

A SPECIAL WELCOME TO THE PARENTS OF THE CLASS OF 2013

Welcome to the University of Rochester! We are excited that you and your students have joined our community. We hope that you find both the following *Information for Parents* and the *UR Here* student handbook itself helpful and informative. Your sons and daughters are beginning an amazing journey and you are, too. This information will help guide you either to the answers you seek or to someone in The College who can help provide those answers. We look forward to being there for our students as well as their families over the next four years and beyond. Contact our Parent Relations Office at (585) 275-5415 if you have general questions or concerns, or to learn more about becoming involved in the UR community and supporting your students from home. Also, our Parents Program office is your link to information about the Parents Council and Parents Fund. This contact number is (585) 276-4075.

The College is a vibrant and central part of the University of Rochester, and we are so pleased to welcome you. Our best wishes to you and your students.

Richard Feldman, Dean of the College

Marcy Kraus, Dean of Freshmen

Matthew Burns, Dean of Students

INFORMATION FOR PARENTS

ACADEMIC QUESTIONS AND ANSWERS

What academic units comprise the University of Rochester?

One college and a number of schools on three campuses:

River Campus

The College of Arts, Sciences and Engineering

William E. Simon Graduate School of Business Administration

Margaret Warner Graduate School of Education and Human Development

Medical Center

School of Medicine and Dentistry

School of Nursing

Eastman School of Music

Where do the undergraduate students matriculate?

All undergraduates are enrolled in The College, with the exception of students at the Eastman School of Music. As noted above, The College comprises departments and programs in Arts and Sciences as well as in Engineering and Applied Sciences.

Where do undergraduates take their courses?

Most courses taken by undergraduates are in The College, but students may take courses in any one of the schools of the University as long as they have the interest and have satisfied the prerequisites.

How many students are enrolled at the University?

There are about 5,000 full-time undergraduates and 4,000 graduate students, including those at the Eastman School of Music and the School of

Medicine and Dentistry.

What is the normal course load per semester?

Four courses at four credits per course (16 credit hours) is typical. Students may carry between 14 and 19 credits without special approval.

How many credits constitute an overload? Is there an extra charge for extra credits?

A schedule with 20 or more credits is an overload. Special permission is required, and first-semester freshmen are not eligible to carry an overload, although they may take as many as three credits above their standard four courses. There is no extra charge for credits earned over and above the standard 16 per semester unless they are used to accelerate the completion of the degree.

What about an underload? Is there a refund?

A schedule with 12 or 13 credits is an underload. Special permission is required. There is no refund. (Full-time students must carry at least 12 credits each semester.)

How big are the classes?

Classes in The College vary greatly in size. Some introductory and particularly popular courses are held in lecture halls seating over 200 students. These courses also have recitation sections -- small classes of 10 to 20 students -- where discussions and explanations of lectures and problems are handled by teaching assistants. Recitations usually meet once a week for 50 minutes. Many large or introductory courses also offer study workshops that are led by specially trained peer leaders. Some courses that many freshmen take, such as most Quest courses and WRT 105, the course used to meet the primary writing requirement, have fewer than 20 students.

When do students take classes?

Classes are held Monday through Friday (with occasional labs on Saturday). Some are scheduled for 50-minute periods on Monday, Wednesday, and Friday mornings. Other classes meet for 1 hour and 15 minutes on Tuesday and Thursday mornings. Additional classes and labs are scheduled in the afternoon. Evening classes are rare.

How many hours a week do students study for their courses?

It is hard to generalize, but each 4-credit course will require students to work approximately 10 hours a week in addition to classroom attendance. Most students find that they need to study 4-6 hours a day.

How does a student get Advanced Placement credit? International Baccalaureate?

Departmental criteria, published in the Freshman Academic Handbook, determine how credit may be awarded to students who take the College Board Advanced Placement tests and I.B. higher level courses. The College Center for Academic Support notifies students of AP credit decisions in the summer and during Orientation, and of I.B. decisions as it receives transcripts.

What is the Rochester Curriculum?

The Rochester Curriculum is our interest-driven course of study in which students complete, in addition to a major, a distributional cluster in each of the two divisions outside the division of the major. The three divisions are traditional: humanities; social sciences; and natural sciences, mathematics, and engineering. Clusters -- sets of three linked courses -- are offered by virtually every department and program.

Is a student required to take a foreign language?

