

Saunders Graduate Course Registration Request Form Directions

Saunders is committed to supporting cross-disciplinary educational opportunities for all students at RIT. In order to maintain the rigor and culture of our Saunders graduate courses, there are specific eligibility requirements for students interested in requesting enrollment into one of our approved courses listed below. Students must work closely with their Primary Academic Advisors to ensure that they meet all the criteria and understand the academic expectations of a graduate course before enrolling.

The form on the back is to be used by **RIT undergraduate students** who wish to request enrollment in one (1) Saunders graduate level course while they **are completing their undergraduate program**.

Approved Saunders graduate courses:

ACCT 603- Accounting for Decision Makers	INTB 710- Global Business Opportunities and Threats
ACCT 645- Accounting Information Systems	MGIS 650- Introduction to Data Analytics and Business Intelligence
ACCT 707- Advanced Accounting*	MGIS 735- Design and Information Systems
ACCT 710- Tax Analysis and Strategy*	MGMT 735- Management of Innovation in Products and Services
ACCT 738- Information Systems Auditing and Assurance Services*	MGMT 740- Organizational Behavior and Leadership
ACCT 740- Comparative Financial Statement Analysis*	MGMT 775- Corporate Social Responsibility and Business Ethics
ACCT 795- Financial Accounting Theory and Research*	MKTG 761- Marketing Concepts and Commercialization

**Pre-requisite undergraduate course work must be completed to be eligible for enrollment*

Eligibility Requirements:

- 1) Minimum GPA of 3.25;
- 2) Completed a minimum of 90 credits;
- 3) Student is taking no more than 15 credits, inclusive of graduate course, in requested term;
- 4) Graduate course can only be counted for undergraduate **or** graduate program requirements.

Request Process Steps:

Step 1: Student meets with Primary Academic Advisor to review the eligibility requirements, course selection process, and to ensure the requested course does not negatively impact the student's degree completion timeline. Academic Advisor and Student complete the form together.

Step 2: Academic Advisor scans the completed signed form to gradbus@saunders.rit.edu.

Step 3: Student Services Liaison will work to review and approve the request. A Saunders Student Services representative will email the student and Primary Academic Advisor when registration is complete.

Please note that priority will be given to current Saunders graduate students and enrollment in courses will occur the week before classes begin. Forms will be date stamped and reviewed in the order they are received. If the student is enrolling in 15 credits expecting to drop one course, please note that in the advisor's notes.



Graduate Course Registration Request Form

This form is to be used by RIT undergraduate students who wish to request enrollment in one (1) Saunders graduate level courses while they are completing their undergraduate program. Students must work closely with their Primary Academic Advisors to ensure that they meet all the criteria.

Eligibility Requirements:

- 1) Minimum GPA of 3.25;
- 2) Completed a minimum of 90 credits;
- 3) Student is taking no more than 15 credits in requested term;
- 4) Graduate course can only be counted for undergraduate or graduate program requirements.

Please note that priority will be given to current Saunders graduate students and enrollment in courses will occur the week before classes begin.

Student Name:		UID:		Email:	
Academic Plan:		Intended Term of Enrollment (<i>I.E. Fall 2017</i>):		Expected Graduation Date (<i>MM/YYYY</i>):	
Requested Graduate Course Information. Please list your first and second choice options below:					
Course ID: <small>(e.g. MKTG 761)</small>		Course Name:		Course Section:	
Course ID: <small>(e.g. MGIS 650)</small>		Course Name:		Course Section:	
Reason for Interest in Course:					
Concurrent Undergraduate Courses:					
Course Code: <small>(ex. MGMT 560)</small>	Course Title:			Number of Credits:	
Total number of credits including requested graduate course (total must not exceed 15 credits):					
Student Signature:					Date:
OFFICE USE ONLY					
Cumulative GPA:	Completed Credits:		Advisor Notes:		
Primary Academic Advisor (please print):			Primary Academic Advisor signature:		Date:
Saunders Student Services Liaison (please print):			Saunders Student Services Liaison signature:		Date:
Saunders Faculty/Instructor (please print):			Saunders Faculty/Instructor signature:		Date: