

Rochester Institute of Technology  
Kate Gleason College of Engineering

**RIT** | **Kate Gleason College of  
Engineering**



2023-2024  
Graduate Student Handbook

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## WELCOME TO THE KATE GLEASON COLLEGE OF ENGINEERING

Dear Graduate Student:

Welcome to the Kate Gleason College of Engineering (KGCOE)! While your relationship with the KGCOE is just beginning, we hope that it will continue throughout your professional career. This handbook is intended to help you begin your studies and understand where to turn for help on a number of topics that are of common interest to graduate students. You will also learn about our expectations for graduate students and how you may become engaged in extra-curricular activities here on campus.

RIT and the KGCOE have a great deal to offer to you during your program of study as a master's or doctoral student. I would like to encourage you to become an active participant in the social fabric of our educational community, and engage with students beyond those you meet in your classes or whom you work beside in your research labs. The campus offers excellent facilities to help you stay physically active and energized during your graduate studies. I hope that you will take advantage of the many social activities. We have excellent career support services to assist you as you near completion of your academic studies and throughout your professional career.

If you encounter a circumstance or situation that you need help in resolving, and the information in this booklet is insufficient to provide you with a solution, please see the graduate coordinator for your program, your faculty advisor, course instructor, department head, or any staff member in KGCOE. We want to make your stay here at RIT pleasant, productive, and rewarding. We are partners with you in this journey to excellence. This handbook is just an introduction. Much more can be found on the [KGCOE website](#) and on your department website as well.

Sincerely,

Dr. Edward Hensel, PE  
Associate Dean for Graduate Studies

## Tips for Success

The culture of RIT and the KGC OE may be different from your prior experience as an undergraduate student. Many universities develop a unique identity and have clear expectations for behavior of students, staff and faculty. This section will provide you with some helpful tips and suggestions for ways to make the most of your learning experience at RIT, and to help you adapt to the culture of our college.

### Communication with Faculty Members

Each faculty member has an office, telephone number, mailbox, and email address. You are encouraged to see faculty members during their assigned office hours, which are posted on or near the faculty member's office door. You may also call or email to make an appointment via email or leave a message in the faculty member's mailbox (located in the respective department offices). The [KGC OE website](#) has contact information and office locations for all faculty and staff.

Faculty members welcome students to ask questions in class, and encourage you to come to them for assistance. As a graduate student, faculty members expect you to take responsibility for your own education. As an undergraduate student, you may have missed a classroom lecture on occasion, or have not turned in an assignment. Graduate students are expected to attend every class and complete every single assignment. Not completing an assignment is considered bad behavior for a graduate student in engineering, and is not expected of a professional.

Faculty members understand that you may experience difficulty with your assignments, that you may have difficulty adjusting to graduate school during your first term, or that you may encounter personal challenges during your program of study. If you do encounter difficulties, it is essential that you speak with your faculty member about the problem in a timely fashion. Graduate students are treated as engineering professionals, and thus you have a responsibility to let your faculty member know, in advance, if you anticipate being late with a task. If you are having unusual technical difficulty with course content, you must speak with the faculty member. Graduate courses are intended to be difficult and challenging, and present problems that make you think deeply. However, the problem sets are not designed to be impossible. If you are feeling overwhelmed, and not just challenged, then speak with your faculty member.

When you write an email to a faculty or staff member, please write the email using a semi-formal writing style. You should employ complete sentences and express yourself with well-formed logic. Keep in mind that your email correspondence with a faculty member helps them form an opinion about your written communication skills. Written communication skills are an important characteristic that employers want to know about, and they usually ask faculty references for their opinion on your writing skills.

## Your Faculty Advisor

Every graduate student is assigned a faculty advisor. For most Master of Engineering (MEng) or Master of Science Capstone Project students, this advisor will be the graduate program coordinator in your home department and was likely the person that sent you your initial admission letter. Master of Science (MS) Thesis students will be advised by the faculty member who will chair their thesis committee. Doctor of Philosophy (PhD) students will be advised by the faculty member who will be guiding you in the completion of your research and dissertation. Your relationship with a major advisor must be much more engaged than you may have had with your undergraduate faculty advisor. Your faculty advisor will provide guidance in meeting your program requirements, selecting electives that are well aligned with your professional development goals and research interests, and help you answer questions or find solutions to any problems you may have related to your academic progress. Please do not change your course schedule without consulting your faculty advisor. Your faculty advisor must approve all elective courses in your program of study, and they must approve your final degree. If you are working on a research oriented graduate degree (Master of Science Thesis or Doctor of Philosophy), you will have a faculty advisory committee. Your major advisor will assist you with the formation of your faculty advisory committee. MS Thesis students will engage their committee at the onset and conclusion of their MS thesis. PhD students will engage their committee throughout the program of study, including all milestone examinations on your path to degree.

## RIT Resources for Graduate Students

### Computer Network

The computer account issued to you allows you to communicate, by email, with anyone on campus or off campus, with an email account. The computer network will also access the Student Information System (SIS) option, which provides a convenient method for you to obtain information from the Registrar and Student Financial Services Offices.

