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ATTENDANCE

Attendance shall be taken in all classes. The general policy with regard to student attendance in any class is determined by the instructor and is announced to the class at the beginning of each semester.

On occasion, students are unable to attend a class session due to illness, accident, or other emergency. Students should contact their instructor(s) directly, via phone or email. If students are unable to reach their instructor(s), they should contact the appropriate academic department office(s). Extended absences from class should be substantiated by appropriate documentation. For more information, see fitnyc.edu/rightsandresponsibilities.

No persons shall be expelled from or be refused admission as students of the college for the reason that they are unable to attend classes or to participate in any examination, study, or work requirements on a particular day(s) because of religious beliefs.

Students unable to attend classes on a particular day(s) because of religious beliefs shall, because of such absence on the particular day(s), be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and the administrative officials of the college to make available to students absent from school because of religious beliefs an equivalent opportunity to make up any examination, study, or work requirements that they may have missed because of such absence on any particular day(s). No fees of any kind shall be charged for making available such equivalent opportunity.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any students who are aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the college is located for the enforcement of their rights.

It shall be the responsibility of the administrative officials of the college to give written notice to students of their rights under this section, informing them that students who are absent from school because of religious beliefs must be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have

missed because of such absence on any particular day(s). No fees of any kind shall be charged by the college for making available to such students such equivalent opportunity.

FIT POLICY ON CLASSROOM CREDITS AND HOURS

FIT follows the State University of New York (SUNY) policy on credits and hours, which is a variant of the traditional Carnegie Unit. A typical 3-credit lecture course at FIT meets 3 hours a week for 15 weeks for a total of 45 hours. A typical 3-credit lab/studio course at FIT meets 6 hours a week for 15 weeks for a total of 90 hours. For more detailed information, please see <https://www.fitnyc.edu/documents/policies/aa015-assignment-of-credit-hours.pdf>.

INDEPENDENT STUDY

Independent study opportunities are available to students in the fall and spring semesters and refer to individualized instruction, which is provided in a tutorial manner outside of a regularly offered class schedule. Participating students work with their sponsoring faculty member to create a course of study and learning outcomes for the independent study and sign an Independent Study Agreement Form to adhere to these learning outcomes. The faculty member assigns the credit value to the course based upon the anticipated learning outcomes and scope of work required during the course of the study.

For all undergraduate and graduate degree programs, a maximum of three (3) credits of independent study are allowed. Two-year AAS students may undertake independent study only in their third or fourth semester, while one-year AAS students may undertake independent study only in their second semester. BFA and BS students are eligible in any upper-level semester. Graduate students are eligible for independent study in any semester.

Independent study courses are electives and cannot be used as substitution for a required major course.

Independent study requests are student initiated and must be made in the preceding semester. Students must have a minimum GPA of 3.5. Students must complete, sign, and submit the Independent Study Agreement Form, in conjunction with their sponsoring faculty member, before the start of the semester.

REQUIREMENTS FOR DEGREE COMPLETION TIME REQUIREMENTS

Full-time students must complete all requirements for their degree within four years from the original date of matriculation; part-time students must complete all requirements within eight years from the original date of matriculation. After the period expires, students must reapply through Admissions and have their credentials reevaluated. Courses taken 10 or more years ago are subject to reevaluation and must be approved by the appropriate department chair or academic dean in order for students to receive credit toward their degree.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

To qualify for the Associate in Applied Science degree, candidates must be matriculated (officially admitted to degree status); satisfactorily complete the credit and course requirements prescribed for their majors, related areas, and General Education; achieve a minimum GPA of 2.0 for all work completed; receive the recommendation of the faculty; and submit a graduation application.

For more specific course requirements, consult the **Degree Programs** and FIT's **General Education requirements**.

REQUIREMENTS FOR THE BACCALAUREATE DEGREE

To qualify for the Bachelor of Science or Bachelor of Fine Arts degree, students must be matriculated (officially admitted to degree status); satisfactorily complete the credit and course requirements prescribed for their majors, related areas, General Education, and Liberal Arts;

achieve a minimum GPA of 2.0 for all work completed; receive the recommendation of the faculty; and submit a graduation application.

For specific course requirements, consult the **major pages** and FIT's **General Education requirements**.

Overall Bachelor's Degree Requirements

FIT's 2+2 degree structure requires an earned AAS or equivalent plus all the BS or BFA degree requirements.

