



E5 Program

Student Acceptance Manual

Table of Contents

I.	THE E5 REVIEW BOARD	2
II.	ACADEMIC PROGRESS	2
	Expectations	
	Course Substitutions	
	Concentration Requirements	
	Grades in E5 Classes	
	Satisfactory/Fail Option	
	Transcript	
	Credentials	
III.	E5 PROGRAM ACTIVITIES	3
	Assembling a Board of Directors	
	Program Updates	
	Networking	
	Participation in the Capstone Event	
IV.	THE FIFTH YEAR.....	4
	Housing	
	Finances	
	Records and Codes	
V.	GRADUATION	6
	Commencement Ceremony	
	Diploma Ceremonies	
	Senior Week Activities	
	Yearbook	
	Alumni Affairs	
VI.	CONCLUSION.....	7

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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 Administrator, Angela Buchiere at Angela.buchiere@rochester.edu if questions or problems arise.

I. THE E5 REVIEW BOARD

The E5 Review Board is comprised of faculty, administrators, and students who evaluate E5 proposals and monitor the guidelines of the program. Each year, we will invite fifth-year E5 students to apply 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. We also assume that you will complete at least 128 credit hours prior to the start of your tuition-free year/semester. Note that Applied Music courses may not be taken courses may not be repeated for a grade during a tuition-free semester, nor may you take any course offered by Medicine & Dentistry, Nursing, Warner, or graduate courses at the Simon School. We expect you to register each semester for the E5 Practicum course, CAS 397. *Once you begin your tuition-free fifth year/semester, you must receive final grades for all of your E5 courses. Failure to complete your E5 Program may delay your graduation and have financial repercussions should you withdraw after beginning the 5th year/tuition-free term(s).*

Course Substitutions

If you find that you have a scheduling conflict or that one of your proposed E5 courses is not offered 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 on line (www.rochester.edu/college/CCAS/forms) and in the College Center for Advising Services. 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 Angela Buchiere in Lattimore 312 (275-2354). 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 adviser for advice about completing your major requirements in time for graduation; the E5 Review Board only monitors the E5 classes in your overall undergraduate program. *Reminder: courses in your approved E5 program cannot be used to complete major or Rochester Curriculum requirements.*

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, and that the grades you earn during your fifth year/ninth semester will be factored into your grade point average just like any other. Latin Honors and academic distinction will be determined by your final average, which includes grades from your fifth year/ninth semester.

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. College students may not apply the S/F option to Applied Music courses.

Transcript

The following will be noted on your transcript: “Awarded entry in the E5 Program, which provides a tuition-free fifth year/ninth semester for entrepreneurial studies. As a consequence, the original graduation date is postponed for a year/semester.”

Credentials

Students participate in the E5 program for their own personal enrichment. Students may not use the E5 program to earn an additional major or degree (e.g., BA, BS, MA or MS). Students may use courses taken in the E5 year to extend a cluster into a minor as long as they could have completed a minor in that academic division prior to the E5 year.

III. E5 PROGRAM ACTIVITIES

E5 students are expected to meet the following obligations:

Participation in CAS 397-E5 Practicum

CAS 397 is a required 1-credit course, graded Pass/Fail, that you will take each semester after you are enrolled in the E5 program. 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 CAS 397 by not attending. Students who fail CAS 397 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. All Fourth Year E5 students will present a poster for their project. We hope that you will invite your advisors, your parents, and your friends to celebrate your achievement. **Failure to give a public presentation may result in your diploma being withheld.**

IV. THE FIFTH YEAR

Housing

E5 students, along with other fifth year students, are normally not eligible for housing. We encourage you to become acquainted with other E5 students who may be looking for off campus housing arrangements; a directory of upcoming E5 students is available upon request from the E5 Administrator. The Community Living Program in the Office of Residential Life can assist students looking for off campus housing.

