

# COLUMBIA COLLEGE DAY PROGRAM

## FOUR-YEAR GRADUATION PLAN



**COLUMBIA**  
COLLEGE

Columbia College  
Office of the Vice President and Dean for Academic Affairs  
1001 Rogers Street  
Columbia, MO 65216

# COLUMBIA COLLEGE DAY PROGRAM FOUR-YEAR GRADUATION PLAN

By signing below, I agree to participate in the Columbia College Four-Year Graduation Plan. Subject to the terms set forth below, the college makes a commitment that graduation in four years will not be delayed by the unavailability of courses.

**As a participating student in the plan and to remain eligible for the benefits of the plan, I agree that I will satisfy the following conditions through the Day Program:**

1. Begin at the college as an entering freshman in the Day Program.
2. No later than the second semester of my freshman year, declare a major that qualifies for the Four-Year Plan and for which I have the appropriate academic background (all majors leading to a bachelor's degree qualify except Education [DAYSTAR and BEACON], the Bachelor of Fine Arts in Art, and the Bachelor of Science in Forensic Science).
3. Stay on track earning a minimum of one quarter of the applicable credits, in the prescribed sequence, for my degree program each year. Applicable credit may include summer sessions.
4. Meet with my academic advisor prior to the start of Day Program registration each semester to discuss my progress toward graduation.
5. Enroll in courses needed for my degree program as they are available. All courses are not available every semester.
6. Declare a major or additional majors, programs or minors. Or, if the requirements can be met within the original four-year period, change majors and continue in the plan.
7. Accept responsibility for monitoring my progress and acting on advice given by my advisor so that I stay on track toward my graduation in four years.
8. Register for each semester within 48 hours of the start of Day Program registration.
9. Accept responsibility for timely annual application for financial assistance, as appropriate.
10. Notify my advisor during the registration period prior to the term when the course(s) is/are needed that graduation may be delayed due to course unavailability.
11. (If a chemistry major) Take CHEM 110 during my first semester of enrollment.
12. (If a mathematics major) Take MATH 150 or a higher level course during my first semester of enrollment.

**Under the plan, Columbia College will:**

1. Provide an academic advisor at your initial registration and before registration each subsequent semester to review course selections for the applicable degree program provided by the academic department.
2. Assure the availability of courses to enable you to graduate within four years. These courses may be available only in the Evening, Extended Studies Division or Online programs.

If you meet all the conditions specified above but are unable to graduate within four years due to the unavailability of a required course, your department chair will first try to substitute an equivalent course. If your department chair is unable to substitute a course, you must submit a written request for accommodation to the vice president and dean for academic affairs prior to the end of classes in the fall or spring semester preceding the semester in which the courses are needed. If the vice president and dean for academic affairs determines that a proposed substitute course is not academically acceptable, Columbia College will waive the tuition for you to take the courses required to complete your degree program within the next year at Columbia College.

Waiver of the tuition for you to take the courses required to complete your degree program is your sole remedy under the plan. The college shall not be liable for any other costs, expenses or damages, including lost wages, living expenses or any other cost, expense or damage arising from the unavailability of a required course and your failure to graduate within four years.

# FAQs

## How may I join the Columbia College Four-Year Graduation Plan?

1. Enter Columbia College as a freshman and make the decision to graduate within four years.
2. Meet with your academic advisor and determine that you are currently on track toward your four-year graduation.
3. Sign the Columbia College Four-Year Graduation Plan agreement within your first two semesters of enrollment at Columbia College (*subject to approval by the college*).

## What are my responsibilities?

The Columbia College Four-Year Graduation Plan is an excellent tool for communicating with your advisor. Keep in close contact. All of the requirements are outlined in the plan agreement. Some terms of the plan that you are expected to adhere to:

1. Register for the next term within the first 48 hours of the start of Day Program registration.
2. Take required courses at the times they are available.
3. (*If a chemistry major*) Take CHEM 110 during your first semester of enrollment.
4. (*If a mathematics major*) Take MATH 150 or a higher level course during your first semester of enrollment.
5. Earn a quarter of your required credits each year.

*See complete Plan for all Plan requirements:*

## May I perform an internship or study abroad while on the Columbia College Four-Year Graduation Plan?

Yes. That's the value of mapping out your four years at Columbia College and working closely with your academic advisor. Explore the array of opportunities available to enrich your undergraduate program and incorporate them within your four-year plan.

## May I change majors or delay declaring a major?

Yes. You can change your major, delay declaring your major or add minors or additional programs at any time. You'll still be on the Four-Year Plan if, at the time you change, your academic advisor and you determine that you can still graduate within four years of entering Columbia College as a freshman and your change in major is approved by the vice president and dean for academic affairs.

## What happens if I fall behind in credits while on the Columbia College Four-Year Graduation Plan?

You would no longer be in the Columbia College Four-Year Graduation Plan. However, once you catch up, i.e. earn one-quarter of the applicable credits, in the prescribed sequence, for your degree program for each year since entering as a freshman, you're back in the program. You can use summers to catch up. Catch-up credit can be taken as a visiting student at another institution and incorporated into your four-year plan.

## May I use the Cooperative Cross-Enrollment Agreement with the University of Missouri–Columbia and Stephens?

Yes; however, course availability at the other institutions is not guaranteed.

