

**The School of
Chemistry and Materials Science
Undergraduate Student Handbook
2023 - 2024 Academic Year**

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Contacts and Communications

School of Chemistry and Materials Science (SCMS) Contacts

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SCMS Faculty Directory			

Computer Network

RIT provides an email address and account for all students, faculty, and staff. This email account is created when you receive an RIT computer account. This account allows you to communicate via email with anyone on or off campus. You are required to activate and use your RIT email account. Faculty, advisors or staff members will contact you by using only your RIT email. It is your responsibility to gain access to RIT email. If you have chosen to forward your email, then it is your responsibility to turn mail forwarding on and off at start.rit.edu.

[Google Workspace | RIT](#)

MyCourses

MyCourses is RIT's web based program that allows instructors and students to interact and access course materials online. A variety of tools are available to instructors to promote interaction and provide resources for the students in their courses.

[MyCourses | RIT](#)

Advising

Upon entering RIT, each student is assigned a professional academic advisor and a faculty advisor. Undergraduate students will meet with their academic advisor regarding course/degree planning and progression and meet with their faculty advisor regarding career and graduate school planning. A required step in a successful registration is to see your academic advisor before registering for courses to be sure you are progressing toward degree completion. All first year, transfer and mid-degree students have a hold on their account and their academic advisor will remove it once they have met to discuss their course and degree plan. All advisors have an office location, telephone number and email address. They maintain open office hours for quick questions and meet with students by appointment. Students may also call or use the online Starfish scheduler to make an appointment.

If you experience any problems related to your course work, remember that the best time to see your advisor is before problems get too big so that the two of you can decide on a course of action while they are more easily manageable. If you do not know your academic advisor's name or his/her contact information you can find this information by accessing the SIS Infocenter. Your primary academic advisor's name appears on the right side of your student center landing page.

[Academic Advising | College of Science](#)

Overview of Undergraduate Programs

Chemistry is the science of the structure, properties, and reactions of matter. Chemists seek to understand matter at the molecular and atomic levels. Knowledge of chemistry is fundamental to an understanding of biology, biochemistry, geology and medicine, and areas of astronomy, physics, and engineering.

The School of Chemistry and Materials Science's Chemistry and Biochemistry programs feature rigorous, in-depth curricula that remain flexible enough to allow students to specialize in several other related fields. We offer robust undergraduate research and laboratory teaching experience opportunities, often as early as freshman year, with faculty mentorship and state-of-the-art facilities and instrumentation.

[School of Chemistry and Materials Science](#) | [College of Science](#)

Chemistry

Students seeking a chemistry degree will search for and use new knowledge of chemicals to discover, develop, or improve synthetic fibers, paints, adhesives, drugs, cosmetics, electronic components, lubricants, and thousands of other products. Our chemistry degree prepares students for a wide variety of professional positions in the field of chemistry including; industrial manufacturing and research, government, pharmaceuticals, medicine, and health care. Students will be fit to continue with graduate studies in chemistry and materials sciences or pursue professional education in medicine and other health-related fields.

- Recent RIT chemistry graduates are employed at Granite State Analytical, Quest Pharmaceutical Services, University of Rochester Laboratory for Laser Energetics, Worthen Industries, Inc., and Environmental Standards.
- Join the student chapters of the American Chemical Society, Alpha Chi Sigma Professional Fraternity, or American Society for Biochemistry and Molecular Biology – connect with other students and professionals in the field, attend national conferences, and access employment and career resources.

[Chemistry BS](#) | [College of Science](#)

Biochemistry

Biochemistry focuses on the chemistry of living things. Our biochemistry degree provides students with knowledge in chemistry, biochemistry, and biology preparing them to address current challenges facing the chemical, pharmaceutical, agricultural, forensic, and biotechnological fields. Upon completion of the degree, students will be fit to continue with graduate studies in a variety of chemical and life sciences related programs or pursue professional education in medicine and other health-related fields.

- Recent RIT biochemistry graduates are employed at Ortho Clinical Diagnostics, St. Jude Children's Research Hospital, ICON Laboratory, and Regeneron Pharmaceuticals, Inc.
- Join the student chapters of the American Chemical Society, Alpha Chi Sigma Professional Fraternity, or American Society for Biochemistry and Molecular Biology – connect with other students and professionals in the field, attend national conferences, and access employment and career resources.

[Biochemistry BS](#) | [College of Science](#)

Program Requirements

Program requirements are grouped into one of three categories; general education, non-general education, and the Chemistry and Biochemistry program requirements as outlined below.

Chemistry Program

Academic Program: **UCOS**
Academic Plan: **CHEM-BS**

[Chemistry BS Curriculum](#)

To graduate with a degree in Chemistry, students must successfully complete their General Education, liberal arts courses, and major requirements listed in the outlined curriculum, as well as a math sequence that includes Multivariable Calculus and a Physics sequence. For students completing the chemistry program that are interested in pursuing an advanced dual degree, there are BS/MS dual degree options to continue with a graduate MS program in either Chemistry or Materials Science and Engineering.

