

The Saunders College of Business is committed to supporting the continued professional development of our community. In order to support the success of potential students in our undergraduate and graduate classes we have specific guidelines for approval to enroll in our credit bearing classes.

Eligibility Requirements:

- 1) Minimum **cumulative GPA of 3.0** from all colleges attended;
- 2) Unofficial transcripts of **all** undergraduate and graduate coursework;
- 3) Professional Resume;
- 4) Additional document needs for Graduate and Undergraduate non-degree application requests:
 - For **graduate and undergraduate students** completing a program from another institution, please include a letter of approval from your home institution advisor to take a class at Saunders toward your current program.
 - For **undergraduate students** requesting a course at Saunders that has pre-requisite requirements, please complete these requirements before submitting your application.
 - For **graduate students**, plan to attend our mandatory Saunders Graduate Orientation.

For our graduate program, there are specific approved courses for non-degree student enrollment*:

- ACCT 603- Accounting for Decision Makers
- MGIS 650- Introduction to Data Analytics & Business Intelligence
- MGMT 735- Management of Innovation
- MGMT 740- Leading Teams in Organizations
- MGMT 775- Ethical Decision Making and Corporate Social Performance
- MKTG 761- Marketing Concepts & Commercialization

Students are limited to enrolling in a maximum of **two graduate courses.*

Non-Degree Enrollment Request Process Steps:

Step 1: Student completes the statement of interest below **and** the “**[Non-Degree Enrollment Form](#)**” from the Registrar’s Forms website.

Step 2: Use the **Public Class Search** to view classes offered in a specific term:

https://campus.ps.rit.edu/psc/RITXCPRD/EMPLOYEE/SA/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?&

Step 3: Student scans and emails both documents along with transcripts and resume to gradbus@saunders.rit.edu, **Subject Line:** “Non-Degree Enrollment Request Form” **at least two weeks prior** to the start of classes;

Step 4: The Student Services Liaison will work to review and approve the request. The representative will email the student if there are questions about enrollment.

Please note that priority will be given to current Saunders students. Enrollment in courses will occur the week before classes begin. Forms will be date stamped and reviewed in the order they are received.

Name _____ Email _____

Do you plan to apply to a Saunders College of Business graduate program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently enrolled in another graduate program and will be transferring this course back to your home institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Statement of Interest:

I understand that by completing this form, if I am enrolled I am liable for tuition and fees associated with my enrollment. I have reviewed RIT's refund schedule. <https://www.rit.edu/fa/sfs/refund>

Student Name (Printed): _____

Student Signature: _____	Date: _____
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OFFICE USE ONLY

Date Received: _____	Course Approved:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Additional Notes:

Saunders Graduate Program Director (Printed): _____	Saunders Graduate Program Director Signature: _____	Date: _____
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