<https://infocenter.rit.edu/>

Via PeopleSoft/SIS, you may: register for courses; view your grades, class schedule, open and closed courses, AP and transfer credits, and update your contact information. The RIT Service Center and ITS can help you establish your computer account and get acquainted with the computer network <https://www.rit.edu/its/contact-its-service-desk>

It is **required** that you activate and use your RIT email account. Whenever a faculty or staff member wants to contact you by email, they always use the RIT email. This email address is obtained through the Student Information System (PeopleSoft/SIS). It is **your responsibility** to have access to RIT email. Students use email to contact each other when setting up study groups. When department staff or advisors need to contact a student, they will use the RIT

email. Faculty members do not accept the excuse "I don't read my RIT email." You may use the email forwarding feature to connect your RIT email account to an off campus account, but please understand that your RIT username and password are required for access to many campus resources. Please use a unique password for your RIT account that is not used on any other computer system, to protect your records and student information.

Please do not provide your RIT password to any other individual.

## myCourses

myCourses is a web-based program that allows faculty and students to interact to discuss and post course related information. Many of your instructors will use myCourses to give assignments and to facilitate dialog among class members. <https://mycourses.rit.edu/>

## RIT Info Center

Use your web browser to create a bookmark to the RIT Information Access Center at <https://infocenter.rit.edu/> and select "Fall 2022Enrollment" in the "Student Center."

From the Infocenter, you can:

- Log in to Student Info System (SIS)
- Look at course selections, check which courses are open or closed, and check your course exam schedule. Note that program exams (such as comprehensive exams and thesis defense exams) must be scheduled by you individually working with your major advisor.
- Use the RIT Student Financial Services eservices website to view your financial account, make an e- payment, and/or enroll in payment plan <https://eservices.rit.edu/eservices/home>

The Student Information System (SIS) is one of the most useful tools for students on campus. SIS is where you can

1. You may use SIS to see the anticipated schedule of course offerings for future academic terms, plan your program of study and plan your course schedule for the next term.
2. You may use SIS to register for classes (during appropriate times)
3. Check to see whether you have a financial, judicial, or housing service indicator on your registration. If one of these flags are set on your account, you may need to contact the appropriate office to resolve the issue before you will be able to complete your course registration for the upcoming term.
4. Ensure your address is correct. We need to have your local address where you are living here in Rochester, and we need to have your permanent address, typically your family home, where we can contact you when you are not on campus.

## Student Information System (SIS) and Planning your Course Schedule

The schedule of courses on SIS is the most up to date and accurate source for this information. It lists courses offered in a particular quarter, days and times, and classroom locations. Go to <https://infocenter.rit.edu/> and click on Enroll and Search. You can search for classes by department, and browse offerings from across the KGCoe and RIT.

### RIT Course Naming Convention in SIS

Courses begin with a four-letter code designating the discipline. The next three numbers identify the specific course name, and the last two to three numbers identify the particular section of that course. Sections will determine the days, times and location of that course.

Example:        EEEE-602.01  
                  EEEE    Electrical Engineering  
                  602     Random Signals and Noise  
                  01      Section 1 meets on a specific day and time, in a specific building and room

The engineering disciplines have the following alpha codes:

<b>Master's Programs</b>	<b>Doctoral Programs</b>
BIME Biomedical Engineering	BMECHE Biomedical & Chemical Engineering (PhD)
ISEE Industrial & Systems Engineering	ECE Electrical & Computer Engineering (PhD)
CHME Chemical Engineering	ENGR Engineering (PhD)
CMPE Computer Engineering	MCSE Microsystems Engineering (PhD)
MECE Mechanical Engineering	MIE Mechanical & Industrial Engineering (PhD)
MCEE Microelectronic Engineering	

Please note that graduate students may only use courses number 600 and higher to meet the requirements of their graduate degree. Students may be required to complete undergraduate courses (599 and lower) to meet remedial needs specified by your major advisor or to address deficiencies in undergraduate preparation or to address bridge course needs if you move between academic disciplines of study. Remedial courses and bridge courses may be required for individual students, but remedial courses and bridge courses may not be used to satisfy graduate degree requirements.

Remedial courses and bridge courses represent incremental program requirements for individual students.



## RIT Program Naming Convention in SIS

Graduate Degree Plan Codes are followed by a hyphen and two or three letters that indicate the degree type (MS for master of science, ME for master of engineering, and PHD for doctorate):

Doctoral Degrees		Masters degrees		Advanced Certificates
BMECHE-PHD	Biomedical and Chemical Engineering PHD	CMPE-MS	Computer Engineering	STATQL-ACT Advanced Certificate in Lean Six Sigma
ECE-PHD	Electrical and Computer Engineering PHD	EEEE-MS	Electrical Engineering	VIBRAT-ACT Advanced Certificate in Vibrations
ENGR-PHD	Engineering PhD	ENGMGT-ME	Engineering Management	
MCSE-PHD PhD	Microsystems Engineering	ISEE-MS	Industrial & Systems Engineering	
MIE-PHD	Mechanical and Industrial Engineering PhD	MCEE-MS	Microelectronic Engineering	
		MECE-ME	Mechanical Engineering	
		MECE-MS	Mechanical Engineering	
		MFLEAD-MS	Manufacturing Leadership	
		PRODDEV-MS	Product Development	
		SUSTAIN-MS	Sustainable Engineering	

## RIT Academic Year Codes in SIS

The academic year at RIT is divided into three terms: fall semester, spring semester and summer term. The SIS naming convention for academic terms is a bit unusual, but is convenient to use once you understand it. The first three numbers identify the academic calendar year (2021 or 2022) and the term we are in 1-fall, 5-spring and 8-summer. The other term numbers are reserved for potential future use.