This structure includes the following overall bachelor's degree graduation requirements:

- 120–126 total earned credits
- 30 credits in General Education credits approved by the State University of New York (SUNY)

BS degrees New York State guidelines:

- 60 credits in liberal arts
- 60–62 credits in major and related area, including a minimum of 24 credits in 300- to 400-level major and related area coursework

BFA degrees NASAD and New York State guidelines:

- 12 credits art/design history
- 30 credits in Liberal Arts/General Studies
- 78–84 credits in major and related area, including a minimum of 24 credits in 300- to 400-level major and related area coursework

MATRICULATION STATUS POLICY

Nonmatriculated students (i.e., students enrolled in at least one course but not admitted into a degree program) seeking admission to a two-year associate or baccalaureate degree program at FIT should note the following:

- No more than 30 credits taken at FIT in nonmatriculated status may be applied to a two-year associate or baccalaureate degree.

Nonmatriculated students seeking admission to a one-year associate degree program should note the following:

- No more than 15 credits taken at FIT in nonmatriculated status may be applied to a one-year associate degree.

FIT RESIDENCY REQUIREMENTS

To earn a **two-year associate degree**, students must complete at FIT a minimum of 30 credits as required by the major.

To earn a **one-year associate degree**, students must complete at FIT a minimum of 30 credits as required by the major.

To earn a **baccalaureate degree**, students must complete at FIT a minimum of 60 credits as required by the major. However, if students have already earned an appropriate FIT associate degree, they must complete at FIT a minimum of 30 upper-division credits as required by the major.

At least 50 percent of the major and related-area coursework must be taken in residence at FIT.

OFFICIAL WITHDRAWAL

The official withdrawal procedure applies to all full- and part-time degree students leaving the college and withdrawing from all classes and is processed by the Registrar's Office. Complying with the official procedure ensures that student records are maintained in good order and will facilitate readmission to FIT or expedite sending transcripts to other schools. Title IV recipients must have an exit interview with the financial aid office before withdrawal. Specific procedures are available online on the Registrar's website: fitnyc.edu/registrar/withdrawal.

AWARDING SECOND UNDERGRADUATE DEGREES

Second Associate in Applied Science (AAS) Degree

- Given FIT's 2+2 degree structure, admitted students may seek a second AAS to meet the specific major requirements for pursuing a bachelor's degree.
- Once matriculated, the student must meet all the major and related course requirements of the second undergraduate degree.
- Liberal arts requirements are exempted based on the first earned AAS degree, except 3 credits in English composition (G1; Composition taken in the U.S. or in a country in which English is an official language); and for Art and Design majors: 6 credits of Art History.
- Courses required of both AAS degree programs do not have to be repeated or credits do not need to be replaced for the second undergraduate degree with the condition that a minimum of 30 additional/27 distinct credits (and a minimum of 90 credits total) must be successfully completed for the second undergraduate degree.

Second Bachelor of Fine Arts (BFA) Degree:

- BFA degrees require more than 30 major and related area credits, therefore, once matriculated, the student must meet all the course requirements of the second undergraduate degree including:
 - Major area
 - Related area
 - Liberal Arts
- Courses required of both the BFA programs do not have to be repeated or credits replaced for the second undergraduate degree with the condition that a minimum of 30

additional/ 27 distinct credits (and a minimum of 150 credits) total must be successfully completed for the second undergraduate degree.

Second Bachelor of Science (BS) Degree

- In most cases BS majors do not require 30 major and related area requirements, therefore admissions should not be granted given that the NYSED degree requirements cannot be met. In rare cases, there are enough credits in major area electives or Liberal Arts courses to consider a second bachelor's in a BS major.

FIT Undergraduate Degree Limits: Two associate level; Two bachelor's level

Please note that need-based federal or state financial aid may be limited or unavailable to students pursuing a second undergraduate degree.

Students interested in learning about their eligibility for New York State or Federal Financial Aid programs should visit the following sites: www.hesc.ny.gov/ or <https://studentaid.gov>.

TRANSFER CREDITS

Students applying to FIT must submit official transcripts from all previously attended colleges as part of the admissions application process. The Registrar's Office works closely with Admissions and academic department chairs and deans to review and post all transfer credit. Details about AP, CLEP, and IB exams, transfer appeals, and how to check your transfer credits can be found on the Registrar's website: fitnyc.edu/academics/courses-and-registration/registrar/transfer-credits.

For further information, please see FIT's official Transfer Credit Policy, found here: fitnyc.edu/about/policies/enrollment-management/transfer-credit-policy.

Transfer Credit Pre-Approval

A **Course Equivalency Assessment Form** is required to be filed by students who wish to engage in off-campus study. Students must obtain Registrar approval before registering for a course at another college.