

Updated Intent to Enroll (ITE) Process – Effective Fall 2023

To ensure that students are awarded in a timely manner the NTID associate degree for which they have been studying and that RIT/NTID adheres to financial aid regulations that pertain to Satisfactory Academic Progress (SAP), the following updated ITE process will be followed effective Fall 2023.

Intent to Enroll (ITE) is the process by which a student who has been admitted to an NTID associate degree program or other -UND (e.g., pre-baccalaureate) program applies and is considered for admission to an RIT bachelor's degree program. The process is managed by NTID Admissions.

For students who are in a degree-granting program, the ITE process will generally occur in one of two ways:

- a. A student submits an ITE form during the semester in which all of the student's associate degree requirements will be completed. The ITE form will request that the student becomes active in the bachelor's program in a subsequent academic term. In this instance, the student is never matriculated in more than one degree program at the same time.
- b. A student submits an ITE form during the semester prior to the one in which all of the student's associate degree requirements will be completed. The ITE form will request that the student becomes active in the bachelor's program in the next academic term. The following semester, the student will be simultaneously matriculated in associate and bachelor's degree programs.

Effective immediately, students can be simultaneously matriculated in an associate degree and in a bachelor's degree for a maximum of one semester and must be on track to complete the associate degree no later than at the end of that semester to permit smooth certification of the associate degree. To ensure that this occurs, NTID Admissions will process an ITE form only if all of the following apply:

1. The student has already applied to graduate from the associate degree program and that the graduation term is no later than the first term in which the student is matriculated in the bachelor's program, and
2. The student's Academic Advisement Report (AAR) in SIS shows that all associate degree requirements will be completed no later than the end of the first term in which the student is matriculated in the bachelor's program. This expectation means that for every degree requirement, the student's AAR must show each item as completed (indicated by a green circle with a checkmark), in progress in the current academic term (indicated by a yellow diamond), or enrolled in a future academic term (indicated by a yellow diamond). A course substitution form may need to be filed to ensure that all requirements appear as completed, in progress, or enrolled in a future academic term.

Students who are in an NTID -UND program only need to fill out and submit an ITE form. These programs do not have an AAR that determines a student's progress toward completion and a student is not able to apply to graduate from them.

Although we generally want to encourage students to complete the associate degree they are pursuing, if a student does not intend to complete the associate degree a memo justifying and supporting this decision should be submitted by the department chairperson with the ITE form.

Some consequences of this new process are that:

- If necessary, NTID Admissions will delay the processing of an ITE form until after the current semester's enrollment period to ensure that a student has registered for all courses necessary to complete the associate degree no later than the academic term in which the student wishes to start the bachelor's degree. Failure to submit any necessary course substitution paperwork to clean up the AAR will also delay the processing of the ITE form.
- If a student is unable to complete the associate degree by the end of the first semester in which the student is matriculated in the bachelor's degree program, such as if the student fails or withdraws from course work necessary for the associate degree, in consultation with Student Financial Services the RIT Registrar may deactivate the student from the associate degree program. It then becomes the responsibility of the associate degree program to ensure that the student completes all remaining associate degree requirements and that the student's associate degree is awarded.
- Because of restrictions in SIS that limit enrollment in certain courses to those students who are already matriculated in the bachelor's program, associate degree-completing students may be unable to enroll on their own in courses that are required for the bachelor's degree they intend to pursue without intervention from the bachelor's program. If this situation occurs, the student should focus on enrolling in all remaining courses for the associate degree and the AAR should be cleaned up to show that all associate degree requirements will be completed. Enrollment in courses for the bachelor's program can happen separate from the ITE process.
- The NTID program chairperson should communicate any complicating factors to NTID Admissions so that a resolution can be determined.