**CIAS Registration Policy**

**(RIT Policy D3.0)**

A. ADMISSION OF STUDENTS TO CLASS

It is the responsibility of the student to enroll in classes during the designated registration periods, using the Student Information System (SIS). Prior to the registration period, students are responsible for ensuring that any holds that may have been placed on their accounts have been resolved and removed so that access to the registration system is permitted.

Using SIS, faculty can access official class rosters for each course they are teaching, in any given term. Class rosters indicate those students who have been properly registered for the class. Students whose names do not appear on the class roster are not formally registered for the course. Without formal registration, students are not permitted to attend the course beyond the add/drop period.

B. UNDERGRADUATE REGISTRATION

Degree-seeking undergraduate students (see Policy D2.0) may register for undergraduate courses (100-500 level) that are approved for the academic plan(s) for which they are enrolled. To gain enrollment, students must also demonstrate successful completion of any pre-requisite work. When seeking registration into courses not typically associated with enrolled academic plan(s), the approval of the department offering the course is necessary. **Exceptions to this are as follows:**

1. Degree-seeking undergraduate students are allowed to take graduate courses (600-900 level) provided these courses fit into the schedule for the baccalaureate degree and are approved by both the home department and the department offering the course.

2. Degree-seeking undergraduate students enrolled in a baccalaureate/master's combination program will be allowed to take graduate courses (600-900 level) that are approved for the academic plans for which they are enrolled.

3. Non-degree-seeking undergraduate students will be allowed to take graduate courses (600-900 level) with the approval of the department offering the course, with the knowledge that the course work completed while a non-degree student may or may not apply to any given certificate, baccalaureate or graduate program. Decisions regarding the application of the course work to a degree program are at the sole discretion of the head of the academic department in which the student intends to enroll.

C. GRADUATE REGISTRATION

Degree-seeking graduate students (see Policy D2.0) may register for graduate courses (600-900 level) that are approved for the academic plan(s) for which they are enrolled. When registering for graduate courses outside the home department not typically associated with enrolled academic plan(s), the approval of the department offering the course is necessary. **Exceptions to this are as follows:**

1. Non-degree-seeking (undergraduate or graduate) students will be allowed to take graduate courses (600-900 level) with the approval of the department offering the course and with the knowledge that the course work completed while a non-degree-seeking student may not apply to any given certificate, baccalaureate or graduate program.

2. Degree-seeking and non-degree-seeking graduate students may register for undergraduate (100-500 level) courses with the understanding that these courses are not applicable to any graduate certificate or degree programs.

D. ADDING AND DROPPING COURSES

1. The add/drop period is the first six (6) business days (excluding Saturdays, Sundays and holidays) of the full fall, spring, and summer terms as indicated by the university’s academic calendar. The add/drop period for other academic sessions is determined based on the length of the course and posted on the Registrar's Office website. For exact dates and more information, refer to https://sis.rit.edu/info/welcome.do?init=facultyStaff

2. In extenuating circumstances during a term if a student requests to be added or dropped from a class outside of the established add/drop period, the faculty member teaching the course must submit a completed Add/Drop/Audit form, with their signature to CIAS Student Services. The form will be reviewed and approved, or denied, by the assistant dean of student services in consultation with the administrative chair, if appropriate. If a form is denied, the assistant dean will contact the student by email, and copy the faculty member and administrative chair.

3. If adding units places a student over 19 units, the add/drop form must also be reviewed and signed by the administrative chair, prior to submitting the form to student services.

4. In extenuating situations, a correction to enrollment for a previous term may be necessary. If this occurs the faculty member must submit an enrollment correction form to student services for review and approval by the assistant dean of student services, in consultation with the administrative chairperson, if appropriate.

E. INDEPENDENT STUDY (undergraduate and graduate)

Independent study is executed under a specific set of rules with guidance and direction from a sponsoring full-time faculty member. Students earn a predetermined number of credits for independent study. An Independent Study is a “contract” between a student and a fulltime faculty member (tenured, tenure-track, lecturers, or visiting). An Independent Study is approved at the faculty member’s discretion, and with the proper administrative approvals as outlined below. The independent study form and guidelines can be found at http://inside.cias.rit.edu/studentservices

Independent study is guided by the following expectations:

1. Independent study is to be regarded as any other course in matters of registration and grading.

2. An independent study must carry a specific number of credits. This number is to be agreed upon between the student and the sponsoring faculty member before the initiation of the independent study.

3. Independent study opportunities can be requested by undergraduate or graduate students with a GPA of at least 3.0. Undergraduates must have completed over 60 credits towards their degree. Before a student is allowed to take an independent study, a faculty sponsor should carefully consider the past performance of the student in regular courses and other indicators of the student's ability to successfully the complete independent study.

