlands Promise.*

## **2. REVIEW ANY CHANGE/ADDITION OF MAJOR/MINOR WITH FACULTY ADVISOR:**

- **Review Academic Plan:** Because a liberal arts and professional education is about discovery and adaptability, you may change or add a major/minor. However, you should pay attention to being able to fulfill a new major's/minor's requirements and graduate within four years. When making a change, you will also need to revise and review your new academic plan with your faculty advisor.
- **Officially Change or Add Major/Minor:** Complete the Declaration of Major/Minor form to be filed with the Registrar's Office. Be aware that the form requires approval by the Department Chair or Program Director of the new major/minor.

*EXCEPTION: Johnston students have a different process for changing their emphasis and modifying an academic plan based on that change. Johnston students will need to work with their faculty advisor and committee for these aspects of the Redlands Promise.*

## **3. MAINTAIN GOOD ACADEMIC STANDING:**

Maintain at least a 2.00 cumulative grade point average in both a major and overall at the University.

*EXCEPTION: Because Johnston students primarily use contracting and narrative evaluations rather than GPA, good academic standing will be determined by the Johnston Academic Policy Committee and Registrar's Office.*

#### 4. MAINTAIN SATISFACTORY PROGRESS TOWARD GRADUATION:

- **Credit Progress:** Complete at least 32 credits each year for four years as required by the University and your major. *(NOTE: If you have sufficient Advanced Placement (AP) or transfer credits, this number can be modified as long as you are able to graduate in four years.)*
- **Requirement Progress:** Make progress toward satisfying all Bachelors degree requirements (i.e., number of credits for graduation; residence; community service activity; Liberal Arts Foundation/Liberal Arts Inquiry courses; major/Johnston emphasis; and comprehensive exam, if required by major program). This progress includes any AP/transfer courses that may count toward degree requirements.

*EXCEPTION: ASDS will work with you if you have a documented accommodation that specifies taking fewer than 32 credits each year. You and an ASDS staff member will collaborate with your faculty advisor to plan an academic course load for each year that will allow you to make satisfactory progress while being cognizant of your accommodation. You need to follow this accommodation plan and satisfy all other Redlands Promise responsibilities.*

#### 5. AVOID ACADEMIC DISHONESTY OR STUDENT CONDUCT PENALTIES:

- **No Academic Dishonesty Related Sanction:** Do not receive a sanction for violating academic honesty that results in failure in a course, suspension from the University, permanent dismissal from the University, or revocation of admission.
- **No Student Conduct Progress-Related Sanction:** Do not receive a sanction from a Student Conduct Hearing Board for violating the student code of conduct that results in suspension, expulsion, or degree revocation.

#### 6. TIMELY MEETINGS WITH A FACULTY ADVISOR AHEAD OF REGISTRATION APPOINTMENT TO DISCUSS ACADEMIC PROGRESS AND COURSES FOR NEXT TERM:

- **Advanced Notice of Meetings:** Contact your faculty advisor in advance (at least 5 business days ahead of your designated registration time) to secure an advising appointment.
- **Advisor Meetings:** Meet with your faculty advisor and secure approval of courses for next term prior to your designated registration time. At this meeting, you should also review your course plan and monitor your cumulative progress toward graduation. Keep in mind that an advisor will do their best to assist you in your course selection, but you should accept ultimate responsibility for your educational choices. For this reason, we encourage you to see your advisor as a knowledgeable

partner in the course selection process, not someone who will make decisions for you.

- **Available Courses:** Enroll in available courses needed for your major. You should prioritize courses that will allow you to graduate on time with your declared major.
- **Course Schedule:** Accept any available section of a class that fits your course schedule. You should remain flexible in your course selection, even if that means taking a course at a time that may not be appealing.

*EXCEPTION: Students for whom off-campus work may present difficulty in scheduling an advising appointment should contact their faculty advisor to make alternative advising arrangements.*

#### **7. NOTIFICATION OF INABILITY TO REGISTER FOR A REQUIRED COURSE:**

- **Inability to Register:** You should notify your faculty advisor if you are unable to register for a required course needed in your major or for graduation. Understand that your advisor will not accept that you are unable to register if you failed to prioritize a course in your declared major that would allow you to graduate on time or you failed to take a course because it was at an unappealing time.
- **Timing of Notification:** Notify your advisor as soon as you experience registration difficulty, for example with trying to register into courses that have closed. Use the Notes section in Self-Service to alert your advisor about your registration difficulty so that they are informed of your situation.

#### **8. TIMELY APPLICATIONS FOR FINANCIAL ASSISTANCE AND AVOIDANCE OF UNPAID ACCOUNT BALANCES:**

- **Applications for Financial Assistance:** To prevent problems in course registration, make timely annual applications for all necessary financial assistance.
- **Meet Account Payment Deadlines:** To avoid an Student Financial Services account hold that will prevent course registration, meet all account payment deadlines.

#### **9. TIMELY APPLICATION FOR GRADUATION:**

Apply for graduation in the Registrar's Office by the first semester of your senior year.

**University Remedies:**

If you meet all of the student responsibilities of the Redlands Promise but are unable to graduate in four years due to a course being unavailable, we will offer one of the following remedies:

**1. COURSE OR INDEPENDENT STUDY SUBSTITUTION FOR MAJOR REQUIREMENT:**

Enable you to graduate in four years by substituting a different course, as determined by the department or program offering your declared major. If no appropriate alternative course is offered, an independent study may be arranged.

**2. COURSE OR INDEPENDENT STUDY SUBSTITUTION FOR LIBERAL ARTS FOUNDATION/LIBERAL ARTS INQUIRY REQUIREMENT:**

Enable you to graduate in four years by substituting a different course, as determined collaboratively by the Dean of the College of Arts & Sciences and your faculty advisor. If no appropriate alternative course is available, an independent study may be arranged.

**3. WAIVE TUITION AND MANDATORY FEES TO COMPLETE DEGREE:**

Allow the unavailability of the required course to delay you from graduating in four years. In this situation, we will waive tuition and mandatory fees in order for you to complete the required course within the next academic year.

These actions will be the University's sole remedies for the Redlands Promise. The University is under no obligation to take one of these actions unless you submit a written request for an accommodation to the Dean of the College of Arts & Sciences prior to the beginning of classes in the last term of your fourth year.

As needed, the CAS Dean reserves the right to modify this Redlands Promise and the incentives associated with it.

Updated as of March 25, 2020