Biochemistry Program

Academic Program: **UCOS**
Academic Plan: **BIOCHEM-BS**

[Biochemistry BS Curriculum](#)

Biochemistry is a variation of the chemistry degree that can be completed in four or five years, depending on the amount of cooperative education students pursue. Students take a year of general biology in addition to the typical chemistry curriculum throughout the program. During upper-level years, students in the biochemistry program take a substantial core of courses in biochemistry, physical chemistry, chemical literature, and the liberal arts, as well as elective courses in biology, biotechnology, and clinical science. Students are required to take a minimum of two upper-division biology electives and one upper-division biochemistry elective as listed in the outlined curriculum.

General Education

In accordance with RIT's mission, General Education requirements establish the foundation for students to find success in their chosen fields, while preparing students to pursue lifelong learning and contribute to society as well-educated and knowledgeable citizens.

Students earning a BS degree must complete a minimum of 60 General Education credits. The General Education framework intentionally progresses through two educational phases designed to give students a strong foundation in communication and critical thinking: Writing Excellence, Perspectives, and exploring a discipline or theme in depth through an Immersion.

Writing Excellence:

Two courses are required in the first year to introduce students to the intellectual life of the university and provide a focus on communication skills to prepare students for future course work and lifelong learning:

- First Year Writing: UWRT-150, ENGL-150, ISTE-101
- First Year Liberal Arts Elective

Perspectives:

Perspective courses are designed to introduce students to 7 key areas of inquiry that model different approaches to learning about the world. These Perspective courses equip students with the necessary habits of critical thinking and analysis to explore the world and appreciate its diversity.

Ethical	<ul style="list-style-type: none"> Identify contemporary ethical questions and relevant stakeholder outcomes
Artistic	<ul style="list-style-type: none"> Interpret and evaluate artistic expression considering the cultural context in which it was created
Global	<ul style="list-style-type: none"> Examine connections among the world's populations
Social	<ul style="list-style-type: none"> Analyze similarities and differences in human experiences and consequent perspectives
Natural Science Inquiry	<ul style="list-style-type: none"> Explain basic principles and concepts of one of the natural sciences Apply methods of scientific inquiry and problem solving to contemporary issues
Scientific Principles	<ul style="list-style-type: none"> Explain basic principles and concepts of one of the natural sciences Apply methods of scientific inquiry and problem solving to contemporary issues
Mathematical	<ul style="list-style-type: none"> Comprehend and evaluate mathematical or statistical information Perform college-level mathematical operations on quantitative data

All College of Science students will automatically receive credit for perspectives 5-7 as part of their regular curriculum.

Immersion:

An immersion is a series of three related general education courses that further broaden a student's judgment and understanding within a specific area through deeper learning. Immersions build on the broad appreciation of liberal arts and sciences that students have gained through Perspective courses. These immersions are meant to complement the student's program, exposing them to approaches and questions that are truly distinct but also potentially complementary to their major program of study.

[RIT Immersions and Minors](#)
[Chemistry Immersions](#)

Non-General Education

The College of Science at RIT has made a substantial commitment to opportunities for students to engage in experiential learning.

Experiential Learning:

The School of Chemistry and Materials Science views experiential learning as any opportunity for our students to become fully engaged as scientists during their time at RIT. All students who plan to graduate with a major in Chemistry or Biochemistry are required to complete a minimum of one of the five experiential learning activities listed below.

1. Full-Time Research

Undergraduate research is one of the greatest strengths of the School of Materials and Chemistry Science programs. Alumni often come back to report that their undergraduate research experience is what set them apart upon graduation and strongly poised them for success. Students are encouraged to participate in a Full-Time Research experience under the guidance of faculty mentors over the course of one term for either academic credit or as a paid work experience.

2. Part-Time Research

Comparable to the Full-Time Research opportunity, students can also engage in Part-Time Research for two academic terms, receiving either academic credit or a paid work experience.

3. Learning or Teaching Assistant

Learning Assistants (LAs) are undergraduates who are hired to facilitate small-group interaction in large-enrollment courses. The LA experience helps transform large-enrollment STEM courses by creating environments in which students can interact with one another, engage in collaborative problem solving, articulate and defend their ideas, and explicitly discuss aspects of the nature of science and the nature of learning science.

[Center for Advancing Scholarship to Transform Learning \(CASTLE\) - LA Program](#)

Teaching Assistants (TAs) are similar to LAs in that they facilitate classroom interactions; however, TAs are managed within the School of Chemistry and Materials Science. TA positions are not limited to our large-enrollment courses, but can be found in smaller, advanced courses, and in teaching laboratories. A TA experience begins with enrolling in CHEM-301: Undergraduate Teaching Experience, and students must be enrolled in one credit hour per semester for two terms.

4. Cooperative Education

[Cooperative Education](#) (Co-op) gives students the opportunity to gain meaningful work experience before graduation. As the keystone to experiential education, a co-op gives students the opportunity to apply their classroom learning to meaningful work experiences.

