

## **PART B**

### **Undergraduate Students and Their Activities**

#### **I. Admission**

- A. Essentially all matters pertaining to the admission of students to the College are administered by the Office of Admissions under the direction of the Dean of Undergraduate Enrollment Policy and Management.
- B. The admission of students desiring to pursue special courses not leading to a degree and "visiting" students who wish to attend the College is administered by the Dean of the College or the Director of Admissions. A variety of cases may be distinguished:
  - 1. Students wishing to take College courses on a part-time or full-time basis without matriculating need not make formal application for admission.
  - 2. For matriculation upon entry, whether into full- or part-time status, a student must make formal application for admission to the College.
  - 3. No more than six courses in the College taken as a non-matriculated student may be applied toward the degree.

#### **II. Readmission**

- A. All decisions concerning readmission shall be made by the Dean of the College or the Dean's delegate.
- B. Students who have been separated from the College for unsatisfactory academic progress shall be subject to the following provisions upon readmission:
  - 1. They shall be readmitted on a probationary basis.
  - 2. They will not automatically receive academic credit for work taken elsewhere during the period of their separation from the College. Students may, after being removed from probation, petition the Administrative Committee to receive transfer credit for such work.
  - 3. Their records shall be re-evaluated to show academic credit for work taken at the University prior to their separation only in those courses in which they have been awarded grades of "C-" or better.
    - a. The record will show such work only as credit earned, as with transfer credit.
    - b. Only that work taken subsequent to readmission shall be reflected in the grade point average.
- C. A student who has been separated twice from the College for unsatisfactory academic progress will not be readmitted.

### III. Bachelor's Degree

- A. The College confers two degrees: Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). Except by special action of the faculty on the recommendation of the Administrative Committee, no student may receive more than one Bachelor's degree from the College for work taken in the University. Students may choose a single concentration, a double concentration, or a single or double concentration with a minor or minors. A statement will be placed on the official record concerning a third approved concentration, although the third concentration will not be entered into the computerized record.
- B. The ordinary unit of undergraduate instruction in the College is the course, which is defined as consisting of a coherent body of academic material requiring approximately 25% of the working time of the student during one term. Lecture and discussion courses normally meet for three fifty-minute or two seventy-five minute periods each week with the equivalent of a fourth period being made up of enriched independent study, lecture, or discussion. Laboratory courses ordinarily involve four fifty-minute class periods or their equivalent in laboratory sessions each week. For purposes of recording, computing grade averages, and reporting to the State Education Department, each course shall normally be assigned four hours of credit. This definition shall ordinarily apply to all courses in the College numbered between 100 and 399.
1. Partial-credit courses, with the exceptions noted below, may be used to meet degree requirements. These two-credit courses may last for one-half of a semester, or take one-half of the usual course time but last the entire semester. (Partial courses may also carry one credit hour.)
  2. Students not majoring in Music shall be permitted to submit for degree credit no more than 16 credits of Applied Music, and no more than 8 credits of vocal or instrumental ensemble on the River Campus. All courses listed in the Undergraduate Bulletin as being taught at the Eastman School shall be awarded credit according to the system used at the Eastman School of Music.
  3. Work in Naval Science courses may be credited toward the fulfillment of the requirements of the B.A. or B.S. degree to the maximum extent of five academic courses.
  4. A student who passes a course by independent study without registering for it, and who passes an examination in that course, may receive degree credit for it upon petition to the Administrative Committee.
  5. No more than three courses in a major or two courses in a minor may be used toward a separate major or minor. Allied field courses used to fulfill the requirements of the major are included in the set of courses subject to this restriction. However, prerequisite courses required for the major and non-departmental ancillary course requirements (such as chemistry for biology majors) are not subject to this restriction.

- C. General Baccalaureate Requirements. The student is responsible for meeting requirements of degree programs in the College. Concentration requirements, including prerequisites and allied fields, should not normally exceed 16 four-credit courses for the B.A. and 20 four-credit courses for the B.S. degree. Any required courses for the degree may not be taken on the Satisfactory/Fail Option.

For a full description of all degree and concentration requirements, minors, and certificate programs, consult the current Undergraduate Bulletin.

