

## ***Student Policies***

These policies are to ensure that qualified students are participating in an academic learning experience:

- Students must be enrolled in a degree-granting program at Robert Morris University.
- Students must be in good academic standing with a minimum overall grade point average as outlined by the academic departments. Please see the appropriate department policy for this requirement.
- Students must be in good social and professional standing by the University and department / major / program.
- Students must have completed a minimum number of credits as determined by their academic major prior to registering for A.I.P. credits. Please see the appropriate department policy for this requirement.
- Undergraduate transfer students must complete 12 credits of course work at Robert Morris University prior to participating in the program.
- Graduate students must complete 9 credits of course work at Robert Morris University prior to participating in the program.
- Students must have completed a minimum number of courses in their major and have a “C” grade or better (no “F” grade) in the field concentration subjects at the time of application. Please see the appropriate department policy for this requirement.
- The Academic Department Head/Program Director determines the number of credits students earn by evaluating the quality of the internship position description.
- Once registered, students cannot withdraw from the A.I.P. without the approval of the A.I.P. Faculty Advisor, Academic Department Head/Program Director, and the Career Center.
- Students should understand that acceptance into the Academic Internship Program does not guarantee placement with an organization. Students are encouraged to actively conduct an internship search with the assistance of the Career Center and Academic Departments. Every effort is made by the University to seek opportunities for students, both paid and unpaid.
- A student cannot be supervised and evaluated at an internship site by a relative.
- Credit cannot be earned for current or previous positions or experiences. Each internship should offer a new learning experience.
- Students cannot pre-register for A.I.P. They must secure an approved site before completing the registration process.

- Students must complete a minimum number of learning hours during their academic internship assignment. There is no difference between a paid or an unpaid assignment. See Credits for A.I.P. for details.
- To ensure receipt of important mailings from the University, students are responsible for notifying the Faculty Advisor of their mailing address, email address and telephone number.
- Students are expected to inform the Career Center and Academic Department Heads of any changes to their student status and availability for an academic internship assignment.