[College of Science Co-op Guide](#)
[Co-op: College of Science](#)

5. Study Abroad

The [Study Abroad & Fellowships Office](#) works closely with students, faculty, affiliate universities, and international institutions to provide RIT students with the opportunity to study abroad through over 250 programs in 50+ countries. Students have the option of studying abroad during any time of the year whether it is at one of our global campuses in Croatia, Dubai, China, or Kosovo, an affiliated semester program, or one of our unique faculty-led programs.

Wellness:

RIT recognizes the need for wellness education in today's society and offers specifically designed courses to help students develop and maintain a well-balanced healthy lifestyle. The wellness education requirement is designed to assist students in making healthy decisions to support their academic and social interactions in college and beyond.

BS Students

Students seeking a bachelor's degree must successfully complete two different wellness courses. Different courses would include different levels of and/or forms of a course that have a different course number (e.g., pilates and advanced pilates would count as two different wellness courses).

Transfer Students

Transfer students may apply course work successfully completed at a previous institution. The student's home department will determine and make decisions regarding transfer of wellness courses. The Wellness Education staff will be available for consultation.

RIT 365:

At the core of the required RIT 365 course is the Plan-Do-Reflect Cycle. Facilitators will lead you through a series of experiential opportunities and dialogue. You will encounter and practice professional competencies such as creativity, communication, collaboration, critical thinking and self-awareness.

[RIT 365 | Student Life](#)

Program Opportunities

Minors

With two further courses, SCMS students can build on an immersion to earn a Minor with their degree. A minor allows students to develop a secondary area of interest and expertise while broadening their knowledge beyond their major. In general, a student cannot declare a minor that is offered within their home department.

[Immersion and Minors | RIT](#)

Chemistry Minor (CHEM-MN):

Chemistry is intrinsically a part of our society from the fuels we use, the air we breathe, and the water we drink to the complex chemical behaviors of our own bodies. Chemistry is involved in the development of myriad materials such as computer chips, packaging materials, and alternative fuels. Increasing numbers of policy and ethical choices facing the global community involve issues where chemistry plays a pivotal role. This minor provides students with the opportunity to study chemistry in order to build a secondary area of expertise in support of their major or as an additional area of interest.

[Chemistry Minor Curriculum](#)

Double Majors

A double major is a program of study that meets the requirements of two distinct majors in a single Bachelor's degree. The program of study consists of courses required to meet the degree requirements for each of the two majors, together with the liberal arts and science courses needed to meet the general education requirements for the degree. The minimum number of credit hours required for a double major equals the total number of credit hours required for the major comprising the larger number of credit hours for the degree.

Students may apply the same coursework towards the fulfillment of requirements for both majors. Students who complete the requirements for a double major receive a single diploma that acknowledges both majors.

Historical Chemistry and Biochemistry Double Majors Include:

- Chemistry and Biology
- Chemistry and Computer Science
- Chemistry and Applied Mathematics
- Chemistry and Medical Illustration
- Biochemistry and Biotechnology
- Biochemistry and Business Management

[RIT Policy D01.2 - Undergraduate Double Major](#)

Dual Degrees

A dual degree program is one in which the student works towards satisfying the academic requirements for two distinct degree types in an integrated fashion. Currently at RIT at the undergraduate level, this option applies solely to those students who aspire to earn the Bachelor of Science (BS) and the Bachelor of Fine Arts (BFA) in a single program of study. Students may apply the same coursework towards the fulfillment of the requirements for both degrees. To achieve the academic depth and breadth implied by a program of study that results in the awarding of two undergraduate degrees, a dual degree program consists of substantial additional coursework as compared to that required for a double major; namely, a minimum of 30 additional semester hours beyond the credit hours required for the degree program comprised of the smaller number of credits. Students who successfully complete a dual degree program receive two diplomas, one for each degree earned.

[RIT Policy D01.3 - Undergraduate Dual Degree](#)

Accelerated Degrees

[Combined Accelerated Bachelor's/Master's Degrees](#) are designed for exceptional undergraduate students with outstanding academic records. They accelerate learning and position our students for success. Students can earn two degrees in less time, save money, and still take advantage of cooperative education experiences, internships, research, study abroad, and more.

Chemistry BS/MS Degree:

Academic Program: UCOS
Academic Plan: CHEM-BS

THEN

Academic Program: **GCOS**
Academic Plan: **CHEM-MS**

The Chemistry BS program may be combined with the Chemistry MS program allowing undergraduate students to acquire both a bachelor's and a master's degree in a total of five years. This opportunity is designed to maximize a student's potential in either a broad-based generalized knowledge of different disciplines within the chemistry profession, or a more focused approach in a selected field. A Chemistry MS degree prepares students for a career in chemistry and primes students wishing to pursue doctoral studies.

