



e5 Program

Student Acceptance Manual

Prepared by: Center for Advising Services, Lattimore 312 – Revised September 12th, 2025

Welcome to the e5 Program! You are now part of a select group of students who will enrich their undergraduate programs through a fifth year of study. Below are the terms for participation in the e5 Program. Please keep this manual for reference. Contact the e5 team at e5program@rochester.edu if questions or problems arise.

I. THE e5 REVIEW BOARD

The e5 Review Board is composed of faculty, administrators, and students who evaluate e5 proposals and monitor the guidelines of the program. Each year, we invite one of our e5 scholars to serve as the student representative on the Review Board.

II. ACADEMIC PROGRESS

Expectations:

We assume that you will continue to earn satisfactory grades in all your courses. Failure to do so will result in a review of your e5 status. Note, that courses offered by Medicine & Dentistry, Nursing, Warner, lessons or ensembles offered by Eastman, or graduate courses at the Simon School may NOT be taken during a tuition-free semester. **The number of credits earned by the end of your fourth year should meet the 128/136-credit hour requirement and you must have completed ALL of your Rochester Curriculum requirements.** We expect you to register each semester for the e5 Practicum course, CASC 397K.

Withdrawal:

If you intend to withdraw from the e5 program, you must do so before commencement of your senior year. In order to do this, please inform the e5 team by email and they will inform you of any further steps that may need to be taken. **Failure to complete your e5 Program may have financial repercussions should you withdraw after beginning the 5th year/tuition-free term(s).**

Course Substitutions:

If you need to make any changes to your proposed e5 courses during the semester indicated on your proposal, you need to obtain approval to substitute other courses consistent with the theme of your approved program. Course change petition forms are available [online](#). This process only pertains to e5 courses, not any major, minor or cluster requirements. The e5 Team only monitors coursework pertaining specifically to the e5 program. As e5 Scholars are not permitted to take lessons or participate in ensembles at Eastman, no course substitution including either will be approved.

The e5 Review Board assumes that students will follow their approved programs; therefore, it is essential that you discuss any changes you wish to make in your course schedule with the e5 Team in Lattimore 312. Any substantial change will require a resubmission of your proposal to the Review Board for re-evaluation, and in such cases approval by the Board cannot be assumed.

Major Requirements:

Continue to consult your faculty advisor for advice about completing your major requirements in time for graduation; the e5 Review Board only monitors the e5 classes. Students may not use the e5 program to earn an additional major, minor, cluster, or degree (e.g., BA, BS, MA or MS).

REMINDER: COURSES IN THE APPROVED e5 PROGRAM CANNOT BE USED TO COMPLETE ANY ROCHESTER CURRICULUM REQUIREMENTS (MAJOR/MINOR/CLUSTER).

Grades in e5 Classes Taken During the Tuition-Free Period:

As with your other courses, grades for courses taken in your tuition-free year/ninth semester are included in calculating your grade point average. You should also note that e5 courses cannot be audited. Latin honors and academic distinction will be determined by your average as it is at the completion of your four-year degree – before your e5 program begins. These honors and distinctions will not be influenced in any way by your fifth year/ninth semester grades. Beginning with the Fall 2026 semester, your undergraduate GPA will not be influenced in any way by your fifth year/ninth semester grades.

Satisfactory/Fail Option

e5 students may elect to take one course—including a e5 course—on the S/F option each semester including courses taken in their e5 fifth year/ninth semester. All normal S/F rules and deadlines apply. Students may elect the S/F option for a 4-credit course simply by completing the online S/F form. The S/F option is not available to Eastman students.

III. e5 PROGRAM ACTIVITIES

e5 students are expected to meet the following obligations:

Participation in CASC 397K – Key (e5) Practicum:

CASC 397K is a required 1-credit course, graded Pass/Fail, that you will take each semester during your fifth year/ninth semester. It meets once a month, Wednesdays from 8:00-9:30am, with dates and locations to be emailed at the beginning of each semester. This course is designed to support e5 students as they carry out their projects and programs. Students are expected to make regular presentations on their progress and to share information with the other e5 students.

