

# **Advising Handbook**

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## **College Center for Advising Services**

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## Academic Advising

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Academic advising at Rochester is a student-centered activity that:

- # Supports the transition from high school to college
- # Guides students as they develop and test their academic plans
- # Connects students with academic opportunities and campus resources
- # Supports students in the completion of their undergraduate degree

There are four primary groups of academic advisors:

1. Undergraduate advisors
2. Faculty advisors
3. Professional advisors in the College Center for Advising Services (CCAS)
4. Peer advisors

Additionally, throughout their years of study at Rochester, students develop relationships with other staff and faculty from many different offices. Collectively, these relationships form a student's community of advising resources.

Visit the [student overview page](#) to learn more about academic advising.

## Undergraduate and Major Advisors

Academic advising in the College is available to all undergraduate students who seek it. Beginning with the 2020-21 academic year, each new first-year and transfer student will be assigned to a College advisor who will remain with them from their first semester of college until graduation.

Students are assigned a faculty advisor from the major department when they are admitted into a major, usually during sophomore year or at the beginning of junior year. For each subsequent major and/or minor declaration, a faculty or program advisor from the academic department will be assigned.

Students majoring in engineering stay with their assigned faculty advisor and undergraduate coordinator throughout the four years.

## General Advising

Undergraduates with academic questions or concerns are encouraged to visit the College Center for Advising Services (CCAS) in Lattimore 312. Professional advisors are available every day on a walk-in basis or by appointments, which may be [scheduled online](#).

Advisors can help you:

- # Plan courses
- # Explore independent study and internship opportunities
- # Find campus resources

The assistant dean in the Hajim School of Engineering and Applied Sciences is available in Lattimore 301. Students can also arrange to see the dean of first year students by calling (585) 275-2354.

## Advising Records

Officially assigned academic advisors normally use UR Student for the most current advising records for their advisees. Advisors who need assistance accessing their advisees' records should [contact the supervisor of academic records](#) in the College Center for Advising Services.

## Academic Honesty

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Arts, Sciences and Engineering (AS&E) 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.

AS&E 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 AS&E must abide by the Academic Honesty Policy.

A detailed description of the Academic Honesty Policy for instructors, students, and staff is available at the [academic honesty website](#).



## Acceleration

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The policy below is only for students admitted **before fall 2013**. Students admitted in the fall of 2013 and later should refer to the [Enrollment Policy](#).

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: Advanced Placement (AP) 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.

## Adding Courses

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Beginning with registration and through the second week of the semester, students can add courses to their program using the [online registration system](#). In the event that a course requires the permission of the instructor, the student would enter the instructor's PIN number during the registration process. Students who wish to overload by carrying more than 19 credit hours at any time during the semester, are required to meet the [specific criteria](#) established by the faculty.

Most regular courses can be added during the third week of the semester and up until the end of the fourth week of the semester as long as faculty permission has been granted. However, faculty members may choose to deny permission to students who request to add a course after the second week of the semester. The following types of courses have special **earlier** deadlines:

- # **WRT 105/105E courses** must be added by the end of the **second week** of the semester
- # **Four-credit independent study courses** must be added by the end of the **third week** of the semester using the [online independent study form](#)
- # **One- and two-credit courses that meet for the whole semester** must be added by the end of the **third week** of the semester
- # **One- and two-credit courses that meet for the part of the semester** must be added no later than the end of the **second week** of classes

See the [academic calendar](#) for exact dates.

In general, it is not a good idea to add a course as late as the fourth week of the semester unless the student has been attending it. Students should decide their courses as early as possible in the semester and discuss their selections with their advisors.

## Add/Drop Form Instructions

The [Drop/Add Form](#) is a fillable PDF that works best with [Adobe Reader](#). To submit the form you should:

1. Complete each section of the PDF form
2. Save the form to your desktop
3. Email completed form as an attachment to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu)

After the form is sent to Undergraduate Records, you will then receive an email from a CCAS advisor before the Drop/Add Form can be processed.

Students are not required to review the form with their undergraduate or faculty advisor prior to submitting the form.

## Adding a Course after Registration

To add a course after the second week of the semester, students must complete an add/drop form, which is available at, and should be submitted to, Lattimore 312. There are separate drop/add forms for the fall and the spring semesters.

## Signatures

If a course is being added after the second week of the semester, the signature of the instructor, or the instructor's PIN code is required.

First-year students and sophomores who are not yet official majors need the signatures or authorization of their undergraduate advisors.

Students in the Hajim School of Engineering and Applied Sciences need the permission of their faculty advisor and a department stamp.

## Adding a Course after the Deadline

To add a course after the deadline, students must submit a petition with the reasons for requesting a late change to the College Center for Advising Services (CCAS). This petition will be reviewed by (and requires the approval of) the Administrative Committee. Approval is not automatic.

Students are not permitted to add a course late more than once during their academic career.

## Admissions Programs

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

- # GEAR (Graduate Engineering at Rochester)
- # GRADE (Guaranteed Rochester Accelerated Degree in Education)
- # REMS (Rochester Early Medical Scholars)
- # DDN (Dual Degree in Nursing)
- # Health and Epidemiology Advanced Learning (HEAL)
- # Dual Degree Programs

### GEAR (Graduate Engineering at Rochester)

This five-year BS + MS program in engineering and applied sciences allows students to obtain both their 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 receive a 50 percent tuition award in their fifth year of study.

For more information, see the GEAR page or email GEAR advisor Kelly Johnson at [kelly.johnson@rochester.edu](mailto:kelly.johnson@rochester.edu).

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### 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, see the GRADE page or email GRADE advisor Stephen Willhauck ([stephen.willhauck@rochester.edu](mailto:stephen.willhauck@rochester.edu)).

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## **REMS (Rochester Early Medical Scholars)**

The oldest of our combined programs, this eight-year BA/BS + MD program is designed for aspiring doctors. Admission to the REMS program is highly selective and enrollment is limited to ten students a year. Students accepted to REMS are also accepted to the University's School of Medicine and Dentistry upon completion of the bachelor's degree.

For more information, see the REMS page or email [career.center@rochester.edu](mailto:career.center@rochester.edu).

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## **DDN (Dual Degree in Nursing)**

The Dual Degree in Nursing (DDN) Program 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 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 complete both degrees in four and a half years.

For more information, see the DDN web page or email Cathy Caiazza at [caterina.caiazza@rochester.edu](mailto:caterina.caiazza@rochester.edu).

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## **Health and Epidemiology Advanced Learning (HEAL)**

A five-year BA/BS + MS program, HEAL is for students who are interested in public health. Students who are accepted into the program will complete an undergraduate degree in either epidemiology (BA) or environmental health (BS) and an MS epidemiology through the Department of Public Health Sciences in the School of Medicine and Dentistry.

HEAL students are not required to take the GREs and guarantees you admission into the School of Medicine and Dentistry's epidemiology program.

For more information see the [HEAL page](#) or contact Jennifer Sherwood at [jennifer.sherwood@rochester.edu](mailto:jennifer.sherwood@rochester.edu).

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## Dual Degree Program

The dual degree program allows students to pursue a bachelor of music degree from the [Eastman School of Music](#) and a bachelor of arts or science degree from [Arts, Sciences and Engineering \(AS&E\)](#). Most students apply for first-year admission, completing both the Eastman and College application. Typically, successful applicants are accomplished musicians who have a strong interest in some academic area, having pursued rigorous classes and done well academically.

## Applying to the Program after Admission

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:

- # AS&E students looking to add an Eastman degree should talk to the assistant dean at Eastman
- # Eastman students wanting to add a degree in AS&E should talk to the associate dean of 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 do not need to apply for admission to the College. They can be accepted into a minor, and that minor will be awarded along with the bachelor of music degree.

## Program Requirements

While students must complete all requirements for both the BA/BS and the BM, some special arrangements exist. Students can 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 are 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 can make arrangements with the heads of residential life on both campuses to live on the other campus.

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## Advanced Placement

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Departmental criteria are established each year to determine how credit or placement can be granted to students who take the Advanced Placement (AP) tests, which are usually given during the student’s senior year in high school.

Such course credit can be used toward meeting degree requirements when permitted by the major or minor department. AP credit cannot be used toward fulfillment of the primary writing requirement or toward any of the College’s clusters. Additionally, AP credit cannot be used to accelerate graduation beyond what is permitted by the College’s [enrollment policy](#).

Students are notified of Advanced Placement credit by the College Center for Advising Services (CCAS). Those wishing to discuss AP credit should [contact CCAS](#). Students can also [request reports online](#).

**Note:** With regard to the COVID-19 pandemic, the University of Rochester does not intend to make any changes in our evaluation of this year's test results.

### Policy for the Class of 2024

<i>Course</i>	<i>Score</i>	<i>Credit and/or Placement</i>
<i>Art and Art History</i>		
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>Biology</i>		
Biology	4 or 5	Four credits of elective biology awarded. Not for major. Students are eligible for placement in BIO 112/113.
<i>Chemistry</i>		
Chemistry	4 or 5	Four credits for CHM 131. Eligible to apply for CHM 171. Placement in CHM 132 in the spring. Students taking 131 will forfeit AP credit.
<i>Computer Science</i>		
Computer Science A	4 or 5	Placement in CSC 172. Four credits of advanced placement credit granted for CSC 171.
<i>Earth and Environmental Science</i>		
Earth and Environmental Science	4 or 5	Credit for EES 103.
<i>Economics</i>		
Microeconomics	4 or 5	Credit for ECO 108 for 4 or 5 in Microeconomics <b>plus</b> 3, 4, 5 in Macroeconomics.
Macroeconomics	3, 4, or 5	See above.
<i>English</i>		
Language and Composition	4 or 5	No credit. See <u>primary writing requirement</u> .
English Literature	4 or 5	Upon completion of a literature course offered by the English department with a grade of "B" 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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### *History*

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American, European, or World History	5	Elective credit granted for score of 5 on the American History, European History, or World History exams. A maximum of four credits in History will be awarded. Credit cannot be used to satisfy the geographical, chronological, or area of focus requirements in major/minor.
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### *Mathematics*

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Calculus AB	3	No AP credit awarded. Student will be placed in MTH 161.
	4 or 5	AP credit for MTH 161. Student will be placed in MTH 162 or 171.
Calculus BC	3	AP credit for MTH 161. Student will be placed in MTH 162 or 171.
	4 or 5	AP credit for MTH 161 and 162. Student will be placed in MTH 164, 165, or, in exceptional cases, in MTH 173. A student who chooses to register for MTH 171 will receive 4 AP credits for MTH 162. Otherwise, the student will receive two semesters of advanced placement credit.

**NOTE:** Students who receive AP credit for MTH 161 can 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 used only to place students 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.

For more information on math placement policies, visit the [Department of Mathematics](#) website.

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*Modern Languages And Cultures*

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Chinese	4	Potential placement by department into CHI 151, with credit granted for CHI 102 upon completion of CHI 151 with grade of B+ or better.
	5	Potential placement by department into CHI 152, with credit granted for CHI 151 upon completion of CHI 152 with grade of B+ or better.
French (Literature and Languages)	5	Placement by department in FR 200. Credit granted for FR 153 upon completion of FR 200 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.
Japanese	4	Potential placement into JPN 152, credit granted for 151 upon completion of 152 with grade of B+ or higher.

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	5	Potential placement into JPN 201, Credit for 151 and 152 with completion of 201 with grade B+ or higher.
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**NOTE:** The actual placement is subject to the result of the placement test. All students are required to take our placement test, and the credit granted will be adjusted according to the actual placement. No credit will be granted if the student does not place into JPN 152 or higher.

Spanish (Literature and Languages)	4	Placement by department in SP 152. Credit granted for SP 151 upon completion of SP 152 with grade of “B+” or better.
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	5	Placement by department in SP 200. Credit granted for SP 151 and SP 152 upon completion of SP 200 with grade of “B+” or better.
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*Music*

Music Theory	4 or 5	Credit for MUR 110. See department for placement.
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*Physics*

C (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 (Electromagnetism)	4	Conditional credit <sup>2</sup> 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 placed into PHY 123 or PHY 1431.
Test B (General)	5	Conditional credit <sup>2</sup> granted for PHY 113 or PHY 121. Can be placed into PHY 114 or PHY 122.
Physics 1 (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 2 (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.

**Credit:** Students can either earn general elective credit from Physics 1 and 2 exams or course equivalent credit from Physics C or B, not both.

**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 see the [department's website](#) or the director of undergraduate studies.

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### *Political Science*

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Comparative Government and 4 or 5 Politics or US Government and Politics	Four credits in political science for either exam. No additional credit if both exams are taken. For details, see the <a href="#">international relations and political science major</a> pages.
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<i>Psychology</i>		
Psychology	3	PSY 101 <b>no longer</b> waived for a score of 3.
	4 or 5	Credit for PSY 101.
<i>Religion and Classics</i>		
Latin	4 or 5	Credit for LAT 102.
<p><b>NOTE:</b> 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.</p>		
<i>Statistics</i>		
Statistics	4 or 5	Credit awarded for STT 212.
<p><b>NOTE:</b> Students can earn credit for only one of the following courses: STT 211, STT 212, STT 213, and BIO/STT 214. Students wishing to receive credit for STT 213 should arrange to take the statistics equivalency exam by making arrangements with Program in Statistics.</p> <p>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.</p>		

## A-Level Examinations

Students earning high marks on A-level (advanced) examinations can request credit by consulting the appropriate department advisor. 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 the College Center for 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 [College Center for Advising Services](#).

## Allied Field

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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 advisor and should be listed on the student's "Approval Form for Majors and Minors." These courses are subject to the [overlap policy](#).

## Attendance, Illness, and Medical Absence

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### Attendance

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. Students should follow the instructor's attendance policies and whenever possible, notify instructors by email when they will be absent from class or other class-related activities.

Instructors are also encouraged to report students who are not attending using the online mid-term warning form, and submit a [CARE](#) referral if they think a student is in need of additional support.

### Illness and Absence

Students are urged to inform the College Center for Advising Services (CCAS) when they are:

- # Home for a significant length of time due to illness
- # Temporarily ill and confined to their residence hall
- # Hospitalized
- # Called home due to a family emergency or death
- # Experiencing serious personal concerns which are impacting their ability to attend class and/or complete assignments in a timely manner

Instructors will be notified by email 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 Office of Disability Resources and the CARE team often coordinate with CCAS when providing communications to instructors.

## Make-Up Work

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.

Students can also consult with an advisor in CCAS when they return to class after an absence to discuss their options upon returning from an illness/absence including:

- # Declaring a leave of absence
- # Arranging for an incomplete contract
- # Withdrawing from a course after the regular deadline

## Illness Documentation

University Health Service (UHS) and the University Counseling Center (UCC) do 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 or UCC 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 or UCC 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 before the end of the semester.

## Leave of Absence

Students considering a leave of absence because of an extended or severe illness should talk to a CCAS advisor. Students who apply for a leave of absence will need to submit a Medical Information Request Form to UHS. See the leave of absence page for more information.

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## Audit Courses

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Full-time undergraduate students in the College can audit a course and receive no academic credit with no extra tuition charged during the academic year. Audited courses are not recorded on the student's transcript.

In all cases, students need verbal permission from the instructor to audit the course. Instructors may decline to give their permission. Students auditing a course are also expected to follow any requirements that the instructor may have regarding class attendance and participation. Students cannot change from credit to audit after the fourth week of the semester.\*

\*Some courses require registration as early as the second week in the semester. See the [adding a course page](#) for more information.

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## CARE Network

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CARE is an online referral system available to faculty, staff, students, and parents who are concerned about a University of Rochester student. When you submit a referral to the CARE network, you are telling a CARE team member that you have seen or heard something about the student that concerns you.

Your referral 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.

For additional information or to submit a CARE referral, please visit the [CARE website](#).

## CARE Resource Center

The CARE Resource Center is available via [UR Mobile](#) and on the CARE network website. The CARE Resource Center allows you to search for University resources by “concern” (e.g., 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 on the [CARE website](#).

## Caribbean Advanced Proficiency Exams (CAPE)

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Students earning high marks on CAPE examinations can request credit by consulting the appropriate department advisor.

