



Rensselaer

Office of Graduate Education
Outreach Programs

September 24, 2008

Dear Rensselaer Student:

As you are aware, this Fall is the last semester in which new applications will be accepted for degree and certificate programs via distance learning. As stated previously, all currently enrolled students will be able to complete their programs via distance. Several non-matriculated students have contacted us inquiring about the ability for them to upgrade to degree status under this transition.

Given the three year time frame of this transition and our commitment to ensuring the quality and integrity of the degree programs, it will be possible for many non-matriculated students to apply for degree status. In order to apply for degree status, non-matriculated students must meet the following conditions:

- Students must complete two courses prior to the submission of their application for degree status.
- Students must submit all required application materials for degree status in the degree program to which they will apply.
- Students must submit a plan of study showing that they will graduate during or before the Spring 2011 term and with courses that are currently listed on the projected schedule for distance learning, located at <http://www.rpi.edu/ewp/distance>.
- The last term in which non-matriculated students can apply for degree status is the Summer 2009 term.

Ronnie Rowe will be in touch with you over the remainder of the fall semester to assist you in understanding what your options are and if it will be possible for you to complete your degree requirements over the next three years.

Sincerely,

A handwritten signature in black ink that reads "Kim A. Scalzo".

Kim A. Scalzo
Director of Outreach Programs

Cc: Distance Learning Corporate Partner