Students are expected to attend every class or seek permission from the instructor for absences. Students can fail CASC 397K by not attending. Students who fail CASC 397K will not be allowed to continue in the e5 program.

Participation in the Capstone Event:

The Capstone event is a year-end celebration and presentation of the accomplishments of e5 students. All Fifth Year e5 students are expected to give a public presentation of their e5 enterprise and program experience. We hope that you will invite your advisors, your parents, and your friends to celebrate your achievement. **Failure to give a public presentation may inhibit the completion of your e5 Program.**

IV. THE FIFTH YEAR

Housing:

e5 Students are eligible for fifth-year campus housing.

A number of e5 Students have served as RAs in their fifth year and reported that it added an important dimension to their program. Resident Advisors are selected in the Fall for the following academic year; applications are available at the end of September. To find out more about Resident Advisor positions, students should contact the Office of Residential Life.

Finances:

You will not be charged tuition for your fifth year/ninth semester. * Room and board, University fees, and all personal expenses will be your responsibility. Please remember that you will be required to pay a health fee, in addition to a health insurance fee (if you are not covered under another policy), and a student activity fee.

You may be eligible for a Pell Grant or Stafford Loan. You should arrange to meet with a staff member in the Financial Aid Office as soon as possible to obtain current financial aid information.

Students in the Hajim School of Engineering and Applied Sciences must pay an equipment fee for four semesters of study in the Hajim School. Most students complete these payments by the end of their fourth (senior) year. But, if you were officially accepted into your major in Engineering later than the first semester of your junior year, you may have to make your fourth equipment payment during your fifth year.

Upon acceptance to the program, international students will need to submit two forms to update the I-20 with ISO, [Extend/Shorten Program Completion Date Form](#) and [Financial Update Form](#). Financial documentation for expenses not covered by the tuition scholarship is required with the Financial Update Form. Please submit these two forms with financial documentation to your program manager/advisor.

***REMEMBER: CREDIT EARNED DURING THE TUITION-FREE FIFTH YEAR/NINTH SEMESTER CANNOT BE APPLIED TOWARD THE 128/136-CREDIT HOUR DEGREE REQUIREMENT. YOU ARE EXPECTED TO BEGIN YOUR TUITION-FREE FIFTH YEAR OR NINTH SEMESTER AFTER YOUR ROCHESTER CURRICULUM REQUIREMENTS/DEGREE HAVE BEEN COMPLETED.**

Records and Codes:

You will continue to be listed by your original graduation date on all University records. This will not affect your degree conferral. We have notified all appropriate offices about your acceptance into the program. As your original graduation date relates to your degree conferral, it will not change. Roughly halfway through your second semester of your senior year, you will be added to the e5 Program of Study. This will list an updated completion date for the end of your fifth year/ninth semester.

Beginning with May 2026 conferral, all students entering e5 will have their degrees conferred prior to their fifth year/ninth semester. As you will no longer be seeking a degree, you will be coded as a non-matriculated student while participating in e5.

V. GRADUATION

Commencement and Diploma Ceremonies:

As your degree is conferred prior to the beginning of your fifth year/ninth semester, e5 students may only participate in the Commencement ceremonies for their original senior class. Commencement ceremonies are not open to e5 students at the completion of their fifth year/ninth semester.

VI. CONCLUSION

Despite our best efforts to adjust systems to accommodate a fifth year of undergraduate study, some problems may still occur. Some University divisions keep their own records that are not touched by modifications to the centralized record system, and they may still indicate your original graduation date. If you encounter any difficulties that result from your special status, please contact the e5 Team who then can contact the appropriate people and work with you to resolve the problem.

Once again, congratulations on your admission to e5. We look forward to working with you on your new program of study.