The amount of credit awarded is determined by the department giving approval, normally on a Course Approval Form or in a memo to the College Center for Advising Services. The original CAPE transcript including a statement of results should 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 document will then be returned to the student.

Students with questions should consult the [College Center for Advising Services](#).

## Certificate and Citation Programs

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Some students combine their departmental majors with an interdisciplinary specialization by completing one of the [certificate programs](#).

These certificates, which give formal recognition to the specialized study, are awarded in addition to the bachelor's degree. A Citation for Achievement in College Leadership is also available to students who have developed their leadership skills in the ways outlined by this program through the College Center for Advising Services (CCAS).

## Classification

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### Full-Time Undergraduate Students

#### Credit Hours at Time of Entrance

<i>Class – Graduation Year</i>	<i>Fall Term Credits</i>	<i>Spring Term Credits</i>
First Year – 2024	0–23	8–39*
Sophomore – 2023	24–55	40–71
Junior – 2022	56–87	72–99



Senior – 2021

88+

100

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\*Students entering in the spring semester with fewer than eight credits will be placed in the coming fall term's first-year class. For example, Joe Smith, entering in spring 2020 with four credit hours, will be classified as Class of 2024.

## Other Categories of Students

Matriculated students:

- # CA—Candidate for undergraduate degree (part-time); has at least 96 credits
- # MT—Matriculated undergraduate (part-time); has fewer than 96 credits
- # KF—E5 Program student; designation used in fifth year (full-time)
- # KP—E5 Program student; designation used in fifth year (part-time)
- # T5—Student in the Take Five program; designation used only between March of the fourth year and March of the fifth year (full-time)
- # G—Matriculated graduate (full-time or part-time)

Non-matriculated students:

- # NU—Non-matriculated undergraduate (full-time or part-time)
- # NG—Non-matriculated graduate (full-time or part-time)
- # SA—Special study abroad, non-University of Rochester student on University of Rochester program (full-time)
- # CR—Candidate for certificate (full-time or part-time)
- # PB—Student admitted to Post-baccalaureate Pre-health Program (full-time or part-time)

## Changing Your Classification

Students with numeric classifications wanting to be classified ahead need to submit a petition to the Administrative Committee. No student can accelerate their graduation by more than one semester. See the enrollment policy page for more information.

In addition to having the minimum number of credits required, as shown above, students who wish to declare senior or junior status must have been accepted into an area of major. See the acceleration, enrollment, and reclassification pages for more information.

Students who would like to be re-classified from **full-time to part-time** status, or from **part-time to full-time** status, should see a CCAS advisor in Lattimore 312 prior to the semester of the change. (Engineering and computer science students should see a Hajim advisor in Lattimore 301.) Those who are **not** seniors in their final semester will be asked to complete a brief form, which is needed to notify all relevant offices of all classification changes affecting tuition. See the [part-time student status page](#) for more information.

Seniors in their last semester will need to follow the process outlined on the [part-time student status \(seniors\) page](#).

## Clusters

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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
- # 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. The following majors in the Hajim School of Engineering and Applied Sciences require one cluster in either the social sciences or the humanities: audio and music engineering, biomedical engineering, chemical engineering, electrical and computer engineering, mechanical engineering, optical engineering and optics. The following majors require students to complete two clusters: computer science, geomechanics, engineering sciences and interdepartmental engineering. Engineering students should consult with their departmental advisor for specific details about the requirements outside of their major.

Nothing precludes a student from completing a second major or a minor in the area of the first major.

There are over 250 authorized clusters. To learn more about available clusters, visit the [cluster search engine](#).

Below is more information about clusters, including:

- # [Transcripts](#)
- # [Cluster Composition](#)
  - [AP/IB Credit](#)

- [Transfer/Study Abroad Courses](#)
- # [Creating/Adapting Clusters](#)
- # [Overlap](#)
- # [Additional Clusters](#)
- # [Transfer Students](#)

## Transcripts

Your transcript will show every official major, minor, and cluster taken at the University.

[Top #](#)

## Cluster Composition

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 the [schedule of courses page](#) to determine “parent” (P) section.

Upper-level writing courses can count toward clusters as well as toward the writing requirement in the major but are still subject to [cluster overlap rules](#). WRT 105, WRT 105E, and WRT 105A&B **cannot** be used in a cluster.

## AP/IB Credit

Course credit granted through the Advanced Placement (AP) or International Baccalaureate (IB) programs cannot be used toward any cluster. Departmental cluster exceptions that include an AP course **will not be approved**.

## Transfer/Study Abroad Courses

Transfer students should refer to their Transfer Credit Information Forms or consult with an advisor in the College Center for Advising Services (CCAS) to determine how many clusters they need to complete. Transferred courses cannot be applied to clusters.

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 must submit a Cluster Exception form.

Other courses taken elsewhere may, on occasion, be used in clusters. Students should check first with the authorized person in the department of the cluster. If the department agrees, then students must submit a Cluster Exception form, along with a petition to the Administrative Committee asking permission for this exception to the College rules, to CCAS in Lattimore 312.

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## Modifying/Adapting Clusters

Students who want to create a unique cluster (composed of at least **two courses from a single department**) should talk to the undergraduate advisor 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. Students must submit a Cluster Exception form.

Given the expansive number of existing clusters, students are not permitted to create and propose clusters composed of courses from three different departments.

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## Overlap

Students can only use **one course** from a cluster that also satisfies a major or minor requirement. At least two of the courses must be unique to the cluster.

Students cannot use the same course to fulfill the requirements of two different clusters.

Students can only have one major, minor, or cluster from any single department or program to satisfy the distribution requirement. For example, a student who majors in philosophy and is using the philosophy major to satisfy the humanities requirement is not allowed to use the natural science cluster in philosophy to satisfy the natural science requirement.

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## 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.
- # Additional clusters can be in the same division as the student's declared major.
- # Undergraduate students can list no more than two additional clusters on their transcripts.
- # The additional cluster(s) must be completed with a minimum average grade point average of "C" or higher before they can be declared by the student.
- # Additional clusters have special, more stringent, overlap rules. 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
  - Have no course overlap with any other clusters, including those used to satisfy distributional requirements and other additional clusters
- # Students who choose to declare additional clusters, are expected to submit the Additional Cluster Declaration Form 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 senior year.

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## 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. Note: Students in accredited engineering programs complete one fewer cluster than is stated below.

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
- # 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
- # **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
- # 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
- # **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

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Attendance at commencement exercises is not required. All students in the senior class can attend the commencement ceremony and exercises, including students 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.

Students who do not attend their department's diploma ceremony, or who complete their requirements after commencement, can ask the registrar to mail their diplomas to them. See the [graduation page](#) for more information.

## Comment and Complaint Forms

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Undergraduate students in Arts, Sciences and Engineering who wish to raise an academic concern or believe they have received unfair treatment in an academic matter, are encouraged to submit the online complaint or comment form. Students who wish to submit a complaint about a grade in a course should review the information regarding the [grade appeal procedure](#).

If a student wishes to report a nonacademic concern or matter, and it is unclear how to report this information, they can submit a complaint or comment form and the Deans' Office will be sure that it reaches the proper person or office. Not all issues should be submitted through the comment and complaint form, see [specialized forms section](#) for more information.

### Submitting the Complaint or Comment Form

To submit a complaint, students can complete the [online complaint form](#). Prior to submitting the form, the student is encouraged to first discuss the matter with the individual(s) most directly responsible.

Students who ask that their names not be forwarded to the person or office complained about, should submit a [comment form](#). In such cases, the member of the Deans' staff who reviews the form, will remove the student's name and contact information from the form prior to forwarding it to the relevant individual.

The form, once filed, is reviewed by a member of the College deans' staff, who in most cases, will share the form directly with the chair or director of the relevant department or program, and request a response in writing. Occasionally, other College or University representatives will be consulted in an effort to assure that the complaint or comment form is reviewed in the most appropriate way.

The student submitting the complaint or comment form, will receive a response in writing, generally within two weeks.

## Other Specialized Forms

The complaint or comment form should not be used in cases involving student or academic disciplinary charges or a request for a review of a financial aid package or policy. Specialized processes exist for students wishing to make discrimination complaints, which can be raised with the [Title IX coordinators](#), the [University Intercessor](#), or by submitting a [bias-related incident report](#).

Students who are unsure where to file a complaint, consult the director of the relevant office or another member of the University community.

For a comprehensive list of helpful offices and individuals, see the [CARE resource center](#).

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## Common Exam Time

The College coordinates examinations for some of the large first- and second-year courses so that students will not have more than one exam on the same day. The disciplines which generally hold common exams are biology, chemistry, physics, and math. Common exams are normally scheduled on alternating Tuesdays and Thursdays from 8 a.m. to 9:30 a.m. throughout the semester.

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## Computational Medicine Program

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The Computational Medicine Program offers current University of Rochester undergraduate and master's students preferred admission to Thomas Jefferson University's Sidney Kimmel Medical College (SKMC).

Students admitted into this early assurance program will get a chance to work with SKMC faculty during the summer of their junior year. So long as all requirements are met, the Medical College Admission Test (MCAT) requirements will be waived for students in the program.

Entry to the Computational Medicine Program is very competitive, with only five to ten Rochester students chosen each year. Students should apply to this program during the second semester of their sophomore year and successful applicants will be notified prior to the start of their junior year.

Requirements are listed below for two different tracks for undergraduate students interested in the program: one for Computer Science and Data Science related fields, the other for Electrical Engineering. Please contact Jonathan Bratt at [jonathan.bratt@rochester.edu](mailto:jonathan.bratt@rochester.edu) before you apply.

Want to learn more about computational medicine at SKMC? Check out their Precision Medicine e-book.

### Tuition and Fees

SKMC Scholars will not be charged for mentored summer experiences or for required pre-matriculation educational modules.

### Applying

In order to apply, undergraduate students must be second semester sophomores. Masters students will be considered on a case-by-case basis.

Students interested in applying this year must schedule an appointment with Jonathan Bratt, career advisor in the healthcare community in the Greene Center for Career Education, by sending an email to [jonathan.bratt@rochester.edu](mailto:jonathan.bratt@rochester.edu).

After meeting with Mr. Bratt, students will receive instructions on how to obtain the application form. In addition to submitting an application, students will need to submit an official transcript and three letters of recommendation to Mr. Bratt. At least two of these recommendations must be from STEM faculty with whom students have worked closely.

The **deadline** for this year's application is **Monday, February 1, 2021**.



All applications will be evaluated first by members of the SKMC faculty with expertise in computational sciences and engineering, then by the SKMC Committee on Admissions. Applications are evaluated based on academic performance, career goals, civic engagement outside the classroom, and communication skills.

Finalists will be invited to interview with members of the Admissions Committee and other faculty. This year, invited applicants will be given virtual interviews which will be scheduled early to mid-March, 2021.

If accepted into the program, students will be expected to complete the American Medical College Application Service (AMCAS) application prior to matriculation at SKMC. Admitted students also have the option to defer matriculation to SKMC for up to one year.

## Eligibility

Applicants should be full-time students either enrolled or interested in a degree program (data sciences, computer science, electrical engineering, or a related field) that will provide them with the core data sciences-related skill set.

Students must also have a minimum composite SAT score (Critical Reading and Mathematics) of 1350, with no score in either section lower than 650. Alternatively, students may submit ACT scores and must have achieved at least a 30. Otherwise outstanding applicants who fall just short of these requirements but who are enthusiastically endorsed by the University of Rochester faculty may be considered for acceptance.

Students must maintain good standing while at the University of Rochester, with no academic or non-academic disciplinary violations. Students with minor and/or first time infractions may still be accepted if enthusiastically endorsed by ASE faculty and with justification from College program administrators.

Students cannot have any withdrawn or repeated courses on their transcript (in certain cases, students who have done so but who still meet admission requirements and are enthusiastically endorsed by the University of Rochester faculty may be considered for acceptance).

**Before applying:** Students need to have completed at least three of the required **core natural science and statistics courses**, with a minimum of one term carrying two or more of these courses. The remaining courses must be completed prior to matriculation to SKMC:

- # \*CHM 131: Chemistry Concepts, Systems and Practices I with Lab
- # \*CHM 132: Chemistry Concepts, Systems and Practices II with Lab
- # \*CHM 203: Organic Chemistry I with Lab
- # Plus **one** of the following:

- BIO 110: Principles of Biology I with Lab
  - BIO 112: Perspectives in Biology I with Lab
- # Plus **one** of the following:
- STT 211: Applied Statistics for Social Sciences I
  - STT 212: Applied Statistics I
  - STT 213: Elements of Probability and Mathematical Statistics
  - STT 214: Biostatistics

\*Students with advanced high school standing may substitute the three required chemistry courses with CHM 171 and 172.

Students also must have completed at least three of the seven required computational science courses. There are two tracks to meet these required courses for the program (CSC track and ECE track). At least three of the following seven courses in one of the tracks must be **complete prior to application**, with the remaining four of that track to be completed during applicants' junior year, prior to undertaking their mentored summer experience:

### **CSC Track**

- # MTH 161: Calculus IA
- # MTH 150: Discrete Mathematics
- # CSC 171: Introduction to Computer Science
- # CSC 172: Data Structures and Algorithms
- # CSC 175: Creative Computing
- # CSC 240: Data Mining
- # CSC 261: Database Systems

### **ECE Track**

- # MTH 161: Calculus IA
- # MTH 150: Discrete Mathematics
- # ECE 114: Intro to C/C++ Programming
- # CSC 172: Data Structures and Algorithms
- # ECE 280: Uncertainties and Scientific Puzzles
- # ECE 246: Digital Signal Processing
- # ECE 247: Digital Image Processing or CSC 261: Database Systems

## Additional Requirements

Once they have been notified of their admission into the program, accepted students will be expected to complete a set of curricular requirements at Rochester that correspond to SKMC entry competencies. These will include basic biology, basic chemistry, and statistics courses.

It is important to note that acceptance into this program is provisional upon a number of things, including:

- # Successful completion of required coursework, including the remaining required natural science and statistics courses and math and computer science courses described above
- # Successfully completing a series of online computer modules reviewing foundational scientific concepts
- # Satisfaction of all program requirements
- # Obtaining a degree from the University of Rochester

## Confidentiality of Files

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The University's policy regarding confidentiality of files adheres to the stipulations of the Family Educational Rights and Privacy Act (FERPA) of 1974. You can learn more about the act on the [registrar's policy page](#).

## Access

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 advisor 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.

## Parents and Guardians

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.

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.

The College will generally honor written (not email), signed requests by students to release their grades to parents or other persons specified. Written (not email), signed 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.

## **Students**

Students who wish to examine their folders should make an appointment with:

# School of Arts and Sciences Associate Dean, Alan Czaplicki (Arts and Science students)

# Hajim School Associate Dean, James Zavislan (Hajim Students)

## **Outside Requests for Access**

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 supervisor of academic records in Lattimore 312.

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.

## **Faculty Who Receive Access Requests**

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 at (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.

## **Public/Directory Information**

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
- # Height and weight of intercollegiate sports participants
- # Other similar information

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.

## **Storage**

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.

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## Conflict of Interest

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### 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, the following procedures must be followed.

**Note:** 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.

### Credit-Bearing Classes

Faculty can 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.\*

\*Students who are employees are covered under the following University policy.

### Formal Evaluations

Faculty cannot 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

### Other Conflicts of Interest

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.

### 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
- # **Graduate students** should contact their director of graduate studies
- # **Faculty members** 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 University 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.

## Course Sequencing

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The departments of economics, mathematics, and modern languages and cultures have specific policies about taking lower numbered courses after successfully completing a higher numbered course. For example:

- # Students cannot 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 cannot take ECO 108 **after** successfully completing (grade of D- or higher) ECO 207. Additionally, students who wish to repeat ECO 108, cannot do so after completing ECO 207.

- # Students cannot 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 and astronomy, has specific policies about taking introductory physics and math courses:

- # Students must satisfy the PHY 099 pre-requisite. This can be done by receiving a passing grade in:
  - PHY 099 in the semester preceding registration for introductory physics (PHY 113, PHY 121, or PHY 121P)
  - The basic math assessment
  - 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
- # 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 can 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 before taking PHY 122 or PHY 122P
- # Students can 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; Hajim students **cannot substitute** PHY 114 for PHY 122 or PHY 122P

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



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## **COVID-19 Spring 2020 Academic Policies—FAQ**

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### **Frequently asked questions about COVID-19 academic policies for undergraduates in the College**

The changed academic policies for the spring 2020 semester created many questions for undergraduate students. The information contained here describes the changes that were implemented to support students and instructors as a result of the transition to a remote teaching and learning environment. Beginning in the fall 2020 semester, the College's standard academic policies were reinstated. Students should contact an advisor in the College Center for Advising Services or the College Deans' Office with any questions.