Chemistry BS/Materials Science and Engineering MS Degree:

Academic Program: UCOS
Academic Plan: CHEM-BS

THEN

Academic Program: **GCOS**
Academic Plan: **MSENG-MS**

The Chemistry BS program may be combined with the Materials Science and Engineering MS program allowing undergraduate students to acquire both a bachelor's and a master's degree in a total of five years. This opportunity is designed for students who wish to explore the industrial applications of chemistry in the areas of developing new materials (polymers, plastics, natural product substitutes, renewable energy, etc.), new processes for producing those materials, and research into new applications for existing materials.

Independent Study

The purpose of an Independent Studies course is to introduce students to new material that they may not have had previously. To enroll in an Independent Study, students must obtain approval from a faculty sponsor and submit a brief proposal of the work to be performed. The proposal must then be signed and approved by the SCMS Department Head before the course can commence.

Academic Policies and Course Administration

The following subsections are drawn from RIT, COS, and SCMS policies.

Student Information System

The Student Information System (SIS) is an application used by RIT faculty, staff, and students to manage university-related activities. Students utilize SIS to:

- Browse and search for classes
- Enroll in, drop, swap, and withdraw from classes during designated windows
- Check and schedule enrollment appointments
- Find information on student housing
- View personal information
- Request and view transcripts
- Review schedules
- Monitor grades and GPA
- Check financial aid status
- Apply for graduation
- and more...

Academic Computing and User Services can help you establish your account and get acquainted with the computer network.

[Student Information Systems | RIT](#)
[SIS Training Materials | RIT](#)

Enrollment

All course enrollment and scheduling occurs using the Student Information System (SIS). Undergraduate students must be enrolled in at least 12 credit hours per semester to be considered a full-time student, with the option to take up to 18 credit hours.

[Enrollment | Office of the Registrar](#)

Semester Codes:

RIT utilizes a four digit code to differentiate academic semesters within an academic year. The first three numbers identify the academic year (drop the zero), while the fourth number identifies the specific semester. Codes ending in 1 indicate the fall semester, 5 the spring semester, and 8 the summer semester.

Semester Codes:

- 2231 - Academic Year 2023-2024 **Fall** Semester
- 2235 - Academic Year 2023-2024 **Spring** Semester
- 2238 - Academic Year 2023-2024 **Summer** Semester
- 2241 - Academic Year **2024-2025** Spring Semester

Enrollment Appointments:

Students will be assigned an enrollment appointment based on their year level to determine when they can begin enrolling in classes. Enrollment appointments are staggered in half-hour increments throughout the designated day so that students don't get locked out of the system. Students can enroll in classes from the time the appointment begins up until the end of the add/drop period.

First Year and Registration Holds:

Incoming first-year students will have a hold put in place for enrollment into the Spring semester. This hold will require the student to set up an appointment with their academic advisor before they can self-enroll in courses. This hold is to ensure that the student will register for the proper courses that are necessary for

the completion of the degree. Once a student has met with their advisor, the hold will be removed from the account.

There are a number of holds that can be applied to a student's account by the Registrar's Office or other units at RIT. The most common hold is a financial hold, indicating a bill has not been paid. Students will get a notice every semester when the holds are in place. Holds and hold definitions can be viewed in SIS. We recommend that students avoid all unnecessary holds to ensure easy enrollment. Popular classes tend to fill up quickly, and a hold on an account would prevent students from enrolling in the classes they wish to take.

Tips for Planning a Schedule:

- Meet with your advisor.
- Know which courses you should register for, and take courses in the correct sequence.
- Check the prerequisites. Your course load needs to be appropriate for you. Let your advisor help.
- 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.
- Be prepared to use the wait list and swap functions in case you are not able to get into your preferred sections.

Wait Lists:

The wait list function in SIS offers many advantages, including full integration with registration, automated enrollment process that will move a student from the wait list as openings occur in a class (section), better tools for academic departments to monitor and manage wait lists, and more efficient ways for advisors to monitor wait list requests of advisees.

When registering for courses that are already filled, students can use the Wait List function to hold a spot in that class, should there be any drops. Students can opt in to the Wait List function in their Shopping Cart and select "Wait List if Class is Full" for classes added to the Shopping Cart. Students added will receive a wait list position number to indicate their rank on the wait list. As people drop from the class, students on the wait list will be moved into the class.

Please note that not all courses have the Wait List function.

Add/Drop Period:

Within the first 6 working days of a semester, students can decide to add or drop classes from their schedule. In some cases, adding and dropping of courses can be done by the student on SIS, while in other cases, additional paperwork may be required.

Students are responsible academically and financially for all courses in their schedule. Students should review their schedule carefully to ensure they are correctly attending the courses and sections as listed.

Instructors are aware to accommodate students that add into a class after the first day. Students should consult with the instructor to ensure that any work or materials missed are available.

Class Swap:

Class swap eliminates the fear of dropping a class to pick up another. It creates a safety net, keeping students enrolled in their current class until the system can automatically add them to their desired class.

