Software Engineering and Data Science

Graduate Student Handbook

Rochester Institute of Technology
B. Thomas Golisano College

This handbook is a basic reference for master's students majoring in software engineering or data science. Software Engineering and Data Science programs are both managed by the Software Engineering Department (note the distinction between "department" and "program"). The information in this handbook is drawn from various official RIT publications such as the Graduate Bulletin and the Educational Policies and Procedures Manual.

This handbook should be used as a guide in conjunction with official RIT publications. Should there be discrepancies between this handbook and any official RIT publication, the official RIT publication takes precedence.

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1 Admissions

Applications may be submitted at any time. Typically, students begin course work in the Fall semester, however exceptions may be made with the permission of the Graduate Program Director. Contact the Office of Graduate Enrollment for details on how to apply, 585-475-2229, or visit https://www.rit.edu/admissions/graduate.

The program's admission requirements are as follows:
- A baccalaureate degree from an accredited institution, with a cumulative grade point average (GPA) of 3.0 or higher. Prospective students from institutions that do not use the GPA scale are expected to demonstrate an equivalent level of academic accomplishment.
- Academic or professional experience developing software is preferred, but candidates without a background in computing will be considered. Additional bridge course work will be required, and may extend time to graduation.
- If English is not your native language, you must submit TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores

The following materials are required as part of your application to the program:
- Transcripts documenting all undergraduate and graduate coursework
- Short professional essay (1-2 pages) describing your academic background, relevant professional experience, current job (if any), and career plans.
- Current resume, which should include a description of significant software projects in which you participated.
- GRE score report
    - Required for international students
    - Preferred for domestic students
- If English is not your native language: TOEFL or IELTS score report.

2 Getting Started on Campus

2.1 Student ID Card

Where to get it: Registrar's Office – Eastman Hall, (Bldg 1), 1st floor
What you need: Photo ID (driver's license, passport etc.)

Details: Use for access to on-campus services (library, gym, etc). Graduate students will have ID card access to the department's team rooms. You can also load Tiger Bucks onto your card, for a convenient way to shop on campus.

2.2 University ID Number (UID)

Where to get it: Registrar's Office - Eastman Hall, (Bldg 1), 1st Floor. Or call 585-475-2821.
What you need: Photo ID (in person), or verify personal information (via phone)

Details: Each student is assigned a 9-digit University ID number. You need this number to get your Student Computer Account, and for identification purposes around campus.

2.3 Parking Permit

Where to get it: Online at www.rit.edu/parking, or in person at the Parking Office – Grace Watson 25-1317
What you need: Your University ID number (UID).

Details: All cars on campus must have a parking permit. See the website for permit fees and renewal information.

2.4 RIT Student Computer and Email Accounts

Where to get it: ITS Help Desk – Gannett 7B-1113. Or call 585-475-4357
What you need: Student Computer Account (online) or Student ID Card (in person)

Details: This is your user name and password for various RIT applications (myCourses, my.rit.edu, Google applications) and your RIT email account. SE faculty and departmental emails will be sent to your RIT email account. Be sure to check your RIT email frequently.

2.6 Wireless Access

Where to get it: All buildings on campus are equipped with free wireless internet.
What you need: Register your computer with ITS. Visit start.rit.edu or call 585-475-5000.

2.7 Student Information System (SIS) and Tiger Center

Where to get it: https://www.rit.edu/infocenter/
What you need: Your RIT account information

Details: You can use the Student Information System (SIS) and Tiger Center to view your class schedule, enroll and drop from classes, obtain grade reports and GPA, apply for graduation, and update address and contact information.

3   Keys & Codes

3.1 Terms and Term Coding

The standard Fall-Spring academic year at RIT is divided into two 14-week semesters. You will attend classes in weeks 1-14, and take your final examinations in week 15. After exams you will have a 1-2 week break before the next semester begins. There is also an accelerated summer term. You are not required to attend classes in the summer term though you may wish to. To view the complete Academic Calendar, visit www.rit.edu/calendar.