E5 students are eligible to serve as RAs in their fifth year, potentially adding an important dimension to their program. Resident Advisers are selected in the Fall for the following academic year; applications are available at the end of September. To find out more about Resident Adviser positions, students should contact the Office of Residential Life (x5-3166).

Finances

You will not be charged tuition for your fifth year/ninth semester. * Room and board, 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.

E5 students who have been approved to register for fewer than 12 credits in any semester will be considered part-time. Students should check with the Financial Aid Office, if relevant, before the beginning of the semester to determine how their aid will be affected. Part-time E5 students may not hold jobs through the Career Center, although they are permitted to remain in the residence halls. Students with loans need to be registered for at least six credits in order to defer payment of loans. Students who are part-time for only one semester are eligible to participate in the UHS health plan; all students who live in the Residence Halls need to participate in the UHS health plan.

Students in the Hajim School of Engineering and Applied Sciences must pay an equipment fee for four semesters of study in the college. 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.

Remember: credit earned during the tuition-free fifth year/ninth semester **cannot be applied toward the 128-credit hour degree requirement. You are expected to begin your tuition-free fifth year or ninth semester with a minimum of 128 credit hours and having met the University's 8-semester tuition requirement.*

Records and Codes

You will continue to be listed by your original graduation date on all University records until the second semester of your senior (fourth) year. Don't let this worry you! We have notified all appropriate offices about your acceptance into the program. In February of your senior year, your original graduation date will be dropped and the special designation of "E5" for full-time students and "KP" for part-time students will appear on your computerized records.

The codes "KP" and "KF" will alert:

1. the Registrar to allow you to register for courses in the following Fall;
2. the Bursar not to assess charges for those courses;
3. the Director of the Financial Aid Office not to close your file as is customary for graduating seniors.

You will remain classified "KP" or "KF" until January of your fifth year so that registration and billing proceeds smoothly through the final semester of tuition-free study. Then your college or school will change the "KP" or "KF" classification to your new (and soon-to-arrive) graduation date. The offices that begin in February to prepare for graduation will then have your name in their systems.

V. GRADUATION

Commencement and Diploma Ceremonies

You will not officially graduate until you have completed your ninth semester/fifth year. Some E5 students, however, choose to enjoy this important moment (and the week of activities preceding it) with the classmates of their original class. If you wish to walk through ceremonies with your senior classmates, you should notify the E5 office in Lattimore 312 and your major

department in February of your fourth year. E5 will tell Conference and Events of your plans. Participating in graduation ceremonies in your senior (fourth) year will not preclude you from joining the following year's ceremony when you will receive your degree and diploma. If you choose to participate in your fourth-year ceremony, please remind your guests that you will not be listed among the graduating students or receive a diploma. Instead, at the end of your fourth year, your name will appear on a list of E5 students in the Commencement Program.

Senior Week Activities

You will automatically be billed for your senior class fee in the Fall of your fourth year (remember: your reclassification to "E5" status does not occur until January of that year) so you're all set to participate in senior activities. The Student Activities Office allows fifth year E5 students to participate in senior activities without assessing them a senior fee. If you are not on the senior class council roster, contact the Student Activities Office.

Yearbook

Choices will also have to be made for other traditions such as the yearbook. Do you wish your photograph to appear in the yearbook of your original graduation date, the one published during your fifth, "E5" year, or in both years? The yearbook will put your picture in whichever year(s) you prefer.

Hajim School students must also decide the year in which they wish to be included in their school's composite photograph of graduating students. E5 students should make this decision in February of their senior (fourth) year and notify the Dean's Office in Lattimore 306.

Alumni Affairs

You will automatically be considered a member of the class with which you graduate. You can elect, however, to be considered a member of the class with which you would have graduated, or with any other class. Contact the Office of College Advancement directly at 273-5888 to indicate your preference if it is other than the class in which you will graduate at the end of your E5 year. They cannot reclassify you for alumni purposes until the end of the fifth year; please do not call them until then.

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 Administrator 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.