Course Withdrawal:

After the Add/Drop period has ended, students can withdraw from a course through the end of the eleventh week of the semester to receive a grade of "W". Before deciding to withdraw from a course,

students are strongly encouraged to consult with their academic advisor and instructor to discuss performance issues or concerns. Withdrawing from a course will not change a student's enrollment status from full-time to part-time. Prior to withdrawing, please consider:

- Not attending class does not constitute an official withdrawal
- Students will remain registered for a class unless they officially withdraw from it
- If a student does not withdraw from a class, the instructor must give them a final grade
- Some academic units require an appointment with the academic unit head to discuss a possible withdraw prior to the twelfth week
- Withdrawing after the eleventh week is not guaranteed and requires signatures from the academic unit head and the Associate Dean, or the Dean; this is granted only in rare cases
- Withdrawing from a class will result in the student's official transcript to show a grade of W

[RIT Policy D05.0 V - Grades: Course Withdrawal](#)

Repeating a Course:

An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final. Courses taken at other institutions may not be considered as repeats. Credit earned by examination/experience may not be used to repeat previous course work.

Overloads:

Undergraduate students must be enrolled in at least 12 credit hours per semester to be considered a full-time student, with the option to take up to 18 credit hours. Any additional credit hours beyond 18 must be approved by the SCMS Department Head and are considered "Overloads". Overload credits are subject to additional charges per credit hour.

Grading

RIT utilizes a letter grading system in which the program and institute cumulative grade point averages are based.

Grading Definitions:

Grade	Description	Quality Points	Grade	Definition
A	Excellent	4.00	AU	Audit: Registered with No Credit
A-		3.67		Blank: Grade Not Yet Assigned
B+		3.33	I	Incomplete: Determined by Instructor
B	Above Average	3.00		
B-		2.67	NP	No Pass: Below D with No Credit
C+		2.33	P	Pass: Above D with Credit
C	Satisfactory	2.00	S	Satisfactory: Completion of Experience
C-		1.67	W	Withdrawn
D	Minimum Passing Grade	1.00	WV	Waived: No Longer Required
F	Failure	0.00	X	Completion of Assessment

[RIT Policy D05.0 - Grades](#)

Grade Point Average:

There will be two methods of Grade Point Average (GPA) calculation for undergraduate students that appear on grade reports and transcripts: University Term and University Cumulative.

A yearly GPA will be calculated for part-time undergraduate students to be used for dean's list calculations.

University averages will reflect all RIT credit-bearing course work completed. In addition to the university requirements, individual colleges and/or programs may define more rigorous requirements for maintaining good academic standing. This information must be approved by the dean, clearly defined within published college policy, communicated in the university bulletin, and communicated to the Provost's Office. For programs housed outside the college structure, the approval of the director of the academic unit is required.

The term grade point average reflects a single term of academic activity. The cumulative grade point average reflects the sum total of course work completed at RIT and will be updated each term the student is in attendance. All GPA calculations will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

For undergraduates, in the case of a repeated or excluded course, the student's permanent academic record will show a notation indicating the course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies at the university and then engages in graduate study will begin a new graduate cumulative GPA when re-classified as a graduate student.

Academic Standing

An undergraduate student must maintain a cumulative GPA of 2.00 or above at RIT in order to remain in good academic standing. To help students maintain satisfactory academic performance, RIT has set academic standards that serve to identify, warn, and provide timely intervention to a student who is experiencing academic difficulty.

[RIT Policy D05.1 II - Academic Actions and Recognitions: Academic Probation and Suspension](#)

Probation:

Probation refers to the academic action taken when a student is not in good academic standing. A student placed on probation is expected to sufficiently raise their GPA so as to return to good academic standing in the succeeding term. Students placed on probation will be required to complete an academic success plan. Without consultation with their advisor and written permission from the dean of the college, students on probation may enroll in no more than 16 credits. Failure to meet the terms of probation may result in suspension.

Academic Suspension:

Academic Suspension refers to the academic action taken when a student is not permitted to enroll in courses at RIT for a minimum of one term. Students who qualify for academic suspension at the end of a spring term will be placed on academic suspension for the following summer and fall terms. An appeal form can be used by a student to appeal an academic suspension decision.

Deferred Suspension:

Deferred Suspension refers to the academic action taken when a student appeals academic suspension and the appeal is granted. Students placed on deferred suspension will have one term to return to good academic standing and will be required to complete an academic success plan with their home program.

Academic Success Plan:

An Academic Success Plan is an agreement between a student and the student's academic program designed to facilitate success in the program. Students should consult with their academic program to determine the appropriate number of credits per term.