RIT uses a 4-digit code to indicate the academic term. You will see this code on RIT forms and registration materials. The first three digits are the academic year (the year in which the fall term occurs). 2211 represents the Fall semester of the 2021-2022 academic year. The fourth digit indicates the term: 1 = Fall, 5 = Spring, 8 =Summer

EXAMPLE: 2021-2022 ACADEMIC YEAR

2211	Fall, 2021
2215	Spring, 2022
2218	Summer2022

3.2 Program Codes

The **subject code** for the Software Engineering program is SWEN. The **subject** code for the Data Science Program is DSCI. This code is used internally on RIT forms and course registration materials.

The **program code** for graduate students in the Software Engineering Department is GCIS.

The **plan code** for graduate students in the Software Engineering Program is SOFTENG-MS. The **plan code** for graduate students in the Data Science Program is DSCI-MS

New students are often confused by the hierarchy of programs at RIT. You are a student in the Master of Science in Software Engineering (SE) program or of the Master of Science in Data Science (DS) program. The Software Engineering (SE) Department houses both programs. SE is one of the departments in the Golisano College of Computing and Information Sciences (GCCIS). GCCIS is one of the eight colleges that make up RIT.

GCCIS contains the following:
- Department of Software Engineering
- Department of Computer Science
- Department of Computer Security
- School of Information
- School of Interactive Games and Media
- Ph.D. Program

3.3 Year Level

The year level for graduate students is 6. Non-matriculated students (who have not been accepted into the program) have a year level of 0.

4   Your Department

4.1 SE Student Services Office

Come to the SE Department Office (GOL 70-1690) with any questions about policy or procedures, or general questions about navigating RIT. Common issues handled in the SE Office include:

- Course Withdrawal
- Course Approval (Elective, Independent Study, Capstone, Thesis)
- Transfer Credit

- Co-op Registration
- Change of Program
- Issues with Grades
- Intent to Graduate
- Extension of Immigration/Visitor paperwork

The office is normally open Monday-Friday from 8:30am-4:30pm. You can also call 585-475-5461 or email grad.se@rit.edu with questions.

SOFTWARE ENGINEERING OFFICE FACULTY & STAFF			
Name	OFFICE	PHONE	EMAIL
Naveen Sharma, Department Chair	GOL-1698	585-475-2472	nxsvse@rit.edu
Scott Hawker, Software Engineering Graduate Program Director	GOL-1696	585-475-2705	jshvse@rit.edu
Travis Desell, Data Science Graduate Program Director	GOL-1559	585-475-2991	tjdvse@rit.edu
Dawn Smith, Office Manager	GOL-1690	585-475-4921	drsvse@rit.edu
Britt Stanford, Staff Assistant Graduate Student Specialist	GOL-1690	585-475-5461	bmsvse@rit.edu

4.2 Faculty

Most faculty offices are located around the corner from the SE Department Office, opposite the studio labs. Each faculty member has office hours set aside for walk-in student meetings. You may also contact faculty via phone or email to set up an appointment. The list of faculty and their contact information can be found on the Software Engineering Department website at https://www.rit.edu/computing/department-software-engineering#faculty-staff

4.3 Graduate Program Support

Your main point of contact in the Software Engineering Department will be the Staff Assistant and the Graduate Program Directors. They are available to assist you with questions, issues, or concerns that arise as you move through the program.

Staff Assistant
Britt Stanford | Location: GOL 70-1690 | 585-475-5461 | Email: bmsvse@rit.edu

Software Engineering Graduate Program Director
Dr. Scott Hawker | Location: GOL 70-1690 | 585-475-2705 | Email: jshvse@rit.edu

Data Science Graduate Program Director
Dr. Travis Desell | Location GOL 70-1559 | 585-475-2991 | Email: tjdvse@rit.edu

4.4 Facilites

Studio Labs/Classrooms (GOL 70-1520, 70-1530, 70-1550) – These are our basic teaching classrooms. They are equipped with individual computers with the department software that you will need already installed.