1. Requirements for the B.A. or B.S. Degree

- a. Completion of eight semesters of approved course work, i.e. 32 four-credit courses or 128 credit hours, with an average grade of "C" or better. No more than twenty courses (80 credit hours) from a single department may be submitted for degree credit.
- b. Completion of the writing requirement.
  1. All entering students must satisfy the primary writing requirement. The majority of students fulfill the requirement by completing WRT 105 or WRT 105E with a grade of "C" or better, an approved course in composition that focuses on reasoning, research, and writing clear and cogent arguments. Students admitted to the College through the ESOL Program fulfill the requirement by earning a grade of "C" or better in WRT 103, ESOL Critical Reading, Reasoning, and Writing, and WRT 104, ESOL Research, Reading, and Writing. Students who believe that they are already proficient college writers may petition to substitute a University of Rochester writing-intensive course for WRT 105/105E. The substitute course may not also be used to fulfill the upper-level writing requirement. Transfer students who have completed a WRT 105/105E-equivalent course at another institution and received a grade of "B" or better may petition to use this course to satisfy the primary writing requirement. The administration of the primary writing requirement is the responsibility of the College Writing Program.
  2. Before graduation, each student must complete coursework, in addition to the course used to fulfill the primary writing requirement, in which sustained attention is given to writing.

Each concentration will explicitly incorporate significant experience in student writing into its curriculum and/or requirements. "Significant experience in writing" will typically occur in at least two courses, as prescribed by the earlier requirement, but concentrations may choose to design other generally equivalent plans to encourage advanced competence in writing. Such plans should include frequent student writing, responses to the effectiveness of the writing, and guidance in revision and rewriting. Upper-level writing programs in the concentrations should build on students' initial exposure to the principles of written argument in the primary writing course, and students should gain

experience in using a range of writing styles and techniques characteristic of their major discipline.

3. Each major will submit its upper level writing requirement for approval by the College Curriculum Committee (CCC), which will be assisted in this task by the Director of the College Writing Program, who will serve for these purposes as an ex officio member of the CCC.

c. Completion of the Rochester Curriculum

1. Satisfactory completion of a program of concentration (a major) with an average grade of “C” or better. Students must file a program of concentration approved by the appropriate faculty adviser in the department or program by the time noted in paragraph 2. a. below. The divisional classification of all interdepartmental concentrations, as noted in paragraph 2 below, is determined by the student and the faculty committee responsible for the concentration.
2. Satisfactory completion of at least two divisional clusters comprising at least three courses in each of the two divisions outside the area of the major with an average grade of “C” or better. Each set of courses for the divisional clusters will be in one of the three divisions: humanities; social sciences; natural sciences including mathematics and engineering and applied sciences. Students may also construct a College Program from existing majors and minors, as long as the principle of distribution over the three divisions is maintained. Students who complete an engineering major that is professionally accredited need complete only one divisional cluster outside the area of the major.
  - a. Students will formally declare the Rochester Curriculum, i.e. their major and two divisional clusters, not later than the beginning of their Junior year (by the time sixty-four credit hours have been taken). Students may alter their Rochester Curriculum until the final semester of the Senior year. The College transcript will reflect the student’s three areas of focus.
  - b. Each set of courses for divisional clusters is approved by the department or interdepartmental faculty committee and the College Curriculum Committee. A faculty group, or an undergraduate with two faculty sponsors, may propose an interdepartmental divisional cluster comprising courses from three different departments for approval by the Committee on Individualized Interdepartmental Concentrations. Clusters authorized by the Curriculum Committee appear on the Cluster Search Engine at [www.rochester.edu/College/CCAS/clusters/](http://www.rochester.edu/College/CCAS/clusters/).

D. Concentrations

1. Programs: The College offers programs leading to the Bachelor of Arts and the Bachelor of Science degree. Current programs can be found in the Undergraduate Bulletin at the following address: <http://www.rochester.edu/bulletin/about/degrees/> For purposes of the Rochester Curriculum, the distribution area of each major is noted. H = Humanities, S =

Social Science, N = Natural Science and Engineering, V = Variable (determined at time of official entrance into the program).

