

CCAS Adviser's Handbook, 2016-2017

College Center for Advising Services

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Academic Advising

Academic advising in the College is available to all students who seek it. Freshmen are assigned to pre-major advisers who remain with them formally until the end of the sophomore year, or earlier if the student is accepted into a major. Students are assigned a faculty adviser from the major department when they are admitted into the major, usually during the sophomore or beginning of the junior year. Students intending to major in engineering stay with their advisers throughout the four years.

Undergraduates with academic questions or concerns are encouraged to visit the College Center for Advising Services in Lattimore 312. The professional advisers in Lattimore are available every day on a walk-in basis or by appointments, which may be made at the Academic Services Counter. Advisers can help plan academic programs, explore independent study and internship opportunities, make order out of chaos or, at the very least, refer to appropriate sources of aid. The Assistant Dean in the Hajim School of Engineering and Applied Sciences is available in Lattimore 301. Students may also arrange to see the Dean of Freshmen or the Dean of Sophomores by calling 5-2354.

Officially assigned pre-major advisers normally use *ADVISER ACCESS* (see learn.rochester.edu) for the most current advising records for their advisees. They receive current information and guidance from the Class Deans. They may also consult the official academic records of their students in the Academic Records Office, also in Lattimore 312. Calls to the Center for Advising Services should be made to extension 5-2354.

Students with adjustment or emotional problems should be referred to the University Counseling Center, a division of the University Health Service. The Center for Excellence in Teaching and Learning in Dewey Hall provides study skills counseling and course-specific study groups for all students in the College. CETL also provides tutoring, counseling and classroom accommodations for students with disabilities. The Writing, Speaking, and Argument Program offers help to students in Rush Rhees, G-121. Advisers may refer students who are interested in exploring job and career opportunities to the Gwen M. Greene Career and Internship Center.

The professional advisers in the Center for Advising Services are considered to be private resources with regard to information that students might share about sexual misconduct. When a student discloses such information to an adviser, the adviser is responsible for notifying the campus Title IX Coordinator. In all cases, professional advisers will maintain a student's privacy to the greatest extent possible. For further information and for a list of resources, see <https://www.rochester.edu/sexualmisconduct/resources.html>

Academic Honesty

Academic Honesty in the College

The College of Arts, Sciences and Engineering at the University of Rochester comprises a community of scholars who are committed to the pursuit of excellence in learning, teaching, creativity and research. Honesty and integrity create the conditions of trust and open communications that are fundamental to our shared endeavor. Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property. Academic dishonesty is a serious violation of the trust upon which the success of our community depends. The AS&E Academic Honesty Policy is both an articulation of the kinds of behaviors that violate this trust and the means by which that trust is safeguarded and restored. All undergraduate and graduate students, staff, and faculty in the College must abide by the Academic Honesty Policy.

A detailed description of the College's Academic Honesty policy for instructors, students and staff is available at www.rochester.edu/college/honesty/.

Acceleration

The University of Rochester's eight-semester (128 credit) tuition regulation states that a student must pay for the equivalent of eight semesters of tuition. Credits in excess of 16 per semester used for the purpose of accelerated graduation or completion of graduation requirements must be paid for at the tuition rate in effect at the time the credits were taken. Assessment of these charges is made during a student's last semester. Additional financial aid resources are not normally available. (Note that Advanced Placement credit and courses transferred to the student's record from outside the College prior to completion of academic requirements may be used toward fulfillment of this regulation.)

Students admitted in the Fall of 2013 and later should refer to the section on Enrollment Policy. The above statement is not applicable to them.

See "[Enrollment Policy](#)."

Adding Courses

Regular courses may be added after registration for the following semester until the end of the fourth week of the semester. However, students may not add a WRT 105/105E courses after the first two weeks of the semester. In general, it is not a good idea for a student to add a course as late as the fourth week of the semester unless s/he has been attending it. Independent study courses must be added by the end of the third week of the semester. Two-credit courses must be added by the end of the third week of the course. Separate drop/add forms for the fall and the spring semesters are available at, and may be returned to, Lattimore 312. It is always necessary, beginning with the third week of classes, to obtain the signature of the instructor whose course is being added. Freshmen and sophomores who are not yet official majors need the signatures or authorization of their pre-major advisers. Students in the Hajim School of Engineering and Applied Sciences need the permission of their faculty adviser and the associate dean. After the deadline, the approval of the Administrative Committee is also required. A student wishing to add a course after the first four weeks must present a petition with the reasons for requesting a late change to the Center for Advising Services. Approval is not automatic. Students should be urged to decide upon their courses as early as possible in the semester and to discuss their selections with their advisers.

Admissions Programs

The Office of Admissions offers students the opportunity to apply for a number of graduate degree programs. They are:

GEAR (Graduate Engineering At Rochester)

This five-year BS + MS program in engineering and applied sciences allows students to obtain both undergraduate and graduate engineering degrees within five years. The GEAR program provides assurance of admission into one of eight engineering master's programs at the University's Hajim School of Engineering and Applied Sciences. GEAR students will receive a 50% tuition award in their fifth year of study.

For more information on the program and a sample five-year schedule:

<http://enrollment.rochester.edu/professional/gear/>

GEAR Advising: Kelly Johnson, kelly.johnson@rochester.edu

GRADE (Guaranteed Rochester Accelerated Degree in Education)

A five-year BA/BS + MS program, GRADE is for students interested in becoming educators. GRADE students choose any undergraduate major and are guaranteed admission to the Margaret Warner Graduate School of Education and Human Development with the Steven Harrison Scholarship, equal to one third of tuition, for all five years.

For more information on the program and a sample five-year schedule:

<https://enrollment.rochester.edu/admissions/CAPs/GRADE/>

GRADE Advising: Brittany Morhac, brittany.morhac@rochester.edu

REMS (Rochester Early Medical Scholars)

The oldest of our combined programs, this eight-year BA/BS + MD program is designed for the future doctor. Admission to the REMS program is highly selective. Enrollment has been limited to ten students each year since its inception in fall of 1991. Students accepted to REMS are also accepted to the School of Medicine and Dentistry upon completion of the bachelor's degree.

For more information on the program and a sample eight-year schedule:

<http://enrollment.rochester.edu/admissions/specialized/rem.shtm>

REMS Advising: Cathy Tempest, ctempes2@ur.rochester.edu

DDN (Dual Degree in Nursing)

The Dual Degree in Nursing Program (DDN) at the University of Rochester combines the resources of the College and the School of Nursing. It allows students to combine their interests in nursing with a specific academic discipline offered at the College. These students exemplify diverse, passionate commitments to both areas of study. In their first seven semesters, DDN students pursue a Bachelor of Arts or a Bachelor of Science degree at the College and complete the prerequisites for the School of Nursing. In their final three semesters, students pursue a Bachelor of Science in Nursing. Students will complete both degrees in four-and-a-half years

For more information on the program and a sample ten-semester schedule:

<https://enrollment.rochester.edu/admissions/dd/nursing/>

DDN Advising: Cathy Tempest, ctempes2@ur.rochester.edu and Elaine Andolina, elaine.andolina@urmc.rochester.edu

Dual Degree Programs

A formal dual degree program has existed since the '90s permitting students to pursue a Bachelor of Music degree from the Eastman School of Music and a Bachelor of Arts or Science degree from the College of Arts, Sciences and Engineering. Most students apply for freshman admission; they complete both the Eastman application and a College application. Typically, successful applicants are accomplished musicians who want to pursue studies in music at a conservatory, and also have a strong interest in some academic area, having pursued rigorous classes and done well academically.

Some students decide after beginning their studies in one school or the other that they would like to add a second degree. Before making such a commitment, it is advisable for students wanting to add an Eastman degree to talk to the assistant dean at Eastman. For Eastman students wanting to add a degree in the College, it is expected that they will talk to the associate dean in the College. All students submit an "Intent to Enroll" form, available from the Associate Dean or through Transfer Admissions on the River Campus. Applications should be filed by June 1 for Fall admission and by November 1 for Spring admission.

Eastman students who want to complete a minor but not a major need not apply for admission to the College. They can be accepted into a minor, and that minor will be awarded along with the B.M. degree.

While students must complete all requirements for both the B.A./B.S. and the B.M. degrees, some special arrangements exist. Students may complete the primary writing requirement by completing either FWS 121 at Eastman, or WRT 105 in the College. Special clusters exist in the humanities and social sciences, making it possible depending on the student's major to complete only one or even no other cluster.

Beginning with students admitted in the fall of 2016, students will be expected to take five years to complete both degrees. Financial aid is awarded for the five years, and students may continue taking lessons from their primary teacher throughout. Students who are able to complete both degrees in eight or nine semesters, however, may do so.

Students normally live on their "billing" campus, but may make arrangements with the heads of residential life on both campuses to live on the other campus.

Advanced Placement

Departmental criteria are established each year to determine how credit or placement may be granted to students who take the Advanced Placement tests which are usually given during the student's senior year in high school. Such course credit may be used toward meeting degree requirements.

Students are notified of Advanced Placement credit by the College Center for Advising Services. Those wishing to discuss Advanced Placement credit should contact that office. Students may request reports online at <https://apscore.collegeboard.org/scores>

Policy for the Class of 2020

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
ART & ART HISTORY:		
Art History	4 or 5	Credit awarded after consultation with department.
Studio Arts	4 or 5	A maximum of four credits in Studio Arts awarded upon completion of 100-level course with "B" or better.
<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
BIOLOGY	4 or 5	Four credits of elective Biology awarded. Not for major. Students are eligible for placement in BIO 112/113.
<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
CHEMISTRY	4 or 5	Four credits for CHM 131. Eligible to apply for CHM 171 (Organic Chemistry). Placement in CHM 132 in the Spring. Students taking 131 will forfeit AP credit.
<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
COMPUTER SCIENCE A	4 or 5	Placement in CSC 172. Four credits of advanced placement credit granted.
<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
EARTH &	4 or 5	Credit for EES 103.

ENVIRONMENTAL SCIENCE

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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ECONOMICS:

Microeconomics	4 or 5	Credit for ECO 108 for 4 or 5 in Microeconomics plus 3, 4, 5 in Macroeconomics
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PLUS

Macroeconomics	3, 4 or 5	(See above)
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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ENGLISH:

Language and Composition	4 or 5	No credit. See Primary Writing Requirement.
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English Literature	4 or 5	Upon completion of a literature course offered by the English Department with a grade of "C" or better, four hours of elective English credit will be awarded (not for major). Students with questions should consult the Director of Undergraduate Studies in English.
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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HISTORY (American, European or World History)	5	Elective credit granted for score of 5 on the American History, European History, or World History exams. Credit may not be used to satisfy the geographical, chronological, or area of focus requirements in major/minor.
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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MATHEMATICS:

Calculus AB	4 or 5	Student will be registered in MTH 162 or 171 with one semester advanced placement granted.
Calculus BC	3	Student will be registered in MTH 162 or 171 with one semester advanced placement granted.
	4 or 5	Student will be registered in MTH 164, 165, 171, or, in exceptional cases, in MTH 173. A student registering for MTH 171 will receive one semester of advanced placement credit. Otherwise, the student will receive two semesters of advanced placement credit.

NOTE: Students who receive A.P. credit for MTH 161 may register for MTH 162 or 171. MTH 171 is particularly recommended for students interested in mathematics, physics, or theoretical engineering who would like to gain a deeper knowledge of how and why calculus works so effectively.

Advanced placement is only into courses of the 160 sequences or on rare occasions for extraordinarily well-prepared students into the 170 sequences. There is no advanced placement in the 140 sequence.

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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MODERN LANGUAGES & CULTURES:

French (Literature and Languages)	5	Placement by department in FR200. Credit granted for FR153 upon completion of FR200 with grade of "B+" or better.
German (Literature and Languages)	4 or 5	Placement by department in 152 or 200. Credit granted for 151 upon completion of 152

with grade of "B" or better.
 Credit granted for 151 and 152 upon completion of 200 with "B" or better.

Spanish (Literature and Languages)	4	Placement by department in SP152. Credit granted for SP151 upon completion of SP152 with grade of "B+" or better.
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	5	Placement by department in SP200. Credit granted for SP151 and SP152 upon completion of SP200 with grade of "B+" or better.
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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MUSIC THEORY	4 or 5	Credit for MUR 110. See department for placement.
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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PHYSICS:

C-I (Mechanics)	4	Conditional credit granted for PHY 113 or PHY 121. Can be placed into PHY 114, PHY 122 or PHY 1421.
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	5	Credit granted for PHY 113 or PHY 121, and students can be placed into PHY 114, PHY 122 or PHY 1421.
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C-II (Electromagnetism)	4	Conditional credit ² granted for PHY 122. Can be placed into PHY 123 or PHY 1431.
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	5	Credit for PHY 114, conditional credit for PHY 122, and students can be
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		placed into PHY 123 or PHY 1431.
Test B (General)	5	Conditional credit ² granted for PHY 113 or PHY 121. Can be placed into PHY 114 or PHY 122.
Physics I (Mechanics)	5	Four general college hour credits; these credits cannot be used to satisfy any of the requirements for the PHY/PAS major or minor.
Physics II (Electromagnetism)	5	Four general college hour credits; these credits cannot be used to satisfy any of the requirements for the PHY/PAS major or minor.

1 Placement into honors sequence courses PHY 141, PHY 142 and PHY 143 requires permission of the instructor.

2 Conditional credit means that credit will be granted if at least a grade of B- is received in the course into which the student is placed.

NOTE: Students who will be pursuing a physics or physics and astronomy degree, and who receive AP credit for PHY 121, are still strongly encouraged to take PHY 141 regardless of their AP score. Students with questions about AP credit should consult the department's web page or the Director of Undergraduate Studies.

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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POLITICAL SCIENCE:

Comparative Government and Politics or U. S. Government and Politics	4 or 5	Four credits in Political Science for either exam. No additional credit if both exams are taken. For details, see guidelines for the majors in International Relations and Political Science.
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<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
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PSYCHOLOGY		PSY 101 NO LONGER waived for a score of 3.
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	4 or 5	Credit for PSY 101.
<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>

RELIGION & CLASSICS:

Latin	4 or 5	Credit for LAT 102
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NOTE: Students who complete a second Latin exam with a score of 4 or 5 earn credit for LAT 208 upon completion of a Latin course numbered 103 or above with a “B” or better grade.

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
STATISTICS	4 or 5	Four credits in Statistics. (May be used as STT 211 or 212.)

NOTE: Students intending to pursue an Economics major are advised to enroll in ECO 230 or MTH 203 to fulfill the statistics requirement for the major.

A-Level Examinations

Students earning high marks on “A-” level (Advanced) examinations may request credit by consulting the appropriate department adviser. The original University of Cambridge GCE transcript and a Statement of Results should both be provided to Academic Records in Lattimore 312. Academic Records will scan a copy of the student's documentation and place it in the student's file; the original documents will then be returned to the student. The amount of credit awarded is determined by the department giving approval, normally on a Course Approval Form or in a memo to Advising Services.

“O-” level (Ordinary) courses-or Subsidiary examinations are not comparable to college courses and no credit can be awarded.

Students with questions should consult the Study Abroad Office.

Allied Field

An allied field is composed of two or more courses taken outside the department of the major that are part of the core program of the major. These courses are agreed upon by the student and the major adviser and should be listed on the student's "Approval Form for Majors and Minors." These courses are subject to the overlap policy.

Applied Music (Music Lessons)

Eastman School of Music

1. Credit Lessons:

A student with an intermediate level of proficiency may apply for two-credit half-hour instrumental or voice lessons on the collegiate level and have the grade and credit for this work entered on the permanent record. **No more than 16 credits may be counted toward the degree by non-Music majors.** Students earning a second degree from the Eastman School of Music are also exempt from this limit. Students should understand that they may take more than the 16 credits allowed toward the degree; the courses and credit will appear on the transcript, grades earned will continue to be included in the grade point average, but the extra credit will not apply toward the degree. A two-credit course in applied music taken in addition to a standard four course load is not considered an overload and there is no extra charge unless this credit is used to accelerate the completion of the degree. Some students receive permission to take hour lessons that carry variable amounts of credits.

TO REGISTER

Students who need to schedule an audition for studio lessons should contact James Warlick in the Music Department (jwarlick@ur.rochester.edu, (585) 273-5157) and/or complete the online application for studio lessons auditions at <http://www.esm.rochester.edu/lessons/>. An appointment will be made for an audition. After a successful audition that demonstrates an intermediate level of competency, students and the Registrar are notified by Eastman of their acceptance and their instructor assignment, and are registered for the course for that semester.

Students who are already registered for music lessons follow normal registration procedures for subsequent semesters. If you choose to take a break from lessons for more than one semester and then wish to resume lessons, you may be asked to re-audition.

Further information is available at www.esm.rochester.edu/registrar/.

Note: Students may not elect the S/F option for an applied music course.

Non-Credit Lessons: Beginning students may arrange independently for private music lessons by enrolling directly with the Eastman Community Education School. Since the cost of this type of instruction is not included in the regular college tuition, students will be billed directly by the Eastman School. College credit is not given for this work and course enrollment will not appear on the student's permanent record.

Attendance, Illness and Medical Absence

There is no general faculty rule covering attendance at classes, laboratory periods, etc. This matter is left to the individual instructor, who may or may not view irregularities in attendance as serious enough to affect the student's grade. The responsibility to follow the instructor's policies is clearly the student's.

Instructors are urged to inform the Center for Advising Services when, in their view, a given student's attendance record may affect his or her work adversely. In this way, the College will be alerted to a pattern of serious absence. Instructors are also encouraged to submit a CARE report.

Students are urged to inform the Office of the Dean of Students or the College Center for Advising Services when an illness causes them to return home for a significant length of time, when they are temporarily ill and confined to their residence hall, or when they are hospitalized or called home due to a family emergency or death. Instructors will be notified when appropriate or at the student's request. Additionally, students are encouraged, when they are able, to contact their instructors directly to discuss their absence.

The make-up work missed through absence is a matter left to the discretion of an instructor. Whether it will be permitted at all, or what penalty will be assigned, is up to the instructor. Often students find it helpful to consult with an adviser in the College Center for Advising Services when they return to class after an absence. Two points should be made:

1. The University Health Service (UHS) does not provide retroactive excuses for missed classes. Students who are seen at UHS for an illness or injury can ask for documentation that verifies the date of their visit(s) to UHS without mention of the reason for the visit. If the student's UHS provider determines the student should curtail activities in the coming days or weeks, the provider will give the student written instructions with specific recommendations. Documentation cannot be provided to students who were not seen at

- UHS for their illness or injury. Students are encouraged to make every effort to resolve health-related absences and issues by talking with the faculty directly.
2. Students wishing to consider “inactive status” as a result of an extended or severe illness may discuss that request with an adviser in the Center for Advising Services, where a Medical Information Request form may be completed and forwarded to the University Health Service. (See Inactive Status)

Audit Courses

Full-time students in the College may audit a course and receive no academic credit with no extra tuition charge during the academic year. “Audit” courses are not recorded on the student’s transcript. The student needs only the oral permission of the instructor to attend the course. Students may not change from “credit” to “audit” after the fourth week of the semester.

CARE Network

CARE is an online reporting system available to faculty, staff, students, and parents who are concerned about a UR student. When you submit a report to the CARE network, you are telling a CARE team member that you have seen or heard something from a UR student that concerns you. Your report may be the activating event that helps the student get connected to appropriate campus resources, or you may be providing supplemental information about a student that assists in our ability to more appropriately reach out. During the 2014-2015 school year, we had nearly 1,100 CARE reports submitted and we were able to offer support to each and every one of the students that were referred to our network.

The primary goal of the CARE network is to effectively identify students in, or heading toward distress. We CARE about student success and rely on you – the eyes and ears of our University to help us make sure our students are supported.

For additional information or to submit a CARE report please visit: www.rochester.edu/care/.

The CARE Resource Center is available via UR Mobile and on the CARE Network website. The CARE Resource Center allows you to search for UR resources by “concern” (i.e. eating concerns, relationship problems, falling behind in classes, etc.) and provides you with contact information for each office, a picture of the office, and GPS navigation. The CARE Resource Center is included in UR mobile, an app that can be downloaded for free onto your mobile device.

The CARE Resource Center is also available at this website: www.rochester.edu/CARE/resource-center/.

Certificate (and Citation) Programs

Certificate programs are taken in conjunction with, not in place of, majors. They are meant to supplement a student's chosen area of study and to formalize into a coherent whole, courses taken outside the area of major. Specific requirements for each program are listed in the Undergraduate Bulletin.

Certificate Programs

(Administered by other departments)

Multidisciplinary Studies Center:

- # Actuarial Studies
- # Literary Translation Studies
- # Mathematical Modeling in Political Science & Economics
- # Polish and Central European Studies

Department of Physics and Astronomy

- # Biological, Medical and/or Biological and Medical Physics

Program in Biology and Medicine

- # Biotechnology

International Theatre Program

- # Stage Management

Note that courses used toward a certificate may not be taken on the S/F option except for the International Relations and Polish and Central European Studies Certificates in which one secondary course may be taken S/F, and that minimum averages are required for courses used for certificates. See the details concerning those administered by the College Center for Advising Services on the accompanying chart.

Certain certificate programs are authorized clusters. See the Cluster Search Engine for details.

Citation

This program recognizes those students who have developed leadership skills through specific academic study coupled with specific practical application. Students need to complete at least three different leadership experiences. Each leadership experience has two components:

1. An academic course (2 credit minimum) to prepare students for specific leadership work.
2. A specific leadership practicum to implement ideas from the preparatory course.

Completion of the citation will appear as a notation on the transcript. A handout that includes all academic and practical components that have been authorized for use toward this citation is available online.

[Citation for Achievement in College Leadership >](#)

[Citation for Community-Engaged Scholarship >](#)

[\(Registration Form\)](#)

Classification

Full-time Undergraduate Students

Credit Hours at Time of Entrance

<i>Class</i>	<i>Fall Term</i>	<i>Spring Term</i>
Freshman - 2020	0 - 23	8 - 39*
Sophomore - 2019	24 - 55	40 - 71
Junior - 2018	56 - 87	72 - 99
Senior - 2017	88+	100

*Students entering in the Spring semester with fewer than eight credits will be placed in the coming Fall term's freshman class, i.e., Joe Smith, entering in Spring 2016 with four credit hours, will be classified as Class of 2020.

Other Categories of Students

- # Matriculated students
- # CA—Candidate for undergraduate degree (p-t); has at least 96 credits
- # MT—Matriculated undergraduate (p-t); has fewer than 96 credits
- # KF—Key Program student; designation used in fifth year (f-t)
- # KP—Key Program student; designation used in fifth year (p-t)
- # T5—Student in the Take Five program; designation used only between March of the fourth year and March of the fifth year (f-t)
- # G—Matriculated graduate (f-t or p-t)

- # Non-matriculated students
- # NU—Non-matriculated undergraduate (f-t or p-t)
- # NG—Non-matriculated graduate (f-t or p-t)
- # SA—Special Study Abroad, non-UR student on UR program (f-t)
- # CR—Candidate for certificate (f-t or p-t)
- # PB—Student admitted to Post-baccalaureate Pre-health Program (f-t or p-t)

Students with numeric classifications wanting to be classified ahead need to submit their written request to the Center for Advising Services. In addition to having the minimum number of credits required, as shown above, students wanting to be seniors or juniors must have been accepted into an area of major. (See [Acceleration](#) and [Reclassification](#).)

Students wanting to be re-classified from full-time to part-time status, or from part-time to full-time status, should see an adviser in the Center for Advising Services prior to the semester of the change. (engineering and computer science students go to Lattimore 301.) Those who are **not** seniors will be asked to complete a brief form, needed to notify all relevant offices of all classification changes affecting tuition. (See [Part-time Student Status](#).)

Students admitted as entering freshmen, who have sufficient transfer and/or AP credit to reclassify to sophomore or higher standing, may submit the petition to reclassify after the census date in the fall. Such students are still considered to be freshmen for the purposes of the Rochester curriculum requirements.

Clusters

Clusters are authorized sets of related courses. Each cluster requires at least 12 credits, and each falls within one of the three academic divisions: humanities, social sciences, and natural sciences and engineering. Students are expected to complete a formal set of courses—a major, a minor, or a cluster—in each of these three divisions, with an average grade of C or better. There are over 250 authorized clusters.

Note the following:

- # The transcript will show every official major and every official minor, but no more than one cluster in each of the divisions outside the division of the major, assuming that a minor or a second major is not completed in these divisions.
- # Students who complete one of the professionally accredited engineering majors (i.e., biomedical engineering, chemical engineering, electrical and computer engineering, and mechanical engineering) and optics need to complete only one cluster outside the area of the major. These students may still need to complete additional humanities and/or social science courses and should consult their departmental adviser for details.
- # Every cluster, as specified in the Cluster Search Engine or through an authorized exception, contains at least two courses that are from the same division as the cluster. Cross-listed courses are categorized according to the distribution area of the “parent” section. (See Schedule of Courses on the web to determine “parent” (P) section.)
- # Nothing precludes a student from completing a second major or a minor in the area of the first major.
- # Certain certificate programs are authorized clusters. See the [Cluster Search Engine](#) for details.
- # Upper-level writing courses may count toward clusters as well as toward the writing requirement in the major (but see next policy).
- # Students are permitted to use no more than one course from a cluster toward a major or minor that is used to satisfy a divisional requirement, i.e. at least two of the courses must be unique to the cluster.
- # WRT/CAS 105 or 105E may not be used in a cluster, nor may a course that has been approved as a substitute.
- # Students are not permitted to use the same course to fulfill the requirements of two different clusters.
- # Students are permitted to satisfy only one distributional area by offerings from any single department or program. (As an example, consider that a philosophy major is considered to be within the humanities. That department offers many clusters, one of

which is situated in the natural sciences. A student who majors in philosophy **and is using the philosophy major to satisfy the humanities requirement** is not permitted also to complete the natural science cluster in philosophy.)