Co-Lab (GOL 70-1650) – This lab is open 7 days a week and serves as an open lab when classes are not scheduled in it. It is available to all software engineering and data science majors. The lab is outfitted with workstations that are grouped into work areas.

Student Team Rooms (enter through GOL 70-1650 if there is not a class in session, otherwise ring the doorbell in the east hall entrance to the team rooms) – Team rooms are available for you to conduct team meetings, rehearse presentations, review projects, plan activities, or even just prepare for an exam. Our 11 team rooms are each equipped with generous whiteboard space, a meeting table with electrical outlets and internet connections, and comfortable seating for six people. Each room features a computer-ready ceiling-mounted projector or flat screen display and a workstation..

SSE Mentoring Lab (GOL 70-1670) – Operated by the Society of Software Engineers (a student-led RIT organization) this lab is designed to allow our students to network with other software engineering and data science students who may provide answers to numerous questions related to computing courses, co-op experience, curriculum issues, computing resources, etc. The lab is designed to seat 30 students.

4.5 Society of Software Engineers (SSE)

Organized and led by students, the Society of Software Engineers (SSE) is our official liaison with our students. While the society's primary focus is to help our undergrad students via mentoring and study sessions, graduate students will find it is a great way to get help with a problem, get to know other students, and to learn about job opportunities and to attend guest lectures.

SSE often organizes fun events. Over the last few years the Society has sponsored Super Bowl parties, Winter Balls, trips to Darien Lake, and computer game competitions.

Stop by the Mentoring Lab (GOL 70-1670) for SSE's weekly meeting. You can visit their website at https://sse.rit.edu/ for more information including their meeting times and events.

5   Software Engineering Curriculum

5.1 Plan of Study

You received a flowchart with your Acceptance Packet (it was emailed to you). The current flowcharts are at https://www.rit.edu/computing/graduate-resources#curriculum-flowcharts-. For full-time students, this flowchart outlines the courses you should expect to take each semester. For part-time students, the flowchart is a list of all the required courses. The Graduate Program Director will help you create a personalized path that meets your academic goals.

As outlined in the flowchart, the Software Engineering program consists of 11 courses (36 credits):
- Thesis Track
  - Seven Core Courses (21 credits)
  - Two Graduate Electives (6 credits)
  - Independent Study (3 credits)
  - Thesis (6 credits)
- Capstone Track
  - Seven Core Courses (21 credits)
  - Four Graduate Electives, including at least one Software Engineering Graduate Elective (12 credits)
  - Capstone Project (3 credits)

5.2 Core

All software engineering students take a set of core courses that are designed to provide a solid foundation in modern software development practices. You will work with peers and faculty on both hands-on course projects as well as research projects.

The following seven courses make up the Core of the Software Engineering program:

- SWEN-601 Software Construction
- SWEN-610 Foundations of Software Engineering
- SWEN-640 Research Methods
- SWEN-777 Software Quality Assurance
- SWEN-732 Collaborative Software Development
- SWEN-747 Model-Driven Development
- SWEN-755 Software Architectures

SEMESTER CURRICULUM COURSE AVAILABILITY AND PRE-REQUISITES*

COURSE	COURSE NAME	PRE-REQUISITES	TERM
SWEN-601	Software Construction	Graduate Standing in Program	Fall

SWEN-610	Foundations of Software Engineering	Graduate Standing in Program	Fall
SWEN-640	Research Methods	Enrollment in program	Spring
SWEN-777	Software Quality Assurance	SWEN 601 Software Construction SWEN 610 Foundations of Software Engineering	Fall
SWEN-732	Collaborative Software Development	SWEN 601 Software Construction SWEN 610 Foundations of Software Engineering	Spring
SWEN-746	Model-Driven Development	Graduate Standing in Program	Fall
SWEN-755	Software Architecture	SWEN 601 Software Construction SWEN 610 Foundations of Software Engineering SWEN 746 Model-Driven Development	Fall
SWEN-780	Capstone	department approval	Fall, Spring
SWEN-799	Independent Study	department approval	Fall, Spring
SWEN-790	Thesis	department approval	Fall, Spring

Offerings and pre-requisites are subject to change. Check SIS or Tiger Center for up-to-date information.

