

KGCOE

**Kate Gleason College
of Engineering**



**Student
Handbook
2009-2010**

R·I·T

Top Ten Tips for First Year Students

#10: Phone Home - That's right - family can prove to be the best support service. They honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. Call, write, email, IM—often.

#9: Get Your Money's Worth - The university wants you to succeed and offers an abundance of services geared toward that goal. These range from math and writing skills centers to personal counseling. Let the university serve you. You're paying for these services anyway, in the form of tuition and fees - use them. Become an explorer and locate the major academic buildings, library and service departments.

#8: Join In - Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don't join every group - be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.

#7: You're In Charge - Take responsibility for your own actions and think for yourself. If what you say and do is prompted by others, or if nothing is ever your fault because others "pushed" you, you cannot claim to be an adult, just an immature follower.

#6: Take Care of Yourself - When exhausted, rest. Eat properly and know when to relax. Plan exercise into your schedule. No one is going to thank you for working yourself into a frazzle or getting ill, let alone for staying up all night. It is amazing how many students demand their independence and simply do not know how to take care of themselves.

#5: Budget Time - Have a social life, but plan your study time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them on a calendar. Remember, sleep is also necessary, so budget for that as well.

#4: This Is A Full-Time Job - You can't work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation in your selected career.

#3: Have The Courage Of Your Confusions - Don't be afraid to ask questions. Understand that constructive criticism and critiques are meant to help you do better. It is no longer possible to have "all the answers." Learn to be patient with others and with yourself. Learn to function well in situations where 100% success isn't possible; seek out and value the big questions, they are more important than answers.

#2: Get To Know Your Professors Before You Graduate - Begin by identifying some faculty that you think are worth knowing before you graduate. Who are you likely to have in more than one course? These are the professors who will evaluate your work, supply references for future career options or graduate school, and help guide your intellectual development. Most faculty are very approachable; don't let titles of "professor" or "doctor" frighten you. Those titles are their achievement, and these are the people who will help you attain the goals you have set for yourself.

#1: Go To Class - New students often hear that in college, "you can go to class anytime you want." NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class. 99% of life is showing up!

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*The RIT website offers a wealth of information at your finger tips—
it's a great place to go to first when you have a question.*

rit.edu/kgcoe

WELCOME TO THE KATE GLEASON COLLEGE OF ENGINEERING

The next several years promise to be exciting, interesting, and rewarding for you, your fellow students, and the faculty and staff of the Kate Gleason College of Engineering. The field of engineering continues to change, as it must, to keep pace with the technological changes in the world around us. We in KGCOE are doing all that is possible to stay abreast of these developments. The curriculum continues to evolve, our laboratories continue to improve, and our interaction with industry is ever expanding. We are pleased that you have elected to join our engineering team.

We want to make it easy for you to adjust to life in KGCOE, and have prepared this booklet to help you gain an understanding of our college and how it operates. The overriding principle that governs all of our actions is that we are here to help you study and learn about engineering, and to make the most of your college years. When you have completed your studies, you will be among those few who have mastered engineering—fully prepared to begin a career as a professional engineer.

If you encounter a circumstance or situation that you need help in resolving and the information in this booklet is insufficient to provide you with a solution, please see your adviser, your instructors, your department head, or any staff member in KGCOE. We want to make your stay here at RIT pleasant, productive, and rewarding. We are partners with you in this journey to excellence.

COMMUNICATING WITH STUDENTS, FACULTY & STAFF

Student Mail Folder

Your student mail folder, located outside of your department office, is **your lifeline** to your department, your professors and fellow students. Please check it often, at least once a week, for such things as important notices from your department or other RIT offices, graded homework assignments, registration information, and co-op materials. Your mail folder was created as a way for faculty, staff and other students to communicate with you. First year students usually do not have many classes in the Engineering Building, but you must make every effort to check the mail folder regularly and not let the papers build up. It is *your responsibility* to stay informed.

Computer Network

The computer account issued to you allows you to communicate by electronic mail (email) with anyone on campus and off campus with an email account. The computer network also has the Student Information System (SIS) option which provides a convenient method for you to obtain information from the Registrar's and Bursar's Offices. Go to: <https://infocenter.rit.edu/>

Via SIS you may register for your courses and get information about such things as your grades, class schedule, open and closed courses, request an unmet need; you may update your address;

you may get information about such things as quarterly charges, financial aid credit, and your account balance. Academic Computing and User Services (7B/1113) can help you establish your account and get acquainted with the computer network (Ext. 54357-V or 52810-TTY). For assistance in connecting your dorm room computer to the RIT network, contact ResNet (47/1055; Ext. 52600-V or 54927-TTY).