4. Undergraduate and graduate CIAS students may register for up to one (1) independent study per term with a maximum number of four (4) independent study units in a given term unless otherwise approved by their administrative chair)

5. Undergraduate and graduate students may take up to six (6) units in total of approved Independent Study toward their degree unless otherwise approved by administrative chair.

6. In all cases of independent study, after consultation with the sponsoring faculty member, the student will submit a written proposal to the sponsoring faculty member using the CIAS Independent Study form. (Appendix A)

7. The administrative chair should review the student’s record and determine the application of the course used as an independent study to degree requirements. In most cases, an independent study should be taken as an elective.

8. The content and format of each independent study must be approved by the sponsoring faculty member, as well as by the corresponding program or administrative chair, before being submitted to the registrar’s office.

9. If an independent study is not approved by the program or administrative chair, the chair will notify the sponsoring faculty member, and the faculty member will notify the student of adjustments that need to be made to the independent study, or of a final disapproval.

10. There must be a well-defined evaluation of the student's work at the conclusion of the independent study. The sponsoring faculty member, after consultation with the student, may involve one or more other persons (faculty members, outside experts, and in some cases, even students of a higher year-level) in the final evaluation of the independent study work.

F. EXPERIENTIAL EDUCATION

1. Internships

a. Definition

Internships are credit-bearing experiences meant to expose students to the professional environment through outside job opportunities with an acceptable organization, agency, or company in their field. Students work under the guidance of a manager (i.e. artist, art director, creative director, senior graphic designer, product development manager or marketing communications manager) and perform work that is educational and meaningful for their short-term academic goals as well as their long-range career preparation.

b. Eligibility and Registration

In order to register for an Internship, students must obtain pre-approval from their faculty advisor by completing the CIAS Internship Approval Form, which can be found on inside.cias.rit.edu. Students must submit the Internship Approval Form in advance of the start of the internship and no later than the add/drop period for the designated term. . An internship is a credit-bearing experience that incurs tuition charges. Students must be enrolled for the Internship during the same semester in which the work occurs. (Ex: Work in summer = Enrollment in summer)

c. Assessment/Grading

Assessment and grading of Internships is initiated and managed by student’s academic department chair or assigned faculty. Documentation of the experience is required and a final review is obtained from the employer. The appointed faculty advisor will meet with the student upon completion for final evaluation for a grade. Credit earned is typically applied towards elective requirements.

2. Cooperative Education (Co-ops)

a. Definition

Co-op or cooperative education is typically full-time, paid employment that is directly related to a student’s major, lasting one or two consecutive terms (fall, spring, or summer semesters *each* equal one term; intersession is *not* counted as a term). Co-ops do not incur tuition charges, as they are zero credits. Co-ops can be either mandatory or optional, depending on the student’s degree program, and appear on a student’s transcript.

b. Eligibility and Registration

i. Pre-approval through the academic department is required for mandatory co-ops (most BS programs), but not for optional co-ops (BFA and graduate programs)

ii.Undergraduate students must be in good academic standing with a minimum GPA of 2.5 and have completed their sophomore year. Students must complete required co-ops prior to their last term of classes. Optional co-ops, for BFA and other non-required programs are not permitted after coursework is complete.

iii. Graduate students must be in good academic standing with a minimum of a 3.0 GPA and have completed one academic year. Students are *not* eligible for co-op after they have completed all their degree requirements. Total blocks of co-op should not exceed one year or three terms (fall, spring, or summer semesters *each* equal one term; intersession is *not* counted as a term)

iv. Registration and reporting a co-op is required prior to the start of the co-op and no later than the end of the add/drop period for that term. SIS registration is done through the student’s academic department (for mandatory co-ops) and through the student’s academic advisor in Student Services (optional co-ops). Students must also register online with the Co-op and Career services office. International students must first consult with the International Student Services (ISS) Office prior to seeking a co-op, and provide ISS with an offer letter prior to registration in SIS.

c. Assessment

i. Mandatory Co-ops (most BS programs)

Assessment is initiated by the Office of Career Services and Cooperative Education evaluation system. The employer is sent a Work Evaluation that they must complete and submit online. Student is sent a Work Report, which they are required to complete. The school administrative chair (or assigned faculty) has access to review these reports.

Grading is managed by academic department chair or assigned faculty based on Employer Work Evaluation and the completed Student Work Report. Co-op appears on transcript with assigned Satisfactory or Unsatisfactory grade.

ii. Optional Co-ops (BFA and graduate programs)

Assessment is initiated by the Office of Career Services and Cooperative Education evaluation system. The employer is sent a Work Evaluation that they must complete and submit online. Student is sent a Work Report, which they are required to complete. The school administrative chair (or assigned faculty) has access to review these reports.

Grading is managed by a career services coordinator in the Office of Career Services and Cooperative Education. Co-op appears on transcript with a Satisfactory or Unsatisfactory grade.