5.3 Technical/Grad Electives

All software engineering students take at least two graduate-level electives of your choice. The courses must be graduate courses (course number 600 or above). Students in the Capstone Track must take two additional electives, and one must be a software engineering or data science elective. With approval from the Graduate Program Director, you may choose from any graduate level course (600 level or above) offered at RIT. Choose courses that will help you achieve your career goals. To get approval and register for your grad electives, you must submit an Elective Approval Form to the Graduate Program Director.

5.4 Capstone Track

You have the option of completing the Capstone or Thesis Tracks as you complete your degree. The Capstone Track consists of:
- The seven core courses
- A four free electives including one software engineering or data science elective.

- SWEN-780 Capstone (3 credit hours)

If you are more interested in a career in industry and do not feel that you are interested in completing an in-depth research project, then the Capstone Track is your best choice. You will develop your capstone proposal in the Research Methods course, before you start the Capstone course.

The Capstone course is the culmination of your degree that allows you to link what you have learned and your research skills to your career goals. The Capstone project will allow you to explore a Software Engineering-related topic/problem in appropriate depth to complete an associated (implementation) project. The Capstone is more than learning about a new topic and writing a report on what you found. Instead it is a report that demonstrates your ability to explore a topic, often with a specific context/domain, select an approach or strategy to address a problem or issue, test that approach/strategy, and analyze the results to ascertain the extent that the strategy addressed the problem/issue. This can take many forms such as testing a framework for a project at your company, testing a tool you have created and compare it to a commonly used tool, or even exploring process-related issues or topics. The culmination of your capstone project, will be a presentation of your work to the department and other interested people. This presentation is typically in the form of a poster session.

5.5 Thesis Track

You have the option of completing the Capstone or Thesis Tracks as you complete your degree. The Thesis Track consists of:
- Two free electives (does not have to be a software engineering elective, but it can)
- SWEN-799 Independent Study
- SWEN-790 Thesis (6 credit hours)

If you are more interested in a career in academia, have an interest in research, or plan to pursue a doctorate, then the Thesis track is an appropriate choice.

The Independent Study course gives you an opportunity to work with a faculty member on a research project before you work on your thesis. You will develop your thesis proposal in the Research Methods course, before you start the Thesis course.

The Thesis course is the culmination of your degree that allows you to investigate a software engineering topic/problem in-depth, with a research focus. The Thesis is more than learning about a new topic and writing a report on what you found. Instead it is an opportunity to demonstrate your ability to explore a topic, often with a specific context/domain, select an approach or strategy to address a problem or issue, test that approach/strategy, and analyze the results to ascertain the extent that the strategy addressed the problem/issue and forwards the discipline of software engineering. This can take many forms, and is dependent upon your research goals, topic, and appropriate methodologies to be used. At the culmination of your thesis, you will present your work to your advising committee, the department and other interested people.

5.6 Bridge Courses (if required)

Bridge courses are graduate level courses that provide a background in areas of Software

Engineering. The courses are intended to bridge the gap between your past education and experience, and the content of the Software Engineering courses. Some students are accepted into the program on the condition that certain Bridge courses will be completed.

Bridge courses are not required for all students. You may be required to take up to four Bridge courses but typically none – previous bridge courses have been incorporated as core courses in the curriculum.,. Your Contingency Form will indicate which courses, if any, you need to take. Your required bridge courses must be completed in addition to your 36 credit hours of graduate courses.

A grade of B or higher is necessary to satisfy the Bridge requirement. You may take graduate level courses and Bridge courses at the same time. However if you fail to complete the Bridge requirement within two semesters, you will not be allowed to continue in the program.

If you feel you already have the background to meet a bridge requirement, contact the course instructor to discuss the option to test-out.

5.7 Co-op Blocks (optional)

A co-op block is one semester (14 weeks or 10 weeks in the summer) of full-time (35-40 hours/week) paid employment, in the Software Engineering or Data Science field. This is a great opportunity to build your resume and explore areas of interest prior to graduation.