Policy Statements:

1. Any degree-seeking undergraduate student whose term or cumulative grade point average (see D5.0-Grades, section G) falls below a 2.00 (C average) will be placed on probation.
2. Students placed on probation may enroll in no more than 16 credits during the probation period and are required to complete an academic success plan with their home/primary program. Students in consultation with their faculty and/or professional academic advisor may appeal to the dean of the college for permission to take more than 16 credits while on probation.
3. A student can be placed on probation no more than two terms during a given undergraduate degree level (i.e., associate or bachelor) at RIT. Students who have had two academic probations and do not meet the criteria for good academic standing will be placed on academic suspension.
4. Any student who has been placed on probation after having been removed from probation will be granted one term to be removed from probation before academic suspension from RIT.
5. Any student whose term grade point average falls below 1.00 is not eligible for probation and will be placed on academic suspension through the upcoming fall or spring term, at the minimum.
6. Students who have been readmitted to RIT after an academic suspension will have up to two terms to return to good academic standing, and their status will be "pending action." Students who fail to return to good academic standing in two terms will be placed on academic suspension.
7. A student on academic suspension cannot enroll in any credit or non-credit course at RIT while on academic suspension.
8. Students on academic suspension may appeal an academic suspension decision to their primary home department. If the appeal is granted, the student will be placed on deferred suspension for one term. An appeal can be made by completing and submitting an appeal form. Individual colleges and/or programs may set limitations on the number of appeals a student can submit.
9. Decisions regarding deferred suspension require dean (or designee) approval. For programs housed outside the college structure, the approval of the academic unit in which the enrollment is requested is required.
10. Students placed on deferred suspension will have one term to return to good academic standing and will be required to complete an academic success plan with their home department.
11. Academic suspension refers to the academic action taken when a student is not permitted to enroll in courses at RIT for a minimum of one term. A student on academic suspension will be excluded from classes, university housing, and all other university activities during the period of academic suspension. Students on academic suspension may attend university events that are open to the general public and may participate only as a member of the general audience.
12. Students on academic suspension may be required to satisfy specific academic requirements imposed by the home program in order to be considered for readmission to their program.
13. Students on academic suspension may be admitted to another program if it is approved by the dean (or designee) of the college in which enrollment is requested. Such students will be placed on deferred suspension and required to complete an academic success plan with the new program. For programs housed outside the college structure, the approval of the academic program in which the enrollment is requested is required.

14. Students must apply through undergraduate admissions for re-admission at the end of their academic suspension. Such re-admission must be approved by the dean (or designee) of the college for which they are requesting enrollment (this may be the original college or another) in consultation with the academic program. For programs housed outside the college structure, the re-admission must be approved by the director (or designee) of the academic unit for which they are requesting enrollment.
15. Readmitted students will be required to complete an academic success plan and will have up to two terms to return to good academic standing. After two terms, students who do not maintain both cumulative and term GPA of 2.0 or above will be placed on academic suspension.

Final Examinations

Final examination week is a mandatory component of an academic term designed to meet New York State and regional accreditation requirements for instructional hours.

- The Registrar's Office provides the final examination schedule before the first day of each term. Instructors may not change the official date and time of the exam.
- If a student has two finals scheduled at the same time, the student must request a scheduling change.
- Students shall not be required to take more than two examinations or more than twelve (12) hours of exams on a single day. In such an instance, the student may request a scheduling change.
- Whenever a scheduling change needs to be made, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more examinations are service course examinations, the class with the larger enrollment will have precedence over the others. Multi-section courses with a common final exam scheduled will be treated as a single class for these purposes.
- In all cases requiring a scheduling change, the student should submit a written request for rescheduling no later than four (4) weeks before the first day of final examinations. The written request should be submitted to the head of the home department with a copy to the instructor being asked to provide the rescheduled examination. The department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination no later than two weeks before the first day of final examinations. The decision of the department head shall be considered to be final.

[RIT Policy D11.0 - Final Examination Policies](#)

Academic Progress Toward Degree Completion

It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.

Federal regulations require financial aid recipients to maintain minimum standards of satisfactory academic progress (SAP) for continued receipt of federally sponsored aid. All students receiving federal assistance must remain admitted in a degree program. Regulations require a maximum time frame for degree completion.

[Satisfactory Academic Progress Requirements | RIT](#)
[RIT Policy D04.0 - Attendance](#)

Graduation

Students who are registered for all courses required to be certified for graduation in the spring or summer term of the current academic year, and students who have been certified at the end of the previous fall term will participate in graduation each spring.

[Applying for Graduation](#)
[Commencement | RIT](#)

Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal statute that provides RIT students with privacy and access rights relating to their education records. Generally, RIT students have the right to:

- Inspect and review education records (with certain limited exceptions) within forty-five (45) days of the day RIT receives a student's written request for access;
- Request the amendment of education records if the student believes they are inaccurate;
- Require RIT to obtain the student's written consent before releasing personally identifiable information from the student's education records unless an exception applies; and
- File a complaint with the United States Department of Education's Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- This policy addresses RIT's implementation of FERPA's requirements and privacy protections. It incorporates the procedures found here - [FERPA Procedures](#)

Code of Ethics

Rochester Institute of Technology shapes the future and improves the world through creativity and innovation. As an engaged, intellectually curious, and socially conscious community, we leverage the power of technology, the arts, and design for the greater good. At the heart of this vision and mission is a commitment to excellence that extends to all aspects of our educational and research programs. In pursuit of excellence, all members of the RIT community are expected to conduct their work in the highest ethical manner and to comply with the law and policies that govern activities and operations of the university.

