

# Integrative Project in the Arts & Theology Registration Form

Revised Fall 2009

Before registering for an integrative project in the arts & theology (hereafter IPIAT) students must first (1) register for and attend an IPIAT Orientation Seminar (offered each Fall and Winter term), (2) find a member of faculty to serve as their IPIAT supervisor, (3) have their IPIAT proposal approved by the IPIAT committee, and (4) have this form signed by their supervisor.

Once these requirements have been satisfied, **submit this form along with a regular course registration (or course change form if you've already registered for something else in the same term). Tuition and fees must be paid at the time of registration, unless you are registering before the tuition payment due date of the term.** You may register for your IPIAT in the Fall, Winter or Summer term, but you must register either before the end of the same term in which your proposal is approved, or by the registration deadline of the subsequent term. If you are registering in a 12-credit IPIAT, you may choose to split your registration and payment over two consecutive terms (e.g., 6 cr. in Fall, 6 cr. in Winter). If you choose this option, you do not need to submit a registration form for your final 6 credits; **you will automatically be registered and charged for the final 6 credits at the beginning of the subsequent term (including Summer), and must pay the fees by the tuition payment due date of that term in order to avoid late payment charges.** A \$50 deposit towards the handling of the IPIAT will be charged at the time of registration.

You have three years to complete an IPIAT, dating from the first September after the registration. If you have not completed your IPIAT by the first September after its registration, you will be required to pay a continuation fee (in addition to the regular registration fee). For example, a student who splits the 12-credit IPIAT registration over the Winter and Summer terms will begin paying continuation fees in September of the same year; however, a student who splits the 12-credit IPIAT registration over the Summer and Fall terms will begin paying continuation fees the following September (though their 3-year completion deadline will be calculated from that initial Fall term). As long as the IPIAT is not complete (i.e., a final grade has not been submitted by your supervisor), **an IPIAT continuation fee of \$135 will be charged automatically** once each year at the beginning of each Fall term following the registration of the IPIAT.

To go beyond the three-year time limit, you must appeal in writing to the Academic Standards Committee for an Extended Continuation. The appeal should be given to the Registrar at least four months before the end of the three-year period and must include: (i) a description of the progress made; (ii) an explanation of why the IPIAT is incomplete; (iii) a proposed date of completion; and (iv) a supporting letter from the IPIAT supervisor. Extended Continuation fees are \$535 per year.

In order to avoid any late payment charges, students must pay the IPIAT registration fees and continuation fees by the beginning of the term in which they are due.

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Name: \_\_\_\_\_ ID #: \_\_\_\_\_

I am registering for: **a 12 credit hour project (INDS 795):**  
 all 12 credits       the first 6 credits (and will automatically be registered for the final 6 credits at the beginning of the following term).  
 a 6 credit hour project (INDS 795)

Initial Registration Term:     Fall             Winter             Summer            Year: \_\_\_\_\_

*I have taken the IPIAT Orientation Seminar and agree to abide by the above policies and pay all fees.*

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

*I certify that the above named student has submitted a satisfactory IPIAT proposal and may proceed with registration of the IPIAT for the number of credit hours noted above.*

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)