Examples:

2231 is the code for fall semester in the 2023-2024 academic year (August - December 2023)

2235 is the code for spring semester in the 2023-2024 academic year (January - May 2024)

2238 is the code for summer session in the 2023-2024 academic year (May - August 2024)

## Tips for Planning your Schedule of classes

- Know which courses you should register for, and take courses in the correct sequence. Please confirm your program of study plan with your faculty advisor every single term. Check the prerequisites on every course you plan to take, and verify that your advisor feels the course load needs to be appropriate for you.
- Begin with the required courses for which there is only one section offered and, therefore, for which you would have no alternatives. Continue with the courses that offer the least flexibility in terms of alternate sections. Many graduate courses have only one section of each course available. Your advisor may suggest courses throughout the KGCOE that may be

appropriate for your program of study.

- Be prepared with an alternate course choice (or two) in case you are not able to get into your preferred classes.

### **Full Time Status**

You must be registered for at least 9 credit hours in order to be considered a full-time graduate student. International student must be sure to remain full time equivalent (FTE) throughout your program of study in order to comply with your F1 visa requirements. Please note that additional tuition is charged to graduate students who register for more than 18 credit hours in a given academic term.

Also, your faculty advisor and program director must approve an overload in excess of 18 credit hours.

### **Service Indicators/Holds**

Any Service Indicator or hold on your account in SIS will prevent registration or making changes to an existing schedule. Students will get a notice every term that holds are in place. Service Indicators/holds are viewable in the Student Information System (SIS). "Registration Holds" may be placed on your SIS account by your academic department. This is an indication that you need to speak with the graduate coordinator or department head of your department. Please contact your academic department staff to find out what you need to do in this case. There are Service Indicators/holds other than Registration Holds, which can prevent course registration. These are the Immunization Hold, Student Financial Services (SFS) Hold, Housing Hold, Judicial Hold, and English Language Center Holds. These holds can only be removed by the departments, which put them in place. If one of these "holds" is placed on your SIS account, the department staff in your home department can help direct you to the right office on campus, so you can resolve the issue.

### **Wait Listing/Swap**

When you are registering for courses and the class is full, use the Wait List. It is important to note that placing your name on the Wait List does not guarantee you will be enrolled in that class. Based on your position on the Wait List you will be automatically enrolled into the course you need. There is a 15 credit limit for Wait Listed courses. Keep checking on PeopleSoft/SIS for changes to your schedule, as enrollments may fluctuate during registration. You may not be able to add yourself the Wait List for a class if you do not meet the pre-requisites for that class, if the department does not offer a Wait List option for that class, and/or the Wait List has reached capacity. Any difficulties with be added to a class Wait List should be reported to your Advisor

## Swap Feature

After you have enrolled, you might still change your mind about a class. Swapping a class allows you to switch from a class you have already enrolled in to a new class. The benefit of this function, however, is that you will not lose your spot in the current class if the new class is full or has a Wait List. If you set up a swap to a class with a Wait List, it will show you are still enrolled in the original class and on the Wait List for the new class.

## Confirmation of Registration

After you have registered for your classes, it is your responsibility to check your schedule on SIS to ensure that it is correct and as you intended. Confirm your schedule on SIS a day or two before the start of classes to confirm times and locations. Please note that room locations very often will have changed from when you initially registered for classes. It is not unusual for room locations to change during the first week of classes, as we balance rooms for courses having large and small enrollments, so please check SIS for updates regularly.

## Adding and Dropping Courses

Within the first six days of the term you can make changes to your schedule. This is the Add/Drop period. You are responsible academically and financially for all courses in your schedule. You **must** review your schedule carefully to make sure that you are attending the courses *and sections* as listed. If there are any discrepancies, they must be corrected immediately. See your department staff if you have any questions about your schedule. Courses that are dropped within the first six days of the term do not appear on your academic transcript. Add/Drop changes are considered to be "schedule planning" changes and are not considered to be changes to your program of study.

## Withdrawing from a Course

Once the Enroll/Drop period has ended, you can withdraw from a course until the end of the 12<sup>th</sup> week of the fall and spring semesters. Refer to the academic calendar for the exact dates. Before you decide to withdraw from a course, you are strongly encouraged to discuss your performance or concerns with your instructor. When you withdraw, a grade of "W" is assigned to that course, and the withdrawal becomes part of your permanent record. Withdrawing from a course will not change your enrollment status from full-time to part-time. Please contact your academic advisor about the procedure for withdrawing from a class.

Always talk to your faculty advisor and the course instructor before making the decision to withdraw and remember:

- Not attending class does not constitute an official withdrawal
- You will remain registered for a class unless you officially withdraw from it
- If you do not withdraw, the instructor must give you a grade, whether or not you have attended class

- Check with your department staff for the procedures followed by your department
- Withdrawing after the 12<sup>th</sup> week is not guaranteed and requires signatures from your department head and the Associate Dean, or the Dean; this is granted only in rare cases
- If you withdraw from a class, your official transcript will show a grade of W
- Withdrawing from a course is not unusual for undergraduate students, but it is *not a good idea for graduate students*. Course withdrawal may carry a negative connotation for graduate students

# RIT and KGCOE POLICIES of particular interest to Graduate Students

## Grade Definitions

RIT uses a plus and minus letter grading system upon which the program quarterly, institute cumulative, and principal field of study grade point averages are based.