While there is no foreign language requirement, students may learn a

new language -- more than ten are offered -- or improve existing skills. Both the Department of Modern Languages and Cultures and the Department of Religion and Classics offer language courses. Divisional clusters in the humanities may be completed in most languages.

Is there a physical education requirement?

No. Students are encouraged to participate in a variety of sports programs, including intramurals, intercollegiate sports, and special clinics sponsored by the Department of Athletics and Recreation.

What grade point average (GPA) must a student have in order to graduate?

A student must have an overall GPA of at least 2.0 (C), and also at least a 2.0 average in the courses submitted for the major and in the divisional clusters students complete in each area outside the area of the major.

Can a student take lessons at the Eastman School of Music? Are music lessons graded?

Students wishing to audition for 2-credit lessons at the Eastman School should contact the Music Department office at least one month before the beginning of the semester to arrange auditions, which are held at the beginning of classes each semester. Eligibility for 2-credit lessons requires that one read music fluently and demonstrate at least an intermediate level of advancement on the instrument or voice. The music lesson grade is calculated as part of the student's GPA. Students not majoring in music may take these lessons (2 credits) for eight semesters for a total of 16 credits. Full-time students are not charged additional tuition for applied music lessons unless the credits earned over and above the standard 16 per semester are used to accelerate the completion of the degree.

Suppose students do not pass the audition; can they still take music lessons?

Yes, students may take lessons through the Eastman Community Education School. A special fee is required and no collegiate credit is given.

Will advisers be assigned to each freshman student?

Freshmen in the College work with their pre-major advisers beginning at Orientation and until the end of the sophomore year, unless students are accepted into a major earlier. Once in a major, faculty advisers from the students' major departments take on the responsibility. It is not unusual for students interested in engineering to work with the same adviser throughout their undergraduate years. All students are also welcome to see a professional staff adviser in the College Center for Academic Support, Lattimore 312.

Where does a student go for help in choosing courses and selecting a major?

To his or her pre-major adviser, class dean, or to the College Center for Academic Support, where full-time professional advisers are readily available.

What are the criteria for Dean's List?

Students need to earn an overall semester GPA of 3.4 and complete 16 or more credit hours, at least 12 of which have normal letter grades (A through E), with no "I" or "N" grades.

How many freshmen get into academic trouble?

Between 5 and 6% of the freshman class are on academic probation by the end of the first year, and 10-12 freshmen typically are separated from the University, none after their first semester.

Can a student who has been separated for academic reasons return to the University?

Yes, a student may apply for readmission after one year away. It is rare for a student not to be readmitted.

Are there any important points to remember about the grading system?

Yes. The Basic Science Sequence regulations state that students receiving less than C- in an introductory math, chemistry, computer science, or physics course will not be allowed to continue in that sequence without special permission (granted by the appropriate department). In addition, the College requires students to earn a grade of C or higher in WRT 105, the course fulfilling the Primary Writing Requirement.

Do all courses affect the student's grade point average?

All regular letter grades (A through E) affect the average, unless the student has declared the S/F (satisfactory/fail) option.

Are grade reports sent home?

No. Students access their grades on-line through UR ACCESSplus.

May I request a copy of my student's grades?

Yes, parents may request grades for students under the age of twenty-one by sending a signed request to the Office of the Registrar. See the complete policy at <www.rochester.edu/registrar/policies.html#grades>.

Is it unusual for students to change majors?

No. More than half of our students change their primary area of interest at least once over their four years.

How many students go on to graduate or professional school?

Usually about a third of the senior class goes on, immediately after graduation, to graduate or professional schools. Many more earn advanced degrees at a later time.

ACADEMIC ALTERNATIVES

AUDITED COURSES

Students wanting to participate in class sessions during the academic year and work without earning a grade for the course or credit towards a degree may register to audit. There is no extra cost for full-time students, but permission of the instructor is required. The course will not appear on the transcript.

GRADUATE COURSES

Undergraduates may take graduate level courses. To qualify for such a course, the student must have the academic prerequisites and must show that he/she is capable of handling graduate level courses. Written approval of the instructor in the course and the student's dean are required.

GRADUATING WITH HONORS

Students graduating from the College are awarded degrees cum laude, magna cum laude, and summa cum laude if they have earned at least 88 credit hours that are counted in the GPA, have completed all degree requirements, have no missing grades, and have a final cumulative average that meets the criteria announced in the spring of their senior year. Summa cum laude graduates comprise the top 2% of the class, magna cum laude the next 10%, and cum laude the next 20%.

