Ashland University
Registrar's Office
401 College Ave
Ashland, OH 44805

ASHLAND UNIVERSITY

Phone: 419-289-5666
Fax: 419-289-5939
Email: regis@ashland.edu

Four Year Guarantee Declaration of Major

Please complete all areas.

Name: _____ Student ID: _____

_____ _____
Anticipated Degree Planned date of graduation

Declare Major(s): _____ Declare Minor: _____

Four year guarantee is applicable to incoming freshman for the current academic catalog.

_____ _____
Current Advisor **(Please Print)** New Advisor **(Please Print)**

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Some programs, due to course requirements, are not eligible for the Four Year guarantee. Students will receive information about their acceptance into the Four Year Guarantee from the Registrar's Office.

*** Students are able to advance to a newer catalog, however cannot adopt an older catalog.**
*** Changing your major may affect your financial aid or athletic eligibility. Consult the appropriate office with any questions.**

- This form must be filed with the Registrar's Office by the end of your freshman year.
- If a student changes a major/minor or wish to add a major or minor, the guarantee no longer applies.
- If a student does not remain in Good Academic Standing (Institutional GPA – 2.0, Major GPA – 2.25 or 2.50 for some majors), the guarantee no longer applies.

A student is required to do the following:

- Attend AU for eight consecutive fall/spring semesters. (Does not include summer semesters.)
- Complete 15 semester hours each semester, excluding remedial courses.
- Make timely annual application for necessary financial assistance to avoid registration problems.
- Meet with a faculty advisor prior to registration each semester to review your course plan.
- Meet with a college's professional advisor at least once a year to review your monitor your progress.
- Notify his or her faculty and college professional advisor if you are unable to register for a required course needed in the major or for graduation.
- Register for courses during the assigned registration period and for any open sections that can be accommodated into your schedule.
- Actively monitor your progress using the online degree audit system.
- Permit the university to notify your parent/guardian of your grades and academic progress by signing a FERPA waiver to the same.
- Apply for graduation ***by the deadline*** as published in the academic calendars.
- Avoid academic or judicial suspension or action that delays graduation.

Processed By: _____ **FERPA Waiver Completed:** ___ **Chair Notified:** _____