Honor Code

Integrity and strong moral character are valued and expected within and outside of the RIT community. As members of the RIT campus community, including students, trustees, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the RIT community, and recognize that all individuals at this university are part of the larger RIT family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

Academic Integrity

As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

Discrimination and Harassment

The RIT community is committed to a diverse, inclusive and dynamic learning, working, and living environment. It 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. This Policy is not intended to restrict freedom of speech or any form of artistic or visual expression. It is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values, however, does not include protecting acts of discrimination or harassment. Acts of discrimination or harassment must be based on an individual's group, class, or category as defined in this Policy. This Policy only addresses behavior that is based on an individual's group, class, or category. Conflicts and concerns that are not based on an individual's group, class, or category are addressed by RIT's Resolution of Conflicts and Concerns Among RIT Employees (C6.1).

This Policy is inclusive of Title IX of the Education Amendments of 1972 which is a federal law that prohibits discrimination on the basis of sex under any education program or activity receiving federal financial assistance. The initiation of an investigation of a potential violation of C06.0 precludes an individual from later requesting the use of policy C06.1 to investigate the same issue. In addition, once a C06.0 investigation is initiated, it shall be fully investigated in accordance with the Procedures.

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 and harassment and is prohibited. Nothing in this policy relieves RIT of the obligation of adhering to federal, state, and local laws.

[RIT Policy C06.0 - Policy Prohibiting Discrimination, Harassment, and Retaliation](#)

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

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.

Safety Policies and Procedures

It is the responsibility of the RIT Environmental Health and Safety (EHS) Department to ensure faculty, staff, students, and visitors have a safe and healthy working and learning environment in all RIT owned and operated laboratories. The College of Science requires that safety training be completed prior to being granted access to any COS lab. Most labs generally require lab and gas cylinder training while others may require additional training and would be based on the function of the lab space and will be notified as such.

[Environmental Health and Safety | RIT](#)

Laboratory Safety:

RIT has developed a Laboratory and Chemical Hygiene Safety Program that includes guidelines to ensure safe work practices and training to keep faculty, staff and students current with regards to these established guidelines.

The goal of RIT's Laboratory and Chemical Hygiene Safety Program is to minimize the risk of exposure, injury/illness to employees, students, and visitors while working in laboratories by ensuring they are provided with the appropriate information, support, and equipment needed to work safely.

[Laboratory Safety | Environmental Health and Safety](#)

Emergency Phones	
A910	Hallway outside of A207
A925	Hallway outside of A355
1910	Hallway outside of 1103
1925	Hallway outside of 1345
2910	Hallway outside of 2219
2925	Hallway outside of 2345
3910	Hallway outside of 3215
3925	Hallway outside of 3345
Gosnell Elevator	

Laser Safety:

Lasers (Light Amplification by Stimulated Emission of Radiation), which produce an intense and highly directional beam of light, are used in many teaching and research applications on RIT's campus. The human body is vulnerable to the output of certain lasers, and under certain circumstances, exposure can result in damage to the eye and skin. Therefore, special precautions must be taken and personal protective equipment used when lasers are in use.

[Laser Safety | Environmental Health and Safety](#)

Fire Safety:

"Fire Safety" is a practice of personal and public safety. The main goal is to ensure the safety of RIT students, faculty, staff, and visitors through fire prevention. Prevention efforts include installation, inspection, testing and maintenance of fire detection and suppression equipment, providing educational programs on fire safety topics, and enforcing federal, state, local regulations, and RIT policies with regard to fire safety.

[Fire Safety and Emergency Response | Environmental Health and Safety](#)

Links and Training:

Chemical Hygiene Plan
Hazardous Chemicals
Buddy System
Lab Safety Training
OSHA Laboratory Safety
Chemical Inventory & Safety Data Sheets

Organizations and Clubs

Alpha Sigma Chi – Beta Sigma Chapter:

Alpha Chi Sigma AXΣ is a national co-educational professional chemistry fraternity. There are upwards of 80 collegiate and Professional Chapters throughout the United States, with current membership numbering more than 63,400 members.

[Alpha Sigma Chi | Professional in the Chemical Sciences](#)

The Beta Sigma chapter was founded in 1966 in Rochester and has since initiated hundreds of brothers. The chapter is composed of active, inactive, and alumni members ranging in disciplines from Biology and Chemistry, to Engineering. The Beta Sigma chapter is involved in several local community service projects and professional outreach programs in the city of Rochester and on-campus at RIT. Joining AXΣ is a great way to advance both professionally and personally.

[Beta Sigma Chapter | RIT](#)

American Chemical Society RIT Chapter:

The American Chemical Society (ACS) student chapter at RIT is a student-run and organized branch of the National ACS chapter. The branch aims to provide networking, personal and professional development opportunities while servicing the RIT and Rochester communities.

[RIT American Chemical Society | ACS Student Chapters](#)

American Society of Biochemistry and Molecular Biology (ASBMB):

The RIT ASBMB Student Affiliates is a charter member of the National Undergraduate Affiliates Network (UAN) of the American Society of Biochemistry and Molecular Biology. ASBMB Student Affiliates was organized in 2003 as a way to strengthen ties between Biochemistry and Molecular Biology (Biotechnology) students and faculty.