LEAVING THE UNIVERSITY

Some students decide to take a temporary leave from the University, and others withdraw altogether. The student accomplishes this objective by going to the College Center for Academic Support to request Inactive Status or to withdraw from the University. Students who leave after the beginning of the semester may be eligible for a partial refund of tuition according to the predetermined schedule published in the Undergraduate

Bulletin and on the Bursar's web site.

Inactive status is designed for students who want to leave campus for a certain length of time but intend to return within the next few semesters. Students are charged a \$60 "Inactive Fee" for each semester they request this standing. Students do not have to apply for readmission to the University when they decide to return. Returning to Rochester after withdrawal, however, requires formal readmission which is handled by the College Center for Academic Support.

NAVAL SCIENCE PROGRAMS

Men and women interested in becoming an officer in the United States Navy or Marine Corps are encouraged to explore the opportunities available through the Naval Reserve Officers Training Corps (NROTC) program. Prospective midshipmen may apply in advance for an NROTC scholarship, or affiliate with the unit on a non-scholarship (College program) basis. College Program midshipmen may later apply for a three-year or two-year NROTC scholarship.

NROTC Unit Rochester consists of approximately 65 men and women learning while earning their way towards a naval officer's commission. The unit places a strong emphasis on academic, physical, and military excellence. The support and encouragement of the unit staff coupled with the camaraderie of the midshipman battalion provides a framework for success throughout the midshipman's college career.

NROTC midshipmen normally take one Naval Science course per semester. Time in class is complemented by a weekly lab period in which students participate in activities such as drill, athletic events, and public speaking. Outside the classroom, unit-sponsored activities include military drill competitions, intramural sports and community service activities. An integral part of the University community, NROTC midshipmen participate in the full range of UR activities.

SENIOR SCHOLARS

Students accepted to this program are able to devote their entire final year of college to work on a single intellectual project. The project may include coursework in addition to independent study. The nature of the project can range from scholarly research to artistic creativity, and should draw and build upon a student's career through the junior year. The principal characteristics of the project should be intellectual engagement and coherence and educational soundness and continuity. The project is composed and carried out under the supervision of a faculty adviser or advisers, and reviewed by the Senior Scholars Committee. See Center for Study Abroad and Interdepartmental Programs for further information.

SENIOR YEAR IN ABSENTIA

Students earning degrees in Arts and Sciences who are admitted to a professional or graduate school at the end of their junior year may be eligible to spend their senior year in absentia. If the petition to the Administrative Committee is approved, the student will receive his/her degree from the University of Rochester following successful completion of the first year in the graduate or professional program.

SUMMER SCHOOL

The University offers a variety of traditional and nontraditional courses from May through August. Undergraduates successfully completing such courses receive full credit toward the degree, and grades are calculated into the grade point average. On-campus housing is available.

UNDERGRADUATE RESEARCH

As a major research institution, the College actively encourages primary research by undergraduates, not only in the natural sciences and engineering, but in the social sciences and humanities as well. Opportunities for doing hands-on, professionally supervised research in fields as diverse as organic chemistry and medieval history are open to qualified students, both within regular courses and in special independent projects during the regular school year and in the summer. For information on such opportunities, contact the Director of Undergraduate Research or go to the Web site at <www.rochester.edu/College/ugresearch/>.

Additionally, there are opportunities to participate in courses supervised by University faculty members which usually combine field experience with lectures, seminars, and oral and written reports, as well as credit-bearing internships which enable students to work in a variety of off-campus settings. Information may be obtained from the College Center for Academic Support. Finally, the Career Center is a major source of information on all matters of experiential opportunities for students.

WASHINGTON SEMESTER

The Washington Semester Program, administered by the Department of Political Science, involves selected students directly in the work of legislators at the national level. Students work full-time as staff assistants in the offices of United States Senators or Representatives for a semester and receive full academic credit. Their activities usually include writing speeches, attending hearings, taking notes at committee meetings, and performing other assignments associated with the political process.

See additional Academic Opportunities within *UR Here* student handbook.

STUDENT RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The University of Rochester complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA, students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. FERPA further requires, again with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. One such exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interest, on a "need-to-know" basis, as determined by the administrator responsible for the file. Students who want further information about the University's student records policy may obtain copies of it from the Registrar. Students alleging failure to comply with FERPA have the right to file complaints with the U.S. Department of Education under its regulations (see 34 C.F.R. Part 99).