**Information as of 6/8/2020**

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## **Credit by Examination**

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### **Independent Study**

Students who prepare a course by independent study without registering for it and who pass an examination in that course can receive degree credit. A letter confirming that the student has passed the exam, should be sent to the director of the College Center for Advising Services.

### **Mathematics**

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 who are interested in this option should talk to the mathematics department.

### **Languages**

Credit by examination is not available in introductory or intermediate level language courses.

## Dean's List

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Following the close of the fall and spring semesters, a list is issued of students whose academic achievement warrants notation on the dean's list.

To be placed on the dean's list, a student must have:

- # An overall semester grade point average (GPA) of 3.4
- # Completed 16 or more credit hours, at least 12 of which have normal letter grades (A through E), with 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.

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.

## Part-Time Students

Part-time students can be named to the dean's list by:

- # Achieving a 3.4 GPA in the immediately preceding semester
- # Completing 16 credit hours with a GPA of 3.4 during the preceding 24 months (including summer grades)\*

Once named to the Dean's List, students must complete an additional 16 credits according to the criteria noted above, before being named to the Dean's List again.

\*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.

## Records and Notification

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.

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## Degree Audit

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A degree audit is a useful tool that provides students with an overview of their degree requirements and whether or not they have been met. At various points throughout their junior and senior year, the Registrar's office (Lattimore 127) and the College Center for Advising Services (Lattimore 312) conduct a formal review of degree progress and communicates this information to students at their official University of Rochester email address. Students are responsible for reviewing this information and are expected to consult with their major/minor department(s), an advisor in CCAS, and/or the Registrar's office whenever a question arises or a discrepancy is noted. Additionally, seniors are always welcome to schedule an appointment with an advisor in CCAS to review their degree audit and confirm that all degree requirements will be met.

### Junior Year

Beginning in the junior year, undergraduate students can access a list of their degree requirements through the [online degree audit system](#). Students are advised to carefully review this information and consult with their major/minor department(s), an advisor in CCAS (Lattimore 312) and/or the Registrar's office whenever a question arises or a discrepancy is noted.

Using the online degree audit system, juniors can review credit hours earned, primary writing requirement fulfillment, grade point average, and their current Rochester Curriculum declarations. During the summer prior to the junior year, the Registrar's office will review students' repeat courses and duplicate credits and correct any errors.

### Senior Year

Seniors receive four or more formal communications concerning their degree audit during their fall and spring semesters. The first official degree audit communication is sent to seniors by email in mid-September.

In October, the Registrar's office asks all departments to review seniors with major/minor declarations in their area and provide feedback on progress toward completion. Seniors will then receive a formal email communication in November from the Registrar's office regarding the findings from this review.

During the spring semester, seniors receive a formal communication at the end of January. Following the end of the add/drop period in the spring, an additional review occurs and seniors can expect to receive a formal communication by the first week in March.

Additional reviews are completed on a case-by-case basis. Students who are not on track to graduate will receive regular email reminders of outstanding requirements.

Final degree clearance is completed in the week prior to graduation and a final “Incomplete Degree Requirements” communication is sent to seniors who have not completed their degree requirements 1-2 days prior to Commencement.

Seniors who have not completed their degree requirements are welcome to participate in Commencement and other graduation-related activities.

For more information see the [registrar's degree audit page](#).

## **Degree Complete**

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### **December Degree Dates**

Seniors who complete their degree requirements by the end of the fall semester are eligible to receive their degrees dated December 31. Their diploma will be conferred in May at the subsequent Arts, Sciences and Engineering Commencement ceremony.

### **Degree Complete Status**

Seniors who plan to complete their studies in the fall remain classified in their original class year and should not request reclassification. Instead, they should schedule an appointment with an advisor in the College Center for Advising Services (CCAS) to discuss their plans and review their degree audit to ensure that all remaining degree requirements will be met. The CCAS advisor will notify the ASE Change of Status team by email of the student's plan to declare Degree Complete status for the spring semester. Students who declare Degree Complete status will receive information about commencement activities for the upcoming May Commencement ceremony.

No fee is charged for this status, but it is essential for students who wish to graduate in seven semesters to consult with an advisor in the College Center for Advising Services (CCAS) to confirm that they will meet all degree requirements as well as the College's [enrollment policy](#).

The diploma is not awarded until commencement in May and then only if 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. The student's transcript will indicate that degree requirements were completed in December.

Students who declare degree complete status at the end of the fall semester are eligible to begin a graduate program at the University of Rochester during the upcoming spring semester. Students who plan to do so, should be aware of the [College's transfer credit policies](#), as well as individual program requirements concerning graduate classes completed prior to matriculation in a graduate program.

Students who declare degree complete status should consult with their financial aid counselor regarding the repayment of any student loans.

## Unfinished Requirements

Students who declared “degree complete” status for the spring semester but did not finish their requirements in the fall as planned should meet with an advisor in CCAS to discuss options for the spring semester. These options will differ depending on what and how students complete the final requirements:

- # If a student needs to **finish incomplete coursework**, or plans to **register for additional classes** at another college, the student will be converted to “degree pending status” for the spring. These students should document their plans by completing the [Graduation with Requirements Incomplete Form](#).
- # If a student needs to **register for additional classes** at the University of Rochester in the spring, they should discuss these plans with an advisor in CCAS who will then contact the ASE Change of Status team to arrange for registration to take place.

Students who complete their degree requirements by the May Commencement ceremony will be eligible to receive their diploma at that time. Students who do not complete in May should be aware that the next conferral date for the degree will be August 31.

## Degree Pending

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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 at the University of Rochester, 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 College Center for Advising Services](#) to discuss all their options.

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## Degree Requirements (BA and BS)

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### Credit Requirements

Students are required to complete a minimum of 32 four-credit courses or 128 credit hours, with an average grade of “C” or better.

Students pursuing majors in the Hajim School of Engineering and Applied Sciences may be required to complete more than 128 credits. Students should check out their individual major requirements to see if they are required to complete additional credits.

Students pursuing a double degree (BA and BS degree or two BS degrees) must complete a minimum of 136 credit hours. No more than 20 courses from a single department, and no more than 20 credit hours from naval science, can 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 can be counted toward the degree.

### Enrollment Policy

Students admitted in the fall of 2013 and later are expected to maintain full-time enrollment (at least 12 credit hours) at the University of Rochester during the fall and spring semesters for no less than seven semesters. For more information, please see the [enrollment policy page](#).

### Completion of the Writing Requirement

#### Primary Writing Requirement

All students must satisfy the [primary writing requirement](#). The majority of students fulfill the requirement by completing (with a grade of C or better) WRT 105 or WRT 105E, 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, plus WRT 104: EAPP Research, Reading, and Writing.

Students can also fulfill the primary writing requirement by completing WRT 105A/B.

Students who believe they are already proficient college writers may petition to substitute a University of Rochester writing-intensive course for WRT 105/105E. The substitute course cannot 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](#).

## 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. Only one upper-level writing course is permitted to overlap between two majors. Each major must have at least one upper-level writing course unique to that major. See [upper-level writing requirement](#) page for more information.

## Completion of the Rochester Curriculum

Student must complete a major with an average grade of C or better. Students must declare their major, and have that major approved by the appropriate faculty advisor in the department or program. The divisional classification of all majors is shown in the [table on the majors page](#). Students are responsible for meeting degree program requirements.

Students must complete one divisional [cluster](#) in **each** of the two divisions outside the area of the major with an average grade of “C” or better.

Students can 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 on the minors page](#).)

Students who complete an engineering major that is professionally accredited need to complete only one divisional cluster outside their major area. The following majors in the Hajim School of Engineering and Applied Sciences require one cluster in either the social sciences or the humanities: audio and music engineering, biomedical engineering, chemical engineering, electrical and computer engineering, mechanical engineering, optical engineering and optics. The following majors require students to complete two clusters: computer science, geomechanics, engineering sciences and interdepartmental engineering. Engineering students should consult with their departmental advisor for specific details about the requirements outside of their major.

## Declaration of the Rochester Curriculum

Students formally declare the Rochester Curriculum (their major and two divisional clusters) no later than the beginning of their junior year (by the time 64 credit hours have been taken).

Students can alter their program until the final semester of 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.

## Double Degrees

As noted above, students pursuing a double degree (BA and BS degree or two BS degrees) must complete a minimum of 136 credit hours. Additionally, students completing a double degree program must complete all of the requirements for each of their degrees.

For example, a student completing a BA degree in English, and a BS degree in mechanical engineering is expected to complete a cluster in the social sciences as well as completing the requirements for each of their majors.

## Additional Course Policies

Required courses for the degree cannot be taken on a satisfactory/fail basis. This includes courses used to satisfy major, allied field, minor, certificate, primary and upper-level writing, and divisional cluster requirements.

Students majoring in ABET-accredited engineering programs or optics should speak with their departmental advisors about additional distribution requirements.

Students must follow the course requirements outlined in the College's overlap policy.

## Diplomas and Diploma Ceremonies

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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 also has one diploma ceremony for all its majors. Certificates are distributed at the department ceremony.

## Dual Degrees and Double Majors



Students who complete a double major will find their diploma at the department that is listed first on their records. (Students can ask the registrar to deliver the diploma to the other department.) If the times of the ceremonies do not conflict, students can attend both ceremonies. Students who complete two degrees (e.g., a BS and a BA, or a BS and a BS) receive two diplomas.

## Diplomas

Diplomas for bachelor of science degrees say “Bachelor of Science in (e.g., Chemistry).” Bachelor of arts diplomas say “Bachelor of Arts” with the major(s) listed. Neither minors nor any departmental honors are included on the diploma. The diploma will show any Latin honors.

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

## Transcripts

The official transcript shows not only the major(s) and the date of graduation, but also any minor(s), 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 e5, certificate completion, and certain prizes.

## Disability Resources

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The College requires that students who request accommodations in their coursework provide documentation that meets appropriate guidelines. For questions regarding documentation, reasonable accommodations, or referrals for testing, see the [Disability Resources](#) website or contact [Disability Resources](#).

Students with documented disabilities can request that a memo about the need for accommodations be sent to some or all of their instructors and advisors. 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 record classes
- # Testing in separate locations

Students are expected to follow up the letter with a visit to the instructor.

## Double Degrees

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## Dropping Courses

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Students can drop and add classes online from when registration opens through the second week of the semester. First-year students and sophomores who are not yet official majors need to meet with their advisors first to have the advisor “hold” lifted.

Beginning with the **third week of the semester** through the end of the fourth week of the semester, Drop/Add Forms (available at the Academic Services Counter in Lattimore 312) must be used. Students can drop a course by submitting a Drop/Add Form to the Academic Services Counter.

First-year students and sophomores who are not yet official majors, as well as all Hajim School students, need to secure the signature of their undergraduate or faculty advisor on the form. Hajim School students also need their department stamp on the Add/Drop Form before it can be processed.

There are additional policies concerning dropping calculus courses. See the [drop policy for calculus page](#) for more information.

## One- and Two-Credit Courses

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.

## NROTC Students

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.

## Add/Drop Form Instructions

### Fall 2020 Student Drop/Add Form Instructions

1. **September 23** is the last date for students in the College to add or drop courses in their current schedule.
2. During the course withdrawal period (**September 24 – November 13**), all changes to your schedule will be made via the [online drop/add form\(pdf\)](#). Students who plan to [underload](#) (12-13 credits) will receive an email from an advisor to discuss their academic plans.
3. Starting **September 24**, students will need to submit a [petition form](#) if requesting to late add or drop delete courses. [Advisors in CCAS](#) are available for additional questions. While you are waiting for your drop/add form to be processed, ask the instructor to provide you with a link to attend class and/or ask the instructor to manually add you to the course's Blackboard page ([instructions for adding a user to a Blackboard course](#)).
4. Be sure that you have verified that there are no existing time conflicts for the changes you are making **BEFORE** you submit the drop/add form. If there is a time/conflict, you must resolve it as noted below.
5. If you need to use the [online drop/add form \(pdf\)](#), complete each section of the form starting with the semester drop-down in the top right corner.
6. There are no CRN's for courses in UR Student. In UR Student each course has a course subject, number and section number (e.g., MATH 161-2). Please use this format when using the online drop/add form. (Don't use the CRN section of the online form. Start in the 'Subject Area' section of the form).
7. Instructor permission via email is used in place of Instructor PIN.
8. Students in the Class of 2024 and students in the Class of 2023 who have not declared their majors, should speak to their advisor about any proposed changes to their schedule.
9. **All undeclared and declared Hajim students** (engineering, computer science, or engineering science) will need an email from their undergraduate coordinator, submitted along with the drop/add form, indicating approval for the schedule change.
10. **If there is a TIME CONFLICT**, it is suggested that students register for the course that is the most difficult to get into first and then email **BOTH** instructors for overlap permission. (see #13 below). Note: The College deans are discouraging faculty from approving time conflicts except under compelling circumstances.
11. **If the course is CLOSED**, please email the instructor to see if it's possible to get into the course (see #13 below). (*Instructor permission via email is used in place of Instructor PIN*)
12. Once completed, save the form to your desktop.

13. Email the completed form as an attachment to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu).
  - a. If there is a time conflict, forward those emails, **with the drop/add form**, to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu). No further action is required.
  - b. If the course is closed, forward the email from the instructor giving permission, **with the drop/add form**, to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu). No further action is required.
  - c. Beginning **September 10** (when online drop/add closes), students will need instructor approval to add a course. Please forward the email from the instructor giving permission, **with the drop/add form**, to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu). No further action is required.
14. After the form is sent to undergraduate records, it will be reviewed/approved by our administrative staff and then sent to the Registrar's office to be processed.

### Spring 2020 Student Drop/Add Form Instructions

1. Complete each section of the [online drop/add form](#) (pdf) starting with the semester drop-down in the top right corner.
2. Save the form to your desktop.
3. Email the completed form as an attachment to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu). (Students are not required to review the form with their undergraduate or faculty advisor prior to submitting the form.)
4. After the form is sent to Undergraduate Records, you will receive an email from a CCAS advisor before the Drop/Add form can be processed.

### Transcripts

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).

### Underloads

Underload approval is required if the program consists of fewer than 14 credits, and will not be granted for programs comprising 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** are not permitted to drop below 12 credits. There are rare exceptions and students must always consult with [International Services Office \(ISO\)](#) and an advisor in CCAS.

Part-time students who are also University of Rochester employees using tuition benefits should check the [tuition benefit policy](#).

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

## Drop Policy for Calculus

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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.

While we discourage students from dropping to 141 later in the semester, it is possible to do so by petitioning the mathematics director of undergraduate studies 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.

## Credit

Students who receive credit for any of MTH 141–143, 161–165, or 171–174 will not receive credit for MTH 140A or 141A, or any course in the sequence that precedes one already completed, if taken subsequently.

## AP Credit

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.

See [math department policies](#) (pdf) for additional information.

## e5 Program (formerly known as KEY)

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The University of Rochester defines entrepreneurship as "transforming an idea into an enterprise that generates value," implying that the enterprise outlives the creator and positively affects others.

Qualified students can 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.

For more information about the e5 Program, including how to apply, see the [e5 page](#) on the AIn Center for Entrepreneurship website.

## Early Connection Opportunity

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Early Connection Opportunity (ECO) is a highly successful program for students who the University thinks will benefit from an early and extended orientation to the University. The program introduces participants to the academic challenges that college learning might present to them and the skills that will serve them well in addressing those challenges.

The program's 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 first-year class who we believe would benefit from the connections made during the program.

ECO is a four-week residential program during July and August. 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.

For more information, see the [ECO program webpage](#).

## **English for Academic Purposes Program (EAPP)**

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EAPP is a two-semester program for native and non-native English speakers that gives students time to focus on English writing, critical reading, and research skills. This program helps students develop communication skills that will prepare them for social and academic interactions in the United States.