- # Course credit granted through the Advanced Placement or International Baccalaureate program, unless specified as acceptable in the cluster description, may not be used toward any cluster. Departmental cluster exceptions that include an AP course will not be approved.
- # Normally, only courses taken at the University of Rochester can be used to fulfill cluster requirements. However, courses completed on any study abroad program may, with the consent of the department offering the cluster, be used in a cluster. Students submit a "Proposal for Exception to Departmental Cluster," signed by the authorized person in the department, to CCAS in Lattimore 312. Other courses taken elsewhere may, on occasion, be used in clusters. Students check first with the authorized person in the department of the cluster. If the department agrees, then students submit a "Proposal for Exception to Departmental Cluster," signed by the authorized person in the department, along with a petition to the Administrative Committee asking permission for this exception to the College rules, to CCAS in Lattimore 312.
- # Transfer students should refer to their Transfer Credit Information Forms or consult with an adviser in the Center for Advising Services to determine how many clusters they need to complete. Transferred courses cannot be applied to clusters.

Students who want a cluster that is different from any that is authorized, but is composed of courses at least two of which come from a single department, should talk to the undergraduate adviser in that department. The department may propose a new cluster for submission to the Curriculum Committee, or endorse a unique modification of an existing cluster for an individual student. The form called "Proposal for Exception to Departmental Cluster" is submitted to Lattimore 312 in the latter case for review by the Curriculum Committee.

Students who wish to design their own interdisciplinary cluster, composed of courses from three different departments, may apply to the Committee on Individualized Interdepartmental Programs in Dewey 2-147. They need to have the endorsement of two faculty members, and should be encouraged to discuss their proposal with an adviser in that office.

Students and advisers will find use of the Cluster Search Engine a helpful tool. This database is searchable by course (e.g., FR 101), by division or department (e.g., social sciences, ANT), and by concept (e.g., cognition). Every authorized cluster appears here, with a brief description as well as precise requirements for its completion. Course numbers are linked to the course descriptions submitted by the departments. See www.rochester.edu/college/CCAS/students/curriculum/clusters.html.

Additional Clusters

Beginning in 2017, enrolled undergraduates have the option of declaring Additional Clusters. These clusters are beyond those used to meet the distributional requirements of the Rochester Curriculum. Additional Clusters encourage students to explore new areas and pursue them in some depth. These clusters will appear on the transcript.

The following policies will apply:

- # Students must choose among listed existing clusters. No course substitutions will be permitted.
- # Undergraduate students may list no more than two Additional Clusters on their transcripts.
- # The Additional Cluster(s) must be complete with a minimum average grade point average of "C" or higher before they can be declared by the student.
- # Special, more stringent, overlap rules apply for Additional Clusters. Additional Clusters can overlap by no more than one course with the requirements of a student's major or minor, including associated prerequisite, allied field, ancillary and foundational courses. There may be no course overlap with any other clusters, including those used to satisfy distributional requirements and other Additional Clusters.
- # Students in the Class of 2017 who choose to declare Additional Clusters may do so until April 3, 2017. Students in the Class of 2018 and later, who choose to declare Additional Clusters, are expected to submit the declaration no later than the end of the semester prior to graduation. For seniors graduating in May, the deadline is the end of the fall semester of the senior year.
- # The Additional Cluster declaration form is available [HERE](#).

Transfer Students

Students who transfer to the University of Rochester are encouraged to complete the entire Rochester Curriculum. However, knowing that time constraints and requirements for the major may make this difficult for some, the faculty has authorized certain exceptions. Keeping in mind that students in accredited engineering programs complete one fewer cluster than is stated below, here are the guidelines:

Students entering as sophomores:

- # Who have received credit for at least two courses in each of the divisions outside the area of the major are required to complete one cluster in either one of the remaining divisions;
- # Who have received credit for at least two courses in only one of the divisions outside the area of the major are required to complete one cluster in the remaining division;

- # Who have not received credit for at least two courses in either of the divisions outside the area of the major are required to complete a cluster in both divisions.

Students entering as juniors (or with at least 56 credit hours and four semesters of transfer work):

- # Who have received credit for at least two courses in both of the divisions outside the area of the major are not required to complete any clusters;
- # Who have received credit for at least two courses in one of the divisions outside the area of the major are required to complete one cluster in the other division;
- # Who have not received credit for at least two courses in either of the divisions outside the area of the major are required to complete a cluster in both divisions.

Commencement

Attendance at the Commencement exercises is not required. All students in the senior class, including those who completed their requirements at the end of the preceding fall semester and those who will complete degree requirements in the succeeding summer term or fall semester may attend. Students who do not attend their department's diploma ceremony, or who complete their requirements after Commencement, may ask the Registrar to mail their diplomas to them. (See "[Graduation](#)")

Comment Form

Students who would like to bring to the attention of the appropriate persons any matter of concern are invited to submit a Comment Form, available [online](#). Students may ask that their names not be forwarded to the person or office complained about.

Complaint Form

The Complaint Form may be used by any student in the College who feels he or she has been improperly placed on or left off probation, on or off the Dean's List, enrolled in the wrong class, given the wrong grade, assigned a poor adviser, or in any way seriously believes that

some action taken or not taken by the College or the University concerning the student has been unjustified.

The Complaint Form is available online. Students who do not want their names known to the office or person complained about should submit a “Comment” form.

Confidentiality of Files

The University’s policy regarding confidentiality of files has long been congruent with the stipulations of the Family Educational Rights and Privacy Act of 1974. (See the policy, which is published under University Policies on the Registrar’s website at www.rochester.edu/registrar)

The University files maintained in the College may be examined by those administrators who have responsibility for the administration of student programs and by those faculty members who have assignments which give them authorization to see such files. Each adviser to an individual student would have access to that student’s file. Any faculty member or University officer will be permitted to consult the files when she/he is writing letters of recommendation for students or officially responding to legitimate inquiries concerning students.

Juniors and seniors with majors in various departments will have their principal file in the College office, but a portion of that file will be maintained in each department. The department has the obligation to keep appropriate records on the progress of the students it supervises, and, upon the student’s graduation, to deposit appropriate materials in the College file. Nothing in this statement is intended to suggest that the College file would be removed to a department office during the student’s junior and senior years.

With certain limited exceptions as provided by law, information from College files will be released to employers, prospective employers, government officials, or any other person or agency outside the University only upon written request of the student involved to the person responsible for the files (Dean).

When requests for information about a student or former student are received from other academic institutions, it will be assumed that students have requested us to provide supporting information to aid them in gaining admission or advanced standing. Reports to such institutions shall be accurate and complete regarding academic matters, including any information about academic failures.

A notation is made in the student’s folder (name, date and purpose) for any individual not associated with the Office of the Dean who receives permission to review an academic folder.

Key points of the policies and procedures regarding confidentiality of academic files are these:

1. The University designates the following categories of student information as public or “directory information” and may disclose such information at its discretion: name, campus address, home address, email address, telephone number, current enrollment (full or part-time), dates of attendance, class, date and place of birth, previous institution(s) attended, academic fields of study, awards, honors, degree(s) conferred (including dates), photographs, past and present participation in recognized sports and activities and the height and weight of intercollegiate sports participants, and other similar information.
2. Currently enrolled students may request the withholding from disclosure of certain categories of information under the Family Educational Rights and Privacy Act of 1974 by making a written request to the Registrar’s Office. The University of Rochester assumes that failure on the part of any student to specifically request the withholding of categories of “directory information” indicates individual approval of disclosures.
3. The policy of the College is to release grade information to parents when permitted by law, unless the student objects and/or disclosure would not be in the student’s best interest in the judgment of the College.
4. Federal law (FERPA) generally prohibits a school’s disclosure of grades without the student’s consent. However, schools may, but are not required to, disclose academic information to parents of students who can be claimed as dependents under federal tax laws.
5. The College will generally honor written (not email), signed requests by students to release their grades to parents or other persons specified. Signed, written (not e-mail) grade requests by parents of undergraduates will also generally be honored; however, the College may deny a request if the student objects or if the dean decides that disclosure is not in the student’s best interest, or if the student cannot be claimed as a dependent.

Faculty members who are requested to provide information which may directly or subtly infringe on the protection provided should consult with the Supervisor of Academic Records in Lattimore 312 (ph: (585) 275-2354) before permitting access to files or releasing data from them. It is the responsibility of the Supervisor of Academic Records to interpret the University’s policy in maintenance of College files.

Students in Arts and Sciences who wish to examine their folders should make an appointment with Dean Suzanne O’Brien; Hajim School students see the Hajim School Associate Dean, James Zavislan.

Conflict of Interest

Regarding Evaluations and Educational Experiences with Student Relatives

To avoid the appearance of favoritism that may result when students engage in formal educational experiences with relatives, and to ensure that students are treated fairly, certain procedures must be followed.

- # Credit-bearing classes: faculty may teach relatives in their classes. In such instances, another faculty member must grade the papers/exams and assign a final grade for the course. The instructor and the chair of the department will determine the identity of the other faculty member.
- # Teaching assistants: students are not permitted to TA for a faculty relative's course. Students are permitted to TA for classes in which a relative is a student, but this relationship must be made clear to the instructor of the course so that duties may be appropriately assigned to ensure the TA does not evaluate the student relative.
- # Research: students are not permitted to conduct research for credit under the direct or indirect supervision of a faculty relative*.
- # Formal evaluations: faculty may not be involved in any formal evaluation of a relative. This includes but is not limited to: admissions; progress evaluations; honors or thesis committees; selection of the student for any departmental, college or university awards.

A faculty member or other institutional official must recuse him/herself from any discussion or vote relating to a matter where there is a potential for or the existence or appearance of a conflict of interest and will state publicly that there is a personal conflict.

For the purposes of this policy, a relative is considered to be **anyone with whom the faculty member has a close, personal relationship**, such as a spouse or partner, child or grandchild, parent or grandparent, sibling, or a spouse, partner or child of any of the foregoing.

Bias in Evaluations Due to Relationships

Arts, Sciences and Engineering expects both faculty and students to avoid situations where a faculty/student personal or family relationship could bias evaluations or teaching situations, or could create the appearance of bias. In case of doubt about such a situation, undergraduate students should contact the dean of the College, and graduate students should contact their director of graduate studies, and the faculty member should contact his or her department chair. Those persons have the authority to decide whether there is a conflict or appearance of

one, and how the situation will be managed. The decision may be appealed to the dean of the Hajim School of Engineering or the dean of the School of Arts and Sciences, as appropriate.

The school views this issue as a matter of professionalism, and all suspected violations of this policy will be reviewed by the dean of the faculty or the dean's delegate.

* Note that students who are employees are covered under the following University policy.

Course Sequencing

The departments of Economics, Mathematics, and Modern Languages & Cultures have specific policies about taking lower numbered courses after successfully completing a higher numbered course. For example:

- # Students may not receive credit for a lower level math course after successfully completing a higher level course (e.g., students cannot receive credit for MTH 143 after completing MTH 162).
- # Students may not take ECO 108 **after** successfully completing (grade of D- or higher) ECO 207. Additionally, students who wish to repeat ECO 108, may not do so after completing ECO 207.
- # Students may not receive credit for a lower level language course after completing a higher level course (e.g., a student who has completed JPN 151 cannot then register and earn credit for JPN 102).

Students are always advised to check directly with the department when questions arise.

Course Sequencing

The Hajim School, in conjunction with the departments of Mathematics and Physics & Astronomy, has specific policies about taking introductory physics and math courses.

1. Students must satisfy the PHY 101 pre-requisite. This can be done by receiving a passing grade in PHY 101 in the semester preceding registration for introductory physics (PHY 113, PHY 121, or PHY 121P), passing the Basic Math Assessment, or receiving a passing grade in EAS 101, EAS 102, EAS 103, EAS 104, EAS 105, EAS 108, or any of their cross-listings, in the semester preceding registration for introductory physics.

2. Co-registration in MTH 143 or MTH 162 is required to take PHY 121 or PHY 121P. Students who are co-registered in MTH 141, MTH 142, or MTH 161 may take PHY 113 as an appropriate substitute for PHY 121 or PHY 121P for any major in the Hajim School. Students who register for PHY 113 are expected to earn a satisfactory grade in before taking PHY 122 or PHY 122P.

3. Students may register for PHY 122 or PHY 122P with a satisfactory grade in PHY121 or PHY 121P, or a satisfactory grade in PHY 113 plus a passing grade in MTH 143 or MTH 162. For majors in the Hajim School, PHY 114 is not an appropriate substitute for PHY 122 nor PHY 122P.

Students are advised to visit the department undergraduate coordinator, or the Hajim Dean's Office, when questions arise.

Credit by Examination

Students who prepare a course by independent study without registering for it and who pass an examination in that course may receive degree credit for it upon petition to their Administrative Committee. A letter of support from the chair of the department, or from his or her authorized delegate, is required.

Credit by examination in mathematics is available only for MTH 161 and MTH 162. The normal procedure is to take the final examination simultaneously with the regular exam in the current MTH 161 or MTH 162 courses. Students desiring this option should be referred to the mathematics department. Students who complete the second course in a physics sequence should be referred to the physics department for recommendation. Credit by examination is not available in introductory or intermediate level language courses.

Dean's List

Following the close of the fall and spring semesters, a list is issued of those students whose academic achievement warrants notation on the Dean's List. These guidelines apply to all students in the College:

An overall semester grade-point average of 3.4 and completion of 16 or more credit hours, at least 12 of which have normal letter grades (A through E), with no "I" or "N" grades, are required for a student to be named to the Dean's List. (Seniors and students classified as Take Five need to complete successfully 12 or more credit hours with normal letter grades and no "I" or "N" grades.) A student who has an incomplete grade on his or her record becomes eligible to be considered for the Dean's List once the final grade is submitted.

Part-time students can be named to the Dean's List by achieving a 3.4 grade-point average in the immediately preceding semester if they have also completed 16 credit hours with a grade-point average of 3.4 during the preceding 24 months (including summer grades). At least 12

of the 16 hours must be completed with normal letter grades, and the student must have no outstanding “I” or “N” grades.

Notation of Dean’s List standing is made on the grade report and on the official record (transcript). Students receive a letter from the Dean of The College and the Hajim School of Engineering and Applied Sciences.

Degree Audit

The Registrar provides degree audits to students at several points in their career.

Juniors can see their online degree audits at www.rochester.edu/registrar/dars/ and review credit hours earned, primary writing, grade point average, and notation of major(s) declared. During the summer prior to the junior year the Registrar’s office will review students repeat courses and duplicate credits and correct any errors.

Rising seniors review their first official degree audit when they return in the fall of their senior year at www.rochester.edu/registrar/dars/. Declaration of the Rochester Curriculum, cluster report, majors and minors are included in the online system.

The second phase of the degree audit (review by departments and programs for completion of majors and minors) occurs soon after the drop/add deadline in the fall. Rochester Curriculum and cluster requirements are thoroughly screened, and all of the items mentioned in the first review are repeated. Students receive the second review information prior to registration in November.

Additional reviews are completed when fall grades and spring grades are available. Final clearance of degrees is completed the week prior to Graduation. Correspondence concerning students' degree audit is sent to the student's official UR email address by the registrar’s staff.

Degree Complete

Seniors who complete their degree requirements by the end of the fall semester are eligible to receive their degrees dated in December. Their diploma will be conferred in May at Commencement.

Seniors who plan to complete their studies in the fall need to declare “degree complete” status on a Change of Status form for the spring semester. This will permit them to receive

notification of Commencement activities for the upcoming spring semester. No fee is charged for this status, but it is essential for accelerating students to consult with an adviser in the College Center for Advising Services to see if there will be charges for credits taken above the standard 16 per semester. The diploma is not available until Commencement in May and all financial obligations have been met. Latin Honors, if applicable, are based on the criteria for the senior class established in the upcoming spring semester.

Students who had declared “degree complete” status for the spring semester, but did not finish their requirements in the fall as they had planned, should contact the College Center for Advising Services to discuss options for the spring semester. Options include:

1. If a student needs to finish incomplete coursework, but does not need to register for additional classes (at UR or elsewhere), the student will be converted to “degree pending status” for the spring.
2. If a student needs to register for additional classes at UR in the spring, he or she must request reinstatement for the spring semester in writing.
3. If a student plans to take courses at another college and transfer the credits back to complete degree requirements at UR, the student should declare inactive status and pay the \$60 inactive status fee.

Degree Pending

Seniors who declared “degree complete” status for the spring semester and did not actually complete their requirements in the fall as planned (due to incomplete or missing grades), but do not need to register for additional coursework, will be converted to “degree pending” status. Students who declared “degree complete” status but were unable to complete their requirements in the fall, should contact the Center for Advising Services to discuss all their options.

Degree Requirements (BA and BS)

A. Completion of eight semesters of approved course work

I.e., 32 four-credit courses or 128 credit hours, with an average grade of “C” or better. No more than 20 courses from a single department, and no more than 20 credit hours from Naval Science may be counted toward the degree. For students not majoring in music or

pursuing simultaneous BM degrees at Eastman, no more than 16 credit hours of applied music instruction (e.g., lessons) and eight credit hours of River Campus ensemble may be counted toward the degree.

B. Completion of the writing requirement

1. **Primary Writing Requirement.** All entering students must satisfy the primary writing requirement. The majority of students fulfill the requirement by completing WRT 105 or WRT 105E, with a grade of C or better, an approved course in composition that focuses on reasoning, research, and writing clear and cogent arguments. Students admitted to the college through the English for Academic Purposes Program (EAPP) fulfill the requirement by earning a grade of C or better in WRT 103, EAPP Critical Reading, Reasoning, and Writing, and WRT 104, EAPP Research, Reading and Writing. Students who believe that they are already proficient college writers may petition to substitute a University of Rochester writing-intensive course for WRT 105/105E. The substitute course may not also be used to fulfill the upper-level writing requirement. Transfer students who have completed a WRT 105/105E-equivalent course at another institution and received a grade of B or better may petition to use this course to satisfy the primary writing requirement. The administration of the primary writing requirement is the responsibility of the Writing, Speaking, and Argument Program. (See [Primary Writing Requirement](#).)

2. **Upper-Level Writing Requirement.** Every major is expected to acquire significant experience in writing as part of the requirements for the major. Each major explicitly incorporates student writing into its curriculum and/or requirements. This writing experience typically occurs in at least two courses, but students should consult individual departments about the specific requirements for each major. (See [Upper-Level Writing Requirement](#).)

C. Completion of the Rochester Curriculum

1. Satisfactory completion of a major with an average grade of C or better. Each major explicitly incorporates student writing into its curriculum and/or requirements. Students must file a major program approved by the appropriate faculty adviser in the department or program by the time noted in paragraph 2a below. The divisional classification of all majors is shown in the table in the section on majors. (See [Majors](#).)

2. Satisfactory completion, with an average grade of “C” or better, of one divisional cluster composed of at least three courses in **each** of the two divisions outside the area of the major. Each set of courses for the divisional clusters will be in one of the three divisions: humanities; social sciences; natural science, mathematics, and engineering and applied sciences. Students may also construct their Rochester Curriculum from existing majors and minors, as long as the principle of distribution over the three divisions is maintained. (The divisional classification of all minors is shown in the table in the section on [minors](#).) Students who complete an

engineering major that is professionally accredited need to complete only one divisional cluster outside the area of the major. (See Clusters for further information.)

1. Students formally declare the Rochester Curriculum, i.e., their major and two divisional clusters, simultaneously with their official declaration of their major, not later than the beginning of their junior year (by the time 64 credit hours have been taken). Students may alter their program until the final semester of the senior year. The College transcript will reflect the student's three areas of focus. Once a degree is awarded, no further changes to the degree may be made.

2. Each set of courses for divisional clusters is approved by the department or interdisciplinary faculty committee and the College Curriculum Committee. A faculty group, or an undergraduate with two faculty sponsors, may propose an interdisciplinary divisional cluster for approval by the Committee on Individualized Interdepartmental Programs.

The responsibility for meeting requirements of degree programs is the student's.

Note also:

- # Required courses for the degree may not be taken on a Satisfactory/Fail basis, i.e., major (including allied field), courses used for a minor or certificate, for primary or upper-level writing, or for divisional clusters.
- # Students majoring in ABET-accredited engineering programs or optics should speak with their departmental advisers about additional distribution requirements.
- # The course overlap policy is as follows: No two majors may overlap by more than three courses. No major and minor may overlap by more than two courses. No two minors may overlap by more than two courses. Allied field courses taken outside the department of the major that are part of the core program are subject to this overlap policy, as are foundational courses that are prerequisite requirements and from the department of the major. Non-departmental ancillary course requirements (such as chemistry for biology majors) are not subject to this restriction.

Diplomas and Diploma Ceremonies

Each department and program offering a major in Arts and Sciences has its own diploma ceremony to which all majors are invited and at which diplomas are presented. The Hajim School has one diploma ceremony for all its majors.

Students who complete a double major will find their diploma at the department that is listed first on their records. (Students may ask the Registrar to deliver the diploma to the

other department.) If the times of the ceremonies do not conflict, students may attend both ceremonies. Students who complete two degrees (e.g., a B.S. and a B.A.) receive two diplomas. Certificates are distributed at the department ceremony.

Diplomas for Bachelor of Science degrees say “Bachelor of Science in (e.g., Chemistry)“. Because of the liberal arts nature of the degree, Bachelor of Arts diplomas say only “Bachelor of Arts.” Neither minors nor any departmental honors are included on the diploma. The diploma will show any Latin honors.

The official transcript shows not only the major(s) and the date of graduation, but also any minor, clusters completed for the degree, departmental honors or distinction, Latin honors, election to Phi Beta Kappa or Tau Beta Pi, acceptance to Take Five or KEY, certificate completion and certain prizes.

Diplomas awarded at the end of the fall semester will contain Latin Honors notations as appropriate.

Disabilities

The College requires that students who request accommodations in their coursework provide documentation that meets appropriate guidelines. All questions regarding documentation, reasonable accommodations, or referrals for testing should be forwarded to the assistant dean of the Center for Excellence in Teaching and Learning.

Students with documented disabilities may request that a memo about the need for accommodations be sent to some or all of their instructors and their advisers. The letter refers to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, and lists the student’s approved accommodations. Typical accommodations include extended time on tests, permission to tape classes, testing in separate locations, and the like. Students are expected to follow up the letter with a visit to the instructor.

Requests and questions should be referred to the assistant dean for the Center for Excellence in Teaching and Learning.

A student with a documented disability which necessitates registering for less than a normal load each semester may petition the dean of the College for an extended academic plan to complete the degree. This plan, which should be submitted as early in the student’s academic career as possible,, should provide an outline of the courses to be completed in each of the remaining semesters (and summers when relevant), including tentatively selected major and cluster courses.

A student who believes that he or she would benefit from an extended academic plan, should first meet with the assistant dean for the Center for Excellence in Teaching and Learning to discuss this option. Assuming the extended plan is approved by the Center for Excellence in Teaching and Learning, the student is also encouraged to consult with an advisor in the College Center for Advising Services to develop the plan. The completed plan should be submitted to Lisa Norwood, the Assistant Dean of the Hajim School.

If approved, the College will regard this plan as the standard against which the student's progress will be subsequently measured. The student will be expected to register as a full-time student each semester and will pay full tuition to Rochester for each semester through the fourth year. When a ninth semester or full additional year is necessary in order for the student to earn the 128 credit hours required for the degree, the College will arrange that no tuition will be charged, in a manner similar to the situation of Take Five Scholars. The student will be expected to meet with an advisor in the College Center for Advising Services each semester to refine and update the plan as needed. Students who are approved for an extended academic plan, are eligible to earn Dean's List recognition so long as they successfully complete 12 or more credit hours with normal letter grades and no "I" or "N" grades.

[Go back to the Adviser's Handbook Index](#)

Dropping Courses

Changes can be made online in the student's program beginning shortly after registration and through the second week of the semester. Freshmen and sophomores who are not yet official majors need to meet with their advisers first to have the adviser "hold" lifted. Beginning with the third week of the semester, Drop/Add forms, available at the Academic Services Counter or Lattimore 312, must be used. Students may withdraw from a course by notifying the instructor (although the instructor's permission is not required) and submitting a Drop/Add form to the Academic Services Counter. Freshmen and sophomores who are not yet official majors, as well as all Hajim School students, need to secure the signature of their pre-major or faculty adviser on the form. Hajim School students also need their department stamp on the Add/Drop form before it can be processed.

Courses dropped before the end of the fourth week of the semester will be deleted from the transcript and the advising record. Beginning with the fifth week, and thereafter through the last day of the eleventh week of classes, courses will appear on the advising record with a "grade" of W and the week in which the course was dropped, and on the transcript with a "grade" of W; the week is not specified.

