

Transfer Graduation Commitment

Effective in fall 2019, Alma College will expand the on-time graduation promise of the Alma Commitment to incoming transfer students as outlined below. Under this policy, transfer students may qualify for up to a term of free tuition if, through no fault of their own, they are unable to graduate according to the academic plan established upon entry.

Under this policy, if a student has planned carefully with their academic advisor and finds that a class needed to graduate has not been offered in its typical sequence and no adequate solution to fill the requirement can be found (e.g. course substitution or waiver), thus causing the student to delay graduation, the student may apply for a tuition grant equal to one academic term.

Determining On-Time Graduation

By the end of the first semester at Alma College, transfer students will meet with an academic advisor and the Registrar's Office to determine a timeline to graduation based upon the degree and major they are pursuing. This academic plan will include a schedule of courses needed for on-time degree completion.

On-time completion will differ, depending upon the credits transferred to Alma and the academic program. For example, a student transferring in 10 credits could receive a 4-year guarantee, a student transferring in 30 credits could receive a 3-year guarantee, and a student transferring in 70 credits could receive a 2-year guarantee.

The commitment to an on-time graduation only applies to one major for each student. It does not apply to programs requiring teacher certification (most education majors) and Accounting with a CPA concentration.

The student's responsibilities to stay on track are outlined below.

Staying on Track for Alma's Transfer Graduation Commitment

Students will be considered on track if they meet the following benchmarks:

- Meet with the Registrar's Office by the end of their first term to determine the best pathway to graduation. This written plan will document the terms of the on-time commitment.
 - Subsequent meetings are required each term with the Registrar's Office
 - At the time that the individualized graduation guarantee is provided, the Registrar's Office will provide a deadline for major declaration, which may be in

the first term. Students are required to meet this deadline to remain eligible for the commitment.

- Upon entry to the college students must declare up to two programs of interest
 - This declaration may be done on a student's admissions application or at any time through the Admissions or Registrar's Offices
 - To stay on track, students may switch their major at a later point with approval from the Registrar's Office although a change in majors may delay the graduation date. In that case, a new commitment document will be written.
- Submit all official transcripts to the Registrar's or Admissions Office for transcript review and course equivalency by the end of their first semester (additional transcripts may be submitted at any time, but those submitted by this deadline will be utilized in the transfer commitment determination)
- Consult with an academic advisor at least once a term, while being proactive and responsibly involved in shaping and optimizing course selections. The following areas should be addressed to assure that students are pursuing timely graduation:
 - An appropriate number of general education courses need to be completed each year, as identified by the student and their academic advisor
 - An appropriate number of total credits toward graduation need to be completed each year.
- Repeating any course in the course plan to improve a grade or remove a failing course must be approved by both the academic advisor and the Registrar's Office
 - Please note, that the college's residency requirement may limit options for course repetitions
- Student must remain in good academic standing.
 - A cumulative grade point average of at least 2.0 must be achieved each term, though it's best to remain well above that level. Note that some majors require higher grade point averages for successful completion; students must meet the requirements of the major(s) they choose to pursue.

Students who believe that they qualify for additional aid should complete the *Application for Tuition Waiver through the Alma Transfer Graduation Commitment* available at alma.edu/alma-commitment.