Currently enrolled students may request that directory information (name, campus address, home address, telephone number, date and place of birth, academic fields of study, current enrollment (full or part time), email address, dates of attendance, participation in recognized activities and sports, degrees and awards, weight and height of athletic team members, previous educational agencies or institutions attended, and other similar information) be withheld from disclosure by making a request, in writing, to the Office of the University Registrar, 127 Lattimore Hall or to PO Box 270038. The University assumes that failure on the part of the student to

specifically request the withholding of any directory information indicates approval of disclosure.

STANDARDS OF CONDUCT

Students are expected to abide by the rules of the University and to conduct themselves in accordance with accepted standards of good citizenship, honesty, and propriety, and with proper regard for the rights of others. Students must also obey federal, state, and local laws as would any good citizen. Furthermore, their responsibilities as students, scholars, researchers, and in many cases teachers and emerging professionals, often make special demands for the highest ethical standards.

Students charged with misconduct will be treated in accordance with the basic standards of fairness which include timely notification of charges, fair and impartial hearings, and the right of appeal. A full description of the University judicial process is provided in *The Handbook on Student Discipline: Conduct Standards, Policies and Procedures* which is published by the Office of the Dean of Students each year. For further information contact the Office of the Dean of Students at 275-4085.

COMMUNICATION AND CONFIDENTIALITY

The College welcomes communication from the parents and guardians of our students. Our aim is to be responsive while also conforming to legal guidelines and respecting the privacy of our students. Our policies of communication about students are both informed and constrained by federal legislation.

ACADEMIC MATTERS

- Students have access to their grades online; paper copies of grade reports are not sent either to students or parents. 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 complete policy on grade release is at www.rochester.edu/registrar/policies.html#grades.

JUDICIAL ACTION OR IMPROPER CONDUCT

- The College does not routinely inform families about student disciplinary action. Exceptions to this are if: 1) there is a perceived significant risk to a student or to others; 2) a change of status has been put in effect; or 3) a first year student has a change of residence for disciplinary reasons.
- Students may grant access to their disciplinary files by signing a release. This is a standard option for all students involved in disciplinary action.

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HEALTH AND COUNSELING

- The relationship between the University Health Service providers and their patients is confidential. Notification of others, including parents, friends, and University faculty and administrators is considered the student's responsibility, unless the situation is life-threatening and the student is unable to assume responsibility for informing others. Parental notification and consent will be obtained for students under age 18, as required by law. www.rochester.edu/uhs.

- All client contact with the University Counseling Center therapists is confidential. The fact that a student is using UCC will not be disclosed to any University official or faculty member, or to family, friends, or roommates, without permission of the student, except in very specific circumstances. These circumstances are limited to instances when a student's life or that of another person is in danger. www.rochester.edu/ucc

These policies are in accordance with New York State law and the Health Insurance Portability and Accountability Act Regulations (HIPAA), which regulate how hospitals and physicians can report information about their patients. They have significant impact on our ability to communicate information about students receiving health care while in college. The College's aim is to be as helpful and responsive to students and their families as the law will allow. We have therefore encouraged College personnel (coaches, area directors, deans, etc.) to make every effort to communicate with or to accompany students in the Emergency Department to provide the extra support and care often needed when students are away from home. Because we cannot guarantee being able to inform families when a student's health and safety is affected, it is our policy to actively encourage the student to contact his or her family and friends directly and immediately.

FREQUENTLY CALLED PHONE NUMBERS

Note: Rochester's area code is (585).

Academic Support 275-2354

Admissions 275-3221

Alumni Relations 273-5888

Athletics and Recreation 275-7643

Bursar's Office 275-3931

Chapel, Interfaith 275-4321

Computer Sales & Service 275-8353

Deans' Office, The College 275-2351

Dean of Students, Office of 275-4085

Deans' Office, Engineering 275-4151

Dining Services 275-0171

Financial Aid 275-3226

Health Services 275-2662

Health Services, River Campus 275-2161

Higher Education Opportunity Program 275-0651

Information, University Operator 275-6111

Information Technology, University 275-2000

International Services Office 275-2866

Learning Assistance Services 275-9049

Library, Rush Rhees 275-4461

Minority Student Affairs, Office of 275-0651

NROTC 275-4275

Orientation Summer Office 275-4414

Parent Relations 275-5415

Post Office 275-3991

Registrar 275-8131

Residential Life and Housing Services 275-3166

Security 275-3340

Student Activities Office 275-5911

Writing Program, College 273-3584

University Website: www.rochester.edu