Underload approval is required if the program will be comprised of fewer than 14 credits, and will not be granted for programs comprised of fewer than 12 credits. Students should

be aware of the fact that dropping below 12 credits before the four-week deadline will affect all financial aid. Only students enrolled in at least 12 credits may receive University grants and scholarships. Dropping below 12 credits even after the four-week deadline may also change TAP, Pell, and loan eligibility. Students contemplating such actions should be referred to the Financial Aid Office. Varsity athletes wanting to drop below 12 credits should be referred to Athletics and Recreation, since NCAA regulations are strict on this point. International students who wish to drop below 12 credits are not permitted to do so. There are rare exceptions and students must always consult with ISO and an adviser in CCAS. Part-time students who are also UR employees using tuition benefits should check the policy at www.rochester.edu/working/hr/benefits/tuition/.

Full-time students who drop below 12 credits will be sent a warning letter at the end of the semester.

The deadline to drop one- or two-credit courses, whether full- or half-semester courses, is the end of the third week of the course assuming the course began at the start of the semester. If the course begins after the start of the semester, the deadline to drop a one-or two-credit course is the end of the second week of the course.

For students in the Hajim School of Engineering and Applied Sciences, courses may be deleted through the fourth week providing the permission of the faculty adviser and associate dean are obtained.

NROTC students must additionally obtain permission from the professor of naval science to drop or add a course. In no case may they reduce their course load below 12 credit hours. Failure to meet these requirements may result in the loss of scholarship benefits and/or removal from the NROTC program.

Drop Policy for Calculus

Students registered for MTH 161 should know that they can drop down to MTH 141 during the semester, up to one week following the first exam in MTH 161. In most cases, grades received in 161 do not carry over to 141; however, the students should discuss the grading policies with their instructors. Students wanting to drop to 141 later in the semester should be discouraged, but may speak with the mathematics director of undergraduate studies to petition for approval. If authorized by mathematics, MTH 161 will be deleted from the record when MTH 141 is added.

The same policy applies to dropping from MTH 162 to MTH 142.

Students who pass MTH 141 or 161 after receiving AP credit for MTH 161 forfeit that credit. Students who pass MTH 141, 142 and 143 or MTH 161 and 162 after receiving AP credit for MTH 161 and 162 forfeit that credit.

Also note that students who receive credit for any of MTH 141-3, 161-5, or 171-4 will not receive credit for MTH 140A or 141A, or any course in the sequence that precedes one already completed, if taken subsequently.

Additional information about Math Department policies is available at www.rochester.edu/College/CCAS/assets/pdf/mathdeptpolicies.pdf

Early Connection Opportunity

Early Connection Opportunity (ECO) is a highly successful program for students who, it is believed, will benefit from an early and extended orientation to the College and the University, particularly the academic challenges it will present to them and the skills that will serve them well in answering those challenges. ECO size is limited, and priority is given to New York State Arthur O. Eve Higher Education Opportunity Program (HEOP) students for whom the program is mandated, and to other members of the freshman class who we believe would profit from the connections made during the program. Further program details can be found on the web at www.rochester.edu/College/OMSA/ or in Dewey 2-161. ECO is a four-week residential program during July/August where students take courses in academic strategies and tactics, writing, mathematics, introduction to computer applications, and at least one lecture style course. They also learn about the various support services provided for students. Students who successfully complete the ECO program earn four elective credits.

Eight Semester Tuition Requirement

See "[Acceleration](#)".

English for Academic Purposes Program (EAPP)

EAPP is a two semester program for native and non-native speakers of English that allows students additional time to focus on English writing, critical reading, and research skills. Emphasis is placed on developing communication skills in preparation for U.S. social and

academic interactions. Fall semester consists of WRT 101 Communication across Contexts I (2-credits) and WRT 103 Critical Reading, Reasoning, and Writing (6-credits). Spring semester consists of WRT 102 Communication across Contexts II (2-credits) and WRT 104 Research, Reading, and Writing (6-credits). Completing WRT103 and WRT104 with a C or better satisfies The College's Primary Writing Requirement. Beginning with students admitted in the fall of 2016, students may apply 10 of the 16 credits they earn in EAPP toward their degree. In earlier years, students were permitted to apply 8 of the 16 credits toward their degree. These students may petition to increase the number to 10 if they agree to change their letter grade in WRT 101 or 102 to a P grade, which is not calculated into the grade point average. Students are admitted into EAPP in accordance with the University of Rochester application process. There is no separate application for EAPP. Traditionally admitted undergraduates may also inquire about the Program. The EAPP Program is housed in the Writing, Speaking, and Argument Program.

For further information, see writing.rochester.edu/EAPP/. Contact: Paige Sloan, EAPP Director, paige.sloan@rochester.edu.

Enrollment Policy

Students admitted in the fall of 2013 and beyond are expected to carry the normal academic load of 16 credits per semester allowing them to complete 128 credits in eight semesters. To ensure that students get the full benefit of the residential college experience, students are expected to maintain full-time enrollment at the University of Rochester (i.e. registering for at least 12 credit hours) during the fall or spring semester for no less than seven semesters. (See table below for transfer students.)

Semesters spent on UR study abroad academic year programs that permit continuation of UR financial aid are considered the equivalent of full-time semesters in residence. When the College has contracted for the provision of courses taken elsewhere (e.g. the Rochester Area Colleges Inter-Institutional Agreement), the dean may waive the transfer credit limit.

Summer and transfer credit (including online courses taken elsewhere), credit for Advanced Placement and International Baccalaureate exams, as well as overload credits earned over the standard 16 per semester, may be applied to meet College requirements.

<i>Transfer students awarded:</i>	<i>Need to maintain full-time enrollment at the University of Rochester for:</i>
1-7 credits	seven semesters

8-23 credits	six semesters
24-39 credits	five semesters
40-55 credits	four semesters
56-71 credits	four semesters

Fellowships

The Fellowships Office, located in Dewey Hall, coordinates the program for selected national fellowship and scholarship competitions. The office maintains information on and assists students applying for many awards, including but not limited to the following: Beinecke, Churchill, Critical Language Scholarship, Davis Projects for Peace, Fulbright, Goldwater, Gates Cambridge, Marshall, NSF, Rhodes, RISE, Soros, Truman, and Udall. Some awards support undergraduate study but most are for graduate study in the U.S. or abroad. Fellowships programs are described on the Fellowships Office website, which is accessible at www.rochester.edu/college/studentfellowships.

The fellowships director invites outstanding students to apply for appropriate fellowships and scholarships; students interested in learning more about these awards and the application process should attend an information session—several are held each semester—or call 276-5869 to schedule an appointment with the fellowships director. Candidates who are successful at the national level not only have excellent academic records but also have distinguished themselves in service and leadership endeavors on and off campus. Therefore, it is never too early for students to include prestigious fellowships among their college pursuits.

While official deadlines for most fellowships competitions are in early fall or early winter, UR campus application deadlines are much earlier. For example, the campus application process begins in the preceding spring semester for some programs with fall deadlines, which means students polish their applications for these programs over the summer. For programs with a winter application deadline, the campus process starts in early fall. The number of UR students participating in national academic competitions is on the rise, and more UR applicants are winning awards. Potential applicants are encouraged to consult the fellowships director as early as possible to begin laying the foundation of a competitive candidacy for a prestigious fellowship.

Final Examinations

The final exam schedule is published online in the Course Description/Course Schedule website so that students can know the date of the final exam when registering for courses.

Although it is unusual, there is no rule against having three exams scheduled during one 24-hour period. Often students who find themselves in this situation are able to make other arrangements through discussions with the faculty members involved. If they are unable to resolve the situation, they may come to the office of the Dean of the College, where help may be available.

Comprehensive exams are not permitted during the last week of the semester. No exam of any kind may be given during Reading Period. Review sessions may be scheduled during Reading Period, but no new material may be presented.

Financial Aid

The Financial Aid Office reviews eligibility for need-based financial aid for undergraduate students annually for each of four years (eight regular fall/spring semesters) of full-time attendance in an approved degree program. (Transfer students are reviewed until the graduation date that was established at the time of admission.) Students who meet the filing deadline of May 1, who remain enrolled full-time (12 hours per semester), who are considered to be making satisfactory academic progress as defined by the College, and who continue to demonstrate need and eligibility as calculated by the Financial Aid Office will continue to receive aid according to the timeframe described above. Returning students who do not complete their financial aid application by May 1 should be aware that they are not guaranteed full consideration for University need-based assistance and may have their institutional grant aid reduced due to limited funding. Students who are in need of additional aid during the school year may appeal with a detailed letter to the Financial Aid Office. Please be aware that University assistance is limited and supplemental loans may be the only additional aid option.

Contact information for all of the counselors as well as their alpha-case load can be found on the [financial aid website](#).

A. Limits on Financial Aid: Institutional aid is limited to eight semesters for students admitted as incoming freshmen. Transfer students are limited to receiving institutional aid only to the graduation date that was established at the time of admission. New York State Tuition Assistance Program (TAP) recipients must not have depleted the maximum amount of 48 TAP points in their receipt of TAP from all attended institutions. Students who believe they need an additional semester or year to complete the requirements for a degree as outlined in the Undergraduate Bulletin due to extenuating circumstances may appeal to the Financial

Aid Office to request institutional aid beyond the semester limit established at the time the student first enrolled at the University of Rochester. The Financial Aid Office consults with the student's Dean's Office to determine if an appeal should be granted. Appeals are not automatically approved and loans may be the only option available.

B. Summer Enrollment: Alternative loans are the primary source of financial aid for the summer. Institutional aid is not awarded by the Financial Aid Office for summer enrollment. Federal and state aid are available in limited circumstances. Part-time enrollment may qualify the student for federal and/or state aid. A summer aid application is required for all students to determine eligibility. It is recommended that a student discuss their situation with a financial aid counselor to determine potential eligibility as well as discuss application requirements for the summer. Additional information can be found on the [financial aid website](#).

C. Full-Time Attendance: Institutional, state, and most federal financial aid programs require full-time attendance, defined as a minimum of 12 credit per semester. The federal Pell Grant and Direct Loan program can be pro-rated for less than full-time attendance, as can alternative loans, though half-time attendance is usually required. Repeats of courses previously passed do not count toward these minimums.

Undergraduate students in the College must maintain full-time status in order to be eligible for institutional grants and scholarships. If a student is permitted to officially drop to part-time status mid-semester (e.g. the student will pay tuition per credit hour for the remainder of the semester), then any institutional grants and scholarships a student is receiving will be pro-rated for the portion of the semester that the student paid full-time tuition. No grants or scholarships will be provided for the portion of the semester that the student is paying part-time tuition.

D. Degree Program and Major Declaration: Students must be enrolled in an approved degree program to be eligible for institutional, federal, and state aid. Students who have already completed a Bachelor's degree are ineligible for institutional, state, and most federal aid. New York State TAP funding requires that students must have been accepted into an official major by October 1 of the junior year.

E. Satisfactory Academic Progress: Students must accumulate a specified number of credit hours and achieve a specified cumulative grade point average at the end of each academic year (for institutional and federal aid purposes) and the end of each semester (for state aid purposes). Failure to meet these standards (see the chart that follows) will result in the loss of eligibility for institutional, federal, and state aid. (For part-time students, the credit and GPA requirements are the same, but the time interval is one academic year instead of one semester.)

Transfer students are evaluated only with respect to courses attempted at the University of Rochester. They enter the schedule based on the number of credits transferred (12 credits equal one semester of attendance).

Courses which are dropped, previously passed courses which are successfully repeated and incomplete courses will not count toward the number of credits successfully completed, or toward the cumulative GPA. Courses that are failed will not count toward the number of credits successfully completed, but will affect the cumulative GPA.

Students who fail to meet these standards may appeal to the Financial Aid Office and explain any extenuating circumstances, including an outline of the student's plan to complete his or her course requirements. The Financial Aid Office consults with the student's Dean's Office to determine if an appeal should be granted. Appeals are not automatically approved and alternative loans may be the only option available. (TAP recipients should discuss their situation with a Financial Aid counselor, since there is a different set of waivers related to academic standing for TAP funding.)

A student who has been denied aid as a result of failing to meet these standards should contact the Financial Aid Office to request information regarding reinstatement of their eligibility for financial assistance after bringing their GPA and/or accumulated credits up to the level required. Students who are separated for academic reasons and who leave the University for one year are normally eligible for a re-evaluation of their record upon readmission. However, in determining satisfactory academic progress, federal guidelines require that the Financial Aid Office consider all coursework completed at the University of Rochester as if the re-evaluation had not occurred. More information regarding the Satisfactory Academic Progress policy can be found on the [financial aid website](#).

Standards of Satisfactory Academic Progress for Financial Aid Purposes

At the end of this semester...	1	2	3	4	5	6	7	8	9
A student must have successfully completed at least this many credits...	8	20	32	44	56	72	88	104	120
And have at least this GPA...	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

F. Student Employment Opportunities: The Financial Aid Office works with faculty, the community, and all University departments to create employment opportunities for students.

Over two-thirds of undergraduates work throughout the course of the academic year. Some students work consistently during the year, averaging between eight and twelve hours a week. Other students work periodically and have secured jobs that allow them greater flexibility in their work schedules. Students work on and off campus, as part of the Federal Work Study Program or on regular payroll. Students employed in on-campus work have many varied

opportunities that range from office work to research. Off-campus work is equally varied. The work can be carefully designed to fit the needs, interests and skills of the student.

G. Federal Work-Study Jobs: Federal Work Study is a federally funded program created to promote greater access for students to employment opportunities both on campus and in the surrounding community. A student's eligibility for the program is based on financial need as determined by the Financial Aid Office. The federal government provides a portion of an eligible student's wages, making it easier for a department to employ student workers.

Gift Credit

Seniors who have been awarded transfer credit for work completed at another college may, upon petition to the Administrative Committee, request one additional transfer credit in order to accumulate sufficient credit to graduate. Gift credit is not ordinarily available for study abroad credit; students may petition for an exception.

Grade Changes

The rules of the faculty stipulate that once a grade has been reported to the Registrar, it cannot be changed without approval by the dean. To obtain approval for changing a grade, the instructor submits to his or her dean an explanation for the requested change and what the new grade should be. The change will be approved only if the instructor is able to state that an error in computation or some similar kind of error has occurred. If health or other factors have affected performance, students should inform instructors in a timely fashion prior to submission of grades. (See Incompletes)

Grade Reports

Students can access their grades through UR Access plus. They do not receive grade reports from the Registrar. Students should check their total hours, grade points and cumulative average to be sure they are correct, paying special attention to any transfer credit and repeated courses. Copies of the grade reports are received by the Office of Academic Records for filing in the student's folder. See "Confidentiality of Files", for additional information.

Grading System

A. Grades awarded by faculty only:

A: Excellent

A-

B+

B

B-

C+

C: Minimum satisfactory grade for undergraduates

C-

D+: (Not used by engineering faculty)

D

D-: Minimum passing grade (not used by engineering faculty)

E: Failure

XE: Failure (academic dishonesty)

I: Incomplete

P/F: Pass/Fail used in certain courses and in some internships for credit where this mandatory grading system has been approved and grading publicized

XF: Failure (academic dishonesty in course with mandatory grading system)

B. Grades awarded for administrative purposes:

N: No Grade Reported (Signals that student never appeared in class, OR signals that student attended but did not complete the course and did not arrange for an "Incomplete" grade.)

C. Grades awarded by the Dean only:

W: Withdrawal without penalty after fourth week (No credit awarded)

D. Student grading option:

S: Satisfactory (actual grade A through D-) (Not counted in cumulative average; not awarded by instructors; placed on grade report by Registrar.)

F: Fail (actual grade E)

E. Hours of credit and points of credit are determined as follows:

Two units are employed in fixing the total requirements for graduation, the hour of credit and the point of credit. For each hour of credit, the student will receive the following number of points of credit, depending on the grade received:

<i>Grade</i>	<i>Points of Credit</i>	<i>Points for 4-Credit Course</i>
A	4.0	16.0
A-	3.7	14.8
B+	3.3	13.2
B	3.0	12.0
B-	2.7	10.8
C+	2.3	9.2
C	2.0	8.0
C-	1.7	6.8
D+	1.3	5.2
D	1.0	4.0
D-	0.7	2.8
E	0.0	0.0

The point-hour ratio (cumulative grade point average) is computed by dividing the total number of points earned by the total number of hours (excluding transfer credit, AP credit or credit earned with a grade of CR) for which the student has received final grades, whether passing or failing. Grades of S, F, and P do not affect this ratio.

F. Each instructor shall furnish to the Registrar for record, at the close of each semester, a grade evaluating the student's performance.

Graduate Courses

Undergraduates may take graduate-level courses (beyond those specific graduate courses which may be required for the degree) although graduate courses at the Simon School are normally not available to undergraduates. To qualify for such a course, the student must have the academic prerequisites for the course and must show that he/she is capable of handling graduate-level work. To register for a graduate-level course (i.e., courses at the 400 and 500 level), the student must have the legible signature of approval of the instructor teaching the course, the approved credit hours, and the approval of the student's dean on a registration form or Drop/Add form. (Online registration for graduate courses is not permitted.) Approval is not granted if the course is available at the undergraduate level unless the instructor submits a separate request stating that the student is required to complete additional work. The dean's permission should be requested at the Academic Services Counter in Lattimore 312. Generally, undergraduates receive four undergraduate credits for graduate courses carrying three credits, and eight credits for a graduate seminar carrying six credits. They are graded according to the undergraduate grading scheme, and undergraduates are at liberty to select the S/F option in an elective course. (Graduate students (including those with NG classifications) have no S/F option.) NOTE: this policy permitting four instead of three credits does not apply to students in 3/2 programs.

See also [Master's Degrees at UR \(Transfer Credit Policy\)](#)

Graduation

Students who are officially classified as seniors, including all students who completed their degree requirements at the end of the fall, are eligible to participate in the Commencement ceremonies. Seniors should complete an intent to [graduate form](#) between October 1 and October 31 after they are invited to do so by the Registrar's Office.

Seniors who complete their degree requirements by the end of the fall semester receive diplomas showing a December 31 award date. The degrees are conferred by the Board of Trustees the following March. Seniors graduating in December must speak with an adviser in the College Center for Advising Services to declare degree complete (<http://www.rochester.edu/college/CCAS/AdviserHandbook/DegreeComplete.html>) status. They will receive their diploma at Commencement in May.

Seniors who complete their degree requirements in the spring semester by the time the faculty meets to recommend them for their degrees (normally the Thursday prior to Commencement) will, if recommended, be presented to the Board of Trustees (normally the Friday prior to Commencement). These students will receive diplomas on Commencement day.

Those seniors who complete their requirements after the May faculty meeting will be presented to the Trustees for action at their next regularly scheduled meeting. An official comment will appear on the transcript noting the date upon which the degree requirements were completed along with a notice—until that is no longer necessary— that the Board of Trustees will act to confer the degree on August 31 (when requirements have been completed before this date). The official award date appears on the diploma and on the transcript. After August 31, the next date for degree conferral is December 31.

Seniors who will not complete their requirements before Commencement and intend to register here in the fall need to contact the College Center for Advising Services or the Hajim School Dean's office to request permission to register for the upcoming fall semester. They should understand that they may still attend Commencement and diploma ceremonies. However, they should notify their department that they will be attending the ceremony. The degree will be dated December 31 for students who successfully complete all degree requirements by the end of the fall semester.

Seniors who do not complete their requirements before December 31 and take courses elsewhere need to apply for readmission for their degree when they are ready to graduate. Their degree will be awarded with a succeeding class. Those who complete their requirements by December 31 need only submit their official transcript. Assuming all is in order, their degree will be awarded on December 31 and their class year remains unchanged.

Students who do not earn their degrees with their original class may choose to affiliate with that original class for purposes of alumni events.

See degree complete (<http://www.rochester.edu/college/CCAS/AdviserHandbook/DegreeComplete.html>) and degree pending (<http://www.rochester.edu/college/CCAS/AdviserHandbook/DegreePending.html>) for additional information.

Health Professions Advising

Curriculum

Please see the [health professions website](#) for additional details regarding health professions advising.

Most of the pre-requisite courses necessary for admission to medical, dental, veterinary, nursing, physician assistant, pharmacy, allied health, public health and a wide variety of other graduate and professional programs are regularly offered here at the University of Rochester. While there is no “pre-medical” or “pre-health” major/minor/cluster or track, students are able

to fulfill pre-requisites while simultaneously fulfilling the U of R curriculum requirements. Students do not need to be a Biology major in order to fulfill pre-medical or pre-health requirements, and one's chances of acceptance to programs do not increase as the result of being a Biology major. Students are best set up for success when they consider their interests and skills as part of their major declaration, as well as keeping parallel career plans in mind. For students looking to complete pre-requisite coursework for graduate or professional schools, it is important to be aware that while many of them have similar foundational requirements, individual programs do vary. As a result, it is important for students to investigate the requirements of their particular programs of interests and speak with a health professions adviser to determine the best way to complete requirements. Students can meet most pre-professional requirements by taking any one of the sequences shown for each subject listed on our [pre-requisite page](#). Students should consult a departmental advisor or an academic advisor in order to choose the most appropriate sequence for a student's ability and intended major. Please also refer to the provided sample schedules.

Advising

Health professions advisors are available in the Office of Health Professions Advising, located in 203 Lattimore Hall. Advisors provide students with specialized academic and career information related to health professions fields and graduate/professional programs. General questions can be sent to: URhealthprofessions@UR.rochester.edu. In addition to individual appointments and Drop-In hours, regular advising seminars discussing required courses, career exploration and experiential learning, and the health professions application process are offered. For more information regarding services and for a calendar of events, please visit: www.rochester.edu/college/CCAS/health/

Activities

There is a wide variety of on-campus clubs and organizations students can join related to health professions. As an example, the Charles Drew Pre-Health Society (C.Drew) is a large and active organization, and hosts numerous events related to the health professions throughout the year. There are many others including, GlobeMed, the Minority Association of Pre-Medical Students (M.A.P.S.), Active Minds, Colleges Against Cancer, Emergency, bLifeUR, Journal of Undergraduate Research, Peers for Animal Wellness and Safety (PAWS), River Campus Medical Emergency Response Team (R/C MERT), Society of Undergraduate Biology Students (SUBS) and the STEM Initiative, among many others. Please visit the Campus Club Connections website for more information: <https://ccc.rochester.edu/>

Research

For students who are interested in research, both the River Campus and the Medical Center offer a wealth of opportunities, and many students have been able to engage in research on a

volunteer basis, for academic credit or as paid employees. Stipends are also available from a variety of University and outside sources. There are several ways students can get involved in research. Speaking with a faculty member directly can be the best way to identify research opportunities, but on campus the Office of Undergraduate Research, Gwen M. Greene Career and Internship Center and the Office of Health Professions Advising can all support students' efforts in obtaining research experience.

Clinical Opportunities

It is essential that students interested in the health professions acquire hands-on experience before making a firm commitment to their desired field. First, students need knowledge for themselves about the profession and whether or not it is a good fit for them. Second, when students apply to health professions programs, they will need to show evidence that they have gained a realistic understanding of the field, and the knowledge and skills to be successful in their desired pathway. There is no better way for students to articulate their motivations and the reasons behind them than to obtain relevant career experience (i.e. shadowing, volunteering, patient-care, etc.).

Where can students begin? Strong Memorial Hospital and other area hospitals provide ample opportunity for volunteering. Students can also consider working at area nursing homes, halfway houses, hospices and other centers where care is provided. Many UR students interested in medicine train as EMTs and volunteer with MERT and/or local volunteer ambulance services. If volunteering during the academic year is not an option, students can make the most of their summer breaks, either here in Rochester or in their hometown. The great advantage of working as a volunteer is that you set your own schedule. You may earn money at a full-time summer job and devote some number of evening or weekend hours to your volunteer work. Health-related volunteer opportunities of all kinds are available and students can work with advisors in the Office of Health Professions Advising, Gwen M. Greene Career and Internship Center, and the Rochester Center for Community Leadership to identify potential opportunities.

General Program Planning Guidelines

It is important that students intending to apply to health professions schools make an early start on science courses. There is no "one size fits all" schedule (especially since so many entering freshmen have AP and/or transfer credit), but here are some key points to keep in mind:

1. Students should consider from the beginning that they may be better, more mature, more competitive applicants if they wait until their senior year or later to apply. There is no preferred time-table to prepare for medical, dental or other health professions schools, and spreading out pre-requisite coursework over four years of study allows for greater flexibility in course selection, and most often, improved performance. The average age of first-year medical school students in 2013 was 24.5.

2. Any student considering a biology or biological sciences major should take biology in the freshman year. Students majoring in a social science (e.g., public health, psychology) or humanities (English, etc.) may be better suited to consider an alternate course sequence. The biology department strongly recommends that a student enrolling in BIO 110 or BIO 112 also enroll in CHM 131. Because of the challenges associated with transitioning to college, it is recommended to limit the number of science/math courses to two in the first year.
3. Students need only two semesters of mathematics for most health professions schools.
4. Many Rochester students who apply to health professions schools complete general chemistry in the freshman year, organic chemistry in the sophomore year, and physics in the junior year. This “timetable” may be altered to fit individual needs. What is most important to remember is that admission tests for health professions schools must be taken no later than a year before expected matriculation, and all required science courses must be completed prior to taking these exams.
5. Most health professions schools do not treat repeated courses as the College does. Both grades are included in the cumulative average, so even an “A” in a second attempt does not raise the average that much. It is recommended that students take more advanced coursework rather than repeating a course.
6. Health professions schools are not troubled by one or two grades of “W” in an otherwise strong record, and they will certainly “forgive” course withdrawals resulting from circumstances beyond a student’s control (e.g., illness, family emergency). Students should keep in mind that a grade of “W” indicates that an effort was made to complete a course. When a course is dropped (deleted) from a 16-credit program, the student appears to have carried an “underload” for the entire semester. This is usually more detrimental than a grade of “W.”
7. Students should investigate how health professions schools treat AP credit, as most will expect additional coursework in a subject if a student uses AP credit to satisfy a pre-professional requirement. Some schools will not accept AP credit at all.

