Policy Number: **D3.0 - Current**

Policy Name: **REGISTRATION**

A. **ADMISSION OF STUDENTS TO CLASS**

At the first meeting of a class each quarter, the instructor will receive a class list showing the names of those students who have been properly registered for the class.

Students whose names do not appear on this list must present a copy of their current schedule to the instructor. These can be obtained at the Registrar's Office or student's department. This will indicate to the instructor that the student has registered correctly and should be allowed to attend the class.

**Adding Courses** - The time period for adding (and dropping) courses to a student's academic schedule, at the beginning of each academic quarter, shall be defined as the first six class days excluding Saturdays, Sundays and holidays.

B. **INDEPENDENT STUDY PROJECTS**

An independent study project is a program of study, research work or creative work executed under a specific set of rules without classroom type assistance from an instructor, but under the latter's guidance and direction, which would earn for the student a predetermined number of credits. The rules for RIT undergraduate programs are as follows:

1. Before a student is allowed to take an independent study project, a sponsor should carefully consider the past performance of the student in regular courses, and other indicators of the student's eligibility for pursuing the same.

2. In all cases of independent study projects, a written proposal is to be submitted to a sponsoring faculty member; this is to be done after consulting with the faculty member in question.

3. The proposed content of the independent study project must be approved by the sponsoring faculty member of the department which gives credit for the same.

4. Independent study projects should always carry a specific number of credits. This number may be variable, but it is to be agreed upon before the initiation of the project. If the advisor and student feel that the quality of the finished work warrants a change in the projected credit, this may be done through change procedures (procedures available through the Registrar's Office).

5. Each college of the university should fix the total number of credits that a student may earn through independent study projects in a given quarter from that college.
6. Each department should fix the total number of credits that a student may earn through independent study projects toward degree requirements.

7. The department head, in consultation with the student's advisor, should determine the appropriateness of the course used as an independent study project. In most cases, an independent study project should be taken as an elective.

8. The formalization of the independent study project (which is necessary for earning credits for the work) requires approval of the chair of the department which offers the independent study project.

9. There should always be a well-defined mode of evaluating the student's work at the conclusion of the independent study project: a written report, an oral exam, a colloquium talk, etc.

10. The sponsoring faculty member should try to involve one or more other persons (faculty members, outside experts, and in some cases, even senior students) in the final evaluation of the independent study project work.

11. Independent study projects are to be regarded as any other course in matters of course evaluation.

C. 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 participate in a cross-registration program. Guidelines are as follows:

1. The requested course is not taught 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 matriculated 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.

6. Students are governed by academic policies of the institutions visited.

7. There is no additional charge for a cross registered course unless the requested course causes the student to assume a course overload; then the additional charges will be based on the current rates of the home institution during the semester or quarter 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.

D. GRADUATE REGISTRATION

Matriculated (see Policy D2.0 in this manual) graduate students may register for graduate level courses (700-900) which fit their home department approved programs. When registering for graduate courses outside the home department, not in the normally approved program, the approval of the department offering the course may also be necessary. Exceptions to this are as follows:

1. Matriculated undergraduate students are allowed to take graduate courses, provided these courses fit into a departmentally approved schedule for the baccalaureate degree and are approved by the department in question.

2. Matriculated undergraduate students will be allowed to take graduate courses if they are enrolled in a five-year baccalaureate/master's combination program.

3. Non-matriculated (undergraduate or graduate) students will be allowed to take graduate courses with the department's approval and with the knowledge that the course work completed while a non-matriculated student may not apply to any given baccalaureate or graduate program.

Matriculated and non-matriculated graduate students may register for undergraduate level courses with the understanding that these courses may not always apply to any graduate program. In certain cases, where educationally sound programs will result, appropriate undergraduate courses as approved by the faculty advisor and by the department may be included in a master's program. However, no more than 9 undergraduate quarter credit hours (600 level or below) may be applied toward the 45 quarter credit minimum (12 undergraduate hours for those programs requiring 48 or more quarter credit hours). Where undergraduate work is allowed, it must be well planned and closely controlled. Careful and well-informed advisement should be employed to assure a quality program. In the majority of cases most, if not all, course work will be at the graduate (700-900) level.

Responsible Office: Office of the Registrar

Effective Date: Approved May 1958

Policy History:
Edited August 2010