## 2. Concentration Requirements

- a. Students should normally apply for acceptance into some field or program of concentration during the semester (typically the fourth semester for the full-time student) in which 64 credits will be completed. Applications must be addressed to a Department or Program of the College, or some other School of the University. Before undertaking a concentration, a student should generally have completed at least twelve courses and the prerequisite work specified by the department or the program with a grade average of 2.0 or higher. Students who have failed to meet these requirements by March of their junior year are subject to reclassification to sophomore standing.

\*pending N.Y.S. approval

- b. Each new and revised program of concentration is submitted initially to the College Curriculum Committee for review and approval, after which the final approval of the Faculty Council is required.
- c. Normally all courses in the concentration will be beyond the elementary level.
- d. Students must earn an average grade of "C" or better in the courses submitted for the concentration.

## E. Minors

The College recognizes all minors offered by the School of Engineering and Applied Sciences as well as those offered in Arts and Sciences, as listed in the Undergraduate Bulletin at the following address: <http://www.rochester.edu/bulletin/about/degrees/> For purposes of the Rochester Curriculum, the distribution area of each major is noted. H = Humanities, S = Social Science, N = Natural Science and Engineering, V = Variable (determined at time of official entrance into the program). One or more minors may be declared in conjunction with either a single or a double major concentration in Arts and Sciences. Students are eligible to declare a minor after being accepted into a concentration and before the end of the first semester of the fourth year.

## F. Certificate Programs

The Certificate Programs listed in the Undergraduate Bulletin at the following address <http://www.rochester.edu/bulletin/about/degrees/> may be taken in conjunction with a bachelor's degree.

### G. Additional Clusters

Additional clusters are clusters completed by a student beyond those used to meet the distributional requirements and to be listed on the transcript. This category would include a second cluster taken by Engineering students in those professional accredited majors in which students are required to take only one cluster either in humanities or social sciences. Recognition of additional clusters encourages students to explore new areas and pursue them in some depth. In addition, certain types of additional clusters, such as foreign language or web design, could be beneficial in terms of career preparation and therefore of interest to potential employers. The following restrictions apply:

- a. Students must choose among listed, existing clusters.
- b. Students may list no more than two additional clusters on their transcripts.
- c. A student must complete the cluster before it will be processed by the CCAS.
- d. An additional cluster may overlap by no more than one course with the requirements of a student's major or minor, including the associated prerequisite, allied field, ancillary and foundational courses. There may be no overlap with any other clusters, including those used to satisfy distributional requirements and other bonus clusters. Note that these restrictions for overlap with ancillary courses and between clusters are more stringent than rules that apply to clusters used to fulfill distributional requirements.

### H. Independent Study

Reading and research courses and academic internships provide opportunities for independent study of materials or phenomena not included or not treated in sufficient depth in a regularly offered course. Such courses may be offered by full-time members of the teaching faculty or by those visiting, part-time, or adjunct faculty members designated by the department chair as qualified to do so. The instructor shall not normally accept more than five students in the course. A student may do no more than one independent study each semester, and no more than eight credits of Independent Studies courses with the same instructor unless approved by the Dean of the College or, in the case of a senior honors project, by the department chair. Students may earn no more than four credits of Supervised Teaching in the same course. Internships must be unpaid in order to be eligible for academic credit, and may be graded Pass/Fail with the additional consent of the department chair. A maximum of eight hours of local, and 16 hours of non-local, internship credit may be applied toward the degree. Only the instructor's approval is required for registration, which must take place by the end of the third week of classes. The instructor is free to decline to supervise students if the registration comes too late after the beginning of classes, or if the proposed collaboration is inappropriate. When obtaining the instructor's signature, the student must submit a description of the work to be undertaken.

The Dean's Office will review all proposals to assure that they do not become the equivalent of courses and that the faculty member agreeing to supervise the work is qualified to do so.

### I. Senior Scholars Program

This program permits as many as fifteen seniors to devote their entire final year of college to work on a single intellectual project which can range from scholarly research to artistic creativity. The project, which may include course work in addition to independent study, carries up to 32 hours of academic credit and is composed and carried out under the

supervision of a faculty adviser or advisers. It must be capable of being completed by the end of the senior year.