Fall semester consists of:

- # WRT 101: Communication across Contexts I (2 credits)
- # WRT 103: Critical Reading, Reasoning, and Writing (6 credits)

Spring semester consists of:

- # WRT 102: Communication across Contexts II (2 credits)
- # WRT 104: Research, Reading, and Writing (6 credits)

Completing WRT 103 and WRT 104 with a C or better satisfies the College's [primary writing requirement](#).

### **Credits**

Beginning with students admitted in the fall of 2016, 10 of the 16 credits earned in EAPP will be applied toward degree requirements (typically 128-132 credits are required for degree completion). 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 will then not be calculated into the grade point average.

EAPP students who are allowed to move directly on to WRT 105, WRT 105E or WRT 105A and B after completing the first semester of EAPP courses, WRT 101 and WRT 103, will earn 12 credits but only 10 credits can be applied toward their degree.

Please note that Student Access ([learn.rochester.edu](http://learn.rochester.edu)) does not differentiate between earned credits and credits to be applied toward degree requirements. Please work with the EAPP program or CCAS to determine your individual situation so that you can plan ahead to achieve your graduation requirements.

## Admission

Students are admitted into EAPP in accordance with the University of Rochester undergraduate application process. There is no separate application for EAPP.

Students who are interested in the program, but were not added to it, should contact Paige Sloan, EAPP director at [paige.sloan@rochester.edu](mailto:paige.sloan@rochester.edu).

## Contact

For more information, visit the [EAPP program page](#) or contact Paige Sloan, EAPP director, at [paige.sloan@rochester.edu](mailto:paige.sloan@rochester.edu).

## Enrollment Policy

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Students admitted in the fall of 2013 and afterward 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 a University of Rochester experience, they are expected to maintain full-time enrollment (at least 12 credit hours) at the University of Rochester during the fall and spring semesters for no less than seven semesters. Students who plan to accelerate their graduation and finish their degree requirements in seven semesters are expected to meet with an advisor in the College Center for Advising Services to discuss their plans and file the appropriate paperwork. International students are required to notify the International Services Office if their completion date will be different from the date listed on their I-20. Note: Students who are studying remotely in fall 2020 as a result of the COVID-19 pandemic, will be permitted to apply this semester of remote study toward the College's enrollment policy.

## Study Abroad

Semesters spent on [University of Rochester study abroad academic year programs](#) that permit continuation of University of Rochester financial aid are considered the equivalent of full-time semesters in residence. Students who wish to participate in non-University of Rochester study abroad programs should be aware that these programs do not apply toward the Enrollment Policy.

## Summer and Transfer Credit



Summer courses completed at the University of Rochester and transfer credit (including online courses taken elsewhere), credit for Advanced Placement (AP) and International Baccalaureate (IB) exams, as well as overload credits (earned over the standard 16 per semester) may be applied to meet College requirements. However, students may not use this credit to accelerate their graduation by more than one semester.

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.

## Part-time Study

Students who enroll on a part-time basis, or who declare a leave of absence during the term, should discuss their circumstances with an advisor in the College Center for Advising Services to be sure they understand how the Enrollment Policy will be met.

## Enrollment Policy (Transfer Students)

The following chart should be used to determine the minimum number of full-time semesters required of a transfer student in order to fulfill the Enrollment Policy. Transfer students may apply the total number of credits awarded, including credit for Advanced Placement (AP) and International Baccalaureate (IB) exams, toward the Enrollment Policy.

<i>Transfer students awarded:</i>	<i>Need to maintain full-time enrollment for:</i>
1–7 credits	Seven semesters
8–23 credits	Six semesters
24–39 credits	Five semesters
40+ 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:

- # [Beinecke Memorial Scholarship](#)
- # [Critical Language Scholarship](#)
- # [Davis Projects for Peace](#)
- # [Fulbright US-UK Summer Institutes Scholarship](#)
- # [Barry M. Goldwater Scholarship](#)
- # [Gates Cambridge Scholarship](#)
- # [Marshall Scholarship](#)
- # [National Science Foundation Graduate Research Fellowship](#)
- # [Rhodes Scholarship](#)
- # [Harry S. Truman Scholarship](#)
- # [Udall Scholarship](#)

Depending on the award, it may support undergraduate or graduate study in the US or abroad. Fellowships programs are described on the [Fellowships Office website](#).

## Applying

The Fellowships Office can help students apply for appropriate fellowships and scholarships. Students interested in learning more about these awards, and the application process, should attend an [information session](#) or call (585) 276-5869 to schedule an appointment with the fellowships director.

## Deadlines

While official deadlines for most fellowships competitions are in early fall or early winter, University of Rochester campus application deadlines are much earlier. This allows fellowship staff time to review and provide feedback on your application before you submit it. Campus deadlines can be as early as a semester before the official fellowship deadline.

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.

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## Final Examinations

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The final exam schedule is published online in the [Course Description/Course Schedule \(CDCS\) 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 can be given during [reading period](#). Review sessions can be scheduled during reading period, but no new material can be presented.

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## Financial Aid

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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.

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.

### Requesting Additional Aid

Students who are in need of additional aid during the school year can 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](#) .

### Limits on Financial Aid

Institutional aid is limited to eight semesters for students admitted as incoming first-year students. 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 degree requirements outlined in the Undergraduate Bulletin due to extenuating circumstances can 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 Dean's Office to determine if an appeal should be granted. Appeals are not automatically approved and loans may be the only option available.

## 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.

We recommend students discuss their situation with a financial aid counselor to determine potential eligibility as well as application requirements for the summer. Additional information can be found on the financial aid website.

## 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, 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.

## 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.

## Satisfactory Academic Progress

Students must accrue 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 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 taken at the University of Rochester. They enter the schedule based on the number of credits transferred (12 credits equals one semester of attendance).

Courses that 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.

## Failure to Meet Standards

Students who fail to meet these standards can 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 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 about the 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 about the Satisfactory Academic Progress policy can be found on the financial aid website .

## Standards Table

<i>Standards of satisfactory academic progress for financial aid purposes</i>									
	1	2	3	4	5	6	7	8	9
At the end of this semester...									
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

## 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.

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

## 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

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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 can petition for an exception.

## Good Academic Standing

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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.

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## Grade Appeal Procedure

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If a student believes that an error in grading has been made, they should follow the guidelines provided in the syllabus or by the instructor for a grade appeal. If specific guidelines are not provided, students are encouraged to approach the faculty member as soon as possible after the grade is received to discuss the matter.

If the professor determines that a grading error was made, the professor will be responsible for correcting the error. If a grade change is not applicable, the professor is encouraged to provide sufficient information to help the student understand the decision. Most concerns about grading are resolved in this way.

In the event that a satisfactory resolution cannot be reached, a student has the option to request a formal review of the matter by submitting a complaint form.

If the student submitting the [complaint or comment form](#) is not satisfied with the outcome of the review, the student may appeal the decision to the dean of the College.

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## Grade Changes

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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. Health related issues may result in a grade of “[incomplete](#).”

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## Grade Reports

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Students can access their grades through UR Student. 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 the [confidentiality of files page](#) for more information.



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## Grading System

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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 for academic dishonesty in courses with mandatory grading system

Grades awarded for administrative purposes:

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

Grades awarded by the dean only:

- # W: Withdrawal without penalty after fourth week (no credit awarded)

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)

## Hours and Points of Credits

Two units are used in determining the total requirements for graduation: the hour of credits and the point of credits. 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 Four-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 calculated by dividing the total number of points earned by the total number of hours (excluding transfer credits, AP credits, or credits 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.

## Reporting Grades

Each instructor will provide the registrar for record, at the close of each semester, a grade evaluating the student's performance.

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## Graduate Courses

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Undergraduates may take graduate-level courses (beyond those specific graduate courses which may be required for the degree), although graduate courses at the Simon Business School are normally not available to undergraduates.

### Qualifying

To qualify for graduate courses, the student must have the academic prerequisites for the course and must show that he/she is capable of handling graduate-level work.

### Registering

To register for a graduate-level (400-level) course, students must have the 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.

### Course Credit and Grades

Effective Fall 2020, the general policy permitting undergraduates to receive four undergraduate credits for graduate courses carrying three credits has been modified.

Undergraduates enrolling in certain 400-level courses (e.g., Microbiology, Preventive Medicine) will continue to earn four credits in those cases where the instructor has added enriched content for the course, permitting students to receive the equivalent of the fourth credit hour. In all other cases, undergraduates will receive three credits for a graduate course carrying three credits, or six credits for a graduate seminar carrying six credits. Please note that this is a change of the policy as of Fall 2020 to correspond with official accounting of contact hours within courses across schools within the University.

Students taking graduate courses for the purpose of applying this coursework toward a graduate program at the University of Rochester, should be aware of the differences in grading schemes between undergraduate and graduate programs. For example, a grade of "C" in a graduate course, while satisfactory at the undergraduate level, may not be satisfactory for a graduate program. Students should also be aware of relevant [transfer credit policies](#) impacting

graduate coursework taken prior to matriculation in a graduate program at the University of Rochester.

Undergraduates may select the S/F option for a graduate course. (Graduate students, including those with NG classifications, have no S/F option.)

## Graduation

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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 Office of the Registrar.

### Completing Degree Requirements in the Fall Semester

#### Less than Eight Semsters

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 advisor in the College Center for Advising Services (CCAS) to declare degree complete status.

They will receive their diploma at commencement in May.

#### More than Eight Semesters

Seniors who will not complete their requirements before commencement and intend to register here in the fall need to contact the CCAS or the Hajim School Dean's office to request permission to register for the upcoming fall semester.

Students can still attend commencement and diploma ceremonies but will need to 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.

### Completing Degree Requirements in the Spring Semester

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.

### **Late Spring Completion**

Seniors who complete their requirements after the May faculty meeting will be presented to the Trustees for action. An official comment will appear on the transcript noting when the degree requirements were completed along with a temporary notice 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.

### **Completing Degree Requirements at Another University**

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.

## **Health Professions Advising**

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Health professional advising helps prepare undergraduate students for graduate programs in health-related fields like:

- # Medicine
- # Dentistry
- # Veterinary science/medicine
- # Nursing
- # Physician's assistant

- # Pharmacy
- # Allied health
- # Public health

A complete list of health advising resources can be found on our [health professions website](#).

## Honors and Distinction

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### 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 honors are inscribed on the diploma and recorded on the official transcript.

To be eligible, students must have:

- # A minimum of 88 credit hours counted in the GPA while registered in the College
- # Completed all degree requirements
- # 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 2020 who met these criteria were awarded degrees cum laude with a grade point average of 3.70, magna cum laude with 3.89, and summa cum laude with 3.99.

### Departmental Honors and Distinction Programs

Each department in Arts, Sciences and Engineering (AS&E) is empowered to recognize the achievement of its own majors through a program of study leading to a degree with honors in research or distinction for select students.

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. Only 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 are listed on department and program websites.

The degree awarded includes:

- # The level of distinction (distinction, high distinction, or highest distinction)
- # Honors in research (or high honors in research, or highest) when relevant
- # The major

The whole degree may look like this: “BA with high distinction in mathematics,” “high honors in research,” or “BA with distinction in history.”

Departmental honors are listed on the transcript, but not recorded on the diploma.

## Illness

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See the [attendance page](#) for information about what do you if you miss classes because you are sick.

## Inactive Status

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Please see the [leave of absence](#) for more information about inactive status.

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## Incompletes

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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 coursework on time. Under no circumstances can the “I” grade be given for a student who wished to:

- # Do additional work after the course deadline to improve a grade
- # Redo the coursework in a subsequent semester to improve the current grade

### Requesting an Incomplete Grade

A form requesting an incomplete grade, indicating the work outstanding and the deadline for its completion, must be signed by both the student and the instructor and emailed to the College Center for Advising Services (CCAS).

1. Student fills out the Incomplete Contract form and digitally signs.
2. Student emails form to instructor. Instructor reviews, modifies, and digitally signs. Instructor can email final draft to student, save a copy for their records, and email to Undergraduate Records at [CCASRec@UR.Rochester.edu](mailto:CCASRec@UR.Rochester.edu)
3. Records will monitor deadline date and notify student when deadline has expired. Instructor is expected to submit grade within two weeks after the deadline of the contract unless notifying Undergraduate Records of an extension.

### Time-Limits and Extensions

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.)

### Completing Coursework

Students should **not** re-register for the course for credit, but should instead make arrangements to audit if the terms of the contract require students to do the work again.

### Transcripts and Grades

Once a final grade has been submitted, whether passing or failing, the “I” grade will be removed from the transcript. The “I” grade will still continue to appear on the advising record. The instructor can 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.



If a student fails to submit the form or to complete the work by the deadline, their grade will be changed to “E” (failing), unless the instructor noted on the form that a different grade should be assigned. The dean of the College will inform the student of an impending change before notifying the registrar. The student is allowed to talk to their instructor, who may allow 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.

The instructor can 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

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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 can request that their parents do not get these mailings by filling out a statement of independence in the Academic Records Office in Lattimore 312. Parents will be notified of the student’s request.

The statement of independence bears no formal relation to financial independence and has no effect on financial aid.

## Independent Studies

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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. Independent study courses allow students to study subject matter not included or not treated in sufficient depth in a regularly offered course. An [online Independent Study Form](#) is available.

## Supervised Teaching/Teaching Assistant

**Effective fall 2019**, supervised teaching experiences will no longer be considered an independent study course. These **390** courses can be found listed in the [Course Description Course Schedule \(CDCS\)](#).

Beginning fall 2019, students will register for supervised teaching credit through online registration or the add/drop paper process. Please note that students are not allowed to earn teaching assistant credit for the same course more than once.

## Independent Studies Course Numbers and Titles

391 Independent Study  
392 Practicum  
394 Internship (see [Internships for Credit](#))  
395 Research

The student and instructor determine which course title is most appropriate. The title, limited to 28 character (including 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.
2. Submit the Independent Study Form by the appropriate deadline:
  - a. **Four-credit** courses: The end of the **third** week of classes
  - b. **Three-credit** courses: The end of the **fifth** week of classes
  - c. **Two-credit** courses: The end of the **seventh** week of classes
3. If any questions are raised in the dean's review of the proposed course, the student will be contacted promptly and will be expected to reply as quickly as possible.
4. The student is registered for the course.\*\*

\*Students majoring in biology or one of the biological sciences tracks who want to take an Independent Research course (395) need to complete a supplementary form before submitting the College's form. See the [biology 395 course page](#) for more information.

\*\*Independent studies courses are never listed on the registration form or on a drop/add form.

## Upper-Level Writing and Independent Studies

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

### Instructor Eligibility

The person who supervises 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 can 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.

### Instructor Refusal

Note: Faculty are within their 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 can be denied. Therefore, students should begin their planning early.

Faculty are not required to supervise independent studies courses and can refuse any requests.

## Intercollegiate Registration

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Courses taught during the academic year at area colleges (e.g., RIT, St. John Fisher College, Colgate-Rochester Divinity, Monroe Community College, Nazareth College, or SUNY Brockport) are available to our students with no extra tuition charge if those courses are not offered at Rochester during that semester or if our courses conflict irremediably with their schedules. Registration forms are available online at the registrar's website.

Please note that the dean's approval (not the registrar's) is required for University of Rochester undergraduates.

Full-time students can take one course each semester at an area college; the program is not available to part-time students. If you have special circumstances, please see an advisor in the College Center for Advising Services (CCAS).

## Acceptable Courses

Courses, whether elective or required for the major, must be transferable and/or comparable to courses offered at the University of Rochester. Students taking courses at area colleges should apprise themselves of the differences in credit systems and plan accordingly.

Students should talk to a CCAS advisor for more information about what courses are considered transferable and/comparable, and for credit information.

## Grades and Transcripts

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.

## ROTC

Courses taken for Army ROTC or Air Force ROTC may be credited toward the fulfillment of the requirements of the BA or BS degree for up to five academic courses (20 credit hours). Please note that not all courses transfer. See a CCAS advisor for more information or with questions.

For information regarding credits from courses taken before 2013 or any questions, please contact Stephen Willhauck at [swillhau@ur.rochester.edu](mailto:swillhau@ur.rochester.edu).