Post-baccalaureate Pre-health Program

The Post-baccalaureate Pre-health Program is designed for individuals who have completed a bachelor’s degree, who recently discovered an interest in medicine, dentistry or veterinary science, and who lack the science classes required for medical school admission. This program is **not** intended for students who have already completed the necessary pre-requisites for medical school and who wish to improve their academic record. Students seeking information on record-enhancer programs should consult the [Post-baccalaureate Pre-health Programs](#) search engine through the Association of American Medical Colleges (AAMC).

Students with further questions about the UR Post-baccalaureate Program should be referred to the Post-baccalaureate Adviser. For additional details on the program, please visit www.rochester.edu/college/premed.

Honors and Distinction

College Honors

The College (Arts, Sciences, and Engineering) recognizes outstanding achievement of its students by awarding degrees cum laude, magna cum laude, and summa cum laude. These levels of award are inscribed on the diploma and recorded on the official transcript. Criteria are established on a College-wide basis. To be eligible, students must have a minimum of 88 credit hours counted in the GPA while registered in the College, have completed all degree requirements, and have no missing grades. Latin honors are awarded on the basis of the final cumulative grade point average, and the standards are announced each spring. Summa cum laude graduates comprise the top 2% of the class, magna cum laude the next 10%, and cum laude the next 20%. The grade point averages required to meet these levels are determined by the dean, who assesses the performance of the senior class as reflected in cumulative grade point averages at the end of the fall semester. Members of the Class of 2016 who met these criteria were awarded degrees cum laude with a grade point average of 3.62, magna cum laude with 3.84, and summa cum laude with 3.98.

Departmental honors and distinction programs

Each department in the College (Arts, Sciences, and Engineering) is empowered to recognize the achievement of its own majors by opening to selected students a program of study leading to a degree with honors in research, or distinction. The requirements for admission to a departmental honors program, and the special departmental criteria for a degree with honors in research, or distinction, are submitted to the Faculty Curriculum Committee for review and approval. Note that only those grades that appear on the official transcript are used in calculating departmental distinction.

The terms “distinction,” “high distinction,” and “highest distinction” reflect the quality of performance within a major. The term “honors in research” describes programs in which honors-level coursework and a research project or senior thesis are required.

An honors program requires students to complete a minimum of 12 credit hours in courses designated by the department as “honors courses.” These courses must include at least one advanced course or seminar and the course or courses in which the senior thesis or research project is completed.

Specific requirements for honors programs and for degrees with distinction should be listed in the undergraduate bulletin.

The degree awarded shall include the level of distinction (distinction, high distinction, highest distinction); honors in research (or high honors in research, or highest), when relevant; and

the major, e.g., “B.A. with high distinction in mathematics;” “high honors in research, B.A. with distinction in history.”

Illness

(See [Attendance](#))

Inactive Status

Please see [Leave of Absence](#)

Incompletes

A grade of “I” should be given only when there are circumstances beyond the student’s control, such as illness or personal emergency, that prevented the student from finishing the course work on time. Under no circumstances may the “I” be given for the following situations:

- # student who wishes to do additional work after the course deadline to improve a grade;
- # student who wishes to redo the course work in a subsequent semester to improve the current grade.

A form requesting a grade of “Incomplete,” indicating the work outstanding and the deadline for its completion, must be signed by both the student and the instructor and submitted to the College Center for Advising Services. There is a one-semester limit for completion of the course, unless the College permits an extension. (Extensions are routinely granted when students are expected to complete their work by attending the course the next time it is offered, if the course is taught only once a year.) Students should **not** re-register for the course for credit, but should make arrangements to audit, if the terms of the contract require students to do the work again.

Once a final grade has been submitted, whether passing or failing, the grade of “I” will be removed from the transcript. The grade of “I,” however, will continue to appear on the advising record. The instructor may request a waiver of the recording of the “I” on the advising

record when the lateness was created by circumstances unrelated to the student, such as equipment failure in a laboratory.

The student's failure to submit the form or to complete the work by the deadline will result in an "E" for the course, unless the instructor noted on the form that a different grade should be assigned. The dean of the College shall inform the student of an impending action to change the "I" grade before notifying the Registrar. The student is at liberty to consult with the instructor, who may authorize an extension on a signed "Incomplete" form.

Instructors are advised to report an "N" grade when they have no record of a student's attendance, or if the student attended but neither completed the course nor arranged for an "Incomplete." An instructor may later decide to award a grade, in which case an "I" will be placed on the student's advising record to show that the work was completed late. If students do not make arrangements to complete the course they will, after appropriate warning, be given the failing grade of "E."

Independence

Normally, the parents of students receive copies of official correspondence such as letters of academic probation until the students reach the age of 21. Students may request that such mailings cease by filling out a statement of independence in the Academic Records Office; their parents will be notified of the students' action. This statement of independence bears no formal relation to financial independence and has no effect on financial aid.

Independent Studies

The objectives and content of independent study courses are determined in consultation between specially qualified matriculated or exchange students and full-time members of the teaching faculty. Their purpose is to provide opportunities for independent study of subject matter not included or not treated in sufficient depth in a regularly offered course. An online Independent Study Form is available at www.rochester.edu/registrar/formrequests.html.

Independent Studies Course Numbers and Titles

390 SUPERVISED TEACHING
391 INDEPENDENT STUDY
392 PRACTICUM

393 SENIOR PROJECT
(394 INTERNSHIP see Internships for Credit)
395 RESEARCH

The student and instructor determine what course title is most appropriate. The title, limited to 28 spaces, is listed on the Independent Studies Form. This title will appear on the transcript as the official title of the course. If students do not submit a title, the course title will be determined by the number of the course as listed above.

Procedure:

1. Students complete the Independent Studies Form with the instructor with whom they arranged the course and secure the instructor's signature or, if using the online "Independent Study Form", the instructor's PIN code. (NOTE: Students majoring or planning to major in biology (BIO) or one of the six B.S. biological sciences tracks (BBC, BCD, BEB, BMB, BMG, BNS) who want to take an Independent Research course (395) need to complete a supplementary form before submitting the College's form. The supplementary form is available in Hutchison 402F, or at www.rochester.edu/college/BIO/UPBM/IndependentResearch/Guidelines.htm.)
2. For four-credit courses, the Independent Studies Form needs to be submitted no later than the end of the third week of classes. For three-credit courses, the deadline is the end of the fifth week, and for two-credit courses the end of the seventh week.
3. If any questions are raised in the dean's review of the proposed course, the student will be contacted promptly. Otherwise, in an arrangement between the Registrar's Office and the Center for Advising Services, the student will be registered for the course. (Independent Studies courses are never listed on the registration form or on a drop/add form.)

Upper-Level Writing and Independent Studies

Students wishing to use an independent study to fulfill an upper-level writing requirement make appropriate arrangements with their major department.

Instructor Eligibility

The person who consents to supervise the project must be a full-time member of the teaching faculty, or a visiting or adjunct faculty member designated by the department chair as qualified to do so. Students are allowed to take no more than eight credits of Independent Studies courses with the same instructor unless approved by the instructor's department chair, which is normally granted for senior honors projects approved by the department chair.

Four-Credit Limitations

Faculty rules restrict students to one four-credit Independent Studies course per semester. Students may request a second independent study in the same semester through a petition to the Administrative Committee.

Students are limited to no more than four credits of Supervised Teaching (390) in the same course.

Note: The faculty is within its rights to decline to supervise students if registration comes too late after the beginning of classes. Similarly, any request for an exception to the policies noted above may be denied. Therefore, students should begin their planning early.

Intercollegiate Registration

Courses taught during the academic year at area colleges (e.g., R.I.T., St. John Fisher College, Colgate-Rochester Divinity, Monroe Community College, Nazareth College or Brockport) are available to our students with no extra tuition charge if those courses are not offered here during that semester or if our courses conflict irremediably with their schedules. Registration forms are only available online at the Registrar's website, <http://www.rochester.edu/registrar/registration.html#rac>. Please note that the dean's approval (not the Registrar's) is required of UR undergraduates. Courses, whether elective or required for the major, must be transferable and/or comparable to courses offered at UR. Students taking courses at area colleges should apprise themselves of the differences in credit systems and plan accordingly. Students should be aware that grades received in area college courses will not be included in the grade point average, although they will appear on the University of Rochester transcript. Transfer credit is awarded if C or higher grades are earned. Full-time students can take one course each semester; the program is not available to part-time students. (If you have special circumstances, please see an Adviser in College Center for Advising Services)

Courses taken for Army ROTC or Air Force ROTC may be credited toward the fulfillment of the requirements of the B.A. or B.S. degree for up to five academic courses (20 credit hours). Please note not all courses transfer. See an Adviser in College Center for Advising Services for more information or with questions.

For information regarding credits from courses taken before 2013 or any questions please contact Brittany Morhac at brittany.morhac@rochester.edu.

Interdepartmental Studies

Beginning in Fall 2015, students interested in pursuing an individualized interdepartmental major, minor, or cluster should be referred to the Multidisciplinary Studies Center, Lattimore 203. Informational handouts and application forms are available there.

I. Because individualized majors and minors require more time to organize than traditional majors or minors, interested students should be advised to begin their preparation as early as possible. Students may apply at any time until the first semester of their senior year. Previously approved interdepartmental program majors and minors are available at the website; students will find these helpful in planning their own programs.

The formal procedure is as follows:

A. The student needs a commitment from two faculty members to sponsor his or her interdepartmental major, or from one faculty member for the minor. While initiating contact with the faculty is the student's responsibility, the center's staff advisers will help students to identify potential faculty advisers. Some students start discussion of the proposal with a faculty member; others may begin by meeting with an adviser in Lattimore 203. A handout and the application forms entitled "Individualized Interdepartmental Majors" are available in the center, and at the website at www.rochester.edu/college/interdepartmental/.

B. After consulting faculty and staff advisers, the student submits a proposal. The faculty advisers will be asked to write in support of the proposal, indicating their appraisal of the student's ability to benefit from the program, their evaluation of its coherence, and their satisfaction with the courses taken. The deadlines for submitting proposals are April 1 and November 1.

C. The College Committee on Individualized Interdepartmental Programs decides on the acceptability of the proposal. (They meet once during the semester, normally within a few weeks of the deadline.) Students are notified by letter of the Committee's decision within a few days of the meeting. If the proposal is not approved, students will be given helpful recommendations on alternatives, such as amendments, or referrals to existing combinations of majors, minors, and/or certificates.

D. Programs of a pre-professional nature, e.g., business, accounting, pre-med, cannot be approved.

II. Individualized clusters may be proposed with the support of two faculty members. These clusters generally consist of courses from three separate departments. Consult with an adviser in Lattimore 203. The deadlines for submitting proposals are April 1 and November 1. Proposal forms are available in Lattimore 203.

Hajim School of Engineering and Applied Sciences

B.S. in Engineering and Applied Sciences - The completed form, available in the Dean's Office in Lattimore 301, needs to be signed by the student and his/her faculty adviser and be submitted with an Approval Form for Majors and Minors and a Senior Project proposal.

B.A. in Engineering Science - Students must show that they have completed (or will by the end of the current semester) at least the Primary Writing Requirement, three mathematics courses (including differential equations), two physics courses, one chemistry course and two engineering courses. A grade point average of at least 2.3 must be attained in these courses in addition to an overall 2.0 average. The student must also attach a letter of educational purpose to the program application, which is available in the Dean's Office in Lattimore 301.

International Baccalaureate

Students who have completed one or more Higher Level International Baccalaureate courses in disciplines offered at the University of Rochester may be eligible for transfer credit or advanced placement. No credit is granted for Standard level exams.

To request an official transcript, visit <http://www.ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>

(Note: This chart is for use with Higher level exams scores only.)

<i>Subject</i>	<i>Score</i>	<i>Placement/Credit</i>
Social Anthropology	6+	Award credit for ANT 101 after completion of any other course with a grade of C or better.
Biology	5+	Award four general Biology elective credits. Not for major. (Eligible to enroll in BIO 112/113 with IB score of 7.)
Chemistry	6+	Award credit for CHM 131. Place into CHM 132.

		Eligible to apply for CHM 171.
Computer Science	5+	Place into CSC 172. Credit will be awarded for CSC 171 upon completion of CSC 172 with a grade of B- or better.
Economics	4	Place into ECO 207. No credit awarded.
	5+	Place into ECO 207. Award credit for ECO 108.
English	6+	Award four hours of elective English credit, not for major, after completion of an English literature course with a grade of C or better.
Foreign Language		
Spanish	5	Placement by department into SP151.
	6	Placement by department into SP152. Award credit for SP151 upon completion of SP152 with a grade of "B+" or better.
	7	Placement by department into SP200. Award credit for SP151 and SP152 upon completion of SP200 with a grade of "B+" or better.
Geography	5+	Award for EES 101. Place into EES 201.
History	6+	Award maximum of four hours of history elective credit .

Latin	5+	Award credit for LAT 102.
Mathematics	4+	Place into MTH 162. Award credit for MTH 161 after completion of MTH 162 with a grade of C or better.
Music		Please contact the department for credit to be awarded or placement.
Philosophy	5+	Award credit for PHL 101.
Physics	7	Place into PHY 114 or PHY 122. Award credit for PHY 113 or PHY 121 after completion of PHY 114, or PHY 122 with a grade of B- or better.
Psychology	6+	Award credit for PSY 101.
Theatre Arts	6+	Award four hours of elective English credit, not for major.
Visual Arts	6+	Award maximum of four hours in studio arts upon completion of a 100-level course with a grade of B or better.

Kauffman Entrepreneurial Year (KEY) Program

The University of Rochester defines entrepreneurship as "transforming an idea into an enterprise that generates value," implying that the enterprise outlives the creator and that it positively affects others. Qualified students may propose to devote as much as an entire academic year to internships, special projects, relevant coursework, business plan development, research into various facets of entrepreneurship, or analysis of how culture and public policy influence entrepreneurial activity. Students may apply from the time that they

have been accepted into a major through the first semester of their senior year. Participation is open to all undergraduates in the College and the Eastman School of Music with the following exceptions:

- # Transfer students may not apply during their first semester at the University;
- # Take Five Scholars may not apply for the KEY Program.

Applications are available at each of several information sessions held each semester and on the web at <http://www.rochester.edu/entrepreneurship/programs/#collapse115>. Applications are due no later than the first of November in the fall semester or the first Thursday after Spring Break in the spring term. Students should submit their KEY Program materials to Lattimore 312. Letters of recommendation are due the same day as the application and should be sent directly to Lattimore 312.

A list of courses that has been developed with entrepreneurship in mind can be found at <http://www.rochester.edu/entrepreneurship/courses/>. Students should also consult the faculty with whom they want to study, and/or the appropriate departmental administrators to be sure that the courses they want to take will be offered, and that they are adequately prepared for the courses they intend to take. Each applicant needs to arrange for two full-time faculty members to send letters of recommendation to the KEY Review Board on his or her behalf. One letter focuses on the applicant's academic preparedness, and the other comments on the proposed KEY program.

A special review process exists for all proposed courses taught at the graduate level or outside the Colleges of Arts, Sciences, Engineering and Eastman School of Music; such courses are normally not approved. Undergraduate courses taught at the Simon School are acceptable, however.

The Kauffman Entrepreneurial Year Review Board assumes that the following criteria will be met:

- # The intent of the proposed program is to create a new enterprise that generates value or to analytically examine such an enterprise, the value it created, and the processes involved.
- # The additional courses, internships or other University activities will normally be spread throughout the student's remaining terms at the University, not taken in a single semester or after the completion of degree requirements. Typically, this will delay the completion of degree requirements.
- # The proposed KEY courses and University activities will relate to one another; most if not all of them will be above the introductory level.
- # The proposed program will not be used to obtain an additional major or degree.
- # Study Abroad programs must be completed by the end of the fourth year.

- # The proposed courses cannot be used to complete Rochester Curriculum requirements, major requirements, or to obtain a graduate or additional undergraduate degree.
- # Credit earned during the tuition-free semester(s) cannot be applied toward the 128-credit hour degree requirement.

Applications will be judged on:

- # The coherence of the applicant's program of study. How do the proposed courses fit together? How do they demonstrate progress toward the achievement of the student's proposed enterprise? What value can be expected to be gained by the success of the venture? Is the enterprise undertaken or studied in keeping with the University's definition of entrepreneurship?
- # The added value of creating or studying the enterprise at the University of Rochester.
- # The quality of the writing.

Fifth-year students are unlikely to be eligible for undergraduate housing, although they may serve as Residential Advisers. The Off-Campus Living Program will guide students in the process of obtaining off-campus housing, if necessary. Students are responsible for all costs, other than tuition, associated with their fifth year of study (this includes any start-up costs). Students should contact the Financial Aid Office as soon as possible to determine what sort of aid, if any, they are eligible for in their fifth year.

Students should also be aware of the following:

- # Degrees are awarded and diplomas issued after the completion of the KEY semester or year, and only after all KEY courses are completed.
- # Grades for courses taken in the fifth year will be included in the GPA, and the final (end of the fifth year) GPA will be used to calculate Latin Honors.
- # KEY courses cannot be audited or used to repeat previous coursework. However, one course per semester may be taken on the S/F option.

Additional details about Commencement, yearbooks, etc. are available in the KEY Program Acceptance Manual distributed to each student after being accepted into the KEY Program.

Majors

All undergraduates, in order to be recommended for a degree, must be accepted into a major. Each major falls within one of the three general academic divisions, as noted in the table that follows this section. The “Approval Form for Majors and Minors” (which includes instructions) must be used when applying for acceptance. This form is available in Lattimore 312.

Students are expected to apply for a major during the semester they are completing 64 credits or more toward their degree. In February of each year, sophomores are informed that they need to meet with an adviser in the department they wish to major in. Students are sent a reminder in the summer if they fail to respond to the first notice. In November notification is sent to juniors who still have failed to be accepted to a department. If students remain unclassified by mid-March of their junior year, they are reclassified to sophomore standing.

Detailed information about declaring the major, including useful FAQs, is available on the website maintained by the Sophomore Committee. See <http://www.rochester.edu/college/sophomores/declare/index.html>.

Note: Students are responsible for meeting all deadlines associated with declaring their major(s) and minor(s). Once a degree is awarded, no further changes to the degree may be made

1a. Application for Major in Arts and Sciences

Students may gain easy access to every department’s major and minor websites by going to www.rochester.edu/College/academics/majors.html. Students may also consult the Undergraduate Bulletin. Once there is a rough idea of the courses needed to complete a major the student should then make an appointment with the departmental adviser to complete plans and gain acceptance. The names of departmental advisers may be obtained online. Departments in Arts and Sciences will accept students and assign faculty advisers if any specified prerequisites have been completed with a 2.0 or higher average. Any conditions of the acceptance will be noted on the form. In making its decision, the department may ask the Office of Academic Records for a copy of the student’s advising record.

Courses taken at another college that students want to use to satisfy major requirements must be approved by the appropriate person in the department and by filling out a Course Approval Form. Transcripts may be sent electronically to: ccasrec@ur.rochester.edu or by hardcopy to:

Center for Advising Services
University of Rochester
312 Lattimore Hall
P.O. Box 270402
Rochester, NY 14627-0402

Students simultaneously register their plans for the balance of their Rochester Curriculum. The dual-purpose form permits students to indicate the set of formal coursework (i.e., cluster, minor, major) that they will complete for each academic division.

1b. Application for Major in Engineering and Applied Sciences

Engineering and computer science students who have met the freshman and sophomore requirements for their particular programs may apply for admission to a major in the Hajim School. Students should seek assistance from Hajim School faculty members (particularly their faculty advisers) and Dean's Office personnel to help insure that introductory courses both explore potential areas of the major and prepare the student for the major that might be chosen.

To be admitted formally to a major, the student and adviser must complete (usually during the spring of the sophomore year) the "Approval Form for Majors and Minors." Advisers should check with the chair of their undergraduate curriculum committee regarding the process. It is the responsibility of each department to notify the Hajim School's Dean's Office of a student's acceptance into a major. The Dean's Office reviews the application for the major, and, if approved, processes the formal acceptance.

All students admitted into the Hajim School of Engineering are responsible for four semesters of equipment fees. Students should be advised that questions regarding this policy should be directed to the Associate Dean in the Hajim School of Engineering and Applied Sciences.

2. Changing a Major

A change from one major to another is completed in the same way as the application. After acceptance by the new department the student returns the "Approval Form for Majors and Minors" to the Center for Advising Services (Hajim School's Dean's Office for engineering and computer science students' changes) and informs that office of the change. The "Rochester Curriculum Registration" is revised if necessary.

3. Double Major

Students wishing to pursue a major in two Arts and Sciences departments for their Bachelor of Arts degree apply to both departments following the usual procedure. They also revise the "Rochester Curriculum Registration" if necessary. In addition, both areas acknowledge in writing that they are aware of and approve the student's pursuit of a double major. This approval should be written on the "Approval Form" or in a separate memo, signed, and sent to the Office of Academic Records. Students are expected to fulfill the upper-level writing

requirement in each major. Specific rules exist concerning mathematics-statistics double majors (see [Bulletin](#)).

No two majors may overlap by more than three courses. (Some majors such as BET, EPD, HBS, HLP (Public Health) and IPA restrict the number of overlapping courses to two.) Allied field courses taken outside the department of the major that are part of the core program are subject to this overlap policy, as are foundational courses that are prerequisite requirements and from the department of the major. Non-departmental ancillary course requirements (such as chemistry for biology majors) are not subject to this restriction. Students submit the "Overlap Declaration Form for Majors and Minors" when they submit their second major form.

A list of the double majors in any one department is maintained by the Office of Academic Records. Students may obtain a major, or a double major, along with one or more minors (see [Minors](#)).

A statement will be placed on the official record concerning a third approved major, although the third major will not be (cannot be) entered into the computerized record. A petition to the Administrative Committee should be submitted seeking permission to pursue the third major.

4. Double Degrees

Students wishing to pursue both a B.A. and a B.S. degree program, or two B.S. programs, within the College submit signed "Approval Forms for Majors and Minors" to the Center for Advising Services, along with a petition to the Administrative Committee seeking permission to pursue the double degree. All double degree students need to conform to the policies noted above under "Double Majors." A list of Double Degree students is maintained by the Office of Academic Records.

In addition to the overlap policy noted above, double degree students also need to know that the Administrative Committee will expect them to earn at least 136, rather than 128, credits in order to graduate.

Students following a double degree program must fulfill all graduation requirements of both degrees.

Majors by Division

[View majors alphabetically >](#)

Humanities (H):

- # American Sign Language
- # Art History
- # Bioethics
- # Classics
- # Comparative Literature
- # Dance
- # English with tracks in:
 - British and American Literature
 - Creative Writing
 - Language, Media and Communication
 - Theater
- # Film and Media Studies
- # French
- # German
- # Japanese
- # Music
- # Philosophy
- # Religion
- # Russian
- # Spanish
- # Studio Arts

Social Sciences (S):

- # Anthropology
- # Business
- # Economics
- # Epidemiology
- # Financial Economics
- # Health Behavior and Society

- # Health Policy
- # History
- # International Relations
- # Linguistics
- # Political Science
- # Psychology

Natural Sciences and Engineering (N):

- # Applied Mathematics
- # Audio and Music Engineering
- # Biological Sciences with specialties in:
 - o Biochemistry
 - o Cell and Developmental Biology
 - o Computational Biology
 - o Ecology and Evolutionary Biology
 - o Microbiology
 - o Molecular Genetics
 - o Neuroscience
- # Biology
- # Biomedical Engineering
- # Brain and Cognitive Sciences
- # Chemical Engineering
- # Chemistry
- # Computer Science
- # Data Science
- # Electrical and Computer Engineering
- # Engineering and Applied Science
- # Engineering Science
- # Environmental Health
- # Environmental Science

- # Environmental Studies
- # Geological Sciences
- # Geomechanics
- # Mathematics
- # Mechanical Engineering
- # Optical Engineering
- # Optics
- # Physics
- # Physics and Astronomy
- # Statistics

Variable (Determined at time of entrance into major):

- # African and African-American Studies (H or S)
- # American Studies (H or S)
- # Archaeology, Technology and Historical Structures (H, S, or N)
- # Digital Media Studies (H or N)
- # East Asian Studies (H or S)
- # Gender, Sexuality, and Women's Studies (H or S)
- # Interdepartmental Studies (H, S or N)
- # Russian Studies (H or S)

Mid-term Grades

The Rules and Regulations set by the College faculty stipulate that instructors report the names of students whose work at mid-semester is below the grade of C- or whose work is unsatisfactory for other reasons. Twice yearly, the dean requests the names and grades of students in danger of failing a course and then sends an email warning these students of unsatisfactory academic progress unless the instructor requests otherwise. The letter urges the student to consult with the professor and take advantage of other services available to students in academic difficulty. A notice of each warning letter is put in the student's file and sent to the same people and offices that receive copies of probation letters, [parents are not

notified]. Students who are not enrolled in the College as undergraduates are not included in this procedure.

The Dean also asks instructors to flag those students whose writing they consider deficient; these names are forwarded to the director of the Center for Excellence in Teaching and Learning for follow-up.