## J. Degrees Cum Laude and with Honors and Distinction

### 1. Degrees Cum Laude

The College (Arts, Sciences, and Engineering) recognizes outstanding achievement of its students by awarding degrees cum laude, magna cum laude, and summa cum laude. These levels of award are assigned by the Dean of the College each year. Policies for each of these levels of award are established by the Curriculum Committee of the College. Criteria are established on a College-wide basis. Information concerning criteria for degrees cum laude will be made available to students through the College Center for Academic Support.

### 2. Degree with Honors or Distinction

- a. The College (Arts, Sciences, and Engineering) uses the terms "distinction," "high distinction," and "highest distinction" to reflect the quality of performance in a program of concentration; the terms "honors in research," "high honors in research," and "highest honors in research" describe concentration programs in which honors-level coursework and a research project or senior thesis are required.
  - b. An honors program requires students to complete a minimum of twelve 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.
  - c. Specific requirements for honors programs and for degrees with distinction should be listed in the Undergraduate Bulletin.
3. Departmental criteria for a degree with Honors or Distinction shall be submitted to the College Curriculum Committee for review and approval before being forwarded to the Steering Committee of the Faculty Council.

## K. Part-time Students

Students who have been admitted in regular course to undergraduate study in the College may pursue part-time programs of study towards the degree Bachelor of Arts or Bachelor of Science. A minimum program of study for students matriculated in the College is one four-credit course per year.

## L. Recommendation for Degree

If a candidate recommended for a degree has not complied with all the requirements in time to be acted upon at the last regular faculty meeting of the academic year, or the alternative on-line vote, approval of the award may be given conditionally pending the registrar certifying that all requirements have been completed. Only students who have submitted an "intent to graduate" declaration by the published deadline in the fall semester will have their names and/or honors listed in the commencement program. Students who have submitted the "intent to graduate" form but who have not completed all requirements for the degree may be permitted by action of the Administrative Committee to participate in commencement if they

have shown that they can complete requirements no later than October 1 of that year either by taking classes in the summer at the University of Rochester or transferring credit from another institution.

M. Residence Requirement

To qualify for an undergraduate degree a student must complete at least four semesters of full-time study or, for part-time students, the equivalent number of credit hours.

IV. Registration

- A. Registration for undergraduate studies is administered by the University Registrar in keeping with faculty regulations.
- B. Entering students are assigned advisers who work with the student for two years. Upon the student's admission to a concentration, the department assumes responsibility for advising the student. In Engineering, the student has the same adviser for all four years.
- C. During the first four weeks of a semester, students may change their registration to substitute or add a new course (except for Independent Study courses, the deadline for which is the end of the third week of the semester) providing they have the explicit approval of the instructor of the course into which they are entering. The signature of the student's adviser is required until the student has been admitted to a major during the sophomore year, or until the end of that year. Engineering students need their advisers' signatures throughout all four years. If any such change results in a total registration of more than four and one-half courses (18 credit hours), it is subject to the provisions governing Overloads (see IV.E.).

During the first four weeks of a semester, a student may drop a course without record, providing the instructor whose course is being dropped is informed. Thereafter, students may withdraw from a course at any time through the end of the eleventh week of the semester, providing the instructor whose course is being dropped is informed. The signature of the student's adviser is required for both drops and withdrawals until the student has been admitted to a major during the sophomore year, or until the end of that year. Engineering students need their advisers' signatures throughout all four years. The withdrawal action and the week of the semester in which it occurred will be recorded on the advising record; the week of the semester will not appear on the official transcript. If dropping or withdrawing from a course results in a total registration of fewer than three and one-half courses (14 credit hours), it is subject to the provisions governing Underloads (see IV.E.).

D. Underload and Overload Programs

- 1. The normal academic load in the College consists of four full courses in a semester. Underload programs of less than three and one-half courses (14 credit hours) must be approved by the Dean of the College. Ordinarily, this will not be questioned when such a schedule, in the senior year, will permit a student to complete all the graduation requirements.