## Air Force ROTC Program-Semesters (Fall 2013–Present)

This schedule has been arranged by special agreement between the Air Force program at RIT and our office.

<i>Course #</i>	<i>Course Name</i>	<i>RIT Credit Value</i>	<i>UR Credit Value</i>
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AERO 401	National Security Forces I	3	3
AERO 402	National Security Forces II	3	3
MGMT 300	Air Force Management and Leadership I	3	3
MGMT 301	Air Force Management and Leadership II	3	3
AERO 201	History of Airpower I	1	1
AERO 202	History of Airpower II	1	1
AERO 101	The Air Force Today I	1	0
AERO 102	The Air Force Today II	1	0
WMIL 006	Lead Lab	0	0
WMIL 001	Air Force ROTC Physical Training	0	0

### Army ROTC Program-Semester (Fall 2013–Present)

This schedule has been arranged by special agreement between the Army program at RIT and our office.

<i>Course #</i>	<i>Course Name</i>	<i>RIT Credit Value</i>	<i>UR Credit Value</i>
ARMY 101	Introduction to Leadership	2	0
ARMY 102	Introduction to Tactical Leadership	2	2
WMIL 021	Army Leadership Lab	0	0

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WMIL 018	Army Conditioning Drills	0	0
HIST 199	Survey of American Military History	3	0
ARMY 201	Innovative Team Leadership	2	2
ARMY 202	Foundations of Tactical Leadership	2	0
ARMY 301	Adaptive Team Leadership I	2	2
ARMY 302	Applied Team Leadership	2	2
ARMY 340	Army Leadership Lab (1 credit x 8 semesters)	1	8
ARMY 401	Adaptive Team Leadership II	2	0
ARMY 402	Leadership in a Complex World	2	2

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## Interdepartmental Studies

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Students interested in pursuing an individualized interdepartmental major, minor, or cluster should be referred to the [Multidisciplinary Studies Center](#). Informational handouts and application forms are available there.

Because individualized majors and minors require more time to organize than traditional majors or minors, interested students should begin their preparation as early as possible. Students can apply anytime up until their first semester of senior year.

Previously approved [interdepartmental program majors and minors are available online](#) and can be helpful to review when planning your own program.

## Creating an Interdepartmental Major or Minor

### Planning a Proposal

An interdepartmental major or minor should be a unique course of study that can't be completed through some combination of existing majors, minors, or certificates.

If you have determined that your interests cannot be met within the framework of existing programs, meet with a multidisciplinary studies advisor to explore your options and see if an interdepartmental program is right for you.

### Faculty Sponsors

The student needs a commitment from two faculty members to sponsor his or her interdepartmental major, and one faculty member for a minor.

While initiating contact with the faculty is the student's responsibility, the center's staff advisors will help students to identify potential faculty advisors.

### Submitting Your Proposal

After consulting faculty and staff advisors, the student submits a proposal. The faculty advisors 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.

### Proposal Assessment

The College Committee on Individualized Interdepartmental Programs decides on the acceptability of the proposal. 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.

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

## Creating an Interdepartmental Cluster

Individualized clusters can be proposed with the support of two faculty members. These clusters generally consist of courses from three separate departments. Talk to [multidisciplinary studies advisor](#) before submitting a proposal.

The deadlines for submitting proposals are April 1 and November 1. Proposal forms are available in the [Multidisciplinary Studies Center](#).

## Hajim School of Engineering and Applied Sciences

### BS in Engineering and Applied Sciences

Students who want to pursue the BS in interdepartmental engineering (IDE) should meet first with a Hajim School advisor in the College Center for Advising Services to discuss the process. An IDE major requires that students propose and complete three sequences of technical courses of their own choosing, and complete an independent study that culminates in a written senior thesis or design project. The Interdepartmental Programs in Engineering (IDE) Committee reviews each proposal and may accept it, reject it, or require it to be modified. The program approved by the IDE Committee for a given student constitutes that student's degree requirements.

## Interim (Mid-term) Grades

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See the [mid-term grades page](#).

## International Baccalaureate

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Students who have completed one or more higher-level International Baccalaureate (IB) 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.

Such course credit can be used toward meeting degree requirements when permitted by the major or minor department. IB credit cannot be used toward fulfillment of the primary writing requirement or toward any of the College's clusters. Additionally, IB credit cannot be used to accelerate graduation beyond what is permitted by the College's [enrollment policy](#).



To request an official transcript, visit the [IB transcripts page](#).

**Note:** With regard to the COVID-19 pandemic, the University of Rochester does not intend to make any changes in our evaluation of this year's test results.

The chart below is for higher-level exam 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	6+	Award four credits of elective biology. Not for major. (Eligible to enroll in BIO 112/113.)
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.
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.
Geography	5+	Award credit for EES 101.
Global Politics	5+	Award four credit hours of elective credit in international relations. Can be used toward

		a major in international relations or political science.
History	6+	Award maximum of four hours of history elective credit. This credit is elective and may not be used to satisfy the geographical, chronological, or focus requirements for the major.
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.
Spanish	5	Placement by Department into SP 152. Award credit for SP 151 upon completion of SP 152 with a grade of "B+" or better.
	6+	Placement by Department into SP 200. Award credit for SP 151 and SP 152 upon completion of SP 200 with a grade of "B+" or better.

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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.

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## Internships for Credit

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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. For detailed information, please use the [internship portal](#).

## Languages

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### Languages Offered

There are a variety of languages offered at the University at all levels from elementary to advanced. For the most updated information on what languages are currently being offered, visit the [languages website](#).

### 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](http://my.rochester.edu).

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

Student may also receive course credit or advance placement for [Advanced Placement \(AP\)](#) and [International Baccalaureate \(IB\)](#) scores.

## Leave of Absence

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A student wishing to leave the College for a semester or more to study elsewhere, to work, to take time off for medical and mental health reasons, or to do something else, can apply for a leave of absence (LOA) at the College Center for Advising Services (CCAS) in Lattimore 312.

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 advisor in CCAS and their financial aid counselor before making a final decision.

**Note:** Students who wish to declare a leave of absence due to the ongoing impact of the COVID-19 pandemic, should contact the College Center for Advising Services to discuss their plans. As noted above, taking time off can have important implications for academic planning and financial aid.

For students receiving financial aid, leaving after the semester has started has implications for both the current and upcoming semester. A LOA affects the current semester with regard to the amount of aid earned on a prorated basis. In addition, a LOA affects the upcoming semester with regard to meeting the minimum satisfactory academic progress standards of federal, state, and University financial assistance. See the [financial aid page](#) for more information.

There is a **three-year limit** for a continuous 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 [Procedures for Students Withdrawing or Requesting Leave of Absence \(pdf\)](#) for the most updated information.

## Forms and Fees

Students who declare a leave of absence must complete a Change of Status Form at CCAS and pay \$80 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 the [Office of the Bursar website](#) for more information.

An active student who withdraws or voluntarily takes a leave from the University on or after the first day of classes but before they have completed sixty percent of the semester will have their institutional charges and aid adjusted based on a daily prorated attendance. The complete refund policy can be found on the [registrar's policy page](#) under "refunds."

Dining, health insurance, mandatory health fee, and room and board refunds are decided by University Health Service (UHS), the Office of Residential Life and Housing Services, and Dining Services, respectively and as applicable.

## Coursework and Transfer Credit

Students with incomplete coursework on their academic record are eligible to complete this coursework while on a leave of absence as long as they have the permission of the instructor. Students who wish to enroll in courses at another college or university while they are on leave are strongly encouraged to consult with an advisor in CCAS and should also review the policies regarding [transfer credit](#) and the College's [enrollment policy](#).

## Medical Leave

Students who declare a leave of absence for medical reasons, including mental health reasons, complete a Medical Information Request Form in CCAS that is forwarded to 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 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 advisors in CCAS can provide recommendations and advise students on academic plans and goals.

## Medical Leaves during the Semester

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 present.

## Returning from Leave

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.

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.

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

**International students** should review the international students returning from leave page for information about returning to campus after a leave of absence.

## Returning from Medical Leave

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. Students should contact UHS/UCC well before the deadline to discuss their plans to return. The dean of the College, following the recommendation made by UHS/UCC, will make a final decision regarding reactivation.

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.

## Financial Aid

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.

Course approval forms obtained by the student prior to return and submitted to CCAS will be filed in the student’s academic file. Students should read the College’s enrollment policy for more information.

## Contact

Students with questions about leave of absence may see an advisor in CCAS or email [ASEchangeofstatus@rochester.edu](mailto:ASEchangeofstatus@rochester.edu).

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## Majors

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### Declaring a Major

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:

- # Humanities (H)
- # Social sciences (S)
- # Natural sciences and engineering (N)

Students must use the Approval Form for Majors and Minors when declaring. This form is available in Lattimore 312 and [online](#).

Students are expected to declare their major during the end of their sophomore year or the semester they are completing 64 credits toward their degree. In February of each year, sophomores are informed that they need to meet with an advisor 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, an email 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 [sophomore website](#).

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.

### Application for Major in Arts and Sciences

Once a student has a rough idea of the courses needed to complete a major, s/he should make an appointment with the departmental advisor to create a course plan and gain acceptance. The names of departmental advisors can be found on our [authorized approval page](#).

Departments in the School of Arts and Sciences will accept students and assign faculty advisors when all 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 institution 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. Students can pick up this form in Lattimore 312 or access it [online](#). Transcripts can be sent electronically to [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu) or as a hard copy to:

College Center for Advising Services (CCAS)  
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.

### **Application for Major in Engineering and Applied Sciences**

Engineering and computer science students who have met the first-year and sophomore requirements for their particular programs can apply for admission to a major in the Hajim School of Engineering and Applied Sciences. Students should talk to their Hajim advisor to help ensure 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 advisor must complete the Approval Form for Majors and Minors (available in Lattimore 312) and online. 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 are responsible for **four semesters of equipment fees**. Questions regarding this policy should be directed to the [associate dean](#) of education and new initiatives in the Hajim School of Engineering and Applied Sciences.

### **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 College Center for Advising Services (CCAS) or the Hajim School's dean's office (engineering and computer science students). In order to change a cluster or drop a major or minor, a student may submit the [Rochester Curriculum Change Form](#).

The Rochester Curriculum Registration is revised if necessary.



## Double Major

Students planning to pursue a major in two majors, both of which are bachelor of arts, should apply to both departments following the usual procedure. In addition, both departments 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 the [Bulletin](#) for more information.

Students who are double majoring still need to follow the College's [overlap policy](#).

A [petition to the Administrative Committee](#) should be submitted seeking permission to pursue the third major.

## Double Degrees

Students wishing to pursue both a BA and a BS, or two bachelor of science programs, must submit a signed Approval Forms for Majors and Minors to CCAS, along with a petition to the Administrative Committee seeking permission to pursue the double degree. All double degree students need to follow the policies above regarding double majors.

In addition to the [overlap policy](#), all double degree students also need 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.

Students who are pursuing [dual degrees with Eastman \(DDE\)](#) and [dual degrees in nursing \(DDN\)](#) have special requirements and should review their respective pages for more information.

## Our Majors

Use our [academic search tool](#) to view a list of majors either alphabetically or by division.

[For more information watch this webinar on Major Declaration.](#)

## Master's Degree at UR (Transfer Credit Policy)

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The College allows no more than 10 credits taken prior to matriculation in a graduate program to be transferred in 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 is based on the per-credit tuition rate at the time the credit transfer is requested and will take into consideration any graduate tuition scholarship the student has.

Transfer credits cannot 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.

Programs have their own requirements beyond completion of credit hours, such as distribution requirements, teaching assistant (TA) requirements, and specific work toward 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 create a program of study that will meet all the requirements for the degree.

### Examples

#### Example One

A student takes two courses with graduate content during his/her senior year for eight credits. None of these courses were used to fulfill a requirement for the bachelor's degree. With approval, the student can transfer in all eight credits for the master's program of study without charge.

#### Example Two

A student takes four 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 can 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 six credits, he/she will be charged for six credits at the current tuition amount, minus any tuition scholarship provided to the student in the offer of admissions to the master's program.

### **Example Three**

A student takes eight 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 can 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, minus any tuition scholarship provided to the student in the offer of admissions to the master's program.

## **Mid-term (Interim) Grades**

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### **Students in Danger of Failing**

During the fall and spring semesters, the dean asks instructors to submit the names and grades of students whose work at mid-semester is below a C- or whose performance is unsatisfactory for other reasons. An email warning is sent to these students encouraging them to discuss their performance with their instructor and/or course TAs, and access appropriate resources. Students may view their interim grades in UR Student.

A notice of each warning letter is put in the student's file and sent to the student as well as undergraduate advisors, faculty advisors, NROTC, HEOP, the director of Minority Student Affairs, the McNair/Kearns programs, the International Services Office, and Athletics and Recreation, when appropriate. Parents are not notified. Students who are not enrolled in the College as undergraduates are not notified if they're in danger of failing.

The dean also asks instructors to flag students whose writing they consider deficient. These names are forwarded to the director of the Writing, Speaking and Argument Program for follow-up.

### **Students Who Are Excelling**

Instructors are also asked to report the names of students who would be considered to be performing at the "A+" level, were such a recognized grade. These students are also notified.

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## Minors

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Undergraduates can choose to complete a minor in addition to a major. Students in the College can declare one or more minors in conjunction with either a single or double major. You can find a complete list of minors on the [academics page](#).

Students should read the department's offerings online to get a rough idea of the courses needed to complete a minor. Students should then make an appointment with the departmental minor advisor to complete plans and gain acceptance.

Students cannot elect the [satisfactory/fail option](#) for courses submitted for the minor, and must earn at least a 2.0 average for these courses. Courses used for the minor must follow the [overlap policy](#). The names of departmental minor advisors and the Approval Form for Majors and Minors can be found at the College Center for Advising Services counter.

The student files the approved program with the College 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 Approval Form for Majors and Minors.

A student cannot 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, art and art history, and modern languages and cultures. In addition, students may complete a major in Biology and a minor in Computational Biology (with the exception of the Computational Biology majors). 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.

### Our Minors

Use our [academic search tool](#) to view a list of minors either alphabetically or by division.

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## Music Lessons (Applied Music) at Eastman

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A student with an intermediate level of proficiency can apply for two-credit half-hour instrumental or voice lessons at the collegiate level and have the grade and credit for this work entered on their permanent record. **No more than 16 credits can 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.

If a student takes more than the 16 credits, these credits will not be applied to their degree. However, the courses and credit will still appear on the transcript and the grades earned will be included in the student's grade point average.

A two-credit course in applied music taken in addition to a standard four-course load is not considered an overload unless a student exceeds 19 credits. Some students receive permission to take hour lessons that carry variable amounts of credits.

Students cannot take an applied music course (music lessons) as satisfactory/fail.

## Register for Lessons

Students who need to schedule an audition for studio lessons should contact James Warlick in the Department of Music at [jwarlick@ur.rochester.edu](mailto:jwarlick@ur.rochester.edu) or (585) 273-5157, or complete the online application for studio lessons auditions. 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.

For more information, see the Eastman registrar's website.

## Non-credit Lessons

Beginning students can take private music lessons by enrolling directly with the Eastman Community Music 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.

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## Naval Science Courses

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A maximum of five naval science courses (20 credit hours) can be credited toward the fulfillment of the requirements of the BA or BS degree. Coursework in naval science cannot be used to fulfill foundation requirements except as courses appear in authorized clusters. These courses can 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) can be used as free electives by Hajim School of Engineering and Applied Sciences students. For Air Force and Army ROTC transfer credits, please see [Intercollegiate Registration](#).

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## Non-matriculated Students

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Students interested in taking courses as non-degree candidates can register as non-matriculated students. (This includes visiting and exchange students.) Information is available through the [Office of Summer and Part-Time Studies](#).

If the student decides to become matriculated as a regular student, they will need to apply 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 University of Rochester coursework as a non-matriculated student are ineligible to use these courses toward a degree without paying the difference in tuition.

Advisors in the College Center for Advising Services (Lattimore 312) are available to assist students with academic planning.

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## Overlap Policies

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### Cluster Overlap

No more than one course in a cluster can be used toward a major or minor being used to fulfill a divisional requirement.

## Major and Minor Overlap

No more than three courses in a major or two courses in a minor can 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.