Instructors are also asked to report the names of students who are at the “A+” level, were such a recognized grade. These students are also notified.

Minors

Undergraduates may choose to complete a minor in addition to a major. Students in the College may declare one or more minors in conjunction with either a single or double major.

Students should consult the Undergraduate Bulletin, read the department’s offerings on the web, and formulate a rough idea of the courses needed to complete a minor. (For a complete list of minors with links to their descriptions, see www.rochester.edu/College/academics/minors.html.) The student should then make an appointment with the departmental minor adviser to complete plans and gain acceptance. Students may not elect the S/F option for courses submitted for the minor, and must earn at least a 2.0 average for these courses. No major and minor may overlap by more than two courses; no two minors may overlap by more than two courses. Due to the interdisciplinary nature of public-health related programs, no more than one course may overlap between a public health minor and another program of study. The names of departmental minor advisers and the “Approval Form for Majors and Minors” may be obtained at the Lattimore counter. The student files the approved program with the Center for Advising Services (or Hajim School’s Dean’s Office). Students submit the “Overlap Declaration Form for Majors and Minors” along with the approved Minor form.

A student may not normally receive a minor in the department in which he or she receives a major. This rule has been waived for certain departments, including English and modern languages and cultures. Students cannot declare a minor until they have been accepted into a major. It is expected that students will declare the minor by the end of the first semester of the senior year.

To determine the academic division in which a minor falls, for the purpose of fulfilling the Rochester Curriculum, see the table that follows.

Minors by Division

[View minors alphabetically >](#)

Humanities

Humanities (H):

- # [American Sign Language](#)
- # [Arabic](#)
- # [Art History](#)
- # [Bioethics](#)
- # [Chinese](#)
- # [Classical Civilization](#)
- # [Comparative Literature](#)
- # [Creative Writing](#)
- # [Dance](#)
- # [English Literature](#)
- # [Film and Media Studies](#)
- # [French](#)
- # [German](#)
- # [Greek](#)
- # [Hebrew](#)
- # [Italian](#)
- # [Japanese](#)
- # [Jewish Studies](#)
- # [Journalism](#)
- # [Latin](#)
- # [Latin American Studies](#)
- # [Movement Studies](#)
- # [Music](#)
- # [Philosophy](#)
- # [Religion](#)

- # Russian
- # Spanish
- # Studio Arts
- # Theater
- # Writing Studies

Social Sciences

Social Sciences (S):

- # Anthropology
- # Business
- # Clinical Psychology
- # Economics
- # Epidemiology
- # Health, Behavior and Society
- # Health Policy
- # Health Psychology
- # History
- # International Relations
- # Linguistics
- # Medical Anthropology
- # Music and Linguistics
- # Organizational Psychology
- # Political Science
- # Psychology
- # Psychology as a Social Science
- # Social and Emotional Development

Natural Sciences

Natural Sciences and Engineering (N):

- # Astronomy
- # Audio and Music Engineering
- # Biology
- # Biomedical Engineering
- # Brain and Cognitive Sciences
- # Chemical Engineering
- # Chemistry
- # Computational Biology
- # Computer Science
- # Electrical and Computer Engineering
- # Environmental Engineering
- # Environmental Geology
- # Geological Sciences
- # Materials Science
- # Mathematics
- # Mechanical Engineering
- # Music Cognition
- # Optics
- # Physics
- # Psychology as a Natural Science
- # Research in Visual Science
- # Statistics
- # Visual Science

Variable**Variable (Determined at time of entrance into minor):**

- # African and African American Studies (H, S)
- # American Studies (H or S)

- # Archaeology, Technology and Historical Structures (H, S, or N)
- # East Asian Studies (H or S)
- # Gender, Sexuality, and Women's Studies (H or S)
- # Interdepartmental Studies (H or S, or N)
- # Legal Studies (H or S)
- # Medieval and Early Modern Studies (H or S)
- # Russian Studies (H or S)
- # Sustainability (S or N)

Naval Science Courses

Work in naval science courses may be credited toward the fulfillment of the requirements of the B.A. or B.S. degree to the maximum extent of five academic courses (20 credit hours). Coursework in naval science may not be used to fulfill foundation requirements except as courses appear in authorized clusters. These courses may be taken by any student who meets the listed prerequisites and secures whatever approval may be required. (A maximum of two ROTC courses (eight credits) may be used as free electives by Hajim School students.)

For Air Force and Army ROTC transfer credits please see Intercollegiate Registration.

Non-matriculated Students

Students interested in taking courses as non-degree candidates may register as non-matriculated students. Information is available through the Office of Summer and Part-Time Studies. Subsequent matriculation as a regular student, if desired, requires application for transfer admission through the Office of Undergraduate Admissions. Applicants should know that no more than six courses (24 credits) taken when non-matriculated may be transferred to a degree program without additional tuition costs. (Students who were previously matriculated and then register for UR coursework as a non-matriculated student are ineligible to use these courses toward a degree without paying the difference in tuition.) Advisers in the Center for Advising Services (Lattimore 312) are available to assist students with academic planning.

Overloads

This is a request to carry more than 19 credits at any time during the semester. The request is often made on a Drop/Add form available in Lattimore 312. (Students wanting an overload at the time of registration are permitted to register for up to 23 credit hours. This is temporary approval only, and students are required to drop to 19 credits or less unless they meet the conditions that follow by the beginning of the semester.) All students requesting this permission need to obtain approval of their dean (generally from delegates at the Lattimore counter).

Approval of the dean for an overload is subject to the following conditions and may be granted contingent upon meeting these conditions:

1. That a requested overload in the senior year will permit a student to complete all graduation requirements by Commencement.
2. That the required 3.0 average for the previous semester has been attained for overloads up to 23 credits. Special consideration will be given in unusual circumstances.
3. That for overloads of 24 credits (or more), a minimum 3.4 grade point average the previous semester is required. Students wishing to overload must submit a Petition to the Administrative Committee which should include the list of proposed courses along with a reason for enrolling in each course.
4. That no first semester Freshman may take more than three credit hours over their four full-credit courses. (A mandatory lab is considered part of the course.) NOTE: A student in their first semester could, for example, register for CHM 131 (5 credits), JPN 101 (6 credits), WRT 105 (4 credits) and PSY 101 (4 credits) and remain eligible to carry three additional credit hours for a total of 22 credit hours.
5. That no Incomplete grades from previous semesters exist.
6. That the student be considered likely to do well in the program.
7. That upon consideration of the relationship of the overload to the total academic program, such an academic load is necessary.
8. That six full courses normally will not be permitted.
9. That the overload course is taken for academic enrichment. (See Acceleration)
10. That for overloads of 24 credits (or more), a minimum 3.4 grade point average the previous semester is required. Students wishing to overload must submit a Petition to the Administrative Committee which should include the list of proposed courses along with a reason for enrolling in each course. Additionally, students should indicate in their petition that they have talked with an adviser (either pre-major adviser, major adviser, or CCAS adviser) about their plans and provide the name of the adviser.

Office Procedure for Overloads and Underloads

A copy of the Drop/Add form is retained and filed in the College Office of Academic Records.

As noted above, all approvals for overload requests at registration are contingent upon successful completion of the term in progress (no "I" or "N" grades) and achievement of a 3.0 or better average (3.4 or better average required for students wishing to overload with more than 23 credits). If students do not comply with these conditions, the approval is automatically rescinded. Students are expected to drop the overload courses as soon as the new semester begins.

Part-time Student Status

Part-time students register for fewer than 12 credit hours, and are assessed tuition at 1/32nd of the standard annual full-time tuition charge for each credit. Students changing from full-time to part-time, or vice versa, complete the form called "Classification Changes Affecting Tuition" prior to the beginning of classes in the College Center for Advising Services. (The policy for seniors is somewhat different. See the note below.) A student who changes his or her status to part-time effective after the first day of classes and during the first 50% of the term will receive an adjustment of tuition and other charges as noted in the Bulletin, or on the schedule available in CCAS.

Students are strongly advised to check with the Financial Aid Office before changing their status to see how their aid, if any, will be affected. Priority for Rochester-administered aid is given to full-time students. Students with loans need to be registered for at least six credits in order to defer payment of loans. Normally, on-campus housing is not available to part-time students.

Students considering part-time status should also review the sections of this manual titled "Acceleration" and "Enrollment Policy"

Unless part-time students receive permission to live in the residence halls, in which case participation in the University's health plan is mandatory, no health fee is charged by the University of Rochester. Healthcare coverage under the University-sponsored Aetna Student Health insurance plan terminates on the first of the month following the effective date noted on the "Classification Changes Affecting Tuition" form. Aetna Student Health will send a notice of cancellation from the UR group along with a bill to keep the insurance coverage effective on a direct basis. **Students should contact the University Health Service at insurance@uhs.rochester.edu for further information.**

All normal academic regulations apply to part-time students. For instance, they are expected to declare their concentrations during the semester in which they will have earned 64 credit

hours. Part-time students wishing to declare inactive status pay the usual \$60 fee. Part-time students may register during the usual registration period.

The classification "MT" is given to part-time students who have accumulated fewer than 96 credit hours; "CA" status describes students who have earned 96 or more credit hours. Students with "CA" status may be changed to the appropriate numeric classification during their final spring semester so that activities relevant to Commencement take place. Students who return to the University for the Fall semester following their scheduled Commencement in order to complete their degree requirements continue to carry their numeric classification; this status is used for both full-time and part-time students, and the usual policies apply.

Note: Seniors who plan to register for a part-time course load in their last semester should see [Part-time Student Status \(Seniors\)](#).

Pass/Fail Grading System

While the Satisfactory/Fail option is referred to by most as the "Pass/Fail option," there is a real difference between the two. See S/F option for a complete description of that policy. The Curriculum Committee permits the use of the P/F grading scheme when requested by instructors who can demonstrate the impossibility of assigning a regular letter grade. The P/F system is mandatory for all students in the course. Students must be aware of the grading system before they register for the course.

Note also that in some cases, internships (but no other kind of independent study) are taken with P/F grades as long as the student, the faculty sponsor and the department chair agree. Neither the P nor the F is calculated into the grade point average.

Petitions to the Administrative Committee

The Administrative Committee of the College is made up of the dean of the College or his designate, seven faculty members (including one from the Hajim School of Engineering), and two undergraduate students. The student members are appointed by the undergraduate student body.

Students who wish to petition the Administrative Committee are advised to discuss their concern with an adviser at the Center for Advising Services. The petition to the Administrative Committee is available at Lattimore 312 or on-line. Petitions are

presented in writing, and should specify clearly the decision desired by the individual student.

The functions of the Administrative Committee, as specified in the Rules of the Faculty, are as follows:

- A. "To establish guidelines consistent with faculty regulations for periodic review of the academic records of undergraduates."
- B. "To act on all requests for exceptions to requirements for baccalaureates."
- C. "To raise with the Faculty Steering Committee all questions of inequity or inconsistency in faculty policy which emerge from the consideration of individual problems."

The committee meets approximately once each month during the academic year to consider petitions (letters) from individual students, and reviews other letters from individual students on a continuing basis. Each of these petitions involves an interpretation of the Faculty Rules. These interpretations include such questions as permitting a course to be added or dropped after the deadline, or modifying a cluster requirement. Twice each year, the Committee also considers students who may be separated from the College for academic reasons. (See Probation and Separation.) In the process of discussing these individual cases, the Committee establishes guidelines by which the Faculty Rules should be administered by the Dean of the College and his staff in the Center for Advising Services. As an additional outcome of these discussions, the Committee occasionally recommends policy changes to the Faculty Steering Committee.

In some cases, endorsement of the student's request by some member of the faculty or staff is helpful. Students who believe that sufficient evidence of illness exists to warrant the committee to approve their request should consult with an academic adviser for the appropriate procedure. The University Health Service does not provide retroactive excuses for missed classes. Students are notified in writing of the disposition of their case shortly after the decision is reached.

Hajim School of Engineering and Applied Sciences

The composition of the Administrative Committee is the following: the dean of the school (*ex-officio*), the associate dean, a faculty member of professorial rank for each department, and two undergraduates, one junior and one senior. One vote may be exercised by the senior student. Voting privileges of the student member is restricted to matters concerning undergraduate affairs. The committee meets at least once a semester during the academic year.

If a student desires a waiver or exception to published degree requirements, prior permission must be obtained from the Administrative Committee. This request must be made in the form of a petition, which is available in the Dean's Office. The completed petition must be signed

by the student's adviser and department or program chair and returned to the Dean's Office. The adviser or the chair, or both, may indicate disagreement with the petition, and the student may still submit the petition for consideration by the committee. The student may append to the petition form material he or she feels will help the committee's evaluation.

The committee considers the academic performance of all undergraduates each term and (1) in the case of students not yet formally admitted to a major, makes appropriate recommendations to the associate dean of the Hajim School who will cooperate with Arts and Science in taking action, and (2) in the case of students admitted to a major in the Hajim School, makes appropriate recommendations to the dean of the Hajim School.

Phi Beta Kappa

Phi Beta Kappa is the oldest and most prestigious academic honors society in the United States. Founded at the College of William and Mary in 1776, with the Iota Chapter established at the University of Rochester in 1887, it recognizes outstanding scholarly attainment in the liberal arts and sciences. Scholarship and good character are the determining criteria for membership. New members of this honorary society, both seniors and juniors, are recommended by the faculty (who are not necessarily Phi Beta Kappa members) and elected by faculty and administrative staff members who are members of Phi Beta Kappa themselves. The transcript includes a notation when a student is elected. Each year in November, in conjunction with the College, the chapter presents the "Suzanne J. O'Brien Book Awards" (formerly known as the "Iota Book Awards") to the most distinguished members of the previous year's freshman class. For further information, including election procedures and criteria, see the website at www.rochester.edu/College/pbk/.

Praise Form

Students who wish to praise any member of the University community are welcome to fill out a [Praise Form](#), available on-line. The form will be placed in the praised person's permanent file if requested by the student.

Pre-major Advisers

Pre-major advisers are assigned to students when they enter the College. For students in Arts and Sciences, advisers sign off on all academic decisions made by students through the end of the sophomore year unless students are already accepted into a major. Advisers in the Hajim School also sign off on their students' academic decisions and furthermore, remain with their students at least so long as the students remain in the adviser's department. The core adviser-student interactions are conversations about the student's goals, objectives, qualities, and pursuits. Pre-major advisers are prepared to talk with students about the options open to them here, including courses, programs, co-curricular activities and support services, and to make appropriate referrals. During the sophomore year, students develop and declare their majors, and the adviser mantle passes to the student's major department. Students are encouraged to contact academic departments at any time if they have questions related to requirements for majors or minors, even if they have not officially declared.

Primary Writing Requirement

Entering students must establish competence in writing clear argumentative essays at the college level. The procedure by which competence is established is determined by the Writing, Speaking, and Argument Program in consultation with the College Writing Committee.

Typically, students fulfill the Primary Writing Requirement by completing "Reasoning and Writing in the College" (WRT 105 or WRT 105E) with a grade of "C" or better. (Students accepted into the dual degree program between the Eastman School of Music and The College satisfy this requirement by completing either WRT 105/105E, or WRT 105A&B. For descriptions of each course option, please click [here](#). (Students accepted into the dual degree program between the Eastman School of Music and The College satisfy this requirement by completing either WRT 105, 105E, WRT 105A&B, or a FWS course at Eastman. Students admitted to the College through the English for Academic Purposes Program (EAPP) fulfill the requirement by earning a grade of "C" or better in WRT 103, EAPP Critical Reading, Reasoning, and Writing, and WRT 104, EAPP Research, Reading, and Writing.) To be prepared for the upper-level writing requirement in the major, students are expected to satisfy the Primary Writing Requirement by the end of the first year of study. Transfer students are expected to complete the Primary Writing Requirement by the end of their first semester.

While the general policy for adding courses allows students to add a course up until the end of the fourth week of the semester, the Writing, Speaking, and Argument Program does not approve students adding a WRT 105/105E course after the first two weeks of the semester unless there are extenuating circumstances. However, students who wish to change their registration from WRT 105 or WRT 105E to WRT 105A may do so with the permission of

the director of the Writing, Speaking and Argument Program up until the end of the eighth week of the semester. Such requests will be processed as registration corrections, allowing students to drop WRT 105/E and add WRT 105A.

Students who believe that they are already proficient college writers may petition to satisfy the Primary Writing Requirement by taking a University of Rochester course other than WRT 105. To petition, students submit a substitution petition (available at writing.rochester.edu/requirements/enteringfreshmen.html). A student whose petition is accepted can satisfy the writing requirement by achieving a “B” or above in a course with a significant writing component, which usually includes several short papers throughout the semester, a substantial final paper, and revision based on instructor feedback. The course must be approved by the Writing, Speaking, and Argument Program, and getting approval before taking the course is recommended.

Students may petition only once, are expected to do so during the first semester of matriculation, and may not do so after already attempting to complete WRT 105, WRT 105E, or WRT 105A&B.

Students who have not completed the primary writing requirement or demonstrated how they plan to complete the requirement to the Writing, Speaking, and Argument Program by the fall semester of their sophomore year will have a registration hold placed on their student account that will prevent them from registering for the spring semester.

Transfer course policy:

Transfer students who wish to use a writing course they have completed elsewhere to satisfy Rochester’s Primary Writing Requirement need to complete and submit a transfer petition (available [here](#)) to the Writing, Speaking, and Argument Program.

Repeat course policy for WRT 105 and 105E, 105A&B:

The “repeated course” policy of the faculty stipulates that the second grade earned (which may or may not be higher than the first) is calculated into the grade point average and the first grade (and credit, if any) is removed from the calculation of the grade point average. However, an exception is available to students who passed WRT 105/105E, or WRT 105A&B the first time but need to repeat it in order to earn a grade of C or better. These students may choose to keep the credit from the first course and earn an additional four credits when they repeat the course. The grades from both courses are included in the grade point average. ([See Repeating Courses](#))

Students who want the special option must go to the Center for Advising Services to fill out a special form by the drop/add deadline of the semester in which they repeat the course.

English for Academic Purposes Program (EAPP)

EAPP is a two semester program for native and non-native speakers of English that allows students additional time to focus on English writing, critical reading, and research skills. Emphasis is placed on developing communication skills in preparation for U.S. social and academic interactions. Fall semester consists of WRT 101 Speaking and Listening I (2-credits) and WRT 103 Critical Reading, Reasoning, and Writing (6-credits). Spring semester consists of WRT 102 Speaking and Listening II (2-credits) and WRT 104 Research, Reading, and Writing (6-credits). Completing WRT103 and WRT104 with a C or better satisfies The College's Primary Writing Requirement. Not more than 8 EAPP credits may be counted toward the degree. Students are admitted into EAPP in accordance with the University of Rochester application process. There is no separate application for EAPP. Traditionally admitted undergraduates may also inquire about the Program. The EAPP Program is housed in the Writing, Speaking, and Argument Program. For further information, click [here](#). Contact: Paige Sloan, EAPP Director, paige.sloan@rochester.edu

Prizes and Awards

Outstanding students in the College are recognized in a variety of ways each year, many of them receiving special prizes. Most of those authorized by the College have specific academic criteria, but others are awarded to students who have served the University community in special ways. Some decisions are made within departments, while other prizes that are interdepartmental in scope are decided within the Dean's Office after nominations are received. Most prizes are endowed, and students receive cash awards, often at Commencement. The Center for Advising Services is responsible for coordination of the College prizes; the Hajim School's Dean's Office coordinates its own prizes. Both work with the Office of the Dean of Students in the recognition of students.

An annual Senior Awards Ceremony is held during Commencement Weekend. The Singer Family Prize for Excellence in Secondary School Teaching is awarded, and seniors are recognized for various accomplishments: national fellowships and award winners, as well as recipients of major academic prizes in Arts, Sciences, and Engineering, major prizes in the area of Student Life, and major Athletic Department Awards.

Probation and Separation

I. DESCRIPTION

(See [Withdrawal](#) and [Readmission](#))

Academic action is administered by the Administrative Committee of the College, a committee comprised of faculty and students. The advising records of eligible students are reviewed at the end of each semester in the Center for Advising Services, the normal time for academic action. Those not making satisfactory progress toward completion of degree requirements are placed or continued on academic probation or separated from the College.

Recommendations for academic action are requested from the departments for all students who have been admitted to a major in Arts and Sciences and are to be considered for academic action. In cases where separation is being considered, the College welcomes comments to aid in the judgment of the student from the administration, faculty advisers, staff advisers or the student. Students are informed of any action in their case by e-mail as soon as possible after grades are received.

Separation and probation appeals are reviewed only when new evidence bearing on the case is presented to the dean of the College. It should be noted that all students admitted to the College are believed to be capable of performing satisfactorily. When they do not, it is probable that factors other than intellectual capability are involved. Problems of this sort generally have causes of a nonacademic nature, and the services of the University Counseling Center may prove helpful.

A. Place on Probation

Unclassified students are placed on probation by the Administrative Committee and classified students are placed on probation by the Administrative Committee upon recommendation of the student's department. All students are informed of the seriousness of probation and encouraged to seek appropriate help. Frequently, students who are placed or continued on probation will be expected to review their academic program with their class dean, a faculty adviser, or an academic adviser before they may resume study. Such a review will include a discussion of the student's courses and courseload with respect to past academic performance, study habits and abilities to do future academic work. Students are normally placed on probation at the end of a semester in which they have: 1) attained less than a 2.0 cumulative or semester average; 2) attained less than a 2.0 average in the courses submitted for the major.

B. Continue on Probation

Students on probation may be separated or may be continued on probation. Even those whose records improve may be continued on probation with an acknowledgement of that improved academic performance. Students are continued on probation at the end of a semester in which they have:

1) attained less than a 2.0 cumulative or semester average; 2) received "I" or "N" grades; 3) received any failing grades; 4) attained less than a 2.0 average in the courses submitted for the major; 5) been registered for fewer than 12 credit hours while carrying full-time status.

Again, students are warned of the seriousness of continued probation and are offered academic and other support.

C. Separation

The records of all students who are considered for separation are thoroughly reviewed by the Administrative Committee before action is taken. Normally no student will be separated who has not been on probation for at least one term. Students may be separated with an option to return. (See "Readmission".) Separation is normally for one year. Students who are separated for a second time are not readmitted.

D. Remove from Probation

Unclassified students are removed from probation by the Administrative Committee. Students accepted into majors are removed from probation by the Administrative Committee upon recommendation of the student's department. No action is taken to remove students from probation whose cumulative averages rise to 2.0 or better as a result of summer course grades.

III. ACADEMIC ACTION LETTERS

A variety of letters is used to inform the student of academic action. The letters are sent by email from the College Center for Advising Services to inform the student that a decision has been made. The letters cover the four basic actions described above.

Copies of all academic action letters are sent to the parents of all students except those who are over 21 years of age or who have declared independence from their parents. Copies of these letters are also sent to pre-major advisers, faculty advisers, NROTC, HEOP, the Director of Minority Student Affairs, the McNair/Kearns programs, the International Services Office and Athletics and Recreation, when appropriate.

CODE FOR ACADEMIC ACTION LETTERS

WS 1	Unclassified, separated for the second time.
WS 2	Unclassified, separated, had previously received probation letter.
WS 3	Classified, separated after having been dropped by department.
WP	Parents (to be sent with all "WS" letters).

P1	Placed or continued on probation. Expected to submit worksheet and arrange interview with academic adviser.
P2	Placed or continued on probation. Must meet with class academic adviser or will be withdrawn. Expected to submit worksheet.
P3	Inactive status suggested, placed or continued on probation. If student wants to stay, must meet with academic adviser or be withdrawn.
SPI	Classified or unclassified, further information required before academic action may be taken. (Continued on probation)
C7	Scheduled to graduate but placed or continued on probation until requirements for degree are complete
INS-P	Going inactive for subsequent semester, but placed or continued on probation.
U	Classified or unclassified, less than full-time program, no academic action taken.

Reading Period

A formal reading period, normally two to three days long, takes place in the College just prior to the final examination period. No examinations may be given during the reading period. Although the practice is discouraged, non-comprehensive exams may be given during regular class times in the last week of classes. Instructors may schedule review classes or laboratories during the reading period.

Readmission

A. General Information

Students should apply by June 30 for fall readmission and by November 15 for spring readmission. To be considered for readmission, the student must show a readiness to resume a full academic program from which he or she can profit. Students should contact the College Center for Advising Services for applications which are to be returned there, or download the application which is [available online](#).

All readmitted students will be notified of their academic status, which will be determined in accordance with the following:

1. Normally, students who withdrew in good standing will be readmitted unless facilities cannot accommodate them. Students who withdrew in good standing will, provided they have not done unsatisfactory academic work during their absence, be readmitted in good standing.
2. Students who withdrew while on probation will, upon readmission, remain on probation for at least one semester. ([See Probation](#))
3. Students who have been separated will be readmitted only if positive evidence of likely improvement is submitted. For this reason, students should be extremely cautious about taking any college work during the period of their separation and should consult with an academic adviser before pursuing any course-work in any institution. They will not automatically receive academic credit for work taken elsewhere during the period of their separation from the College. Students may, after being removed from probation, petition the Administrative Committee to receive transfer credit for such work. When readmitted, students remain on probation until their progress toward a degree is satisfactory.
4. Readmitted students whose initial enrollment preceded the Rochester Curriculum requirements are expected to meet those requirements using the same criteria as transfer students. ([See Clusters](#))
5. Students who wish to apply for readmission in order to complete a second undergraduate degree, must submit a petition to the Administrative Committee requesting approval and outlining their intended coursework. Once awarded, a degree **cannot** be changed. For example, a student who previously completed a minor as part of one degree, cannot return as a readmitted student to complete a major in the same area. Note as well that a student cannot earn a second B.A. degree.