2. Permission to take overload programs of more than 19 credit hours in a semester shall be subject to the following conditions:
    - a. It must be approved by the Dean of the College. (Generally, a 3.0 average is required and no Incomplete grades from previous semesters may exist.)
    - b. Students may not carry more than 3 credit hours over their four courses (course + mandatory lab = one course) in the first semester of the freshman year.
  3. A sixth full course is not normally permitted.
- E. Under the Take Five Scholars Program, a limited number of students will be allowed either a ninth semester or a fifth year without additional tuition charges in order to take courses to enrich their education. Students may apply when they have been accepted into an area of concentration but no later than the application deadline during the first semester of the senior year.

#### V. Final Examinations

- A. A schedule of these examinations shall be prepared by the Registrar and made available in the Schedule of Courses. It is College policy that no examinations of any kind be given in undergraduate courses during the reading period of the Fall and Spring semesters. Non-cumulative examinations only may be given during the final week of classes of the Fall and Spring semesters.
- B. Final examinations should not exceed three hours.
- C. The right of an instructor to waive an examination in a course for some or all students is recognized.

#### VI. Academic Honesty

New College policy and procedures on academic honesty were adopted in May 2015. These are available on the Academic Honesty Web page, [www.rochester.edu/College/honesty/](http://www.rochester.edu/College/honesty/) and supersedes the earlier policy adopted in 2007.

#### VII. Grading and Marking

- A. At the close of each semester, each instructor shall furnish to the Registrar, a mark evaluating the student's performance for the record.
- B. Instructors shall report to the Office of the Dean of the College the names of students whose work in any course at the time of midterm is below the grade of "C-" or whose work is unsatisfactory for other reasons.
- C. All grades shall be reported as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E, where grades are in descending order with E being failure. In addition, if the instructor regards the

written work of the student as deficient or outstanding by reason of expository style, the grade will be so flagged. This flag is not a matter of permanent record.

- D. Following the close of the fall and spring semesters, a list is issued of those students whose academic achievement warrants notation on the Dean's List. These guidelines apply to all undergraduate students in the College.
1. An overall semester grade-point average of 3.4 and completion of 16 or more credit hours, at least 12 of which have normal letter grades (A through E) with no "I" or "N" grades, are required for a student to be named to the Dean's List. (Seniors and students classified as Take Five or KEY need to complete successfully 12 or more credit hours with normal letter grades and no "I" or "N" grades.) A student who has an incomplete grade on his or her record becomes eligible to be considered for the Dean's List once the final grade is submitted.
  2. Part-time students can be named to the Dean's List by achieving a 3.4 grade-point average in the immediately preceding semester if they have also completed 16 credit hours with a grade-point average of 3.4 during the preceding 24 months (including summer grades). At least 12 of the 16 hours must be completed with normal letter grades, and the student must have no outstanding "I" or "N" grades.
  3. Notation of Dean's List standing is made on the official record (transcript). Students receive a letter from the Dean of the College and the Hajim School of Engineering and Applied Science.
- E. Students may elect to receive a grade of Satisfactory (S) or Fail (F) only, in one course per semester, to a maximum of eight courses. This option shall be subject to these further restrictions:
1. This option may be declared any time through the end of the eleventh week of the semester. First-semester freshmen and transfer students in their first semester have until the end of the thirteenth week of the semester to elect the S/F Option. In two-credit courses, students may have until the end of the third week of classes to add, drop, and declare the Option, regardless of whether these are full- or half-semester courses.
  2. This option may not be used in courses fulfilling concentration, minor or cluster requirements or to satisfy the primary writing requirement.
  3. Grades under this option shall not be reflected in a student's gpa.
  4. Part-time students may use the S/F Option only once during each contiguous set of four courses.
  5. When repeating a course for a grade, the prior grade will be removed from the gpa only if an "S" was earned.
  6. This option is not available for courses taken in the summer.