In general, introductory courses in calculus (MTH 141-143; MTH 161 and 162), chemistry (CHM 131 and 132), physics (PHY 121-122; PHY 113 and 114), and statistics (STT 211, 212, 213 and 214) are exempt from the overlap policies. This may vary by department, so students should always speak directly with an advisor in the department who is authorized to approve majors and minors.

Some majors such as the public health-related majors: bioethics (BET); epidemiology (EPD); environmental health (EH); health, behavior, and society (HBS); and health policy (HLP), and interdepartmental programs in arts and sciences (IPA) and in engineering (IDE) restrict the number of overlapping courses to two.

No two majors can overlap by more than three courses. No major and minor can overlap by more than two courses. No two minors can overlap by more than two courses.

## Certificates

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

## Upper-Level Writing Overlap

## Overloads

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This is a request to carry more than 19 credits at any time during the semester. The request is made on a drop/add form available online or 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 overload permission need to obtain approval from the College Center for Advising Services by submitting the [online drop/add form](#). Please note the [special policies](#) that apply for students who wish to overload in the fall 2020 semester.

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. Seniors are not required to petition to carry an overload, however, seniors who wish to register for more than 24 credits should speak with an advisor in CCAS to discuss their plans for graduation.
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 register for 24 credits are not required to submit a petition. Students wishing to register for 25 or more credits 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 first year student 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 overload credit cannot be used to accelerate graduation except as permitted by College Policy (See [Acceleration](#) and [Enrollment Policy](#))
9. Students are strongly encouraged to discuss their plans to overload with an advisor (either undergraduate advisor, major advisor, or CCAS advisor).

## Office Procedure for Overloads and Underloads

A copy of the Drop/Add form is retained and filed in the College Office of Academic Records. All approvals for overload requests at registration are contingent upon the conditions listed above.



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## Part-time Student Status

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A student who changes their status from full-time to part-time should discuss their plans with an advisor in the College Center for Advising Services and complete the [Change of Status form](#) prior to the beginning of classes.

A student who changes his or her status from full time to part-time during the add/drop period (first four weeks of the semester) will receive an adjustment of tuition and other charges as [#noted on the Bursar's website](#). Students are not permitted to change their status from full time to part-time after this point in time.

\*Seniors who plan to register for a part-time course load in their last semester should see the [#part-time student status \(seniors\) page](#).

## Financial Aid

Students are strongly advised to check with the Financial Aid Office before changing their status from full-time to part time 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.

## Housing

Normally, on-campus housing is not available to part-time students.

## Health Fee and Coverage

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.

Health care coverage under the University-sponsored Aetna Student Health insurance plan terminates on the first of the month following the effective date noted on the Change of Status form. Aetna Student Health will send a notice of cancellation along with a bill to keep the insurance coverage effective on a direct basis.

Part-time students are advised to contact a University Health Services (UHS) insurance advisor by emailing [insurance@uhs.rochester.edu](mailto:insurance@uhs.rochester.edu) when changing from full time to [#part time#status](#).

## Academic Requirements

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 a leave of absence pay the \$80 fee. Part-time students can register during the usual registration period.

## Classification

The classification "MT" is given to part-time students who have accumulated fewer than 96 credit hours and "CA" for students who have earned 96 or more credit hours. Students classified as "MT" will register for courses with the junior class and students classified as "CA" will register for courses with the senior class.

Students with "CA" status should be changed to the appropriate numeric classification (e.g., Class of 2020) during their final spring semester so that they are included in the appropriate commencement activities.

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.

## International Students

International students studying on a student visa are usually expected to retain full time status. There are some special circumstances that permit international students to declare part-time status. Students should talk to an [International Services Office](#) advisor for more information.

## Additional Information

Students considering part-time status should also review [acceleration](#) and [enrollment](#) pages.

## Part-Time Student Status (Seniors)

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Seniors who plan to register for a part-time course load should first meet with an advisor in the College Center for Advising Services (CCAS) 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 page](#) to be sure that they have fulfilled these requirements.

International students may be allowed to declare part-time status during their last semester of study. Students should talk to an [International Services Office](#) advisor for more information.

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 and Housing Services](#) 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.

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## Pass/Fail Grading System

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While the satisfactory/fail (S/F) option is referred to by most as the pass/fail (P/F) option, these two systems are not the same. See the [S/F option page](#) 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: 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.

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## Petitions to the Administrative Committee

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

### Petitioning the Committee

Students who wish to petition the Administrative Committee are advised to first **discuss their concern with an advisor** at the College Center for Advising Services (CCAS).

Students can submit an [online petition](#). Petitions are presented in writing and should specify clearly the decision desired by the individual student.

## About the Administrative Committee

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

- # Establish guidelines consistent with faculty regulations for periodic review of the academic records of undergraduates
- # Act on all requests for exceptions to requirements for baccalaureates
- # 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 from individual students on a continuing basis.

Each of these petitions involves an interpretation of the Rules of the Faculty. 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 the [probation and separation page](#) for more information.

In the process of discussing these individual cases, the committee establishes guidelines by which the Rules of the Faculty should be administered by the dean of the College and his/her staff in CCAS. 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 a faculty or staff member is helpful. Students who believe that sufficient evidence of illness exists to warrant the committee to approve their request should consult with an academic advisor for the appropriate procedure.

University Health Service (UHS) 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.

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## Phi Beta Kappa

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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 the 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.

A student's transcripts includes a notation when he/she joins the society.

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 first-year class.

For more information, including election procedures and criteria, see the [Phi Beta Kappa website](#).

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## Praise Form

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Students who wish to praise any member of the University community are welcome to fill out the online [Praise Form](#). Upon receipt of a praise form, the acknowledgement is sent to the praised person's supervisor.

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## Undergraduate Advisors

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Undergraduate advisors are assigned to students when they enter the College. For students in the School of Arts and Sciences, advisors sign off on all academic decisions made by students through the end of the sophomore year unless students are already accepted into a major.

Advisors in the Hajim School of Engineering and Applied Sciences also sign off on their students' academic decisions, and will remain with their students as long as the student is in the advisor's department.

Advisors work with students to help:

- # Explore goals
- # Discover courses, programs, co-curricular activities, and support services
- # Make appropriate referrals

During their sophomore year, students develop and declare their majors, and the advisor 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

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Entering students must establish competence in writing clear argumentative essays at the college level through the primary writing requirement. Typically, students fulfill the primary writing requirement by completing WRT 105/105E: Reasoning and Writing in the College with a grade of "C" or better. See the Writing, Speaking, and Argument Program's (WSAP) [primary writing requirement page](#) for a complete list of ways to fulfill this requirement.

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. See the [WSAP's course page](#) for descriptions of each course.

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.

## Adding/Changing WSAP Courses

WSAP does not approve students adding a WRT 105/105E course after the first two weeks of the semester unless there are extenuating circumstances.

Students who want to change their registration from WRT 105 or WRT 105E to WRT 105A can do so with the permission of the WSAP director 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.

## Substitutions

Students who believe they are already proficient college writers can petition to satisfy the primary writing requirement by taking a University of Rochester course other than WRT 105 by submitting an [online substitution petition](#).

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 WSAP. Students should request and receive approval **before** taking the course.

WRT 105, 105E or WRT 105A&B cannot be used in a cluster. A course approved as a substitute for WRT 105 or WRT 105E may be used in a cluster if listed as an approved course in that cluster or approved by the department to be included as an exception within an existing cluster. These same considerations would also apply to interdepartmental clusters approved by the Committee for Individualized Interdepartmental Programs.

A course substituting for WRT 105, WRT 105E or WRT 105A&B may be used to fulfill requirements for a major or minor providing the course is approved as an acceptable substitute by both the Writing, Speaking, and Argument Program and the sponsoring department. Any course accepted as a substitute for WRT 105, WRT 105E, or WRT 105A&B may not be used to satisfy the Upper Level Writing Requirement for any major.

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

## Failure to Complete

Students who have not completed the primary writing requirement or demonstrated how they plan to complete the requirement to WSAP by the fall semester of their sophomore year will have a registration hold placed on their student account. This hold 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 an [online transfer petition](#) to WSAP.

## 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.

Students who passed WRT 105/105E or WRT 105A&B the first time but need to repeat it to earn a grade of C or better can request 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. Students who want this option must go to the College Center for Advising Services to fill out a special form by the drop/add deadline of the semester in which they repeat the course.

See the [repeating courses page](#) for more information.

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## Prizes and Awards

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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 College 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, including:

- # National fellowships and awards
- # Major academic prizes in Arts, Sciences, and Engineering
- # Major prizes in student life
- # Major athletic department awards



## Probation and Separation

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Academic action is administered by the Administrative Committee of the College, a committee comprising faculty and students. The advising records of eligible students are reviewed at the end of each semester in the College Center for Advising Services (CCAS). Students who are not making satisfactory progress toward completion of degree requirements are placed or stay on academic probation, or are separated from the College.

Departments submit requests for students to be considered for academic action. In cases where separation is being considered, the College welcomes input from the administration, faculty advisors, staff advisors, or the student. Students are informed of any action in their case by email 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.

Note: The Academic action process was revised for the spring 2020 semester to take into account the COVID-19 global pandemic and the subsequent transition to online teaching and learning. New letters and procedures were implemented specifically for this review to recognize that many students were impacted by challenging circumstances outside of their control. As noted below, parents of all students except those who are over 21 years old, or who have declared independence from their parents, generally receive a letter about their student's academic status following this review. As it was not possible to mail these letters following the spring 2020 academic review, parents who wish to receive an email copy of their student's letter, may contact CCAS and make this request. A copy of that letter will then be emailed to the parent, and copied to the student, so long as the student meets the criteria stated above.

Students and advisors may also want to read [withdrawal](#) and [readmission](#) pages.

### Actions Taken

#### 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.

Students who are placed or continued on probation are expected to meet with their academic probation advisor prior to the start of classes or soon after the semester begins. At their first meeting, the probation advisor (a member of the CCAS advising staff) and the student will develop an academic success plan outlining an approved list of courses for the upcoming

semester, the frequency of meetings, and recommended resources. A copy of the academic success plan is sent to the student's undergraduate advisor or major advisor and students are encouraged to maintain contact with their advisor during the semester they are on probation. Additionally, students receiving financial aid are advised to consult with their financial aid counselor to determine whether financial aid will be impacted.

Students are normally placed on probation at the end of a semester if they have:

- # Less than a 2.0 cumulative or semester average
- # Less than a 2.0 average in the courses submitted for the major

### **Continue on Probation**

Students on probation can be separated or stay on probation. Even those whose records improve may stay 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:

- # Attained less than a 2.0 cumulative or semester average
- # Received "I" or "N" grades
- # Received any failing grades
- # Attained less than a 2.0 average in the courses submitted for the major
- # 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.

### **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 the [readmission page](#)). Separation is normally for one year. Students who are separated for a second time are not readmitted.

### **Removal 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.

Students are typically removed from probation once they have an average/major gpa above 2.0 with no failing, I or N grades, and are registered for 12 credits or more.

## Academic Action Letters

A variety of letters are used to inform students of academic action. The letters are sent by email from CCAS to inform students 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 old or who have declared independence from their parents. Copies of these letters are also sent to pre-major advisors, faculty advisors, 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

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WS 1	Unclassified, separated for the second time
S 2	Unclassified, separated, had previously received probation letter
S 3	Classified, separated after having been dropped by department
P	Parents (to be sent with all "WS" letters)
1	Placed or stay on probation, expected to submit worksheet and arrange interview with academic advisor
2	Placed or stay on probation, must meet with class academic advisor or will be withdrawn, expected to submit worksheet
3	Inactive status suggested, placed or stay on probation, if student wants to stay, must meet with academic advisor or be withdrawn
PI	Classified or unclassified, further information required before academic action can be taken (stay on probation)

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7	Scheduled to graduate but placed or continued on probation until requirements for degree are complete
NS-P	Going inactive for subsequent semester, but placed or continued on probation
	Classified or unclassified, less than full-time program, no academic action taken

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## Reading Period

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A formal reading period, normally two to three days long, takes place in the College just prior to the final examination period. No examinations can be given during the reading period.

Although the practice is discouraged, non-comprehensive exams can be given during regular class times in the last week of classes.

Instructors are allowed to schedule review classes or laboratories during the reading period.

## Readmission

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Students who have been withdrawn from the University and wish to return as an active student, should submit the [Application for Readmission](#) to the College Center for Advising Services. The required deadlines are May 1 for fall readmission and November 1 for spring readmission. These deadlines are firm and the College Center for Advising Services reserves the right to postpone review of a late application until the following semester. To be considered for readmission, the student must show a readiness to resume a full academic program from which he or she can benefit. Students who do not need to return to the University to complete their degree requirements should consult the [Readmission for Degree section](#). Students who are away from school on a leave of absence should follow the instructions for returning from leave outlined [here](#).

Students considering readmission should start the process well in advance of the published deadline to allow for sufficient time to complete the Application for Readmission as well

as any necessary forms to apply for financial aid and housing. Students are not eligible to register or submit an application for housing until they have been officially readmitted. International students should review the timeline for readmission available [here](#). Students who were experiencing health related issues at the time of their departure, are encouraged to consult with University Health Services (UHS) or with the University Counseling Center (UCC) to make arrangements for continued medical treatment, if needed. Students cannot be readmitted if any money is owed to the University.

Readmitted students whose initial enrollment preceded the [Rochester Curriculum requirements](#) are expected to meet those requirements using the same criteria as transfer students.

## Additional Undergraduate Degree

Students who 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. Students cannot earn a second BA degree.

## Academic Status

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

### Good Standing

Students who withdrew in good standing will usually 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.

### Probation

Students who withdrew while on probation will, upon readmission, remain on probation for at least one semester. Students who return on probation, are expected to meet regularly with an advisor in CCAS during their first semester back in school. See the [probation and separation page](#) for more information about probation.

## Separation

Students are eligible to apply for readmission after a minimum of two semesters away. During their time away, students are encouraged to stay in touch with their academic advisor(s). Often, advisors will have helpful recommendations about how to best spend this time away from school. Most students work, volunteer, address any health issues that may have impacted their academic performance, and/or take classes. In some cases, students are encouraged to complete college coursework while they are away, in order to reinstate their eligibility for financial aid. Students who wish to take classes, should discuss their plans with an advisor in CCAS in advance, in order to ensure that course approvals are secured, and any relevant academic policies are discussed. Students who are separated and then return, regularly report to their advisor, that this time away from school was very helpful in addressing the difficulties that were experienced while they were a student.

Readmitted students will not automatically receive academic credit for work taken elsewhere during the period of their separation from the College. Upon their return, and after being removed from probation, any applicable transfer credit will be awarded. When readmitted, students remain on probation until their progress toward a degree is satisfactory. Students who return on probation, are expected to meet regularly with an advisor in CCAS during their first semester back in school.

## Faculty Rules Regarding Readmission

1. All decisions concerning readmission are made by the dean of the College or his delegate.
2. Students who have been separated from the College for unsatisfactory academic progress will be subject to the following provisions upon readmission:
  - a. Readmitted on a probationary basis—students will normally be on probation for one academic year, but this can 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 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 or pass/fail option.
    - i. Courses taken under the first-year 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 work taken subsequent to readmission will 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 Office of Financial Aid 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

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Students who do not complete their degree requirements by December 31 following their scheduled graduation date are eligible to apply for Readmission for Degree status if they do not need to register for additional classes at the University of Rochester. (There is an application fee of \$25.)

Students who wish to inquire about Readmission for Degree status should contact Kelly Barbic in the College Center for Advising Services for additional information.

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, although with a later class. For example, a student in the Class of 2016 who needs to complete an additional course for her major may, with the permission of her academic department, register for the needed course at another college during the spring 2019 semester and transfer the credit back to the University of Rochester. Upon successful completion of this last course for her degree, the student would earn her degree with the Class of 2019.

Students who receive their degrees with a later class can ask the Alumni Association to continue to consider them as members of their original class so that they can celebrate alumni events with them.

Students who need to enroll in additional courses at the University during the academic year in order to complete their degree should apply for readmission through the College Center for

Advising Services rather than Readmission for Degree. See the [readmission page](#) for more information.