B. Faculty Rules Regarding Readmission

1. All decisions concerning readmission shall be made by the dean of the College or his delegate.
2. Students who have been separated from the College for unsatisfactory academic progress shall be subject to the following provisions upon readmission:
 - a. They shall be readmitted on a probationary basis. Normally, they shall remain on probation for the period of one academic year, but this period may be reduced or extended by the Administrative Committee upon review of the student's work after readmission.
 - b. The records of formerly separated students who have been away from the College for at least one year shall show academic credit for work taken at the University prior to their separation only in those courses in which they received grades of "C-" or better, "P," and an "S" in those courses taken under the Satisfactory/Fail option.
 - i. Courses taken under the freshman transcript policy will not be re-evaluated.
 - ii. The record will show re-evaluated work only as credit earned, as with transfer credit.
 - iii. Only that work taken subsequent to readmission shall be reflected in the cumulative average. However, all work completed prior to separation, including grades received, will remain on the student's transcript.
 - iv. The following statement will be placed on the transcript to appear at the beginning of the semester of re-admission:
 - i. Re-evaluation of prior academic record granted. All grades have been removed from cumulative grade point average. All credit for courses passed with D+, D, or D- grades has been removed from cumulative hours earned.
 - v. Federal guidelines require the Financial Aid Office to consider **all** coursework completed at the University of Rochester as if the re-evaluation had not occurred.
 - vi. On rare occasions, the re-evaluation described above will not advantage a re-admitted student, who is free to petition that this procedure not be carried out.
3. A student who has been separated twice from the College for unsatisfactory academic progress will not be readmitted.

Readmission for Degree

Students who do not complete their degree requirements by December 31 following their scheduled graduation date and who are **not** returning to the University may apply for readmission for their degree at the time they are completing requirements. A special application for readmission for degree is available online. (There is an application fee of \$25.) Upon receipt of the application, the student's record is reviewed to determine the academic status. The dean sends a letter of readmission, notifying the student and the Registrar whether or not all requirements are complete; if they have not been completed, the missing requirements are specified. Students are permitted by the Administrative Committee to meet the distribution requirements that were in effect for their original class. The same deadlines for completion apply (see also Graduation), although with a later class. Students who receive their degrees with a later class may ask the Alumni Association to continue to consider them as members of their original class; in that way reunions may be celebrated with the student's friends.

Some students take additional coursework at the University of Rochester as non-matriculants and are so classified by the Registrar. At the time they apply for readmission for their degree, and ask to use the credit they earned as non-matriculants towards their bachelor's degree, they will be assessed additional tuition representing the differential between the non-matriculated rate and the rate that applies to matriculated students. Students who plan to take additional courses at the University during the academic year in order to complete their degree should apply for readmission through the Center for Advising Services. They may make arrangements for a waiver of the usual enrollment deposit. They will be classified according to credit accumulated and will be assessed regular tuition. ([See Readmission](#))

Reclassification

Students who are not able to complete requirements for graduation in eight semesters or have reasons to request permission to remain a student for an additional year may do so by petitioning their Administrative Committee. However, students who need an additional semester to complete requirements for graduation would not ordinarily need to request reclassification. Instead they should speak to an adviser in Advising Services to request permission to register. Students should recognize that University financial aid is limited to eight semesters (or, for transfer students, the graduation date established when admitted). Students who fall more than eight credits behind the "normal progress" guidelines ([See Classification](#)) are reclassified to the next class. Once credit has been made up, students may ask to be placed into their original class. Students who fail to be accepted into a major by March of their junior year are reclassified to sophomore standing. Students may later request reclassification to their former class after being accepted into a major. Financial aid recipients,

including HEOP students and those who attended ECO, must submit appeals requesting aid beyond the eighth semester, but these are not automatically approved and alternative loans may be the only aid option. (See [Financial Aid](#))

Students who wish to accelerate should discuss their plans first in the Center for Advising Services, as several policies may impact your planning. (See [Acceleration](#) and [Enrollment Policy](#))

Records

Beginning with students in the Class of 2012, undergraduate student records, from applications to the University through orientation and then throughout the following years until graduation, are maintained in electronic form.

A. DESCRIPTION

The College's Office of Academic Records maintains academic information on undergraduate students and recent graduates of the College. The official files are kept in this office for all currently matriculated students. Files for students who have graduated prior to 2012 are kept for five years and then destroyed. Those for students who leave without earning a degree are kept for ten years. In addition to files, the Office of Academic Records maintains various lists, compiles reports on the academic status of students and provides certain information to departments concerning their majors. Requests for access to student files are made to this office. The supervisor of the office is responsible for enforcing recordkeeping procedures and the maintenance of files at all times. Distribution of academic information to advisers and some mailings dealing with the academic advising of the students are also handled by this office.

B. STUDENT FILES

1. Information kept in all files:
 - a. Information including student's name, classification, ID number, advisers, majors and minors.
 - b. Student's current and grade past reports.
 - c. Student's program slips, and Drop/Add forms which include the signature of the dean or show that a "W" was processed.
 - d. Student's application to the University of Rochester, including high school record, and College Board scores when available.

- e. Rochester Curriculum/major/minor forms.
2. Information found in some of the files when appropriate:
 - a. Change of Status form.
 - b. Advanced Placement evaluation
 - c. Letters from the Dean in regard to academic action (i.e., probation, separation).
 - d. Mid-term warning letters or letters concerning continuation in basic science sequences.
 - e. Grade Change Notices and Incomplete grades reported.
 - f. Approvals for courses taken outside the University.
 - g. Incomplete contracts.
 - h. Take Five or KEY materials
 - i. Study Abroad materials
 - j. Petitions to the Administrative Committee or Dean.
 - k. Transfer and readmit evaluations of credit and other information on these students.
 - l. Prize and award letters.
 - m. Letters of recommendation.
 - n. Parental correspondence in regard to academic matters.
 - o. Adviser and faculty comments about advisees or students.
 - p. Descriptions of independent study courses.
 - q. Cluster exception forms.
 - r. Change of Address form.
 - s. Certificate program approval forms.
 - t. Copy of S/F selection form.
 - u. Copy of “repeat” course form.

C. REQUESTS FOR ACCESS TO STUDENTS' ACADEMIC FILE (See Confidentiality of Files)

Requests for students' academic files and documents are made directly to the College's Office of Academic Records by authorized persons.

Students who wish to examine their files should make an appointment to see their Associate Dean.

D. INFORMATION PROVIDED TO DEPARTMENTS

1. Advisee files (access to pre-major advisers).
 - a. Course Planning, Placement and Recommendation Form
 - b. Application documents
 - c. High School transcripts
 - d. A list of other documents available upon request to the supervisor of academic records.
2. Advisee files (sent to department when student declares major).
 - a. Copy of Major or Minor form
3. Copies of the following are sent routinely to pre-major advisers and to the departmental adviser for declared majors:
 - a. Change of Status forms.
 - b. Transfer credit evaluations.
 - c. Midterm warning letters.
 - d. Probation letters.
 - e. Notice of reclassification.
4. Routine mailings to department throughout the year:
 - a. August—Registrar sends Phase I degree audits for upcoming seniors.
 - b. October—Lists of actual and potential majors, minors, and clusters.
 - c. February—Lists of actual and potential majors, minors, and clusters.
5. Also available upon request from the Registrar:
 - a. Fall semester grade reports.
 - b. Spring semester grade reports.

E. LISTS MAINTAINED

Lists of students' academic status are maintained so as to aid in the distribution of adviser materials and for reference. It is the responsibility of the Supervisor of Academic Records to keep these lists accurate and up-to-date. The lists include:

1. Class lists with majors, minors and degree.
2. Departmental lists of majors.
3. Departmental lists of minors.
4. Departmental lists of clusters.

5. Unclassified juniors.
6. Double majors and double degree students.
7. Department contact lists.

F. REPORTS COMPILED

1. Official undergraduate majors, minors, and clusters. Issued in June.
2. Intended majors. Issued in October.
3. Academic Probation. Issued in January and June.

Refunds

A. For Underloads

Full-time students, i.e., those registered for 12 credits or more, pay full-time tuition. There is no refund for students who carry an underload of 12 credits, nor normally for students who withdraw from courses to below 12 credits. Students who do not need or want to be full-time should discuss part-time status with an adviser in the College Center for Advising Services or the Hajim School's Dean's Office. A change to part-time status needs to be made prior to the start of the semester. ([See Part-Time Student Status](#))

B. For Students Who Withdraw from the College or Declare Inactive Status

The Bursar's Office is responsible for refunding tuition, room, board and fees paid when a student leaves the College based on instructions received from the dean of the College. The fee schedule for withdrawal or placement on inactive status effective during the semester can be found in the Center for Advising Services and from the Bursar's Office. Special consideration is given when possible and permitted by government regulation to a student leaving for medical reasons or other extenuating circumstances. The Financial Aid Office must adhere to specific federal regulations when recalculating a student's aid eligibility.

For more information on student refunds, see [Office of Bursar- Student Refund Information](#)

Registration

Registration for undergraduate studies is administered by the University Registrar in keeping with faculty regulations. Go to www.rochester.edu/registrar and click on Academic Calendar for registration dates.

Advising sessions are held each semester immediately before the registration period. Faculty advisers, CCAS advisers, pre-major advisers, and undergraduate departments are available to help students plan their programs and to answer questions about majors, minors, and clusters. Students should consult the Authorized Signature list available on the CCAS website for department contacts.

Religious Holidays

College policy and practice are that classes not be dismissed on religious holidays. It is expected, however, that students will not be penalized in any way for observing religious holidays. Instructors are asked not to schedule examinations in conflict with such holidays. New York Education Law provides that students who choose not to attend classes or take exams on certain days because of their religious beliefs will be given an equivalent opportunity to make up the work requirements or exams they miss without penalties. For a list of the major religious holidays in 2014-15, see www.rochester.edu/chapel/holidays.html.

Repeating Courses

Note: The faculty of the College approved a modification of the repeat course policy that will be implemented in the Spring of 2015. The new policy will apply to courses taken for the first time in Fall 2014 or later.

The new faculty policy states that approval will not be granted if the course was taken for the first time in Fall 2014 or later and passed with a satisfactory grade (i.e., “C” or better). However, students who earn an unsatisfactory grade (i.e., C-, D+, D, D-, or E) in a course that they complete in Fall 2014 or later may repeat that course for a grade as long as dean’s approval is secured. The faculty policy continues to state that the second grade, which is not necessarily the better grade, will be factored into the grade point average. Credit can be earned only once. Credit for courses initially passed will be removed from the record when the “repeat” course is completed, even if the second grade is a failure. An “R” appears next to both listings of the course on the transcript. The earlier grade remains.

Students who want to repeat a course for a grade need to secure the approval of the dean by completing the online repeat course form available at <http://www.rochester.edu/registrar/formrequests.html>

Beginning with courses taken in Fall 2014 and later, students who declared the S/F option for a course, will receive permission to repeat the course only if the grade under the "S" is below C. See also S/F option.

Students receiving any kind of institutional or federal aid must be full-time, i.e., must be carrying at least 12 **new** credit hours. By implication, then, a student may not repeat two four-credit courses that were previously passed along with two new four-credit courses as Financial Aid would consider that student to be part-time (taking only eight credit hours). This policy is not in place for international students.

Students who have submitted signed "Incomplete" contracts requiring them to do the work again should make arrangements to audit the course, and not register again for credit as a "repeated" course.

When departments offer courses that are similar in content at different levels (e.g., PHY 122 and 142, MTH 141 and 161, MTH 143 and 162), students may **not** use the lower-level course as a "repeat" of the upper-level course. However, CHM 203/204 may be used as a "repeat" of CHM 171/172.

Students may opt to use MTH 142 as a "repeat" of MTH 161, in which case only the 142 grade will be in the GPA, and any credit for 161 will be forfeited. However, students who are satisfied with their 161 grade may take 142 without losing credit for 161. The Department of Mathematics permits this because no more than one-third of the material in the two courses represents an overlap. The general rules about repeating courses apply here as well. MTH 142 may be used as a repeat of MTH 161 only if the grade earned in MTH 161 is below C.

Students may not earn credit for both MTH 161 and MTH 171 and/or MTH 162 and MTH 172.

Students who pass WRT 105/105E but with a grade below the "C" that is the minimum required may choose to take the course a second time for four additional credit hours, and with both grades in the GPA as long as they submit the special form by the end of the fourth week of the semester. Alternatively, a student may apply the standard "repeat" policy described in the first paragraph. (See Primary Writing Requirement.)

As noted above, when departments offer different versions of the same course, special rules apply. Any of the following three may be used to repeat the others: 1. WRT 105, 2. WRT 105E, 3. WRT 105A&B. Additionally, WRT 105 or WRT 105E may serve as a repeat course for WRT 105A. Students who complete WRT 105A with a C or better and then complete WRT105B with a grade lower than C would do best to repeat WRT 105B.

Some courses, because of the way they are offered, cannot be repeated. PHY 143 is one example. It is a course for freshmen only. A student who fails PHY 143 should take PHY 123 in the second year. PHY 121 can be used as a repeat for PHY 141 and PHY 122 can be used as a repeat for PHY 142. Also, PHY 121 can be taken as a repeat course for PHY 121P. BIO 112, another course that is for freshmen only, cannot be repeated. A student who fails BIO 112 and wants to continue in Biology should take BIO 110 in the second year.

Students who choose to repeat a course they have failed, and who select the S/F option, must pass the course the second time in order that the first failing grade will be removed from the GPA.

Please note that although students may receive credit toward the degree for only one of the following courses – STT 211, STT 212, CSP/PSY 211, BCS 200 – the same course must be taken again for the “repeat” policy to apply.

Keep in mind that some courses may be taken more than once with credit and grade earned each time. The most common such course is Applied Music: Lessons at Eastman with 130 or 160 as the course number. Students also may take 2-credit foreign language conversation courses such as FR 114 more than once. Students may take RUS 126 no more than twice. Students may earn credit for both ECO 207 and ECO 207H and for ECO 209 and ECO 209H. A student may receive credit for both CHM 208 and CHM 210 if they choose to take both. A student can also elect to replace a grade in CHM 208 with a grade earned in CHM 210. Students may not, however, use a grade in CHM 208 to replace a grade in CHM 210.

Additional special circumstances:

- # Students may not earn credit for both BIO 190 and BIO 198.
- # Students may not earn credit for both FIN 204 and FIN 205.
- # In certain disciplines (e.g., modern and ancient languages, mathematics) students may not register and receive credit for a lower-level course once the higher-level course is successfully completed.
- # Students may not retain credit for both PHY 121 and PHY 113
- # Students may not retain credit for both CHM 171 and CHM 203
- # PSC 200 may be used as a repeat for PSC 201 (PSC 201 is no longer offered)
- # Students may enroll in HIS 100 and earn credit more than one time; however, a student who wishes to repeat the course and replace the original grade, must repeat the course under the same topic.

Students are advised to check course descriptions and departmental policies whenever questions arise concerning course credit for comparable courses.

Residency Requirement

To qualify for an undergraduate degree a student must complete at least four semesters of full-time study or, for part-time students, the equivalent number of credit hours. A minimum of 48 credits must be completed at the University of Rochester in order to earn a University of Rochester degree. Course work taken at the University prior to admission as a matriculated student does not count toward the residency requirement.

School of Nursing Courses

Current UR students may complete online courses from the School of Nursing and apply that credit toward their degrees. Only courses specified as “Fast Track” are eligible. Different rules may apply to students admitted to the dual degree (DDN) program with nursing.

Science Sequence Regulations

The progress of students who have earned less than satisfactory grades in the basic science courses has been carefully monitored. All evidence indicates the infrequency with which a student earns a C or better grade when that student's grade in the preceding course was low. The chairs of the departments involved, together with the Administrative Committee and the dean of the College, set the following minimum acceptable grade for continuation in the sequence:

<i>Course</i>	<i>Grade Needed to Continue</i>
CHEMISTRY 131 to 132 to 203 to 204	C-
COMPUTER SCIENCE 171 to 172 to 173	C-
MATHEMATICS	C-

140A to 141A to 142
 141 to 142 to 143 and 161 to
 162

PHYSICS

113 to 114 and 121 to
 122A/122B to 123

C-

Students who are not permitted to continue in the sequence, but who wish to prepare themselves for further study in this area, are encouraged to consider auditing the course in which they had difficulty, or re-registering for it. (See Repeating Courses) If students believe that mitigating circumstances caused them to do poorly, they may discuss their situation with an adviser in the Center for Advising Services, who will enable the student to complete an online petition.

Senior Option

The “senior option” at some other schools allows seniors the option of not taking final exams. This is not a College policy. Instructors may permit any student, from freshman to senior, to waive any exam for purposes deemed valid.

Senior Scholars Research Program

As many as 15 seniors are able to devote their entire final year of college to work on a single intellectual project—a year-long independent study. The project may be a scientific investigation, a scholarly endeavor, a work of art, creative writing, filmmaking, or any other proposal that engages the imaginative and intellectual faculties students have been developing at Rochester. The project must be composed and carried out under the supervision of a faculty adviser or advisers. The project does not have to be related to, or part of, the student’s major.

Although Senior Scholars are not required to take courses, the project may include course work in addition to independent study. All together, the project will carry a minimum of 16 and a maximum of 32 credits, and must be capable of being completed by the end of the senior year.

The project can be a part of the major, with the consent of the department. When such departmental endorsement is not possible or appropriate, or if students cannot finish their major requirements by participating in the program, students receive the degree under the auspices of the Committee on Individualized Interdepartmental Programs: that is, they graduate with a major in Interdepartmental Studies.

If you are interested in applying for the Senior Scholars Program, begin to think and plan. Discuss your ideas with a faculty member (or members) whom you would like to have as an advisor for your project. Test out your plans with others. Prepare to submit, with a faculty advisor's help, a well-reasoned and convincing document.

Application forms and further information about the Senior Scholars Program are available in the Center for Study Abroad and Interdepartmental Programs, 2-147 Dewey Hall or you can [download the application here](#). Proposals are reviewed by the Senior Scholars Committee, generally following the April 1 deadline.

S/F Option

NOTE: This option is available only to matriculated undergraduate students (i.e. degree candidates) in the College, and only during the academic year.

A. Policy

If a student wishes to do so, he or she may take a course in such a way that the only grade appearing on the transcript will be either an S (Satisfactory) or an F (Fail). (See [Pass/Fail Grading System](#)) While neither of these grades will affect the student's cumulative average, the credit earned for the course will count toward graduation. The instructor will assign a grade in the usual way, and this grade will then be converted to an S (if the student receives a grade of A through D-) or an F (if the student receives an E). No credit will be earned in the case of a grade of F.

The purpose of the S/F option is to enable students to enrich their education by taking challenging courses in areas where they lack confidence in their ability or wish to participate in a course for enjoyment without concern about a grade.

The Satisfactory/Fail option is subject to the following conditions:

1. Courses with a grade of "S" may **not** be used by students in the College for major, minor, or cluster requirements. In other words, a student may choose to S/F any course, but after doing so that course may no longer be used toward major, minor, or cluster requirements unless that grade is uncovered.

2. The S/F may **not** be used for applied music courses, or courses used for most certificate programs.
3. Only one course (or four credit hours) per semester may be elected S/F. (A student may elect one S/F course and also carry a course having a mandatory P/F grade.) The policy does permit students to declare the S/F option for two two-credit courses in the same semester. Additionally, the S/F option can be elected for a course carrying five or six credits.
4. When repeating a course under the S/F option, the prior grade will be removed from the GPA only if an S is earned.
5. The S/F option is not available in the summer.
6. Once notified of charges of academic dishonesty, a student may not declare the S/F option. The Board on Academic Honesty may revoke a previously declared S/F as part of a penalty imposed through the established hearing procedure, or in an Academic Dishonesty Short Form Incident Case.
7. Once declared, the S/F option may not be changed or removed by the student except in specific cases. If a course is required for a major, minor, cluster or foundation requirement, a student may petition to uncover the grade. Additionally, seniors may choose to uncover all of their "S" grades (See paragraphs C and D.)
8. The S/F option may be declared for an independent study project.
9. Undergraduates may chose to declare the S/F option for graduate-level courses.
10. Beginning with courses taken in Fall 2014 and later, students who declared the S/F option for a course, will receive permission to repeat the course only if the grade under the "S" is below C. (See also Repeating Courses)

B. Declaration

All students declare the option before the end of the eleventh week of classes using the online form, except for first-semester freshmen and transfer students in their first semester, who may declare the option through the end of the thirteenth week.

NOTE: This deadline (end of the eleventh week) is the same as the deadline to withdraw from a course. The faculty encourages students who may be disappointed by their anticipated grades to consider the use of the S/F option rather than withdrawal.

NOTE: Many health professions programs require that students report normal letter grades for all courses used to satisfy pre-requisites for admission. For this reason, it is important for students preparing for graduate study in the health professions to discuss their plans with a health professions adviser before making a final decision.

C. Recording and Changing a Satisfactory/Fail Grade

Instructors turn in regular letter grades for all students. The Registrar records only an “S” or an “F” on the student’s record and keeps on file the letter grades as reported. Students who have taken a course Satisfactory/Fail but later find that this course is needed to fulfill a requirement for their major, minor, or cluster may have the grade converted. The student should submit a revised major/minor declaration form indicating that the course completed under the S/F option is now needed to meet a requirement. A petition asking for conversion of the grade should be submitted to the College Center for Advising Services. Students are reminded that they may not repeat a course taken under the S/F option unless the original grade earned was below a C. In cases where the course taken under the S/F option is a required part of the major, minor, cluster or degree (e.g., a student declares the S/F option for ECO 207 which is required for the Economics major), students must uncover the grade if it is a C or better, since the course cannot be repeated. Students may consult with an adviser in the College Center for Advising Services for further information. ([See Petitions](#))

D. Release of S/F Grades

The grade reported by an instructor for a declared S/F course is generally not released to another undergraduate or graduate school, unless the student asks for its release. In some cases, graduate schools will require that students release these grades when they apply. To do so, a student submits a petition to the Administrative Committee. The College will then write a letter to the school, reporting the grade(s) under the "S".

Seniors in the College may petition the Administrative Committee requesting that all courses taken on the S/F option be converted on the transcript to the actual letter grades reported. Such requests are routinely approved. The Administrative Committee is unlikely to approve a request for selective changes of S/F course grades.

Study Abroad

The first step for students who plan to study abroad is to attend a study abroad general information meeting. Information meetings are held regularly throughout the semester and a DVD is available in 2-147 Dewey Hall. The schedule of information meetings is available at the academic information counter outside Lattimore 312, and at the [Center for Education Abroad](#) in 2-147 Dewey Hall. A study abroad handbook, “*UR There*,” published by the Center for Study Abroad, is updated annually and covers all programs in detail. It is [available on their website](#) or in 2-147 Dewey Hall. **Juniors, first-semester seniors and selected sophomores may study abroad.** Students returning from study abroad are expected to spend the following semester in residence at UR.

All students who plan to study abroad during the academic year file a proposal for review by the Study Abroad Committee. The deadline for spring study is September 15, and for fall or full-year, February 15. Proposal forms can be filled out on the website.

Study Abroad Status

Students going on UR-sponsored programs register for SAB 301 and are charged UR tuition and room fees for the semester abroad.

Students going on non-UR study abroad programs register for SAB 302 and are charged a study abroad administrative fee of \$1398 per semester.

Students may not go on inactive status and subsequently seek credit for a study abroad program.

Transfer Credit

The College has affiliations with a number of study abroad consortia and universities overseas. Programs sponsored by American colleges and universities (including UR programs) issue standard American-style transcripts, which show dates of attendance, course numbers and titles, credit hours and grades. These transcripts are evaluated in the same way as transfer credit from another American institution. Grades earned on UR programs appear on the UR transcript. Students who enroll directly for a year in a foreign university not affiliated with UR must have their programs of study approved by the Study Abroad Committee prior to departure. Upon return, all work done overseas is submitted for evaluation to that Committee. Overseas independent enrollment is not an option for students at institutions with which the College already has an affiliation. For example, there is an IES program at Dublin City University in Dublin, Ireland. If a student was interested in applying to Dublin City University, he/she must apply through UR and IES, not Dublin City University.

To ensure that course(s) taken elsewhere will transfer back to the UR, students must complete a Course Approval Form (available in Lattimore 312). Students should indicate the course(s) that they wish to receive credit for, and include a copy of the course descriptions. Most elective courses can usually be approved by an adviser in Education Abroad, but courses for a major or minor must be approved by the authorized faculty member in the appropriate department. Students should consult with an adviser in Education Abroad for assistance in completing the form. For more information, students may also refer to the Center for Education Abroad.

Financial Aid

Only students who go abroad on semester or academic year UR-affiliated programs may apply for continuation of aid. No UR aid is available for study on non-UR programs, and questions concerning the continuation of aid upon the student's return to UR should be addressed to the Financial Aid Office in Wallis Hall. (It is often possible, however, for students to ask the Financial Aid Office for help in filing consortium agreements, which

may allow loans and some grants to apply to other schools' programs.) Students should also be aware that a small number of study abroad programs have their own financial aid or scholarships, and that the study abroad adviser can direct them to these programs.