[ASBMB Student Affiliates | RIT](#)

Materials Research Society (MRS):

Founded in 1973, MRS now consists of over 16,000 members from the United States, as well as nearly 70 other countries. The MRS is different from that of single discipline professional societies because it encourages communication and technical information exchange across the various fields of science affecting materials.

[Materials Research Society | RIT](#)

Chemistry Research Scholars:

The Chemistry Research Scholars Program increases the visibility of our research students, fosters a culture of undergraduate research, and promotes undergraduate research. It targets students that want to engage in serious undergraduate research for at least three semesters at RIT in SCMS or a chemically-related field.

The program recognizes students who design and execute high-quality research projects under the guidance of their selected faculty mentor. Exceptional work accepted for publication in peer-reviewed journals will be published under the co-authorship of the student and faculty mentor.

[Chemistry Research Scholars | RIT](#)

Student Clubs:

With over 300 student clubs and organizations at RIT supporting on-campus and off-campus events, you are sure to stay busy at RIT. Whether you are into art, gaming, music, politics, science, sports, or theater you'll almost certainly find others at RIT who share your same passion.

[Student Clubs and Organizations | RIT](#)

Below are some clubs you may find fellow SCMS students:

- ChemClub
- [College of Science Student Advisory Board](#) (COSSAB)
- [College of Science Student Ambassador Program](#) (COSA)
- [House of General Science](#) (HoGS)
- [Women of Excellence Supporting STEM](#) (WOESS)

Academic Advising and Student Support

Below is a list of some of the many support services available to students at RIT.

<p><u>Academic Success Center</u> Monroe Hall – 2080</p>	<p>This center provides a variety of services including the College Skills Program and College Restoration Program. The College Skills Program offers workshops, classes, and labs for instruction in reading, writing, mathematics, and study skills. The College Restoration Program is designed for students who have experienced academic difficulty and suspension.</p>
<p><u>Bates Study Center</u> Gosnell Hall – 1200</p>	<p>This area provides free tutoring services each term in the areas of mathematics, chemistry and physics. The tutoring schedule changes each term and students are encouraged to check the College of Science website for new times and tutors.</p>
<p><u>Career Services & Student Employment</u> Bausch & Lomb Center</p>	<p>Undergraduate and Graduate students, as well as alumni, are supported through their career development and job search success for on-campus, co-op, and full-time jobs.</p>
<p><u>Counseling Center</u> August Center – 2100 Ext: 52261-V/TTY</p>	<p>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.</p>
<p><u>Disability Service Office</u> Student Union – 1150 Ext: 52023-V/TTY</p>	<p>They ensure access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource.</p>
<p><u>English Language Center</u> Monroe Hall – 2040 Ext: 56684-V/TTY</p>	<p>The English Language Center offers courses of study of English as a second language to nonnative 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.</p>
<p><u>Facilities Management</u> (FMS)</p>	<p>FMS takes charge of the ownership of the over 5 million square feet of building space and 1,300 acres that comprise the RIT campus.</p>
<p><u>International Student Services</u> Student Union – 2330</p>	<p>Assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US.</p>
<p><u>Multicultural Center for Academic Success</u> (MCAS) Student Union – 2300 (585) 475-4704</p>	<p>MCAS provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. It provides personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and a connection to campus and community resources.</p>
<p><u>NTID Science Support</u> Gosnell Hall – 1115</p>	<p>A wide variety of services are available for science deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling.</p>
<p><u>Ombuds Office</u> Student Union – 1114 ombudsask@rit.edu</p>	<p>The Ombuds Office is a resource open to assist any member of the RIT community seeking assistance with conflict management and conflict resolution.</p>
<p><u>Public Safety</u> Grace Watson Hall Ext: 52853-V/TTY</p>	<p>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.</p>
<p><u>Spirituality & Religious Life</u> Schmitt Interfaith – 1400</p>	<p>Campus ministers for various religious traditions are available for religious services and many program activities.</p>

<p><u>Student Health Services</u> August Center</p>	<p>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. You may be seen on a walk-in basis during designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment.</p>
<p><u>University Advising Office</u> advising@rit.edu</p>	<p>The University Advising Office is an excellent starting point for general questions related to RIT advising. If any member of the RIT community - student, faculty, or staff - needs assistance with advising related issues, the Institute Advising Office is a great place to start.</p>
<p><u>Wallace Library</u> The Wallace Center</p>	<p>The library provides information in many forms including print, compact disks, microfilm, and microfiche. An online 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.</p>
<p><u>Women in Science</u> (WISe) (585) 475-4273</p>	<p>This organization seeks to increase the enrollment and improve the retention rate of women students in science. WISe plays a central role in contributing to the engagement of women in sciences and mathematics through a diverse and unique educational experience. WISe provides interested students opportunities in leadership, mentoring, and participation in outreach activities.</p>