Co-op is *not* required for graduation. However, you may enroll in one or two co-op blocks. Keep in mind that co-op blocks are not built into your Plan of Study. Therefore, participating in a co-op will change your graduation date. Your co-op will be *in addition* to your required courses. But you do not pay tuition for co-op.

Before looking for co-op opportunities, every student must attend a training session offered by RIT Career Services and Co-op , visit their website for more information https://www.rit.edu/careerservices/. The Career Services and Co-op Office offers information and support to students interested in finding a co-op position. Contact Stephanie Ryan, the co-op representative for Software Engineering and Data Science students.

Careers and Co-op Services Office
Office Location: 77-1130 | Phone: 585-475-2301| Website: https://www.rit.edu/careerservices/

Note for international students:
Off-campus employment will most likely affect your visa status. Contact the International Student Services Office before you begin your co-op search. International students cannot work off-campus for pay unless it is a co-op.

INTERNATIONAL STUDENTS SERVICES OFFICE
 Location: SAU, Rm 2330 | 585-475-6943 | Email: iss@rit.edu | Website:
https://www.rit.edu/studentaffairs/iss/

5.8 Returning from a Co-op

During your co-op, you and your company supervisor will be asked to fill out evaluation forms. Your Graduate Program Director will review these evaluations. When you return from co-op, you must meet with your Graduate Program Director to discuss the co-op experience. Then, a grade will be entered for the course.

6 Data Science Curriculum

7 Enrollment and Registration

7.1 Course Enrollment Process

After the first term, you are responsible for registering your courses using RIT's Student Center, located at https://www.rit.edu/infocenter/ or Tiger Center, located at https://tigercenter.rit.edu/tigerCenterApp/ . You may use these systems to add or drop courses, read course descriptions, calculate GPAs, and other tasks.

You should plan to contact the Graduate Program Director prior to your enrollment date. The Graduate Program Director will help guide you in selecting electives courses to stay on track for your degree. The Graduate Program Director will also need to approve any technical electives you choose to take.

7.2 Course Availability

Most Software Engineering and Data Science core course is usually offered only once per year. Therefore you should work with the department to make sure you take the correct sequence of courses. This is especially essential for part-time students, who do not have a pre-defined Plan of Study to work from, or co-op students who will get off-track.

Due to limited course availability, withdrawing from a required course, or receiving an inadequate grade, may affect your graduation date and your visa status for international students. In many cases, you will not have a chance to re-take the course for another full year. You should speak to your advisor to determine how re-taking the course will affect your Plan of Study.

Note to International Students:
Contact your International Student Advisor if you drop below full-time status (nine hours) or anticipate a change in your graduation date. This can affect immigration status and your visa dates will need to be updated.

*Offerings and pre-reqs are subject to change. Check SIS or Tiger Center for up-to-date information.

7.3 Course Descriptions

View graduate course descriptions within SIS https://www.rit.edu/infocenter/ or Tiger Center
https://tigercenter.rit.edu/tigerCenterApp/landing

7.4 Co-op Registration

You have the option to register for one or two co-op blocks. See Section 5.6 for information on how a coop can fit into your curriculum. If you do choose to participate in a co-op, please review the registration guidelines below AND consult with the Graduate Program Director. You can also visit the department co-op webpage for more information: https://www.rit.edu/computing/software-engineering-co-op

Co-op Eligibility Requirements:
· Completion of 18 credits of graduate coursework (assuming full-time status, after bridge course completion).
· Cumulative GPA of 3.0 or greater
· For international students, there are US time in residence constraints. Check with International Student Services (https://www.rit.edu/studentaffairs/iss/).

You should start looking for your co-op one to two terms in advance. It is your responsibility to find and interview for a co-op position. The Career Services and Co-op Office offers job listings, company contacts, Career Fairs, and support to aid you in your job search. You may also network through professors, classmates and friends. The Graduate Program Director must review and approve your job description before you accept the position.

