

**Policy Manual  
For Contract Students  
2003**

---

**Registration Issues**

**Registration**

The following students will not be registered:

1. Non-Matriculated student who has reached the CITE 12-credit limit (students cannot take more than 12 credits through CITE)
2. A student who does not have a Bachelor's degree
3. A student with holds (financial or otherwise)
4. A student who doesn't *completely* fill out the registration form (including highest degree earned info and signature)

**Withdrawal from a course**

A student who wishes to withdraw from a course should follow the policies set by the contracting organization. Withdrawal should be processed through the Contract Organization office and notification forwarded to The College of Saint Rose via the Course Withdrawal form. Once a student has been registered with The College of Saint Rose, withdrawal will result in a `W' on the transcript. The add-drop period has already passed once The College of Saint Rose receives registration forms from contract organization, since this is usually at least one week after the beginning of the class.

**Attendance Policy**

Attendance policy is set by the contract organization

**Grades**

- Students who register to audit courses may not subsequently request credit for those courses.
- The College of Saint Rose may not at any time give out grade information over the phone.
- Instructors have 10 days after the class ends to submit grades

**Incomplete Grades**

An `I' grade is awarded only at the request of the student and with the permission of the instructor. An `I' grade becomes a `W' if a grade has not been received by The College of Saint Rose **within six months** after the last day of the semester of course attendance. Students are held accountable for keeping track of deadlines.

A change of an incomplete grade to a letter grade must be submitted on the Change of Incomplete Grade form and signed by the instructor. The College of Saint Rose cannot accept oral notice of change from Incomplete to a letter grade. It is the student's responsibility to keep track of deadlines regarding Incomplete grades.

**Grade Changes**

Grade changes may occur in the following circumstances only, and must be submitted in writing by the instructor:

1. When an error in the original calculation was made
2. When a clerical error has been made
3. When the change is the result of an Academic Grievance procedure
4. When the change is the result of academic dishonesty

## Grade Report Mailers

Individual student Grade Reports will be produced every week. Timing is affected by instructors' submission of grades.

## Transcripts

\*\*\*Please keep in mind that the summer semester is our busy season. The heavy volume of registrations, transcript requests, and telephone calls results in longer processing times for all procedures. Allow 6 weeks during July and August for transcript requests. Students needing transcripts by September 1 are advised to take classes that finish by early July.\*\*\*

Students must submit a **written request** or a transcript request form in order to obtain official transcripts from The College of Saint Rose. We do not issue "student transcripts". We cannot fax transcripts. **Students should NOT give** transcript requests and money to instructors. Transcript request forms are available through The College of Saint Rose Registrar's Office or through the contract organization. They can also be typed and printed from The College of Saint Rose website: [www.strose.edu](http://www.strose.edu).

The following information must be included in the request. The lack of one of these items WILL delay the processing of the transcript.

- Signature
- Social security number
- Dates of attendance
- Any surnames you may have had
- Address of where the transcript needs to be sent
- \$6.00 payment (check or money order only, please)

Please send the request to the following address:

The College of Saint Rose Registrar's  
Office-transcript request 432 Western  
Avenue Albany, NY 12203

Please indicate if you would like us to **hold the request for specific grades to be reflected**. A transcript will always show a student's complete academic history so there is no need to request separate transcripts for each course taken. The College of Saint Rose **cannot accept transcript requests via telephone or fax** because we need signatures and payments with the request. A transcript will not be issued if students have any outstanding obligations to The College or contract organization, including financial obligations.

## Academic Grievance Procedure

Academic Grievance procedures, plagiarism policy, and our grading system are outlined on our website, [www.strose.edu](http://www.strose.edu).

## Contact Numbers for The College of Saint Rose

---

### Registrar's Office\*

Alex Ramirez, Contract Course Assistant	454-2020 (customer service)
Jodi Hutchinson, Contract Course Assistant	458-5366 (customer service)
Catherine Tims, Assistant Registrar for Special Projects	454-2081
Student Services Office Main Line	458-5464 (customer service)

\*Student calls regarding transcripts should be directed to Contract Course Assistants. 2