7. Once notified of charges of academic dishonesty, a student may not declare the S/F option. The Board on Academic Honesty may revoke a previously declared S/F as part of a penalty imposed through the established hearing procedure, or in an Instructor Resolution Form.
  8. Students taking a course on the satisfactory/fail option will still be subject to the flag for deficiency in expository style.
- F. A grade of “I” should be given only when there are circumstances beyond the student’s control, such as illness or personal emergency, that prevented the student from finishing the course work on time. Under no circumstances may the “I” be given for the following situations:
- student who wishes to do additional work after the course deadline to improve a grade;
  - student who wishes to redo the course work in a subsequent semester to improve the current grade.

A form requesting a grade of “Incomplete,” indicating the work outstanding and the deadline for its completion, must be signed by both the student and the instructor and submitted to the College Center for Academic Support. There is a one-semester limit for completion of the course, unless The College permits an extension. (Such 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.)

The instructor reports the final grade in writing directly to the Academic Records Office on a Supplemental Grade form, or in a memo. Once a final grade has been submitted, whether passing or failing, the grade of “I” will be removed from the transcript. The grade of “I”, however, will continue to appear on the advising record. The instructor may request waiver of the recording of the “I” on the advising record when the lateness was created by circumstances unrelated to the student, such as equipment failure in a laboratory.

The student’s failure to submit the form or to complete the work by the deadline will result in an “E” for the course, unless the instructor noted on the form that a different grade should be assigned. The Dean of the College shall inform the student of an impending action to change the “I” grade before notifying the Registrar.

- G. The official transcript will reflect grades of “I” (Incomplete), “N” (no grade) or “W” (withdrawals after the fourth week) unless or until replaced by a final grade.
- H. No grade reported to the Registrar may be changed without the consent of the Dean of the College.
- I. Hours of Credit and Points of Credit

Two units are employed in fixing the total requirements for graduation, the hour of credit and the point of credit. The hour of credit represents a passing grade (D- or higher) in a course of

one hour a week for one term. For each hour of credit the student will receive points of credit on the following scale:

GRADE	POINTS	GRADE	POINTS
A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	E	0.00

The point-hour ratio is to be computed by dividing the total number of points earned by the total number of hours (whether passed or failed) for which the student has received final grades on the transcript. Students may repeat a course in which the final grade was unsatisfactory (i.e., below "C") with the approval of the Dean of the College. When a course is repeated for a grade, both course registrations and both grades will appear on the advising record and transcript, but only the second grade will be used to calculate the grade point average.

#### VIII. Study Abroad

- A. The Dean of the College is authorized to appoint a permanent Committee on Study Abroad, composed of full-time faculty members, and a Director of Study Abroad Programs who will serve as Chair of this Committee. The Committee, through its chair, will report regularly to the Dean, the Council and the Faculty.
- B. With the approval of their major department and the Committee, students may enroll in a program sponsored by the University of Rochester, or at a foreign university, either independently or in acceptable programs sponsored by another American college or university. During their time away students are retained on the rolls of the University of Rochester and receive full credit for work successfully completed in accordance with the requirements of the major department and the Committee on Study Abroad.
- C. For work successfully completed under the program, the appropriate number of credits as recommended by the Department will be recorded on the student's transcript under the number 300 in the appropriate subject.

#### IX. Academic Action: Probation and Academic Separation

- A. The Office of the Dean of the College periodically reviews the academic records of students. Students who do not make satisfactory progress toward the completion of requirements for a degree are placed on probation or separated from the College.
- B. Students whose point-hour ratios are below 2.00 are normally subject to academic action. Students may be placed on probation for an exceptionally poor term record, even though their cumulative record is 2.00 or better.

- C. Probation means that the student's academic performance is unsatisfactory. [For the purpose of faculty action, "unsatisfactory" would normally include a cumulative or term point hour ratio below 2.00 or failure(s) in a required course(s).] Neglect of academic responsibility by a student who is on probation may result in the student being separated from the College prior to the end of the term. Students who at the end of a period of probation have failed to show significant improvement in their academic record may expect to be separated from the University.
- D. For its majors, each department may recommend to the Dean of the College such action (probation, or separation from concentration) as may be appropriate for students with academic deficiencies. Final responsibility for academic action rests with the Dean.
- E. Students who receive flags reflecting deficiencies in expository style may be referred to the College Writing Committee or its representative for advice and, in some cases, may be required to take measures to improve their writing competence.