## Applying Non-matriculated Credits

If a student takes coursework at the University of Rochester as a non-matriculated student, they can ask to use these credits towards their bachelor's degree when they reapply.

They will be assessed additional tuition representing the differential between the non-matriculated rate and the rate that applies to matriculated students.

## Reclassification

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### Additional Semesters

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 can do so by [petitioning their Administrative Committee](#).

Students who need an additional semester to complete requirements for graduation would not ordinarily need to request reclassification. Instead, they should speak to an advisor in the College Center for Advising Services (CCAS) to request permission to register.

University [financial aid](#) is limited to eight semesters (or, for transfer students, the graduation date established when admitted). Financial aid recipients, including HEOP students and those who attended ECO, must submit appeals requesting aid beyond the eighth semester. These requests are not automatically approved and alternative loans may be the only aid option.

Students who fall more than eight credits behind the “normal progress” guidelines (see the [classification page](#)) are reclassified to the next class. Once credit has been made up, students can ask to be placed into their original class.

### Undeclared

Students who fail to be accepted into a major by March of their junior year are reclassified to sophomore standing. Students can later request reclassification to their former class after being accepted into a major.



## Accelerated Graduation

Students who wish to accelerate should discuss their plans first with CCAS, as several policies may impact your planning. See the [acceleration](#) and [enrollment](#) policies for more information.

Note that first-year students admitted to begin in a spring semester are classified with the upcoming fall semester class. For example, a student admitted in the spring 2019 semester will be classified in the Class of 2023. These students are eligible to reclassify to an earlier class year so long as they fulfill the College's enrollment policy.

## Records

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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.

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. Files for students who leave without earning a degree are kept for ten years and then destroyed.

The Office of Academic Records also handles requests for access to student files. The records supervisor is responsible for enforcing record-keeping procedures and maintaining files at all times. The records office is also responsible for providing advisors with their students' academic information, sending out some of the advising mailings, and compiling certain [reports](#).

Students can contact the Office of Academic Records through the [College Center for Advising Services](#).

## Student Files

All files include the student's:

- # Name
- # Classification
- # ID number
- # Advisors

- # Majors
- # Minors
- # Current and past grade reports
- # Approved program slips and Drop/Add Forms
- # Application to the University of Rochester, including high school record and College Board scores when available
- # Rochester Curriculum/major/minor forms

Information found in some of the files when appropriate include:

- # Change of Status Form
- # Advanced Placement evaluation
- # Letters from the dean in regard to academic action (i.e., probation, separation)
- # Mid-term warning letters or letters regarding the continuation in basic science sequences
- # Grade change notices
- # Incomplete grades reported
- # Approvals for courses taken outside the University
- # Incomplete contracts
- # Take Five or e5 materials
- # Study abroad materials
- # Petitions to the Administrative Committee or dean
- # Transfer and readmit evaluations of credit, and related information
- # Prize and award letters
- # Letters of recommendation
- # Parental correspondence in regard to academic matters
- # Advisor and faculty comments
- # Descriptions of independent study courses
- # Cluster Exception Forms
- # Change of Address Form
- # Certificate Program Approval Forms
- # Copy of S/F Selection Form
- # Copy of Repeat Course Form

## Requests for Access to Students' Academic File

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.

See the [confidentiality of files page](#) for more information about accessing student files.

## Information Provided to Departments

Undergraduate advisors have access to the following files for their advisees:

- # Course Planning, Placement and Recommendation Form
- # Application documents
- # High school transcripts
- # A list of other documents available upon request to the supervisor of academic records

Departments are sent a copy of the major or minor form when students declare a major or minor in their program.

Copies of the following are sent routinely to undergraduate/departmental advisors for their advisees:

- # Change of Status Forms
- # Transfer credit evaluations
- # Midterm warning letters
- # Probation letters
- # Notice of reclassification

Routine mailings to department throughout the year include:

- # August—Registrar sends Phase I degree audits for upcoming seniors
- # October—Lists of actual and potential majors, minors, and clusters
- # February—Lists of actual and potential majors, minors, and clusters

Also available upon request from the registrar:

- # Fall semester grade reports
- # Spring semester grade reports

## Lists Maintained

Lists of students' academic statuses are maintained to help distribute advisor 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:

- # Class lists with majors, minors, and degree
- # Departmental lists of majors
- # Departmental lists of minors
- # Departmental lists of clusters
- # Unclassified juniors
- # Double majors and double degree students
- # Department contact lists

## Reports Compiled

The Office of Academic Records compiles the following reports:

- # Official undergraduate majors, minors, and clusters—issued in June
- # Intended majors—issued in October
- # Academic probation—issued in January and June

## Refunds

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### For Underloads

Full-time students, who registered for 12 credits or more, pay full-time tuition. There is no refund for students who carry an underload below 12 credits, nor normally for students who withdraw from courses to carry below 12 credits.

Students who do not need or want to be full-time should discuss part-time status with an advisor in the College Center for Advising Services (CCAS) 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 the [part-time student status page](#) for more information.

## 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 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 federal regulations when recalculating a student's aid eligibility.

For more information on student refunds, see the [Office of the Bursar's student refund page](#).

## Registration

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Registration for undergraduate studies is administered by the University registrar in keeping with faculty regulations. See the [undergraduate registration page](#) on the registrar's website for more information.

[Advising sessions](#) are held each semester immediately before the registration period. Faculty advisors, CCAS advisors, undergraduate advisors, and undergraduate departments are available to help students plan their programs and to answer questions about majors, minors, and clusters. Students should see the [authorized approval list](#) to find department contacts.

## Religious Holidays

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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 on the same day as 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, see the [Interfaith Chapel's holidays page](#).

## Repeating Courses

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Students who complete a course with a low or failing grade may wish to repeat the course in a subsequent semester. In addition to understanding the policies concerning course repeats (see below), and speaking with an academic advisor, it is also helpful for a student to consider the following:

- # If you wish to increase your GPA, consider whether this is the best way to achieve that goal. Most students will find that when they repeat a course, there is only a small impact on their overall GPA. Another way to increase your GPA is to take additional courses and do well in them. Finally, if a student is repeating a course to increase their GPA for their graduate or professional school applications, it is useful to know that these schools may calculate a student's GPA differently.
- # A student may wish or need to strengthen their knowledge of a particular topic in order to prepare for future classes. This can be a good reason for repeating a course. The Science Sequence Regulations require students to achieve a minimum grade of "C-" in order to continue on to the next course in the sequence. In other cases, students may wish to consult with a professor to determine whether auditing a class might be appropriate.
- # Many students believe that a grade of "C" or higher is required for each course in their major, minor, and/or clusters. However, this is not true. Students must complete their major, minor and/or cluster(s) with an overall average grade of "C" or better.
- # A course will not necessarily be easier the second time around. If a student chooses to repeat a course, they should maximize their chances for success by utilizing available resources and practicing good study habits.

The policy below applies to courses taken for the first time in fall 2014 or later. For classes taken before 2014, see an advisor in the College Center for Advising Services (CCAS).

Approval will not be granted if the course was taken for the first time 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 can repeat that course for a grade as long as they have the dean's approval through CCAS.

Students who wish to take a course at another college should be aware of the following policies: (1) Grades awarded by other colleges do not transfer and will not affect the University of Rochester GPA; (2) Transfer course grades cannot replace grades earned at the University of Rochester; (3) Students cannot earn transfer credit for a course that is similar to a course already completed at the University of Rochester with a grade of D- or higher. See the transfer credit page for more information.

When students repeat a course at the University, 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 should complete the [online Repeat Course Form](#).

## Financial Aid

Students receiving any kind of institutional or federal aid must be enrolled full-time, carrying at least 12 **new** credit hours since repeat courses are not counted for credit. International students have different financial aid requirements and should talk to a [financial aid advisor](#) and [International Services Office \(ISO\) advisor](#) before repeating any courses.

## Special Course Requirements

### Repeating Satisfactory/Fail (S/F) Courses

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.

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 for the first failing grade to be removed from the GPA.

### Incomplete Courses

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.

### Courses at a Different Level

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

Students can choose to use PHY 121 as a “repeat” of PHY 141, in which case only the PHY 121 grade will be factored into the GPA, and any credit for PHY 141 will be forfeited. Students can choose to use PHY 122 as a “repeat” of PHY 142, in which case only the PHY 122 grade will be factored into the GPA, and any credit for PHY 142 will be forfeited. Students can choose to use PHY 123 as a “repeat” of PHY 143, in which case only the PHY 123 grade will

be factored into the GPA, and any credit for PHY 143 will be forfeited. Students cannot not receive credit for both PHY 113 and PHY 121. Students cannot not receive credit for both PHY 114 and PHY 122. PHY 121 can be taken as a repeat course for PHY 121P and PHY 122 can be taken as a repeat course for PHY 122P, and vice versa.

Students can choose to use MTH 142 as a repeat of MTH 161, assuming that the grade in 161 is below "C." In this 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 can take 142 without losing credit for 161. Students who do not pass 161 have two options: (1) They can take MTH 161 as a repeat; or (2) They can take MTH 141 and then proceed to MTH 142. Upon completion of MTH 142, the failing grade for 161 will be removed from the GPA. The Department of Mathematics allows this because no more than one-third of the material in the two courses overlaps.

The general rules about repeating courses apply here as well. MTH 142 can be used as a repeat of MTH 161 only if the grade earned in MTH 161 is below C.

Students **cannot** earn credit for both:

- # MTH 161 and MTH 171
- # MTH 162 and MTH 172

## Writing Courses

Students who pass WRT 105/105E with a grade below "C" can 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 [Repeat Course Form](#) by the end of the fourth week of the semester. Students can apply the standard repeat policy described in the first paragraph.

Any of the following three courses can be used to repeat the others:

- # WRT 105
- # WRT 105E
- # WRT 105A&B

WRT 105 or WRT 105E can serve as a repeat course for WRT 105A under two circumstances:

- # When a student has received below a C in 105A

OR



- # When a student has received above a C in 105A, but has special circumstances that warrant completing the primary writing requirement with WRT 105 or WRT 105E (e.g., s/he must complete the requirement in the summer when only 105 is offered)

Students who complete WRT 105A with a C or better and then complete WRT 105B with a grade lower than C should just repeat WRT 105B.

### **First-Year Only Courses**

Some courses, because of the way they are offered, cannot be repeated. PHY 143 is one example of a course that is for first-year students only. A student who fails PHY 143 should take PHY 123 in the second year.

BIO 112, another course that is for first-year students only, cannot be repeated. A student who earns a grade below "C" in BIO 112 and wants to continue in biology may repeat the course by taking BIO 110.

### **Courses that Can Be Repeated for Credit**

Keep in mind that some courses may be taken more than once with credit and a grade earned each time. The most common such course is Applied Music: Lessons at Eastman with 130 or 160 as the course number.

Students can also take two-credit foreign language conversation courses such as FR 114 more than once. Students may take RUS 126 no more than twice.

Students can earn credit for both ECO 207 and ECO 207H, and for ECO 209 and ECO 209H.

A student can 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 cannot, however, use a grade in CHM 208 to replace a grade in CHM 210.

Beginning in spring 2019, students may not earn credit for FIN 204 after having completed FIN 205.

### **Additional special circumstances**

The following courses have special repeat rules:

- # Students can receive credit toward the degree for only one of the following courses – STT 211, STT 212, STT 213, BIO/STT 214, CSP/PSY 211, BCS 200 – students wanting to repeat a course must take the exact same course again for the repeat policy to apply.

Questions about statistics courses should be directed to an advisor in the Program in Statistics.

- # Students cannot earn credit for both BIO 190 and BIO 198.
- # Prior to Spring 2017, students were not permitted to earn credit for both FIN 204 and FIN 205.
- # In certain disciplines (e.g., modern and ancient languages, mathematics) students cannot register and receive credit for a lower-level course once the higher-level course is successfully completed.
- # Students cannot earn credit for both PHY 121 and PHY 113.
- # Students cannot earn credit for both PHY 122 and PHY 114.
- # Students cannot earn credit for both CHM 171 and CHM 203.
- # PSC 200 can be used as a repeat for PSC 201 (PSC 201 is no longer offered).
- # Students can 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 may repeat BIO 110L with BIO 110. Note that BIO 198 can be used as a repeat of BIO 190.

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

## Residency Requirement

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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. Students must also meet the requirements of the College's enrollment policy.

Coursework taken at the University prior to admission as a matriculated student does not count toward the residency requirement.

## School of Nursing Courses

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Current University of Rochester students can 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 in nursing \(DDN\) program](#). Students admitted into DDN should discuss their plans with their program advisor.

## Science Sequence Regulations

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Departments in the College discourage students from registering for the next course in a continuing science sequence if an appropriate grade level (“C–” or above) has not been achieved in the preceding course. It has been shown that students' success in such a sequence is directly related to performance in the preceding course. Students so advised are asked to seek assistance in their future program planning from the College Center for Advising Service and from their undergraduate advisors.

<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 141 to 142 to 143 and 161 to 162	C-
Physics 113 to 114 121 to 122/122P	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 the [repeating courses](#) and [transfer credit](#) pages for more information.

If students believe that mitigating circumstances caused them to do poorly, they can discuss their situation with an advisor in the College Center for Advising Services, who will help the student to complete an online petition.

## Senior Option

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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 first year to senior year, to waive any exam for purposes deemed valid.

## Senior Scholars Research Program

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Through the Senior Scholars Research Program, as many as 15 seniors are able to devote their entire final year at the College to work on a single intellectual project. The project can 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.

Senior Scholars projects are marked by intellectual engagement and coherence, and by educational soundness and continuity.

The project must be composed and carried out under the supervision of a faculty advisor or advisors. The project does not have to be related to or part of the student’s major.

The project can be a part of the major, with the consent of the department.

## Course Credit and Timeline

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

## Applying

If you are interested in applying for the Senior Scholars Program, you can discuss your ideas with the faculty member(s) you would like to have advise you on your project. Once you have a solid project idea, you can prepare to submit, with a faculty advisor's help, a well-reasoned and convincing document.

Application forms and more information about the Senior Scholars Program are available in the Multidisciplinary Studies Center in Lattimore 203. Interested students must apply for the Senior Scholars program. Proposals are reviewed by the Senior Scholars Review Board, and must be submitted by April 1 of junior year.

## Satisfactory/Fail (S/F) Option

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Students can take a course so that the only grade appearing on the transcript will be either an S (satisfactory) or an F (fail). 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 S/F option is subject to the following conditions:

- # Courses with a grade of "S" **cannot** be used by students in the College for major, minor, or cluster requirements.
- # The S/F **cannot** be used for applied music courses, or the courses used for most certificate programs.
- # Only one course (or four credit hours) per semester can be elected S/F; however, a student can elect one S/F course and also have a course having a mandatory P/F grade.
  - Students **can** declare the S/F option for **two two-credit courses** in the same semester.
- # The S/F option can be elected for a course carrying five or six credits.
- # 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 for the first failing grade to be removed from the GPA.
- # The S/F option is not available in the summer.

- # Once notified of charges of academic dishonesty, a student cannot declare the S/F option. The S/F will be rescinded if already declared by the student. If a student is found responsible for an infraction, either through the established hearing procedure or an Instructor Resolution form, he/she will not be allowed an S/F option in the course in which the incident occurred.
- # Once declared, the S/F option cannot 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 can petition to uncover the grade.
  - Seniors can choose to uncover all of their "S" grades.
- # The S/F option can be declared for an independent study project.
- # Undergraduates can choose to declare the S/F option for graduate-level courses.
- # 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 the [repeating courses page](#) for more information.

## Eligibility

This option is available **only to matriculated undergraduate** students in the College and only during the academic year.

## Declaration

All students must declare the S/F option before the end of the **eleventh week** of classes using the [online form](#). The exception to this is first-year and transfer students in their first semester, who can declare the option through the end of the **thirteenth week**.

This deadline (i.e., 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.

## Pre-Health Students

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 advisor](#) before making a final decision.

## Recording and Changing a S/F 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 S/F but later find that this course is required for their major, minor, or cluster can have the grade converted by submitting 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 also be submitted to the College Center for Advising Services (CCAS).

In cases where the course taken under the S/F option is a required part of the major, minor, cluster, or degree, students must uncover the grade if it is a C or better. Students can talk to a CCAS advisor for more information.