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-	Unacceptable	1.67
D	Unacceptable	1.00
F	Unacceptable	0.00

A grade of "I" (Incomplete) may be given when the instructor observes conditions *beyond the control of the student*, which would prevent the student from completing the course requirements in a particular term. For example, if a student is admitted to hospital or is under the care of a physician at the student health center, the instructor may assign an "I" grade. Instructors are not permitted to assign an "I" grade to provide a student with more time to complete the course materials if there were no underlying conditions beyond the control of the student. The student has the two semesters immediately following the semester in which the "I" is given to complete the course requirements (this includes summer session). At that time, the instructor assigns a permanent grade and submits Change of Grade Form to the Registrar's Office. The "I" is a temporary grade, which will automatically become an "F" unless the student completes the course requirements within the prescribed time and the instructor submits the Change of Grade Form.

Please note that grading follows a more rigorous standard for graduate students than for undergraduate students. A course grade of "C-" or lower may not be used to satisfy the requirements of any graduate degree or advanced certificate. Undergraduate students may use a "C-" to meet undergraduate program requirements, but in no case may a "C-" grade be used to satisfy a graduate program requirement.

Similarly, a grade of "C" is considered a poor grade in a graduate program of study. Students who are admitted to graduate school are expected to be among the best students in the undergraduate program from which they graduated. If you earn a grade of "C" in any course,

please meet with your graduate program director, and develop a recovery plan. This may involve taking remedial course work to build your foundational skills, or other interventions to build success. Students earning multiple C grades are likely to be placed on academic probation and eventually suspended from the graduate program.

## Grade Reports

At the end of each term, the Registrar's Office collects the grades from the faculty and enters them into the student record system. You can check the Student Information System (SIS) and view your grades.

## Term and Cumulative Grade Point Average (GPA)

The term GPA is the grade average of all courses you have taken in a term that are applicable to your degree requirements. The cumulative GPA is the grade average of all courses you have taken during your entire program of study that are applicable to your degree requirements. Your term and cumulative GPA are calculated at the end of each term and is used to determine eligibility for regular standing, continuation of your merit scholarships, eligibility for teaching and research assistantships and for academic probation and suspension.

To view your grade point average (GPA):

Go to your student center and click on the academics records. Click on View Grades and click on the latest term and it will show you the term GPA and Cumulative GPA.

### Example 1: Fall Term GPA Calculation

Assume you took three 3-credit courses, and earned grades of "A", "A", and

"B". Your Term Grade Points =  $4 * 3 + 4 * 3 + 3 * 3 = 33$

Term Units Taken Toward GPA =  $3 + 3 + 3 = 9$

GPA =  $33 / 9 = 3.667$

### Example 2: Spring Term Cumulative GPA Calculation

Assume that you took three more 3-credit classes in the spring term, with grades of "A", "A", and

"A". Cumulative Grade Points =  $(4 * 3 + 4 * 3 + 3 * 3) + (4 * 3 + 4 * 3 + 3 * 3) = 69$

Cumulative Units Taken Toward GPA =  $(3 + 3 + 3) + (3 + 3 + 3) = 18$

GPA =  $69 / 18 = 3.833$

## KGCOE Policy – Calculation of Graduate Program GPA, Effective Fall 2016

Following a series of discussions involving Department Heads, Graduate Directors and Graduate Curriculum Committee, the working group endorsed the following "**Graduate Program GPA Policy**" for all graduate programs in the KGCOE on Nov. 19, 2015:

1. The "REQUIRED" courses in a graduate program in the KGCOE shall consist of those courses, which every student in the degree program must complete in order to earn the degree.
2. Focus area courses will be considered "ELECTIVE" courses for the degree, and will not be considered "REQUIRED" courses for the degree.
3. The program is responsible for computing a "Program GPA", which must be greater than 3.000 for certification. All attempts at all REQUIRED courses would be averaged into the calculation of the Program GPA. Only those ELECTIVE courses used to satisfy the minimum required credits in the program of study will be used in the calculation of the Program GPA.

Consider the following example. A student takes elective "Course A" and earns a non-productive grade (C- or lower), with a total of 30 credits attempted, resulting in a GPA less than 3.0. Then, the student takes an incremental "Course B", (33 credits attempted) and earns a productive grade (C or higher). (3) As long as the student has met the REQUIRED courses, and has sufficient ELECTIVE credits (30 credits total) by taking the additional "Course B", then "Course A" will be excluded from the computation of the Program GPA.

### Repeating a Course

You may repeat any course to raise a grade. However, repeating courses is not considered common practice in graduate studies. If you earn a grade of "C-", "D" or "F", you must repeat or replace that course in your program of study. After you repeat a course, your GPA will reflect the results of all attempts at the course. In an undergraduate program, the previous grade will appear with the letters "RE" before it to show it was repeated, but no grading weight would have been given to the previous course when computing the GPA. For graduate programs, the GPA includes all attempts at every course. This is a more rigorous grading standard for graduate programs than for undergraduate programs, and it is part of RIT graduate policy as outlined in the RIT Graduate Bulletin. Unless you earn a grade of "C-", "D" or "F" it is unlikely that you will repeat any courses during your graduate program of study. It is essential that you speak with your faculty advisor and your graduate program coordinator if you are considering repeating a course.

### Academic Action

Graduate students must maintain a 3.0, "B" average. Please see the RIT Policy Manual, section D5.1-B Graduate Students for specifics:

<https://www.rit.edu/academicaffairs/policiesmanual/d051>

Graduate students must maintain a 3.0 Term GPA and a 3.0 Cumulative GPA. Students who have

completed all credits towards their graduate degree, but have earned a Cumulative GPA less than 3.0 may be required to take additional courses work in order to bring their GPA up to 3.0 or they may be suspended from the program.

