RIT | College of Art and Design

Policy: Registration Policy

(RIT Policy D03.0)

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 on their student account in SIS are resolved.

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 the students have a 3.0 cumulative GPA and these courses fit into the schedule for the baccalaureate degree and are approved by both the home department and the department offering the course in consultation with the instructor of 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 in consultation with the instructor of 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, the approval of the department offering the course in consultation with the instructor of 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 in consultation with the instructor of 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 no less than 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 form to CAD Student Services, with their signature as well as the student's. The form will be reviewed for approval by the assistant dean of student services. If a form is not approved, the assistant dean or advisor will follow up with the student.

3. If adding units places a student over 18 units, the add/drop form must also be reviewed and signed by the department head as indicated on the form, 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 school director, 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, 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 based on

the work being completed. The credit hours assigned must be reviewed and approved by the faculty member's director.

3. Independent study opportunities can be requested by degree-seeking undergraduate or graduate students with a cumulative GPA 3.0 or higher. 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. CAD undergraduate and graduate students may register for only one (1) independent study per term with a maximum number of four (4) independent study credits in a given term unless otherwise approved by their school director.

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 the program director.

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 CAD Independent Study form.

7. The faculty member's director 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 director, before being submitted to the CAD student services.

9. If an independent study is not approved by, the director 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 lack of approval.

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 undergraduate program director by completing the CAD Internship Approval Form, which can be found on inside.cad.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 the student's academic undergraduate program director. Documentation of the experience is required and a final review is obtained from the employer. The undergraduate program director 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). 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, but not for optional co-ops

ii. Undergraduate students must be in good academic standing and have completed a minimum of two terms. 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 two terms (fall, spring, or summer semesters – *each* equal one 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

Assessment is initiated by the Office of Career Services and Cooperative Education evaluation system. The employers are sent a Work Evaluation

for completion. Students are also sent a Work Report for completion. The school director (or assigned faculty) has access to review these reports.

Grading is managed by the academic undergraduate program director or school director based on Employer Work Evaluation and the completed Student Work Report. Co-op grades appear on the student's transcript.

ii. **Optional Co-ops**

Assessment is initiated by the Office of Career Services and Cooperative Education evaluation system. The employers are sent a Work Evaluation for completion. Students are also sent a Work Report for completion. The school director (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 or an undergraduate program director. Co-op grades appear on the student's transcript.

G. Inter-Institutional Registration

    1.   Refer to the RIT Policy D03.0, section F.

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

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