G. INTER-INSTITUTIONAL REGISTRATION

In order to afford undergraduate students the wide range of educational opportunities available in the Rochester area, members of the Rochester Area Colleges (RAC) participate in a cross-registration program. Guidelines are as follows:

1. The requested course or its equivalent is not available at the home institution.

2. The student is enrolled full time at the home institution throughout the duration of the requested course. A full-time student is defined as a degree-seeking student carrying not less than 12 credit hours.

3. The requested course must be considered an integral part of the student's academic program at the student's home institution.

4. Registration is on a space-available basis. No course sections will be created for visiting students.

5. Inter-institutional registration is not applicable to summer programs, graduate students, or graduate-level courses.

6. Students are governed by academic policies of the visited institutions including but not limited to course requirements, withdrawal policies, etc.

7. There is no additional charge for a cross-registered course unless the requested course has associated fees or causes the student to assume a course overload. The additional charges are based on the current rates of the home institution during the term in which the registration takes place.

NOTE: The forms necessary to initiate inter-institutional registration can be obtained from the Registrar's Office of the student's home institution.

revised November 30, 2015

Appendix A

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**INDEPENDENT STUDY PROPOSAL FORM**

Independent Study is a “contract” between a student and a fulltime faculty member (tenured, tenure-track, lecturer or visiting). Independent Study is approved at the faculty member’s discretion, and with the proper administrative approvals as outlined below.

**Guidelines**

* All independent study proposals must be initiated, **approved and processed** prior to the beginning of   
  the academic term. This process should be started *at least two weeks prior to the beginning of a term — to allow for adequate time for meeting and to obtain the appropriate signatures.* 
  + - Student needs to meet and discuss with faculty member.
    - Faculty member and student must agree in writing on the work/assignments to be completed.
    - The **completed** form must be submitted to Student Services before the last day of the add/drop period.
* Independent Study opportunities may be requested by undergraduate (over 60 credits) or graduate students in CIAS with a GPA of 3.0 or higher.
* Undergraduate and graduate students may take up to 6 units of approved Independent Study toward   
  their degree; and no more than 1 Independent Study per term (3-4 units).

***NOTE:*** *Any requests for exceptions, must be made in writing at least two weeks prior to the beginning of a term, and must be approved by the Administrative Chair of the school.*

**Responsibilities**

**Student**

* Complete all “student information” on the form before meeting with the sponsoring faculty member *(please   
  print clearly).*
* Be prepared when you meet with your faculty member. Have a plan – your written proposal, what your goals are, and a written outline of what you need to do to meet these goals.
* After you and the faculty member agree on the terms of the Independent Study, you will need to complete the title, objectives, summary, and method of evaluation portion of the form prior to the faculty member signing the form.
* Students who are applying for an Independent Study need to have all proposals approved and forms processed by the end of the add/drop period.
  + - For fall semester, all proposals and signatures must be obtained prior to the end of spring semester.

**Faculty**

* Confirm that that student meets the GPA requirement of 3.0 or higher and review the students   
  overall record.
* Verify that the number of units and the term of participation are correct on the form.
* If the independent study is used to substitute for a required course, the faculty must outline how the content, scope, depth, and learning expectations of the required course are fulfilled by the independent study.
* Faculty must receive administrative chair approval for supervising more than 2 Independent Study courses   
  per term.
* After signing the form, submit the form to your Program Chair if in SPAS or SOD, or to your Administrative Chair in all other CIAS schools for a final review and approval.

**Administrative Chair / Program Chair** (as outlined above)

* Review the Independent Study form and verify that the number of units issued is appropriate.
* **If approving:** Sign the form and forward to Student Services (1075 Gannett Hall) for processing.
* If the form needs revisions return the form to the faculty member. The faculty member is responsible for   
  contacting the student and, after revisions, re-resubmitting the form.
* **If disapproving:** Return the form to the faculty member. The faculty member is responsible for contacting the student regarding the decline.

**INDEPENDENT STUDY PROPOSAL FORM**

*Use this form to propose your independent study course. Click on data fields in this fillable PDF form to enter your responses.   
If filling out by hand, PLEASE print legibly.*

Student UID# – Student Email

Student Name

Semester Fall Spring Academic Term # of Units *(Credits)* GPA

*4 digit code*

**PROPOSAL**

Title

Goals & Outcomes

Description of Proposal

Method of Evaluation

Meeting Times

**APPROVALS  
 Student Faculty Admin or Program Chair**

*Print Name*

*Signature*

*Date*

**TO BE COMPLETED BY FACULTY SPONSOR**

**This independent study will be used for *(check one):***

Professional/Studio Elective Course Substitute *Course #*

Open Elective *Title*

**TO BE COMPLETED BY STUDENT SERVICES**

* Scan and email a copy of approved form to student and faculty sponsor.
* Copy to student file; original to registrar.