To register your co-op, please follow the steps below. Co-op will show on your class schedule as a zero-credit, pass/fail course.

Step One: Submit information to the Graduate Program Director for Approval
● Email your offer letter
● Email the job description

Step Two: Report Online with Co-op and Career Services
● Go to https://ocecsprod.ad.rit.edu/Forms/Coop/
● Fill out and submit the web form.

***International students will also need to work with International Student Services https://www.rit.edu/studentaffairs/iss/ or you can email them with questions iss@rit.edu. ***

Step Three: The department office will enroll you in the co-op course in SIS, and you can now officially accept the offer

7.5 Non-Matriculated Students

If you have not applied through the Admissions Office, you are considered a non-matriculated student. (Those who are accepted by Admissions are considered matriculated). Non-matriculated students may register for Software Engineering and Data Science courses with permission from the Graduate Program Director.

To take courses as a non-matriculated student, you will need to provide proof that you completed your Bachelor's degree, and any necessary prerequisites. Matriculated students will always be given preference in course registration.

Only 12 credits may be taken while in non-matriculated status. Exceptions will be referred to the Graduate Program Director.

8   Academic Policies and Procedures

8.1 Course Withdrawal

See the RIT Graduate Bulletin for information on course withdrawals. Please note that because core courses are usually offered only once a year, withdrawing from a required course may delay your graduation. You should discuss the withdrawal with the department before making a decision.

Note to International Students:
Withdrawing from a course might affect your immigration status. Contact your International Student Advisor before withdrawing from a course.

8.2 Academic Probation and Suspension

You will be placed on academic probation if you fail to maintain a B average (3.0 program GPA) after you complete at least 12 credits. If you need to repeat a course, the new course grade will NOT replace the old one – instead the two grades are both averaged into the calculation of your GPA.
Once on probation, you must bring your GPA to 3.0 over the course of 12 credits. Failure to raise your GPA will result in suspension.

Suspension is typically for one academic year, after which you may apply for readmission. The decision to readmit is ultimately in the hands of the Dean of the College that you apply to. Readmission is not guaranteed.

See the RIT Graduate Bulletin for more information.

Note to International Students:
International Students on Probation or Suspension should contact the International Office immediately to discuss implications on immigration status.

8.3 Transfer Credit

Up to six semester hours may be accepted as transfer credit. To be considered for credit a course must be at the graduate level from an accredited institution. A minimum grade of B is required. The decision to apply courses as transfer credit is at the discretion of the Graduate Program Director. To have your courses considered for credit, send an official copy of your transcript to:

Graduate Enrollment Services
Rochester Institute of Technology
58 Lomb Memorial Drive Rochester
NY 14623.

8.4 Confidentiality

RIT complies with the Family 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.

8.5 Academic Honesty

RIT does forbids any form of academic dishonesty. Any act of improperly representing another person's work as one's own is construed as an act of academic dishonesty. These acts include but are not limited to plagiarism in any form, including the use of all or parts of computer programs created by others, or the use of information and materials not authorized by the instructor during an examination. If a faculty member judges a student to be guilty of some form of academic dishonesty, the student may be given a failing grade for that piece of work or for the course, depending upon the severity of the misconduct. The student will also lose their Merit scholarship. Other support that the student receives may also be in jeopardy. If the student believes the action taken by the instructor to be incorrect or the penalty too severe, appeal may be made to the Academic Conduct Committee of the college in which the course is offered.

8.6 Discrimination and Harassment Policy

The RIT community is committed to a diverse and dynamic learning, working, and living environment. RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life. RIT prohibits discrimination and harassment on campus, or at any RIT activity off campus, by its administrators, faculty, staff, students and student organizations, as well as external organizations and individuals in their operations with RIT.

RIT defines discrimination as behavior which uses age, citizenship, color, creed, culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:

- making hiring or admissions decisions at RIT,
- determining participation in programs at RIT or sponsored by RIT,
- academic standing, or access to any benefit or privilege at RIT,
- administering disciplinary processes, except where distinctions are bona fide or otherwise permitted or required by law.