Students earning a Term GPA less than 3.0 may be placed on probation, and in severe cases, may be placed on suspension. Students earning a Term GPA or Cumulative GPA less than 3.0 may be ineligible for merit scholarship, teaching assistantship or research assistantship.

## **KGCOE Policy - Graduate Probation and Suspension – due to poor Academic progress, Effective Fall 2015, Revised Fall 2023**

Graduate programs in the KGCOE adhere to the following policies regarding probation and suspension due to insufficient academic progress, consistent with university policy Section D05.1 II B, [D05.1 Academic Actions and Recognitions | University Policies | RIT](#):

1. Any degree-seeking or advanced certificate-seeking graduate student whose cumulative and/or program grade point average falls below a 3.00 after 9 credit hours (attempted or earned) subsequently will be placed on probation and counseled by the graduate program director concerning continuation in the graduate program and alternative degree options.
2. Any degree-seeking or advanced certificate-seeking graduate student whose cumulative and/or program grade point average falls below a 1.00 after 9 credit hours (attempted or earned) subsequently will be suspended.
3. A graduate student who earns an unsatisfactory grade (U) for enrolled research credits (Master's thesis, Graduate Research, Dissertation and Research and similarly named research credits graded on an R/U scale) during a semester may be placed on academic probation at the discretion of the graduate program director. The graduate program director will consider the number of enrolled research credits in comparison to the total number of enrolled credits during the term as part of the probation assessment.
4. Any graduate student who is on probation for two sequential academic terms will be suspended from the graduate program.
5. Students on probation must raise their program cumulative and program grade point average to 3.00 within 9 credit hours (18 cumulative credit hours attempted or earned) or they will be suspended from the graduate program.
6. A graduate student suspended for academic reasons must apply for readmission if they wish to continue in the program at the conclusion of the suspension period.
7. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension.
8. A suspended student may make a written appeal requesting a "waiver of suspension" to the graduate program director of the program they are enrolled in. If the student wishes to continue progress in the same program, the written appeal should address the planned corrective actions that the student intends to pursue in order to return to good academic standing. One "waiver of suspension" is typically granted to a student who is seeking out- placement to another academic program, when the destination program requests a trial period to evaluate the student. A student seeking out-placement should



- indicate their desired destination program(s) in the written appeal.
9. The graduate program director may propose a "waiver of suspension" upon review of the written appeal. The proposed "waiver of suspension" must be approved by the Associate Dean for Research and Graduate Studies. A student may be granted no more than one "waiver of suspension" during a single graduate program of study.
  10. A suspended student may be required to satisfy specific academic conditions imposed in order to be considered for readmission to his/her program. A "waiver of suspension" may include specific course requirements intended to give the student an opportunity to return to good academic standing. A "waiver of suspension" that was granted in order for a student to be considered on a trial basis by a new graduate program may not be renewed. If the student is not accepted by a destination program at the conclusion of the waiver term, the suspension will be enforced.
  11. A suspended student may be admitted to another program if it is approved by the dean (or designee) of the college in which enrollment is requested. For programs housed outside the college structure, the approval of the director of the academic program in which the enrollment is requested is required.

## **KGCOE Policy - Graduate Probation and Suspension – due to Academic Misconduct, Effective Fall 2015**

Graduate programs in the KGCOE adhere to the university policy Section D08.0, <https://www.rit.edu/academicaffairs/policiesmanual/d080>, which primarily deals with an individual offense for academic misconduct. The KGCOE policies will be followed regarding probation and suspension due to academic misconduct in the event one or more offenses occur:

1. Any graduate student who is found guilty of a first incident of academic misconduct (following the process outlined in RIT Policy D08.0) will be placed on academic probation. Written documentation of the incident will be provided to the Dean of Engineering. The student will be counseled by the graduate program director and / or department head concerning expectations for continuation in the graduate program. Graduate students placed on probation for academic misconduct are not eligible for academic merit scholarship or graduate assistantship.
2. Any graduate student who is found guilty of a second incident of academic misconduct (following the process outlined in RIT Policy D08.0) will be suspended from the graduate program. Note that the suspension is a result of the second guilty finding, and this suspension is not subject to appeal.
3. A graduate student suspended for academic misconduct must apply for readmission if they wish to continue in the program at the conclusion of the suspension period.
4. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension.
5. A student may appeal the allegation of academic misconduct in accordance with the normal misconduct appeals policy RIT Policy D08.0. However, if the allegation of misconduct is upheld upon appeal, then the probation (first offense) or suspension (second offense) is automatic and not subject to appeal. A student seeking to avoid suspension arising from a second misconduct allegation must follow the appeals process

described in RIT Policy D08.0 at the time of the misconduct allegation.

6. A suspended student may be admitted to another program if it is approved by the dean (or designee) of the college in which enrollment is requested. For programs housed outside the college structure, the approval of the director of the academic program in which the enrollment is requested is required.

## Examination Policy

Course instructors will determine the method of student evaluation in their courses. If a formal final exam is offered, it must be scheduled during exam week as specified in the Institute calendar.

Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for exam week. The Registrar's office will provide the final examination schedule no later than the first day of each term and make it available to the entire RIT community. The entire exam policy can be found here:

<https://www.rit.edu/academicaffairs/policiesmanual/d110>

In addition to course examinations, most graduate programs in the KGCOE have program examinations. The specific nature of your program examination depends upon the degree and the department in which you are completing your graduate studies. Please check with the graduate coordinator in your department to verify that you are complying with all program examination requirements.