Financial aid is not normally available for summer study abroad, although students planning foreign language programs may apply for Burton Awards through the Department of Modern Languages and Cultures. All questions concerning financial aid should be addressed to the Financial Aid Office.

Application Deadlines

For most programs, deadlines begin around October 1 for spring study and March 1 for fall or full-year study. Students who intend to enroll directly in a foreign university must apply to the Study Abroad Committee by March 15 for the following year. **All students planning to study abroad must file a "Proposal for Enrollment in a Study Abroad Program." Available at the study abroad website, this is due by September 15 for spring programs and by February 15 for fall and full-year programs.**

NOTE: All study abroad requires careful advance planning, especially if students intend to transfer courses to fulfill major and college requirements. Students should be advised to attend a group information meeting as soon as possible, read the Study Abroad Handbook, and make an appointment with a study abroad adviser in Dewey Hall 2-147. Study abroad is an option for Take Five students.

Summer School Courses

At the University of Rochester:

The summer course schedule is available online in the fall and students may register online beginning in February. Four- and six-week sessions begin after the close of the spring semester, and a second four- and six-week session begins later in the summer. Courses are guaranteed to run as long as students have registered by the first day of class.

Students are encouraged to live in the residence halls, and may eat on campus. Movie nights, festival outings, and other activities provide plenty to do when studying is over.

Students take courses to get ahead, to catch up, to repeat a course, to complete a cluster, or to try something new. Grades and credits earned are figured in the student's grade point average just as they are during the academic year. Students may not elect to take summer courses on the S/F option, however.

Students who have been placed on academic probation or separated from the College are encouraged to consult with an academic adviser prior to registering for summer courses at the UR. In general, the following policies are relevant:

- 1) Students may not be removed from probation as a result of summer course grades.
- 2) Separation from the College for academic reasons is normally for two semesters. Students are not eligible to register for summer courses at the UR until two semesters have passed.

For further information see the [Summer Sessions website](#).

Outside the University of Rochester:

See section entitled [Transfer Credit](#).

IMPORTANT NOTE: Students who have been separated from college for unsatisfactory academic progress will not automatically receive academic credit for work taken elsewhere during the period of their separation from the College. Students should seek advice regarding such credit from the center.

The Center for Advising Services will approve a summer work program according to the following provision:

1. The college where work is to be taken must be recognized as providing quality college work.
2. No academic credit will be granted for work comparable to that for which a student has already received credit.
3. Transfer credit is granted according to the standard policy as described in the section on Transfer Credits.

Take Five Scholars Program

The Take Five Scholars Program provides students with opportunities to explore additional disciplines and courses that might not otherwise be available to them. Students in programs that permit few electives, for example, may find the program particularly attractive. Accepted students will be granted one or two tuition-free semesters to take courses in addition to those needed to complete their degrees. Students may apply from the time they have been accepted into a major through the first semester of their senior year. Transfer students must have completed one full semester at the University before applying. (Second semester seniors are ineligible to apply unless they are re-applicants who have been invited to re-apply.) Applications are available at each of the numerous information sessions held each term, or at the Academic Services Counter outside Lattimore 312 after viewing the informational video

(available in the Rush Rhees Multi-Media Center). The application deadline in the fall is November 1; in the spring it is the first Thursday after spring break.

Students in the College are encouraged to discuss their Take Five proposals with their faculty advisers and the Take Five adviser in the Center for Advising Services as they prepare their applications.

A special review process exists for all proposed courses taught outside the College of Arts, Sciences, and Engineering and the Eastman School of Music; such courses are normally not approved. Undergraduate courses taught at the Simon School are acceptable, however.

Students should also consult the faculty with whom they want to study, and/or the appropriate departmental administrators to be sure that the courses they want to take will be offered, and that they are appropriately prepared for the courses they intend to take. The Take Five Review Board strongly suggests that each applicant ask both his or her faculty adviser and an academic adviser to sign the application to indicate that they have reviewed the student's program and that it meets the requirements. Each applicant also needs to arrange for two full-time faculty members to send letters of recommendation to the Take Five Review Board on his or her behalf.

The board assumes that the following criteria will be met:

- # The intent of the proposed program aims to further a student's general education.
- # The additional courses normally will be spread throughout the student's third, fourth, and fifth years at the University, not taken in a single semester during or after completion of degree requirements. (Note that typically this will delay completion of degree requirements.)
- # The Take Five courses will relate to one another and will be beyond the introductory level whenever possible.
- # The proposed program will not be used to obtain an additional major or degree.
- # Study abroad programs must be completed by the end of the fourth year. Take Five Scholars are expected to spend the fifth year enrolled in courses at the University.
- # The proposed courses cannot be used to complete Rochester Curriculum requirements, major requirements, or to obtain a graduate or additional undergraduate degree.
- # Credit earned during the tuition-free semester(s) cannot be applied toward the 128-credit hour degree requirement.
- # Applications will be judged on:
 - o The coherence of the applicant's program of study. How do the courses the applicant proposes fit together? How will those courses allow the applicant to achieve his or her educational goals?

- The intellectual breadth of the proposal and how it enhances the applicant's current academic program.
- The quality of the writing.

Fifth-year students are unlikely to be eligible for undergraduate housing, although they may serve as Residential Advisers. The Rochester Living Program will guide students in the process of obtaining off-campus housing, if necessary.

Students should also be aware of the following:

- # Degrees are awarded and diplomas issued after the completion of the Take Five semester or year, and only after all Take Five courses are successfully completed.
- # Grades for courses taken in the fifth year will be included in the GPA, and the final (end of the fifth year) GPA will be used to calculate Latin Honors.
- # Take Five courses cannot be audited or used to repeat previous coursework. However, one course per semester may be taken on the S/F option.

Additional details about Commencement, yearbooks, etc., are available in the Take Five Scholars Program Acceptance Manual distributed to each student after being accepted into the Take Five Scholars Program. Information is also available at www.rochester.edu/College/CCAS/TakeFive.

Three-Two (3-2) Programs

Several programs are available that permit selected students to earn a Bachelor's and a Master's degree in five instead of six years. Details can be found in the Undergraduate Bulletin.

The 3-2 program offered by the William E. Simon Graduate School of Business Administration requires accepted students to be enrolled as full-time graduate students during their senior year. Thus, students interested in this program should have completed all College and major requirements by the end of the junior year. Grades earned in the senior year do not affect the undergraduate grade point average; eligibility for Latin honors may be affected.

Other 3-2 programs generally expect students to take both graduate and undergraduate courses during their senior year. Since these programs do not formally admit students to full graduate status until the fifth year, their senior grades are calculated into the grade point average.

Transcripts

Upon electronic request, a student may obtain a copy of his or her official transcript from the Registrar's Office.

An Advising Record can be requested from College staff members only from the College's Office of Academic Records. This is in hardcopy form only, and is printed on request.

B. Information Included in the Advising Record

The advising record is an accurate depiction of the student's academic history. Courses dropped after the four-week drop/delete deadline appear with the grade of "W" and the week in which the course was dropped. "Incomplete" grades appear; the final grade is noted next to the "I". The intended major appears only on the advising record.

C. Information Included on the Transcript

Courses that students drop after the fourth week appear with the grade of "W" but without the week in which the course was dropped.

Courses graded "I" or "N" (no grade) are listed on the transcript. Students may make appropriate arrangements with their instructors for completion of their courses (see "Incompletes"). Once a final grade has been submitted ("A" through "E"), the final grade—without any "I" notation—appears on the transcript.

All courses that are repeated for a grade, and the grades, are listed on the transcript, along with a symbol designating that the course has been repeated and that only the second grade (and associated credit, if any) is factored into the grade point average.

The major appears on the transcript once the student has been officially accepted.

D. Information Included on both the Advising Record and the Transcript

Transfer credit and Advanced Placement credit are noted on both records.

The student's method of completing the Rochester Curriculum is printed on both records as follows:

Each area is printed: humanities, social sciences, natural sciences.

Each major and minor is printed in the relevant area.

If neither a major nor a minor has been declared in an area, the cluster title and sponsoring department appears.

Example:

THE COLLEGE-ROCHESTER CURRICULUM

HUMANITIES:

- Cluster in PHILOSOPHY: PHILOSOPHY AND LAW

SOCIAL SCIENCES:

- ****MAJOR****: POLITICAL SCIENCE
- ****MAJOR****: ECONOMICS
- MINOR: LEGAL STUDIES

SCIENCE/ENGINEERING:

- Cluster in INTERDISCIPLINARY PROGRAM: GENERAL SCIENCE

Transfer Credit

(See [Primary Writing Requirement](#), [Intercollegiate Registration](#), [Inactive Status](#), [Study Abroad](#), [Summer School Courses](#), [Advanced Placement](#), [International Baccalaureate](#), [A-Level Examinations](#).)

Note that a Transfer Credit Manual containing detailed procedures and information is available in the Center for Advising Services.

Related Resource: [MCC Transferable List](#)

Students should be advised to follow the instructions outlined below in order to ensure that courses will transfer back to the College.

1. Request a catalog or summer bulletin from the other school or go online. (No approvals are needed for UR summer courses.) Summer bulletins are generally available in mid-March or April.
2. Pick up a Course Approval Form from the Academic Services Counter outside Lattimore 312.
3. Pick out the courses. The general faculty policy is that courses that are similar in content to courses offered by UR will transfer. Students cannot earn credit for a similar course already successfully completed here. Transfer credit may be awarded for on-line courses assuming the course content is similar to courses offered at UR. Courses for a major or minor must be approved by the authorized faculty member in the appropriate department

(see below). In some cases, a department may determine that an on-line course is not comparable in content to a course offered at UR.

4. List the courses on the Course Approval Form, attach the course descriptions, and seek approval as follows:
 - a. Elective courses can usually be approved by any adviser in the College Center for Advising Services (or the Hajim School's Dean's Office). In the case of an ambiguous description, or when a department has requested it, the adviser may refer the student to a department for approval. Note: to a department for approval. Note: Normally, only courses taken at the University of Rochester can be used to fulfill cluster requirements. However, courses completed on any study abroad program may, with the consent of the department offering the cluster, be used in a cluster. Students submit a "Proposal for Exception to Departmental Cluster," signed by the authorized person in the department, to CCAS in Lattimore 312.
 - b. Courses for the major or minor must be approved by the authorized faculty member in the appropriate department. A list of faculty who approve transfer credit on behalf of their departments is posted at the Academic Services Counter and is available at <http://www.rochester.edu/college/CCAS/students/curriculum/authsign.html>
 - c. Students planning to study abroad, should discuss their course plans with an adviser in the Center for Education Abroad. Most elective courses can be approved by an adviser in Education Abroad. The procedure for earning credit for courses for a major, minor, or cluster, is described above. Students should consult with an adviser in the Center for Education Abroad for additional information.
 - d. Courses to be used toward a certificate first require approval as noted above. Students in Actuarial Studies, and Mathematical Modeling request the written approval of the chair of their Certificate Committee and return the Course Approval Form to the attention of the Multidisciplinary Studies Center. Students in Polish and Central European Studies request the written approval of their PCE adviser and likewise return the form to the Multidisciplinary Studies Center.
 - e. Credit is not given for CLEP exams.
5. Submit the approved Course Approval Form to Lattimore 312.
6. Upon completion of the course(s), ask the Registrar at the other school to send an official transcript to the College Center for Advising Services.

Send hardcopy transcripts to:

Center for Advising Services

Lattimore 312

PO Box 270402

University of Rochester

Rochester, NY 14627-0402

Send electronic transcripts to: ccasrec@ur.rochester.edu

A maximum of 64 credit hours is transferable to the UR degree from two-year schools. Other than the maximum of 64 credits that can be transferred from a two-year school, there is no specified limit to the amount of credit that can be earned through on-line courses. Approved courses that are completed with a grade of C or better will transfer. **Please note:** Only the credit will transfer. The grades do not transfer and will not affect the GPA, therefore the grades cannot replace grades earned at UR. A Transfer Credit Evaluation will be emailed to the student. The number of transfer credit hours to be granted is determined by comparison of total hours required for graduation; for example, a student who had earned 15 credits at a school requiring 120 credits for the degree would be awarded 16 credits here, based on our degree requirement of 128 hours.

Courses taken while a student was in high school which were sponsored by a college but **were taught in the high school** are **not** approved for transfer credit. However, students enrolled in college coursework on a college campus are eligible to receive transfer credit assuming the courses are completed with a grade of C or better and are approved. Students who believe their situations warrant an exception should always speak with a CCAS adviser. A special petition form is available for coursework taught in the high school. It requires a comprehensive letter of support from the appropriate faculty member. The final decision then is made by the Dean of the College.

Students who have taken credit-bearing courses at the University of Rochester while in high school, through the Taste of College program or otherwise, should be aware of the following. Grades for these courses will be factored into the cumulative grade point average and credit will count toward undergraduate degree requirements. Students have the option of requesting that these courses be treated as if they were transfer courses, in which case the grade will be removed from the average, and credit will be counted toward degree requirements as long as the grade was a "C" or better. Petitions should be submitted to the College Center for Advising Services.

Freshmen who defer their enrollment are permitted to transfer a maximum of eight credits from another college or university.

Transcripts and score reports from other institutions kept in the Student's academic file in the Office of Records are the property of the University of Rochester and, as such, are under federal policy. A student has the right to view the documents in his or her file. However, per College policy, the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the University of Rochester for admission or credit transfer become the property of the University of Rochester and cannot be returned to the student or forwarded to other institutions.

Master's Degrees at UR (Transfer Credit Policy)

The School of Arts, Sciences and Engineering allows no more than 10 credits taken prior to matriculation in a graduate program to be transferred in for the Master's degree program of

study free of charge. If a student wishes to transfer in more than 10 credits for courses taken at the University of Rochester prior to matriculation in a graduate program, the student must pay for these credits. The cost shall be based on the per-credit tuition rate at the time the credit transfer is requested, and any graduate tuition scholarship that has been provided to the student shall be applied to this total tuition cost.

All transfer credits must not have been used as part of the undergraduate degree program and require approval of the program (either the Director of Graduate Studies or the Chair) and the Arts, Sciences and Engineering Dean of Graduate Studies in order to be applied to a graduate program of study.

Note that programs have their own requirements beyond completion of credit hours, such as distribution requirements, TA requirements, and specific work towards the exit exam or essay that the student must complete in order to earn a Master's degree. Students are encouraged to meet early in their planning process with the program Graduate Administrator and/or Director of Graduate Studies in order to devise a program of study that will meet all the requirements for the degree.

Illustrative examples:

1. Student takes 2 courses with graduate content during his/her senior year, for 8 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in all 8 credits for the Master's program of study without charge.
2. Student takes 4 courses with graduate content during his/her senior year, for 16 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in 10 credits from these 16 credits for the Master's program of study without charge. If the student wishes to transfer in the remaining 6 credits, he/she will be charged for 6 credits at the current tuition amount, less any tuition scholarship provided to the student in the offer of admissions to the master's program.
3. Student takes 8 courses with graduate content during his/her senior year, for 32 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in 10 credits from these 32 credits for the Master's program of study without charge. If the student wishes to transfer in the remaining 22 credits, he/she will be charged for 22 credits at the current tuition amount, less any tuition scholarship provided to the student in the offer of admissions to the Master's program. The student will need to matriculate in the Master's program after completing the Bachelor's degree and complete any program requirements, such as the exit exam, to obtain the Master's degree.

Transfers

(See the [Undergraduate Bulletin](#))

A. Transferring to the University of Rochester

Transfer students from other colleges and universities must satisfy all requirements for graduation. Academic advisers are available to assist transfers with their concerns. Please note in particular the special cluster provisions created for transfer students.

It is possible that a transfer student will have extreme difficulty in meeting all requirements for graduation. If this is the case, he/she should contact a faculty adviser or an academic adviser to discuss the problem. After careful consideration, a petition stating the student's case may be presented to the Administrative Committee through the Center for Advising Services in Lattimore. The student will receive an answer in writing.

Financial aid is available to transfer students. Application forms for financial aid and information are available from the Financial Aid Office in Wallis Hall.

Students admitted with advanced standing from other colleges and universities, or with credit earned as a non-matriculated student at UR, must attend the Transfer Orientation Program to assist them in registering and adapting to a new college environment.

NOTE: No more than six courses (24 credit hours) may be transferred to a College degree program by students whose first experience at the UR is as a non-matriculated student. (Students who were previously matriculated and then register for UR coursework as a non-matriculated student are ineligible to use these courses toward a degree without paying the difference in tuition.)

See also [Enrollment Policy](#) and [Residency Requirement](#).

B. Transferring out of the University

Students who are thinking about transferring out of the University are encouraged to discuss their plans with their pre-major or faculty adviser, class dean, or an academic adviser in the Center for Advising Services. Information and referrals from the Center may be given in an attempt to facilitate the transfer, or to resolve problems at Rochester that may have prompted a desire to transfer. An exit interview, important for both student and College, is expected to take place in the Center for Advising Services for every student who intends to withdraw or to declare "inactive status."

Students needing a recommendation from the dean of the College when transferring to another university may present their written request to the Center for Advising Services.

Tuition

All full-time matriculated undergraduate students in this College (i.e., those taking 12 credits or more) pay full tuition. Students with questions should be referred to the Center for Advising Services. (See [Refunds](#))

Official part-time students in this College pay one-sixteenth of the standard tuition charge for each credit hour for which they register. Students wishing to be considered part-time (i.e., taking fewer than 12 credits) must declare their intention in writing prior to the first day of the semester. (See [Part-Time](#))

Tutoring

Tutoring services of the University of Rochester:

*****Please note: CCAS no longer coordinates the University Tutoring Program.**

Students who wish to request an individual tutor should contact the Center for Excellence in Teaching and Learning (CETL)***

<http://www.rochester.edu/college/cetl/undergraduate/tutoring.html>

1. The instructor and/or T.A. of the course is often available outside of class for additional help.
2. **Math Study Hall** is effective for aid in specific problem solving of assignments and related questions. The study hall is staffed by math graduate students rotating on an hourly basis. The study hall is typically not heavily attended so students can expect individual attention. Students having trouble finding a tutor during study hall hours should contact the Department of Mathematics or check the updated schedule posted on the bulletin board on the 9th floor of Hylan.
3. **Student Physics Society**. Primarily for help in 100-level mathematics, physics and astronomy courses. Tutoring is conducted by upperclassmen and is geared toward specific problem solving of assignments. No appointments necessary. Questions may be directed to the society at x5-8548 or the Department of Physics and Astronomy at x5-6679. Students may also stop by the Society's office at 313 Bausch and Lomb Hall.
4. **The Center for Excellence in Teaching and Learning (CETL)** offers the following kinds of study support:
 - a. *Study Groups* can help students get the most out of their courses. Students work together during these informal course-specific meetings under the guidance of an older student who recently did well in the course. Each semester, CETL schedules a number of study groups, particularly for courses in BCS, BIO, CHM, MTH, and

- PHY, but the program also takes requests. If students would like a group that is not yet on the schedule, CETL works to establish a study group for that course. (It's important that these requests are made early in the semester.)
- b. *Study Skills Counseling* helps students manage time better, prepare for tests more effectively, take better notes, and feel less stressed about keeping up with homework. Anyone who would like to get more out of his/her studies is welcome to be part of the study skills counseling program and *Methods of Inquiry*, the study skills course.
 - c. More information about study groups and study skills support can be found at www.rochester.edu/college/cetl, by stopping by 1-154 Dewey Hall, or by calling X5-9049.
 - d. Individual tutoring at no additional charge; students are urged to seek help early during the semester by stopping by 1-154 Dewey Hall.
5. The **Writing, Speaking, & Argument Program** offers a wide variety of writing support services for undergraduate students of all levels and in all disciplines. Their office is staffed by professional tutors, graduate-student writing consultants and undergraduate writing fellows from the humanities, the social sciences and the natural and applied sciences. Writing consultants provide individualized feedback and assistance on all types of academic writing. They encourage students to use their services during any stage of the writing process, from brainstorming ideas to polishing a final draft. The Writing, Speaking, & Argument Center is located on the ground floor of Rush Rhees Library, RR G-121. For more information about face-to-face and online tutoring services they offer, please visit their website at <http://writing.rochester.edu> or call 273-3584.
 6. The **Office of Minority Student Affairs** (OMSA) coordinates study services for minority students and for students in the Higher Education Opportunity Program (HEOP). Academic assistance is offered in science, social science, mathematics, and humanities. Students seeking help should contact Walisa Griffin in OMSA at X5-0651.
 7. **NROTC** students may, in addition to the services listed here, seek help from their NROTC advisers, since their program does provide tutors for certain subjects.
 8. **Tau Beta Pi** is an Engineering Honor Society where engineering students can expect to receive homework help from members on a weekly basis. In turn, each Tau Beta Pi member is expected to tutor on a biweekly basis. Schedules will be posted online at the beginning of each semester.

Students are urged to seek help early during the semester. The evidence gathered by the coordinator clearly indicates better performance in courses for which tutoring was sought before midterm and continued to the end of the semester. This program is open to all undergraduate students in the College. Students enrolled in other schools at the University are welcome to use this service; however, all other students pay the flat rate. (The fee paid by

College students is partially subsidized by the College.) New tutor requests are not accepted during the last two weeks of classes.

All questions should be directed to the tutoring program coordinator in the Center for Advising Services, x5-2354.

Underloads

This is a request to carry fewer than 14 credits at any time during the semester. The request is made on a Drop/Add form available at the Lattimore counter. (Students registering for an underload at the time of registration receive temporary approval only.) **All** students requesting this permission must obtain approval of the dean of the College (generally from delegates at the Center for Advising Services) or, for Hajim School students, in Lattimore 301. Note that underload approval is **never** given for programs of fewer than 12 credits. (See Dropping Courses)

Approval is subject to the following conditions:

1. That an underload in the senior year will permit a student to complete all graduation requirements by Commencement.
2. That upon consideration of the relationship of the underload to the total academic program, such an academic load is necessary.
3. That the student has dropped a course late in the semester, making it academically unfeasible to add another course.
4. That there has been a prolonged sickness as substantiated by the University Health Service. (See Attendance, Illness and Medical Absence)
5. That a “temporary” underload granted at early registration is truly that. The student is expected to add a fourth course during the first four weeks of the semester.

Upper-Level Writing Requirement

Each major explicitly incorporates significant experience in student writing into its curriculum and/or requirements. The College Curriculum Committee reviews and authorizes proposals submitted by each major. Departments are expected to incorporate writing courses into each of their majors. “Significant experience in writing” typically occurs in at least two

courses, but majors may choose to design other generally equivalent plans to encourage advanced competence in writing. Such plans include frequent student writing, feedback on the effectiveness of the writing, and guidance in revision and rewriting. Upper-level writing programs in the majors should build on students' initial exposure to the principles of written argument in the primary writing courses (WRT 105, WRT 105E, WRT 103 & 104), and students should gain experience in using a range of writing styles and techniques characteristic of their major discipline. Students who elect to do more than one major should expect to fulfill the requirement in each major. Further information is available from the departments' undergraduate advisers.

Withdrawal

Withdrawing from any or all courses requires formal action by the student. Merely discontinuing attendance of all or some courses does not constitute official withdrawal and may result in receiving a grade of "E." A student wishing to withdraw from specific courses should follow the procedures outlined elsewhere in this Handbook. (See [Dropping Courses](#)).

Withdrawal at the end of the semester:

Generally the decision to withdraw from the University signifies that a student does not intend to return at a later time. A student considering withdrawal should discuss whether a leave of absence (See [Leave of Absence](#)) is the more appropriate choice with an adviser in the College Center for Advising Services. Students who choose to withdraw or are withdrawn from the University may submit an Application for Readmission if they later decide to return. Students who withdraw in good standing will normally be readmitted.

Withdrawal during the semester:

An active student who withdraws from the University on or after the first day of classes but before the time when s/he will have completed sixty percent (60%) of the period of enrollment (semester) will have their institutional charges and institutional aid adjusted based on a daily proration of attendance. The complete refund policy can be found under [Policy on Refund of Student Charges for Change of Status](#).

Dining, health insurance, mandatory health fee, room and board refunds are decided by the UHS, Residential Life, and Dining Services, respectively as applicable.

Procedure for withdrawing:

Students who intend to withdraw should visit the College Center for Advising Services to discuss their plans with an academic adviser and file a Change of Status form.

Students who are no longer on campus should notify the College Center for Advising Services in writing via ASEchangeofstatus@rochester.edu of their intent to withdraw indicating the reasons for the action.

Students who choose to withdraw will be asked to complete an online withdrawal survey. A student withdrawing from the College in order to transfer to another institution will often need an academic recommendation from the dean. Requests for these recommendations should be made at the College Center for Advising Services.

At the end of each semester, the academic status of each student is reviewed. Students who withdraw voluntarily are subject to academic action up to and including probation and separation. Students who are withdrawn involuntarily (e.g., separation for academic or disciplinary reasons) are expected to follow the guidelines provided to them at the time of withdrawal. See Also [Readmission](#) and [Probation and Separation](#)

Languages

Languages Offered

There are a variety of languages available, offered at all levels from elementary to advanced. For the most updated information on what languages are currently being offered visit <http://www.rochester.edu/college/languages/>.

Language Placement Exam

Students with previous training in a language must take the language placement exam or speak with the language coordinator before signing up for classes. Some placement exams are available online at my.rochester.edu.

New students will receive a “Course Planning, Placement, and Recommendations” sheet with their language placement information from Academic Advising during orientation and via email.