## 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 [Student Request for Dean's Signature/Approval](#). The College will then write a letter to the school, reporting the grade(s) under the “S.”

Seniors in the College can 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

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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. Find out about upcoming information meetings by visiting the Center for Education Abroad’s [events calendar](#).

A study abroad handbook published by the Center for Education 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 are allowed to study abroad.** Students returning from study abroad are expected to spend the following semester in residence at the University of Rochester.

All students who plan to study abroad during the academic year need to apply online, first getting permission from the University of Rochester, then permission from the study abroad program they plan to attend. The University deadline for spring study is September 15, and for fall or full-year, February 15. Program application deadlines vary.

## Study Abroad Status

Students going on a University of Rochester program register for SAB 301 and are charged University of Rochester tuition and room fees for the semester abroad.

Students going on non-Rochester programs register for SAB 302 and are charged an administrative study abroad fee.

Students cannot 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 US colleges and universities (including University of Rochester programs) issue standard US-style transcripts, which show dates of attendance, course numbers and titles, credit hours, and grades. These transcripts are evaluated the same way as transfer credit from another US institution. Grades earned on University of Rochester programs appear on the University of Rochester transcript.

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 is interested in applying to Dublin City University, he/she must apply through the University of Rochester and IES, not directly through Dublin City University.

To ensure that course(s) taken elsewhere will transfer back to the University of Rochester, 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 advisor 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 advisor in education abroad for assistance in completing the form.



For more information, see the Center for Education Abroad's [transfer credit page](#).

## Financial Aid

**Only** students who go abroad for a semester or academic year through **University-affiliated programs** can apply for **continuation of aid**. No University of Rochester aid is available for study on non-Rochester programs, and questions concerning the continuation of aid upon the student's return should be addressed to the Financial Aid Office in Wallis Hall.

Students can 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 education abroad advisor can direct them to these programs.

Financial aid is not normally available for summer study abroad, although students planning to participate in foreign language programs can apply for Burton Awards through the Center for Education Abroad.

All questions concerning financial aid should be addressed to the [Financial Aid Office](#).

## Summer Session Courses

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### Summer Courses at the University of Rochester

The [summer course schedule](#) is available online in the fall. Students can register online beginning in February. Four- and six-week sessions begin after the close of the spring semester; later in the summer, the next four- and six-week sessions begin. Courses are guaranteed to run as long as students have registered by the first day of class.

### Campus Life

Students are encouraged to live in the residence halls and can eat on campus. Movie nights, festival outings, and other activities provide plenty to do when studying is over. See the [summer sessions activities page](#) for more information.

## Course Credit

Grades and credits earned are figured in the student's grade point average just as they are during the academic year. However, students may not elect to take summer courses on the S/F option.

## Students on Probation/Separation

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

- # Students cannot be removed from probation as a result of summer course grades.
- # Separation from the College for academic reasons is normally for two semesters. Students are not eligible to register for summer courses at the University of Rochester until two semesters have passed.

## Students Returning from Medical Leave of Absence

Students on medical leave of absence status who wish to enroll in summer courses on campus or participate in a University of Rochester summer study abroad program must receive full clearance from the University Health Service (UHS) before registering.

## Summer Courses outside the University of Rochester

To receive credit, a summer courses should:

- # Take place at an educational institution that issues an official college transcript
- # Not be comparable to that for which a student has already received credit

See the [transfer credit page](#) for more information about getting credit for non-University of Rochester summer courses.

## Students Separated from the College

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 College Center for Advising Services.

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## Suspension and Expulsion

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Most students who leave the University of Rochester involuntarily do so for academic reasons, through separation. Although relatively rare, students may be required to leave the University for disciplinary reasons, either for academic honesty violations or for non-academic misconduct.

### Suspension

The Board on Academic Honesty can impose suspension for one or more semesters. Students suspended for academic dishonesty are withdrawn from the University.

Students' general academic standing is determined using the criteria included on the probation and separation page, 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 advisor, and to the International Services Office when relevant.

During the period of suspension, transcripts will have the following official comment: "Suspended: academic dishonesty." In accordance with New York State Law, the date range of the suspension will be added to the transcript and will remain on the transcript until one year after the suspension has ended.

More information about this penalty, and the procedure for appeal, can be found on the academic honesty website.

### Expulsions

Students can be expelled for violating the Standards of Student Conduct. Students expelled for non-academic misconduct are withdrawn from the University.

Students' general academic standing is determined using the criteria on the probation and separation page, 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 advisor, and to the International Services Office when relevant.

More information can be found on the [Center for Student Conflict Management website](#).

## Non-Academic Misconduct Suspensions

Students can be suspended for violating the Standards of Student Conduct. Students suspended for non-academic misconduct are withdrawn from the University after any appeal has been processed.

Students' general academic standing is determined using the on the [probation and separation page](#), 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 advisor, and to the International Services Office when relevant.

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." In accordance with New York State Law, the date range of the suspension will be added to the transcript and will remain on the transcript until one year after the suspension has ended. 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."

More information can be found on the [Center for Student Conflict Management website](#).

## Take Five Scholars Program

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The [Take Five Scholars Program](#) provides students with opportunities to explore additional disciplines and courses that might not otherwise be available to them. Accepted students are granted one or two tuition-free semesters to take courses in addition to those needed to complete their degrees.

## Applying

Students can 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 information sessions held each term or at the Academic Services Counter outside Lattimore 312.

The application deadline in the fall is November 1; in the spring, the deadline is the first Thursday after spring break.

The faculty advisor and an academic advisor should both 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.

Applications will be judged on:

- # 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

## Proposals

Students in the College are encouraged to discuss their Take Five proposals with their faculty advisors and the Take Five advisor in the Center for Advising Services (CCAS) as they prepare their applications. Students should also consult the appropriate departmental administrators to be sure that the courses they want to take will be offered, and that they are appropriately prepared for these courses.

A special review process exists for all proposed courses taught outside 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.

The proposed program must:

- # Further the student's general education

- # Spread the Take Five courses throughout the student's third, fourth, and fifth years at the University, and not be taken in a single semester during or after completion of degree requirements (this will typically delay completion of degree requirements)
- # Consist of Take Five courses that relate to one another and are beyond the introductory level whenever possible

In addition to the requirements above, proposed program cannot be used to obtain an additional major, or degree, or fulfill any of the Rochester Curriculum requirements.

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.

Credit earned during the tuition-free semester(s) cannot be applied toward the 128-credit hour degree requirement.

## Housing

Fifth-year students are unlikely to be eligible for undergraduate housing, although they can serve as residential advisors. The off-campus living program will guide students through the process of obtaining off-campus housing, if necessary.

## Additional Information

Students should also be aware of the following:

- # Degrees are awarded and diplomas are 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 GPA (at the end of the fifth year) will be used to calculate Latin Honors
- # Take Five courses cannot be audited or used to repeat previous coursework, but 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 given to each student after being accepted into the Take Five Scholars Program. See the Take Five page for more information.

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## Three-Two (3-2) Programs

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Several programs are available that permit selected students to earn a bachelor's and a master's degree in five years instead of six.

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.

For more information about 3-2 programs, see the [Undergraduate Bulletin](#) and [Master's Degree at UR \(Transfer Credit Policy\)](#).

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## Title IX Resources

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### Required Reporting

The all advisors at the University 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 advisor, the advisor is responsible for notifying the campus Title IX coordinator.

In all cases, professional advisors will maintain a student's privacy to the greatest extent possible. For more information and a list of resources, see the [University's sexual misconduct page](#).

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## Transcripts

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### Release of Transcripts

Upon electronic request, a student can [obtain a copy of his or her official transcript](#) from the Office of the Registrar.

### Information Included on the Transcript

Transfer credit and Advanced Placement credit along with the student's method of completing the Rochester Curriculum which is printed as follows:

- # Each area is printed (humanities, social sciences, natural sciences)
- # Each major and minor with corresponding area
- # If neither a major nor a minor has been declared in an area, the cluster title and sponsoring department appears

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 should make arrangements with their instructors to complete their courses; see the [incompletes page](#) for more information. 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, as well as the grades themselves, 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.

## 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



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## Transfer Credit

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A Transfer Credit Manual containing detailed procedures and information is available in the College Center for Advising Services (CCAS).

**Before taking courses at another school**, students should follow the instructions outlined below to ensure that courses will transfer to the College:

1. Pick up or view online the school's course catalog or summer bulletin.
2. Download a [Course Approval Form](#).
3. Pick out the courses:
  - a. Courses that have similar content to courses offered by the University of Rochester will typically transfer.
  - b. Students cannot earn credit for a similar course they've already successfully completed.
  - c. Transfer credit can be awarded for online courses assuming the course content is similar to courses offered at the University of Rochester. Some departments have policies regarding online courses that will apply to majors and minors.
  - d. Courses for a major or minor must be approved by the authorized faculty member in the appropriate department.
4. List the courses on the Course Approval Form with the attached course descriptions, and seek approval as follows:
  - a. **Elective courses** can usually be approved by any advisor in CCAS or the Hajim School's Dean's Office—in the case of an ambiguous description, or when a department has requested it, the advisor may refer the student to a department for approval.
  - b. Normally, only courses taken at the University of Rochester can be used to **fulfill cluster requirements**. However, courses completed on a study abroad program may, with department approval, be used in a cluster. Students must submit a [Cluster Exception form](#).
  - c. Courses for the **major or minor** must be approved by the authorized faculty member in the appropriate department.
  - d. Students planning to study abroad should discuss their course plans with an advisor in the Center for Education Abroad. Most elective courses can be approved by an advisor in education abroad. The procedure for earning credit for courses for a major, minor, or cluster is the same as normal transfer courses.
  - e. Courses to be used toward a **certificate** first require approval as noted above and may require additional approvals based on the certificate:

- i. **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.
  - ii. **Polish and central European studies**: Request the written approval of their PCE advisor and likewise return the form to the Multidisciplinary Studies Center.
- f. Credit is not given for CLEP exams.
5. Submit the approved Course Approval Form to CCAS at [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu).
6. Upon completion of the course(s), ask the registrar at the other school to send an official transcript to CCAS at [ccasrec@ur.rochester.edu](mailto:ccasrec@ur.rochester.edu) or mail to:  
College Center for Advising Services  
Lattimore 312  
PO Box 270402  
University of Rochester  
Rochester, NY 14627-0402

## Intercollegiate Registration

See the [intercollegiate registration page](#) for policies and procedures.

## Summer Courses

Students do not need any approvals for summer courses taken at the University of Rochester. Summer courses taken at other schools follow normal transfer credit rules.

## Transfer Credit Maximums

A maximum of 64 credit hours is transferable to the University of Rochester 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 transferred in from a four-year school. The comparable policy applies to credit earned through online coursework. In all cases involving transfer credit, students are subject to the College's enrollment policy.

First-year students who defer their enrollment are permitted to transfer a maximum of eight credits from another college or university.

## Grades

Approved courses that are completed with a grade of C or better will transfer.

Grades given by other schools do not transfer and will not affect the GPA. Transfer course grades **cannot** replace grades earned at the University of Rochester.

Credit for “P”, “S”, and “CR” (or other similar options) will be awarded in those cases where there is not another grading option. In the event that there is an actual grade underneath the "P," "S" or "CR" that is below "C," credit would not ordinarily be awarded. However, special rules will apply for P, S and CR grades earned during the Spring 2020 semester and credit will be awarded in all of these cases.

## Credit Hours Transferred

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.

## College Courses in High School

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 advisor. A special petition form is available for coursework taught in 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 CCAS.

## Academic Records

Transcripts and score reports from other institutions that are kept in the student's academic file in the Office of Records are the property of the University of Rochester and, as such, are covered 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 Rochester (Transfer Credit Policy)

See the [master's degree at Rochester page](#) for information on applying credits to a master's degree.

## Transfers

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### Transferring to the University of Rochester

Transfer students from other colleges and universities must satisfy all requirements for graduation. There is a [special cluster provision](#) created for transfer students to help them meet these requirements. Academic advisors are available to assist transfers with their concerns.

All students transferring to the University are expected to attend the Transfer Orientation Program offered in August prior to the start of the fall semester and in January prior to the start of the spring semester.

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

Students should also read the [enrollment policy](#) and [residency requirement page](#).

## Unable to Meet Requirements

If a transfer student believes they will be unable to meet all of the graduation requirements, he/she should contact a faculty advisor or an academic advisor to discuss the problem. After careful consideration, a petition stating the student's case can be presented to the Administrative Committee through the College Center for Advising Services (CCAS). The student will receive an answer in writing.

## Financial Aid

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

## 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 advisor, class dean, or a CCAS academic advisor.

Information and referrals from CCAS 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 the student and the College, is expected to take place in CCAS 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 can present their written request to CCAS.

## Tuition

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

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 must declare their intention in writing prior on the first day of the semester. See the [part-time page](#) for more information.

## Tutoring

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In addition to the resources listed below, students should work with their course instructor or teaching assistant to improve their understanding of course materials.

Tutoring services of the University of Rochester include the following:

- # **Math Study Hall** is staffed by math graduate students who will answer your questions on a walk-in basis. The study hall is in Hylan, room 1104, and hours are posted on the door.
- # **Student Physics Society** helps students with 100-level mathematics, physics, and astronomy coursework. Tutoring is conducted by upper-year students who can answer your questions on a walk-in basis. See their [website](#) for more information.
- # **The Center for Excellence in Teaching and Learning (CETL)** offers the following kinds of study support:
  - **Study Groups**—Students work together during informal course-specific meetings under the guidance of an older student who recently did well in the course.
  - **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.
  - **Individual tutoring**—Students meet one-on-one with a tutor, either by appointment or walk-in.
- # **The Writing, Speaking, and Argument Program (WSAP)** offers a wide variety of writing support services for undergraduate students at all levels and in all disciplines. See the [WSAP website](#) for more information.
- # **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 the sciences, social sciences, mathematics, and humanities. Students seeking help should [contact the OMSA office](#).
- # **NROTC** students can, in addition to the services listed here, seek help from their NROTC advisors, since their program does provide tutors for certain subjects.
- # **Tau Beta Pi** is an Engineering Honor Society where engineering students can get help with their homework 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.

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## Underloads

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An underload is when a student carries fewer than 14 credits at any time during the semester. Students can request to carry an underload on the 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 an underload must get the approval of the dean of the College or, for Hajim School students, the Hajim's Dean's Office in Lattimore 301.

Approval for an underload is **never** given for programs of fewer than 12 credits.

Approval is subject to the following conditions:

- # An underload in the senior year will permit a student to complete all graduation requirements by commencement.
- # That upon consideration of the relationship of the underload to the total academic program, such an academic load is necessary.
- # The student has dropped a course late in the semester, making it academically unfeasible to add another course.
- # There has been a prolonged sickness as substantiated by University Health Service (UHS). (See the [attendance, illness, and medical absence page](#) for more information)

Students may also be granted a temporary underload, with the expectation that they will add a fourth course during the first four weeks of the semester.

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## Upper-Level Writing Requirement

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Each major 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 can choose to design other 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. Students should also gain experience in using a range of writing styles and techniques in their major discipline.

Students who have more than one major are expected to fulfill this requirement in each major. Only one upper-level writing course is permitted to overlap between two majors. Each major must have at least one upper-level writing course unique to that major. For more information, see the department's or the program's undergraduate coordinator.

## Withdrawal

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Withdrawing from any or all courses requires formal action by the student. Not attending all or some courses is not considered an official withdrawal and may result in receiving a grade of "E." Students who want to withdraw from specific courses should follow the procedures outlined on the dropping courses page.

### Withdrawal at the End of the Semester

Generally, withdrawing 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 is the more appropriate choice with an advisor in the College Center for Advising Services (CCAS).

Students who choose to withdraw or are withdrawn from the University can submit an Application for Readmission if they 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, and room and board refunds are decided by Dining Services, University Health Service, and the Office of Residential Life and Housing Services, respectively as applicable.



## Procedure for Withdrawing

Students who intend to withdraw should visit CCAS to discuss their plans with an academic advisor and file a Change of Status Form.

Students who are no longer on campus should notify CCAS in writing via [ASEchangeofstatus@rochester.edu](mailto: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 through CCAS.

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.