## Confidentiality

RIT complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which governs access and release of information from student educational records. This statute, in part, permits you to

inspect your educational records, provides the opportunity for you to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside of the institute without your written permission.

Recognizing the need for RIT, its faculty and staff to draw upon aspects of your educational record to prepare or release evaluations and letters of recommendation to schools, prospective employers, and other persons, KGCOE provides a waiver form (available from your department staff) which students may sign to authorize such disclosure. In some cases, sponsored students may be required to authorize release of educational records to your sponsor. Such requirements are imposed by the student's sponsor, not RIT. RIT will work with each student to provide confidentiality and help students meet the requirement of their sponsors.

## **KGCOE Academic Honesty Policy**

(Derived from section D8.0 of the Institute Policies and Procedures Manual)

As a university, RIT is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate, it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students<sup>i</sup>, Academic Honesty demands that at all times student work be the work of that individual student<sup>ii</sup>, and that any information that a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

### **KGCOE Honor Principles**

“RIT Engineering faculty, staff and students are truthful and honorable, and do not tolerate lying, cheating, stealing, or plagiarism.” All members of our community are expected to abide by these principles and to embrace the spirit they represent. We each have a responsibility to address any unethical behavior we observe; either through direct discussion with the offending party, or by discussion with an appropriate faculty or staff member. Allowing unethical behavior to continue unchallenged is not acceptable.

### **Academic Dishonesty**

Academic Dishonesty falls into three basic areas: cheating, duplicate submission and plagiarism.

1. Cheating is any fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation.
2. Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses. (If the courses are taken in separate semesters, only the permission of the second instructor is required.) Similar rules apply for prior work done on co-op.
3. Plagiarism is the representation of others’ ideas as one’s own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, internet), or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism. This also applies to group effort on work submitted for faculty evaluation.

### **Consequences of Academic Dishonesty**

Any act of Academic Dishonesty will incur the following consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign a lower grade, including an “F” for the offense itself or for the entire course. If after

careful review of the evidence, the instructor decides that the student's actions are indeed misconduct and warrant a penalty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department Head and the Dean) documenting the offense. Depending on the seriousness of the offense, the student may also be brought before the Academic Conduct Committee of the College in which the offense occurred, and may face academic suspension or dismissal from the Institute. The student has the right to appeal any disciplinary action as described in section "D08.0 Academic Integrity Policy" and "D18.0 Student Conduct Process" of the Institute Policies and Procedures Manual. Section D08 primarily refers to academic misconduct, while section D18 refers to a broad range of potential misconduct, of which academic misconduct is one element.

### **KGCOE Faculty and Staff Responsibilities**

The faculty and staff bear key responsibilities in ensuring that students adhere to this policy and that this policy is uniformly enforced. In addition to the procedures outlined in the Institute Policies and Procedures Manual, KGCOE faculty and staff are expected to do the following:

Faculty are expected to remind students of this policy in every course, as an intrinsic part of the course materials, and ideally as a point of discussion.

Faculty are expected to inform students of what specific exceptions to the rules may apply to a particular course, such as whether working together on homework or lab assignments is permitted.

Faculties have an ethical responsibility to uphold this policy in their courses. Student grievances against any faculty who fail to enforce this academic honesty policy may be made to other faculty, advisors, or department heads within KGCOE, who will report these grievances to the appropriate administrator.

Faculty must discuss the rationale for the disciplinary action with the student, including appeal options. Consistent with the criteria outlined under Consequences of Academic Dishonesty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department Head and the Dean) documenting the offense.

Administrators will support the faculty enforcement of these policies.

#### **Notes**

- i The policy for faculty ethical behavior is contained in C2.0 (Misconduct in Research and Scholarship) of the Institute Policies and Procedures Manual.
- ii On occasion student work may be in the form of a group project assigned and sanctioned by an instructor or group of instructors.

## Discrimination and Harassment Policy

### RIT Non Discrimination Statement

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:

Stacy DeRooy  
Director of Title IX and Clery  
Compliance Title IX Coordinator  
171 Lomb Memorial Drive  
Rochester, NY 14623  
585-475-7158  
Stacy.DeRooy@rit.edu  
[www.rit.edu/titleix](http://www.rit.edu/titleix)

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made regardless whether the person reporting is the alleged victim of any conduct that could constitute sex or gender-based discrimination or harassment. Reports may be made at any time (including during non-business hours) by calling the telephone number noted above, by electronic mail, by mail to the office address listed for the Title IX Coordinator, or by filing a report on line with RIT's Title IX Office.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

## RIT Support Services

This list provides brief descriptions of some of the many support services available to you. If you have need of a special service that is not described below, please let your department office know and every effort will be made to connect you with the appropriate office or group.

Center for Religious Life, Schmitt Interfaith Center (SMT/1400)

Campus ministers for various religious traditions are available for religious services, personal counseling, and many program activities. <http://www.rit.edu/studentaffairs/religion> or call Ext. 52135-V/TTY.

Public Safety, Grace Watson Hall (GWH)

This office is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. <https://www.rit.edu/fa/publicsafety/> or call Ext. 52853-V or Ext. 56654-TTY. For emergencies, call Ext. 53333-V or Ext. 56654-TTY.

Counseling Center, August Center (AUG/2100)

Provides many services among which are personal and career counseling; alcohol/drug assessment, referral and educational services; and rape education and counseling. The services of the center are confidential and free. <http://www.rit.edu/studentaffairs/counseling> or call Ext. 52261-V. 56897-TTY.