See also: [Advanced Placement](#), [International Baccalaureate](#)

Overlap Policies

The following policies apply to students pursuing degree programs in the College:

- # No more than one course in a cluster may be used toward a major or minor being used to fulfill a divisional requirement.
- # No more than three courses in a major or two courses in a minor may be used toward a separate major or minor. Allied field courses used to fulfill the requirements of the major are included in the set of courses subject to this restriction. However, prerequisite courses required for the major and non-departmental ancillary course requirements (such as chemistry for biology majors), are not subject to this restriction.
- # No two majors may overlap by more than three courses.
- # No major and minor may overlap by more than two courses.
- # No two minors may overlap by more than two courses.

Courses completed for certificate programs are not subject to overlap rules with regard to majors, minors and clusters.

See also Degree Requirements.

Suspension and Expulsion

Most students who leave UR involuntarily do so for academic reasons. They are separated; details can be found in the section called "Probation and Separation." Although relatively rare, students may be required to leave UR for disciplinary reasons, either for academic honesty violations or for non-academic misconduct.

Academic Dishonesty

Suspension: The Board on Academic Honesty may impose suspension for one or more semesters. Further information about this penalty, and the procedure for appeal, may be found at www.rochester.edu/college/honesty/.

Students suspended for academic dishonesty are withdrawn from the University. Their general academic standing is determined using the criteria included in the "Probation and Separation" section noted above, and they are sent a letter of withdrawal saying that they are considered to be either on academic probation, or in good standing. They are told when an application for readmission will be considered, and reminded that credit earned during the suspension will not

be transferred back to the student's degree program. The letter does not mention the reason for the suspension. As with all withdrawal letters, copies go to the student's parents if the student is under 21, to the student's official faculty adviser, and to the International Services Office when relevant. The student may request transcripts; during the period of suspension transcripts will be sent with the following official comment: "Suspended: academic dishonesty."

Expulsions: Students may be expelled for violating the Standards of Student Conduct. Further information may be found at the website for the Center for Student Conflict Management, within the Office of the Dean of Students: <https://www.rochester.edu/college/cscm/index.html>.

Students expelled for non-academic misconduct are withdrawn from the University. Their general academic standing is determined using the criteria included in the "Probation and Separation" section noted above, and they are sent a letter of withdrawal saying that they are considered to be either on academic probation, or in good standing. They are told that an application for readmission will not be considered. As with all withdrawal letters, copies go to the student's parents if the student is under 21, to the student's official faculty adviser, and to the International Services Office when relevant.

Non-Academic Misconduct Suspensions: Students may be suspended for violating the Standards of Student Conduct. Further information may be found at the website for the Center for Student Conflict Management, within the Office of the Dean of Students: <https://www.rochester.edu/college/cscm/index.html>. Students suspended for non-academic misconduct are withdrawn from the University after any appeal has been processed. Their general academic standing is determined using the criteria included in the "Probation and Separation" section noted above, and they are sent a letter of withdrawal saying that they are considered to be either on academic probation, or in good standing. They are told when an application for readmission will be considered, and reminded if necessary of any preliminary approval they may need before an application for readmission can be considered. The letter does not mention the reason for the suspension. As with all withdrawal letters, copies go to the student's parents if the student is under 21, to the student's official faculty adviser, and to the International Services Office when relevant.

The student may request transcripts. When a student is charged with a violation of the Standards of Student Conduct, a comment is added to the transcript saying that charges are pending. (If the student is exonerated, that comment is removed.) When a student accepts responsibility for, or is found responsible for, a violation of the Standards of Student Conduct, the statement on the transcript reads, "suspended after a finding of responsibility for a code of conduct violation." That statement remains on the transcript through the period of suspension and for one year following it. Note: if a student withdraws from the University after conduct charges have been brought but before a finding or acceptance of responsibility, the statement on the transcript reads, "withdrew with conduct charges pending."

Good Academic Standing

An undergraduate student is considered to be in good academic standing as long as the student is eligible to register for the upcoming term. “Not in good standing” means **only** that a student was separated. A student “on probation” is still in good standing.

Students who wish to request a letter verifying that they are in good academic standing should follow the procedures for requesting a “Dean’s Signature/Approval” letter available at <http://www.rochester.edu/registrar/formrequests.html>.

Leave of Absence

Leave of Absence (*formerly Inactive Status*)

A student wishing to leave the College for a semester or more to study elsewhere, to work, to take time off for medical reasons, or to do something else, may apply for a leave of absence (LOA) at the College Center for Advising Services (CCAS) in Lattimore 312. Please note that in the past, Leave of Absence (LOA) was referred to as Inactive Status. The decision to take time off can be made before the start of a new semester or once a semester is underway.

Since the reasons for requesting a leave of absence can have important implications for academic planning, including financial aid, students are encouraged to discuss their options with an adviser in CCAS and their financial aid counselor before making a final decision. For students receiving financial aid, leaving after the semester has started has implications for both the current semester, in regard to determining the amount of aid earned on a prorated basis, as well as the upcoming semester, in regard to the ability to meet the minimum Satisfactory Academic Progress standards for renewal of federal, state, and University financial assistance. (See [Financial Aid Office](#) for additional information).

Students who declare leave of absence prior to the start of the new semester complete a Change of Status form at CCAS and pay \$60 prior to each semester s/he wishes to be on leave.

Students who wish to retain their mailbox in the River Campus Mail Service will also be charged a \$29 fee per semester. Students may remit payment to the Bursar’s Office by check, wire transfer or through UR epay. (See [Office of the Bursar](#) for additional information).

An active student who withdraws or voluntarily takes a leave from the University on or after the first day of classes but before the time when s/he will have completed sixty percent (60%) of the period of enrollment (semester) will have their institutional charges and institutional aid adjusted based on a daily proration of attendance. The complete refund policy can be found at: <http://www.rochester.edu/registrar/policies.html#refunds>.

Dining, health insurance, mandatory health fee, room and board refunds are decided by the UHS, Residential Life, and Dining Services, respectively as applicable.

Students who declare a leave of absence for medical reasons complete a Medical Information Request form in CCAS that is forwarded to the University Health Service (UHS) or the University Counseling Center (UCC) for their review and recommendation. Prior to their departure, students who leave for medical reasons should consult with UHS/UCC for an evaluation and to help them identify a set of recommendations for treatment and support while they are away. While on leave of absence, students are encouraged to provide a health update and an interim report to UHS/UCC. Additionally, academic advisers in CCAS can provide recommendations and advise students on academic plans and goals.

Students who leave school during the semester for medical reasons are expected to seek treatment while they are away. While there is no specific timeline that students must meet prior to returning, it is expected that students allow for sufficient time to address the difficulties that led to their departure. Often, this period of time will be six to nine months, or longer, depending upon the medical issues that were present. Students who leave for medical reasons are expected to consult with UHS/UCC to discuss their request to return. Every case must be evaluated individually. Any student who has been away from the College for more than 10 months must submit a new Health History Form. All students are required to comply with the New York State immunization laws

The Registrar will contact students via email during each semester they are on leave of absence in order to inquire about plans for the following semester. Ordinarily requests for reactivation should be submitted no later than **November 1** for the spring term and **July 1** for the fall term.

Students who leave for medical reasons should allow for sufficient time to consult with UHS/UCC to discuss their plans to return. The Dean of the College, following the recommendation made by Health Services, will make a final decision regarding reactivation.

Once a student has been reactivated for the following semester, s/he should contact Residential Life to request a housing application and related information about the application and assignments process. Residential Life must have a copy of the official change of status in order to provide housing information.

Financial Aid recipients are responsible for filing their aid forms in a timely manner and should consult with their financial aid counselor prior to beginning the reactivation process.

Students who take a leave of absence will likely be reclassified to a new class year when they return. Credit for courses taken while on leave of absence must receive approval by the College and, if used to fulfill major or minor requirements, by the appropriate academic department as well. Grades of "C" or better must be earned. This approval process will be undertaken by CCAS upon receipt of the official transcript and course descriptions. Course approval forms obtained by the student prior to return and submitted to CCAS will be filed in

the student's academic file. (See Transfer Credit) Students should also consult the College's enrollment policy for further information.

Students cannot be reactivated if any monies are owed to the University.

Please note that there is a five-year limit on leave of absence.

Students who study abroad and want transfer credit cannot declare a leave of absence, but must be on study abroad status. (See Center for Education Abroad <https://www.rochester.edu/college/abroad/>)

Click on the link provided for the most updated Procedures for Students Withdrawing or Requesting Leave of Absence.

Students with questions about leave of absence may see an adviser in CCAS or email ASEchangeofstatus@rochester.edu.

Part-time Student Status (Seniors)

Seniors in the spring semester (more rarely in the fall) who plan to register for a part-time course load do not change their status as described under the Part-time Student Status section. They should first meet with an adviser in the College Center for Advising Services to discuss their plans and review their degree status. If relevant, students should also meet with the Financial Aid Office to see how their aid will be impacted. Students should also review the Enrollment Policy as well as the Residency Requirement to be sure that they have fulfilled these requirements. International students should also consult with the International Services Office. A written email request to register for a part-time course load and pay per credit (11 credits or less) should be submitted to Advising Services at cascas@ur.rochester.edu. Upon receiving written approval from the Dean of the College, seniors who wish to live on campus, should consult with the Office of Residential Life to determine their eligibility to remain in the residence halls. Seniors who are registered for a part-time course load are eligible to work through student employment.

Master's Degree at UR (Transfer Credit Policy)

The School of Arts, Sciences and Engineering allows no more than 10 credits taken prior to matriculation in a graduate program to be transferred in for the Master's degree program of study free of charge. If a student wishes to transfer in more than 10 credits for courses taken at the University of Rochester prior to matriculation in a graduate program, the student must pay for these credits. The cost shall be based on the per-credit tuition rate at the time the credit transfer is requested, and any graduate tuition scholarship that has been provided to the student shall be applied to this total tuition cost.

All transfer credits must not have been used as part of the undergraduate degree program and require approval of the program (either the Director of Graduate Studies or the Chair) and the Arts, Sciences and Engineering Dean of Graduate Studies in order to be applied to a graduate program of study.

Note that programs have their own requirements beyond completion of credit hours, such as distribution requirements, TA requirements, and specific work towards the exit exam or essay that the student must complete in order to earn a Master's degree. Students are encouraged to meet early in their planning process with the program Graduate Administrator and/or Director of Graduate Studies in order to devise a program of study that will meet all the requirements for the degree.

Illustrative examples:

1. Student takes 2 courses with graduate content during his/her senior year, for 8 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in all 8 credits for the Master's program of study without charge.
2. Student takes 4 courses with graduate content during his/her senior year, for 16 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in 10 credits from these 16 credits for the Master's program of study without charge. If the student wishes to transfer in the remaining 6 credits, he/she will be charged for 6 credits at the current tuition amount, less any tuition scholarship provided to the student in the offer of admissions to the master's program.
3. Student takes 8 courses with graduate content during his/her senior year, for 32 credits. None of these courses were used to fulfill a requirement for the Bachelor's degree. With approval, the student may transfer in 10 credits from these 32 credits for the Master's program of study without charge. If the student wishes to transfer in the remaining 22 credits, he/she will be charged for 22 credits at the current tuition amount, less any tuition scholarship provided to the student in the offer of admissions to the Master's program. The student will need to matriculate in the Master's program after completing

the Bachelor's degree and complete any program requirements, such as the exit exam, to obtain the Master's degree.

Internships for Credit

Criteria for Internships

In order to qualify for credit, an internship must meet the College's criteria for an internship experience.

An internship must:

- # Be supervised by a professional within the organization student works for
- # Serve PRIMARILY as a learning experience for the student
- # Have clearly defined duties and activities agreed upon by student and employer
- # Assist the student in progressing toward a professional or exploratory career goal
- # Comply with all relevant employment laws and statues, and students do not give up their rights as employees due to their academic status
- # If for academic credit – Is supervised by a faculty or staff member within the university (see additional criteria for college credit below)

An internship should:

- # Take place in a professional setting (allowing that professional development and learning can take place during remote arrangements as well when appropriately structured)
- # Have clear expectations and evaluation processes provided by the employer
- # Assist the student in delineating a career path from the internship forward
- # Includes an analytical or reflective component
- # Encourage the student to develop career readiness competencies, including: Critical Thinking/Problem Solving, Oral/Written Communications, Teamwork/Collaboration, IT Application, Leadership, Professionalism/Work Ethic, and Career Management.

Departmental Internships

Several departments sponsor 4-credit internships; students should see the individual departments for more information. Brief descriptions of the most active programs are listed here:

Department of English (Morey 404)

Sites include professional theater, UR International Theater Program, newspapers, radio and television stations, UR Public Relations Office, non-profit organizations and area businesses. For more information about English Department internships, please see the department website at: <https://www.rochester.edu/college/eng/undergrad/internships.html> or contact Jim Memmott at jim.memmott@rochester.edu

Department of Clinical and Social Sciences in Psychology (Meliora 355)

Internships are most commonly completed in agencies involved with health care delivery, youth services, community services, or personnel services.

Department of Political Science (Harkness 334)

Public Defender and District Attorney Internships

Public Defender and District Attorney Internships are open to juniors and seniors only.

Applicants must have a minimum grade point average of 3.0. Students are required to work for twelve hours per week in the Public Defender's or District Attorney's office and to write a substantive research paper (approximately 25 pages). Interns earn four academic credits (one course in political science, PSC 394).

Students interested in applying should contact Professor L. Powell before the start of the semester in which they plan to intern. There is an application, which is due to her the first day of classes.

Individualized Internships

Students who, on their own, find an internship substantively different from those sponsored by the department may, depending on the nature of the internship, apply to an undergraduate advisor for consideration to sign up for an internship (PSC 394) earning four academic credits, which may be applied toward completion of the major in political science or international relations. This is permitted only when all of the following conditions are met: the internship is unpaid, comprises ten to twelve hours of work per week, takes place during the academic year (not during the summer), is substantively and strongly related to political science or law, and is accompanied by other significant academic work (generally including a substantial research

paper) completed under the direction of a regular faculty member who has agreed to sponsor the academic component of the internship.

Independent Internships

There are no specific admission requirements for this type of internship, and any student may try to arrange one. These internships usually carry four credits and are taken along with three other 4-credit courses as part of a normal semester's schedule. It is not usually advisable to overload while doing an internship.

1. It must involve at least 10-16 hours per week in a professional setting
2. The work performed may not be clerical. The purpose of an internship is to acquire experience at the professional level.
3. A full-time member of the teaching faculty must supervise the academic component that complements the direct work experience. The faculty sponsor and the student determine the exact nature of the academic work. See "Course Requirements" below for information on expected content and grading.
4. In order to register for the internship course (394), the student must submit a completed Internship Credit registration form found online at the College Center for Advising Services website.

Course Requirements and Grading for Departmental Internships

The faculty sponsor defines the course requirements and grading procedures of the internship course. Internship courses normally involve outside reading and a research paper or critical journal as the basis for evaluation. The reading for the internship is tailored to the particular needs of the internship, and the faculty sponsor of the internship determines the amount and specific content of the reading. Normally, these internships are graded with letter grades, but the Pass/Fail grading system is possible with the approval of the department chair; no normal letter grade is submitted. The evaluation is based upon the student's performance on the reading and written work, and may also include consultation with the supervisory personnel in the internship.

Program-based Internships

Washington Semester

The University of Rochester, in cooperation with The Washington Center (TWC) and the Rochester Center for Community Leadership, offers semester-long study programs in Washington, D.C., that combine a credit-bearing internship with a course taught by faculty from area universities. Undergraduate students gain an immersive experience in professional

fields, unique academic opportunities, and an opportunity to explore life and work in the United States capital. For more information, visit <http://www.rochester.edu/college/rccl/washington-semester/index.html>

Art New York

The Art New York program, administered by the Department of Art and Art History (Morey 424) is a spring-semester residency program of study in New York City open to all second - fifth year undergraduate students interested in learning about aspects of contemporary art. Interested students should contact Professor Elizabeth Cohen. The program integrates internships in art, media and cultural institutions, direct involvement in many art fields and academic courses on contemporary art. Students complete one four-credit course at a local institution, participate in a four-credit colloquium with other Art Core students, and earn eight credits for the internship. For more information see the Department of Art & Art History Web site at <http://www.rochester.edu/college/aah/undergrad/NYC.htm>

Internships in Europe

The University of Rochester, in cooperation with Educational Programmes Abroad (EPA), sponsors semester-long study programs in London, England; Edinburgh, Scotland; Brussels, Belgium; Berlin, Germany; Bonn, Germany; and Madrid, Spain.

The programs enable students to combine academic study with an internship. Applications and information may be obtained from the Center for Education Abroad in Dewey 2-161 and are also available online at <http://www.epa-internships.org/>

Programs are offered during the fall and spring semesters. There are also summer programs in London, Brussels, and Bonn.

The European Political Internship Program is sponsored by the Department of Political Science. Internships include: British Parliament, European Parliament, Scottish Parliament, the Bundestag, constituency offices, pressure groups, research institutions, party headquarters, and local and national government offices in London, Edinburgh, Berlin (Bundestag only) , Bonn, Brussels and Madrid. A detailed description of the European political internships is contained on the Center for Education Abroad website. Students interested in this program should make an appointment with an advisor in the Center.

The European Business Internship Program offers students the opportunity to intern in many areas of business, including: banking, accounting, advertising, marketing, public relations, and personnel in London, Edinburgh, Bonn, Brussels, and Madrid. A detailed description of the European business internships program is contained on the [Center for Education Abroad](#) website. Students interested in this program should make an appointment with an advisor in the Center.

The European Arts Internship Program is sponsored by the Department of Art and Art History. Students are placed in museums, art galleries, concert halls, and theaters in London, Edinburgh, Bonn, Brussels, and Madrid.

The European Health Sciences Internship Program places students in the areas of health science or medical research and is sponsored by the Department of Public Health Sciences. Past health science placements have included: hospital administration, health education, nutrition, occupational and physical therapy, psychiatric wards, psychology departments, health centers, and youth centers in London, Edinburgh, Madrid and Bonn.

Students on the Internships in Europe Semester Program complete two 4-credit courses and an 8-credit internship. A letter grade for the internship is awarded by the faculty sponsor based on the analytic journal kept by the student and on the supervisor's letter of evaluation. (Letter grades for the academic courses on these programs are listed on the transcript, but are not part of the cumulative grade point average.)

Independent (full semester programs)

Full-semester programs (with the exception of the Washington Semester, Art New York, and Internships in Europe programs) require the prior approval of the Internship Committee. Interested students should make arrangements with an appropriate faculty sponsor. The Internship Committee should be presented with the following documents well before the start of the semester for which the internship is proposed:

- # An Independent Internship Form completed with and signed by the faculty sponsor
- # A detailed description of the proposed internship, elaborating upon the summary description on the Internship Form, in the form of a letter submitted by the student.
- # A letter from the faculty sponsor outlining his or her expectations for the internship and criteria for evaluation
- # Other materials that may be required by the specific program, for example, letters of recommendation or a transcript.

Note: The Internship Committee does not usually approve full-semester programs unless a student is in the upper-half of her or her class, and can relate the work experience to her or her academic program.

Course requirements and grading for Independent Program-based Internship Programs:

The faculty sponsor defines the course requirements and grading procedures of the internship course. Internship courses normally involve outside reading and a research paper or critical journal as the basis for evaluation. The reading for the internship is tailored to the particular needs of the internship, and the faculty sponsor of the internship determines the amount and specific content of the reading. Normally, these internships are graded with letter grades,

but the Pass/Fail grading system is possible for 4-credit internships with the approval of the department chair. The evaluation is based upon the student's performance on the reading and written work, and may also include consultation with the supervisory personnel in the internship.

College Internships

Special Internship – CAS 394i – Available year-round

This course carries a .5 credit and is graded Pass/Fail upon completion of the internship and an evaluation. This course satisfies the requirements for international students applying for Curricular Practical Training allowance (additional steps through the International Services Office required), as well as for students being asked to register for credit by their employer, including the University of Rochester Medical Center. Internships can be paid or unpaid, and there is no tuition charged for the .5 credit, regardless of academic term.

College Internship – CAS 394 – Available during academic year only

Similar to department independent internships, there are no specific admission requirements for this type of internship, and any student may try to arrange one. These internships usually carry four credits and are taken along with three other 4- credit courses as part of a normal semester's schedule. Registering for College Internship credit may be advisable when a student's internship is outside of their major academic department, or if a suitable faculty sponsor cannot be found.

1. It must involve at least 10-16 hours per week in a professional setting
2. The work performed may not be clerical. The purpose of an internship is to acquire experience at the professional level.
3. A full-time member of the Career & Internship Center staff must supervise the academic component that complements the direct work experience. The sponsor and the student determine the exact nature of the academic work. See "Course Requirements" below for information on expected content and grading.
4. In order to register for the internship course (394), the student must submit a completed Internship Credit registration form found online at the College Center for Advising Services website.

Course Requirements and Grading for College Internships

The Career & Internship Center sponsor defines the course requirements, which may include additional reading, analytical journals, student and site supervisor evaluations. The reading for the internship is tailored to the particular needs of the internship, and the sponsor of the internship determines the amount and specific content of the reading. CAS 394 is graded Pass/

Fail, no letter grade is submitted. The evaluation is based upon the student's completion of all on-site hours, readings, reflective journals, and a student evaluation at the end of the semester.

Summer Internships

If you need to earn credit for a summer internship, you can register for CAS 394i – Special Internship. This internship carries .5 credits, and tuition is not charged. It will be noted on your transcript, and is graded Pass/Fail upon completion of the internship and an evaluation.

Guidelines for Internships

Students can earn academic credit for internships in the profit and non-profit sectors. We believe that a supervised work experience can provide a valuable educational experience that augments the regular academic program of students. Please note that that students can now received payment for their work at an internship, while concurrently receiving academic credit.

Combining Academic Inquiry with Work Experience

A full-time member of the University's teaching faculty or the Career & Internship Center supervises the academic portion of the internship, and the academic work to be completed is determined by mutual agreement between the student intern and the faculty sponsor. The academic credit awarded ranges from four to sixteen hours.

The direct work experience portion is supervised by the staff where the internship takes place, and the amount of work varies from the equivalent of a full-time job, such as in the full-semester programs, to 10-16 hours a week in 4-credit internships undertaken during the semester as part of a student's regular academic program. Special options are available for students wishing to register for internships during the summer.

GUIDELINES FOR INTERNSHIP ADMISSION

Internships for credit are part of the Independent Studies Program. The following guidelines exist for admission to these programs:

1. They require the agreement of a faculty sponsor, the Dean's Office, and the supervisory personnel of the agency or office where the internship is to occur.
2. Credit arrangements are subject to the regulations of the individual department in which the faculty sponsor teaches or the internship is located.

3. A student may take no more than one 4-credit Independent Studies course (including an internship) per semester.
4. A student may take no more than 8 credits of Independent Studies courses (including internships) with the same faculty member.
5. All internships for more than 4 credits, with the exception of the Washington Semester Program, Art New York, and the Internships in Europe programs, require the approval of the Internship Committee, which should be requested prior to the start of the semester in which the internship is proposed.

Internships (394)

Students may work as interns in the profit and non-profit sectors for academic credit ranging from four to sixteen credit hours. These internships are based on the belief that a work experience under supervision can provide a valuable educational experience that would augment the regular academic program of many students. Internships for credit combine an academic component along with the direct work experience. The direct work experience is under the supervision of the staff where the internship takes place, and the academic portion of the program is under the supervision of individual faculty of the College. This part of the program is determined by mutual agreement between the student intern and the faculty sponsor.

Normally, internships are graded using regular letter grades. With the approval of the department chair, however, individual faculty members are able to supervise internships that lead to mandatory Pass/Fail grades. This determination is made at the time the student and instructor complete the Independent Studies Form. Also, all CAS 394/i courses are graded Pass/Fail.

Internships are part of the Independent Studies program of the College. See above for registration procedures.

Internships are subject to the discretion of the faculty sponsor, and students must seek such a sponsor if they wish to engage in an internship for credit. Students proposing four-credit internships are expected to be on site for 10-16 hours a week. No more than eight hours of internship and/or independent study credit may be applied toward degree requirements. Students requesting eight credits for one internship experience must secure the approval of the Internship Committee well in advance of the start of the internship.

All internship programs carrying between 8 and 16 credit hours (with the exception of the Washington Semester and Art N.Y. programs) require the prior approval of the Internship Committee. Interested students should make arrangements with a faculty sponsor. No more than 16 hours of internship credit may be applied toward degree requirements. Students pursuing an academic-year credit-bearing internships away from the Rochester area complete

a Change of Status form in the College Center for Advising Services, and are registered for the internship course.

Students who wish to register for an internship during the summer can register for CAS 394i in consultation with the Career & Internship Center.

Several formalized internship programs are sponsored by individual academic departments and the College. See the [Internship Guidelines](#) handout for overview information.

Special Internship (0.5 credit): CAS394i

CAS394i is designed for students who would like to or are being required to register for credit by an employer or immigration requirement (such as CPT). Consultation with the Career & Internship Center is necessary to obtain the registration permission code. Once registered, you will complete an academic learning agreement, end of term reflection, and your on-site supervisor will complete an employer's evaluation.

International students seeking Curricular Practical Training allowance (CPT) on their student visa will also need to complete the CPT process through ISO PRIOR to starting their internship, and should follow [these instructions](#).