RIT defines harassment as unwelcome physical contact, conduct, or communication, which has the purpose or effect of:

- Unreasonably interfering with an employee's or student's work, academic activities or residential life at RIT, or participation in RIT-sponsored programs or events,
- Creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored programs or events, as determined by RIT policy.

RIT is committed to an environment which encourages, promotes, and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend, and openly promote their ideas and opinions. The RIT policy prohibiting discrimination and harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The policy is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values does not include protecting acts of discrimination or harassment. Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as discrimination or harassment and is prohibited.

9 Graduation

9.1 Application Process

Submit your Application for Graduation two semesters before you expect to complete your coursework. Apply online through SIS. You will receive emails from the Registrar's Office regarding your eligibility to apply.

9.2 Requirements for Graduation

- Completion of all courses in either the Capstone or Thesis Track (36 credits).
- Completion of any bridge courses noted on your acceptance paperwork, with a grade of B or better
- Program GPA of at least 3.0
- Grade of C or better in each course needed for graduation. C-, D, F, I or W grades will NOT be accepted.

9.3 Seven-Year Rule for the Completion of Coursework

All courses needed for graduation must be completed within seven years. In other words, the last course you take cannot be more than seven years after the first course you take. This includes all required and elective courses, but not Bridge courses or prerequisites.

Exceptions to this rule are rare, and must be approved by the program director, the dean, and ultimately the University's Graduate Council. The appeals process is designed only for extenuating circumstances beyond your control.

Below is a brief outline of the process for appealing to the Graduate Council:
- You must contact the Graduate Program Director PRIOR to the end of the seven year period.
- You will assemble the documentation specified by the program director for submission to the Graduate Council. This typically includes:
  - a list of expired courses
  - proof of 'current knowledge' of the course material, as determined by program director
  - an explanation of why the courses were not completed in the 7-year time-frame
  - a detailed completion plan
  - letters of support from the dean and program director
  - RIT transcript
  - Current resume
- The Graduate Program Director may then file an appeal on your behalf to the Graduate Council. The decision to appeal is at the discretion of the program director.
- Graduate council will review the appeal, and submit the decision to the program director. This decision is final and there are no further options for appeal.

10 Financial Aid and Employment

10.1 Costs and Financial Aid

For estimated tuition costs and financial aid information, visit
https://www.rit.edu/fa/sfs/billing/tuitionandfees/1819

10.2 Graduate Assistantships

A Graduate Assistantship (GA) is an employment opportunity offered by the department. Responsibilities will vary, but GAs typically provide research support for faculty. GAs may also work with the department's professional staff and faculty to support the department's learning and computing resources and facilities. GAs are not responsible for direct classroom teaching.

The department offers a limited number of GA positions each academic year, starting in the Fall term. Positions may be available on a full-time (20 hours/week) or part-time (10 hours/week) basis. In addition to a tuition benefit, GA's also earn a stipend for each term. GA positions last for one academic year, but a student can reapply for the position.

Applications are due in the Spring (usually in March or April) for the following academic year. For more information, see the Software Engineering department website : https://www.rit.edu/computing/graduate-resources#graduate-assistantship-opportunities

10.3 Merit Scholarships

If you are enrolled in the graduate program without any corporate or governmental financial support, you may be awarded a departmental merit scholarship. This scholarship will be automatically renewed for an academic year (2 semesters) as long as you maintain a minimum GPA of 3.0 and do not violate the academic integrity policy. To renew your scholarship beyond this duration, contact the department.

10.4 On-Campus Student Employment

Full-time students are eligible for on-campus jobs offered through the Student Employment Office. Hours are limited to 20 hours per week (combined) during the school year.   The hourly pay rate varies by position.

For more information on eligibility requirements, or to browse job offerings, visit the Student Employment website, or stop by the office in the SAU.

STUDENT EMPLOYMENT OFFICE
Office: USC-1350 | 585-475-2631 | Website: https://www.rit.edu/emcs/seo/