Disability Service Office, Student Alumni Union (SAU/2340 & 2342)

They ensure access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource. <http://www.rit.edu/studentaffairs/disabilityservices> or call Ext. 57804-V or TTY 56988

English Language Center, Monroe Hall (MON/2040)

The English Language Center offers courses of study of English as a second language to non-native speakers on a full-time and a part-time basis. Program offerings include conversation, grammar, writing, vocabulary, reading, presentation skills, business communication, and TOEFL preparation. <http://www.rit.edu/studentaffairs/elc> or call Ext. 56684-V/TTY.

International Student Program, Student Alumni Union (SAU/2330)

Assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US. <https://www.rit.edu/studentaffairs/iss/> or call Ext. 56943-V/TTY.

Multicultural Center for Academic Success, Student Alumni Union (SAU/2300)

MCAS provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. Call Ext. 54704 or

<http://www.rit.edu/president/mcas/>

NTID Engineering Support Services, James E. Gleason Hall (GLE/1115)

A wide variety of services are available for engineering deaf and hard of hearing students.

These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling. For more information check <https://www.ntid.rit.edu/das> or call 55314 or TTY 52209.

Student Health Service, August Center (AUG)

Staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, they provide primary medical care on an outpatient basis. Designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment. <http://www.rit.edu/studentaffairs/studenthealth> or call Ext. 52255-V/TTY or Ext. 55515- TTY.

RIT Libraries, Wallace Center (WAL)

An on-line computer catalog, computerized searching capabilities, and interlibrary loan provide access to virtually all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources. [RIT Libraries | RIT](#) or call Ext. 52562-V or Ext. 52962- TTY.

Women in Engineering (WE@RIT), James E. Gleason Hall (GLE/2505)

This organization seeks to increase the enrollment and improve the retention rate of women students in engineering. WE@RIT provides interested students opportunities in leadership, mentoring, and participation in outreach activities. <http://www.rit.edu/kgcoe/women> or Ext. 56321

## **Student Chapters of Professional Organizations**

### **American Institute of Aeronautics and Astronautics (AIAA)**

The American Institute of Aeronautics and Astronautics (AIAA) is the largest aerospace professional society in the world helping make the world safer, more connected, more accessible, and more prosperous. The student chapter of AIAA is dedicated to promoting careers and opportunities in the aerospace industry as a vital lifelong link to the aerospace community and a champion for its achievements

### **American Institute of Chemical Engineers (AIChE)**

The student chapter of AIChE provides students with the opportunity to take part in many aspects of this professional organization. Students gain leadership skills and meet chemical engineers at a variety of events throughout the year.

## **American Society of Mechanical Engineers (ASME)**

The student chapter of ASME offers educational, technical, and social activities. Leadership is developed through formal training at an annual fall conference and through actual practice. The student chapter maintains close contact with and receives support from local chapter.

## **Biomedical Engineering Society (BMES)**

The Biomedical Engineering Society's student chapters are the foundation for our society, uniting and promoting the future of the biomedical engineering profession. For rising biomedical engineers, chapters offer the chance to establish leadership skills, networking and the opportunity to participate in a wide range of career development opportunities.

## **Engineers of Color Creating Opportunities (ECCO)**

This organization seeks to increase the enrollment and improve the retention rate of AALANA students in engineering. The ECCO Center provides interested students opportunities in leadership, mentoring, and participation in outreach activities.

## **Institute of Electrical and Electronic Engineers (IEEE)**

IEEE is the world's largest professional engineering society. The RIT student branch strives to expose its members to industry and practicing professional engineers by sponsoring guest speakers, arranging plant tours, and conducting design contests.

## **Institute of Industrial and Systems Engineers (IISE)**

The student chapter of IISE is an on-campus professional engineering society whose function is to integrate academic knowledge with real-world practical applications. Activities include plant tours, guest speakers, regional student conferences, as well as the national spring conference.

## **Microelectronic Engineering Student Association (MESA)**

In MESA students who come together to help the community. Current involvements are Habitat for Humanity, Adopt-A-Highway, Adopt-A-Freshman, and other community organizations.

## **National Society of Black Engineers (NSBE)**

The student chapter of the National Society of Black Engineers is dedicated to the retention, recruitment, and successful graduation of its members.

## **Society of Automotive Engineers (SAE)**

The purpose of the RIT Society of Automotive Engineers is to give students the opportunity to meet with senior engineers in industry and provide students a chance to apply their classroom



knowledge in such projects as the formula, solar and aero design competitions. Meeting announcements are posted on the SAE bulletin board outside the office of the Mechanical Engineering Department.

## Society of Hispanic Professional Engineers (SHPE)

The Society of Hispanic Professional Engineers is an association of professionals and students in engineering, science, technology, business, and other related disciplines at RIT. SHPE's basic thrust is to identify and promote professional growth opportunities for Hispanics. Some examples of this commitment to professional development are the regional and national leadership and career conferences for SHPE members.

## Society of Manufacturing Engineers (SME)

The Society of Manufacturing Engineers is dedicated to the advancement of scientific knowledge in the field of manufacturing engineering. The student chapter activities include plant tours, speakers, and participation in national competitions. It interacts and works closely with the Rochester senior chapter.

## Society of Women Engineers (SWE)

The Society of Women Engineers at RIT is a student-run organization. Its members belong to engineering and engineering technology majors. SWE organizes several functions each quarter such as guest speakers, high school outreach, community activities, co-op interview discussions, tours, social events, and events with other student organizations. The RIT section is strongly committed to the encouragement of women in pursuing a career in engineering or related fields.

**All clubs are open to all students no matter what their field of study.**

You can find clubs for any extra-curricular interest you may have. Here are a few of particular interest to engineering students. For more information on student clubs go to:

<https://www.rit.edu/student-clubs-and-organizations>

Aero Design Club  
Amateur Radio Club Audio FX  
Engineers for a Sustainable World Engineering  
Student Council  
FIRST Robotics Team  
Formula SAE Team Green Vehicle Team  
Human Powered Vehicle  
Micro-Air Vehicle Club  
Mini Baja Team  
Robotics

## ADDITIONAL SERVICES AND CONTACT INFORMATION

SERVICE	OFFICE	CONTACT
Accessibility for Students with Physical Disabilities (both temporary and permanent).	Disabilities Services Sue Ackerman, Coordinator; Student Alumni Union 1150 Email: smacst@rit.edu Phone 585-475-6988 TTY	Student Services Gleason Hall 2203 Phone 585-475-7994 Voice Phone 585-475-2145 TTY
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center 1st floor	<a href="https://www.rit.edu/eservices/">https://www.rit.edu/eservices/</a> Phone 585-475-6186 Voice Phone 585-475-2080 TTY
Co-operative Education, Career Counseling and Placement Services	Cooperative Education and Career Services Bausch & Lomb Center 1125	<a href="http://www.rit.edu/emcs/oc/">http://www.rit.edu/emcs/oc/</a> Phone 585-475-2301 Voice Phone 585-475-6905 TTY
Change of Mailing Address	Registrar Eastman Hall 1 <sup>st</sup> floor	SIS (Student Information System)
Emergency of Any Type And Escort Services	RIT Public Safety Office	<a href="http://www.rit.edu/fa/publicsafety/">http://www.rit.edu/fa/publicsafety/</a> Phone 585-475-3333 Voice Phone 585-475-6654 TTY
ECCO Center (Engineers of Color Creating Opportunities)	Engineering Hall ENG/2641-2643	<a href="#">Diversity, Inclusion, and Access   Kate Gleason College of Engineering   RIT</a> Phone: 585-475-2162 <a href="mailto:ECCOCenter@rit.edu">ECCOCenter@rit.edu</a>
English Language	English Language Center Monroe Hall 2040	<a href="http://www.rit.edu/studentaffairs/elc/">http://www.rit.edu/studentaffairs/elc/</a> Phone 585-475-6684
Financial Aid and Scholarships	Graduate financial aid is administered through your home department.	Financial Aid Office, Bausch & Lomb Center 2107 <a href="#">Applying for Aid   Graduate Students   Admissions and Aid   RIT</a> Phone 585-475-2186 Voice Phone 585-475-6909 TTY
Illness	Student Health Ctr. August Center 1st floor	<a href="http://www.rit.edu/studentaffairs/studenthealth/">http://www.rit.edu/studentaffairs/studenthealth/</a> Phone 585-475-2255 V/TTY Phone 585-475-5515 TTY
Library Help	Wallace Library Reference Desk The Wallace Center	Engineering Librarian, Linette Koren Phone 585-475-6123 <a href="mailto:lxkwml@rit.edu">lxkwml@rit.edu</a>
Lost & Found	Public Safety Phone 585-475-2074 Voice Phone 585-475-2853 TTY	Student Services Office Gleason Hall 2203 Phone 585-475-7994-V/TTY
Parking Permit	Parking Office Grace Watson Hall 1160	<a href="http://www.rit.edu/fa/facilities/pats/parking">http://www.rit.edu/fa/facilities/pats/parking</a> Phone 585-475-2074-V/TTY
Personal Counseling	Counseling Center August Center 2100 Phone 585-475-2261 V/TTY	Student Services Counselors Gleason Hall 2203 Phone 585-475-7994
Support for International Students	International Student Services Office Mon- Fri 8:30am - 4:30pm	<a href="http://www.rit.edu/studentaffairs/iss/">http://www.rit.edu/studentaffairs/iss/</a> Tel: 585-475-6943 Fax: 585-475-7419 <a href="mailto:iss@rit.edu">iss@rit.edu</a>
Support for Women Engineering Students	WE@RIT	Gleason Hall 2505 Phone 585-475-2264-V; 52145-TTY
Support for Minority Engineering Students	Multicultural Center for Academic Success (MCAS)	<a href="http://www.rit.edu/~w-mcas/bridge.php">http://www.rit.edu/~w-mcas/bridge.php</a> Student Alumni Union 2300
Writing Skills Help	Writing Center	<a href="https://www.rit.edu/academicaffairs/writing/schedule-appointment">https://www.rit.edu/academicaffairs/writing/schedule-appointment</a> Monroe Hall 2050

## KATE GLEASON – A Remarkable Woman...A Special Engineer

The Kate Gleason College of Engineering at RIT is the only engineering college named for a woman in the USA and we are very proud to have this distinction.

This remarkable woman achieved much during her lifetime:

- The first woman admitted to Cornell University's engineering program
- The first woman member of the Rochester Engineering Society
- The first woman elected to full membership in the American Society of Mechanical Engineers.

Kate Gleason was a pioneer, engineer, treasurer, salesperson, business leader, banker, developer, builder, suffragette and philanthropist. The positive economic and societal impact that she had on upstate New York and the nation was substantial and enduring.



[Kate Gleason | Life & Legacy - YouTube](#)