It is *imperative* that you activate and use your RIT email account. Whenever a faculty or staff member wants to contact you by email, they always use the RIT email. This email address is obtained through the Student Information System (SIS) and is the email of choice. If you elect not to use your RIT email account, you should have your RIT email forwarded to whatever account you do actually use. By contacting the Academic Computing and User Services (above) you can obtain information on how to forward email. It is *your responsibility* to have access to RIT email. Students use email to contact each other when setting up study groups. When department staff or advisers need to contact a student, they will use the RIT email. Faculty members do not accept the excuse "I didn't get the assignment because I don't read my RIT email."

myCourses

MyCourses is a web-based software program that allows faculty and students to interact on line to discuss and post course related information. Many of your instructors will use myCourses to give assignments and to facilitate dialog among class members. During your first week of First Year Enrichment (FYE) you will learn more about myCourses and how to use it.

Communication with Faculty Members

Each faculty member has an office, a telephone, a mailbox, and an email address. A roster of KGCOE faculty with office locations, telephone numbers, and email addresses begins on page 31 in this handbook. You are encouraged to see faculty members during the office hours they set aside each quarter to help students. Hours are typically posted on or near the faculty member's office door. You may also call or use email to make an appointment or leave a message in the faculty member's mailbox (located in the respective department offices).



KATE GLEASON COLLEGE OF ENGINEERING PROGRAMS

The college offers six 5-year cooperative education programs leading to the bachelor of science degree with majors in chemical, computer, electrical, industrial and systems, mechanical, and micro-electronic engineering.

A list of course requirements for your program is available from your department and your department website. You will also have an academic adviser from your department who will help you plan your course of study in order for you to best meet the requirements of your program.

Engineering Exploration

In addition to the six programs above, the college offers a one-year option for students who desire additional time in which to decide their engineering major. During their first year, students take the foundation courses required of all engineering students. The counselors in the Student Services Office serve as academic advisers for engineering exploration students.

Program Codes

You have been assigned a program code according to your chosen major. Program codes in KGCOE are listed below:

Chemical Engineering	ECME	Industrial & Systems Eng.	EIEI
Computer Eng.	EECC	<i>Ergonomics Option</i>	EIEE
<i>Software Eng. Option</i>	EECS	<i>Information Systems</i>	EIEY
Electrical & Microelectronic Eng.	EEEE	<i>Lean Six Sigma</i>	EIEL
<i>Computer Eng. Option</i>	EEEC	<i>Manufacturing Option</i>	EIEN
<i>Biomedical Eng. Option</i>	EEEM	<i>Six Sigma</i>	EIEK
<i>Microelectronic</i>	EMCR	Mechanical Eng.	EMEM
Engineering Science	EENX	<i>Aerospace Option</i>	EMEA
Engineering Exploration	EENG	<i>Automotive Option</i>	EMEV
		<i>Energy & the Environment Option</i>	EMEE
		<i>Biomechanical Option</i>	EMED

DECLARING A MAJOR FOR ENGINEERING EXPLORATION STUDENTS

Engineering exploration students decide in their first year which engineering discipline to pursue. Academic advisers can help with this decision. A Change of Program Application, available in the KGCOE Student Services Office (9/2125) or from your adviser is required to make the declaration official. In the effective quarter, the program changes from "EENG" to reflect the program code of the new department. Student records are forwarded to the new department where a new adviser is assigned as well.

COOPERATIVE EDUCATION REQUIREMENTS

Cooperative education (co-op) gives you the opportunity to take what you have learned in the classroom and apply it directly to the work.

All engineering students are required to complete five quarters of co-op. Beginning in the third year, students typically alternate academic quarters with co-op employment. Transfer students entering RIT at the third-year level usually begin co-op in the winter quarter.

The Cooperative Education and Career Services Office offers orientation sessions for second year students in the winter and spring quarters. They will give you information, how to's, and guidance in arranging for a co-op position. That office is located on the first floor of the Bausch & Lomb Building (77).

WELLNESS REQUIREMENTS

Good health and physical fitness is a basic element in the pursuit of excellence in many aspects of life. The learning experiences gained through fulfilling the physical education requirement play an integral role in the total educational experience at RIT.

For the Baccalaureate Degree

Two *different wellness activity* courses must be completed before graduation.

For the Associate Degree

Candidates must successfully complete *Wellness for Life* and one wellness activity course.

For more information and special circumstances, contact the Center for Human Performance—The Wellness Recreation office; 23/1212, Ext. 52620-V/TTY.

<http://www.rit.edu/studentaffairs/ciar/wellness.php>

FIRST YEAR ENRICHMENT

RIT's First-Year Enrichment is an academic program that supports students' scholastic and social transition from high school to college. FYE is instructed by professionals who are experts in student transition. Credit-bearing FYE classes focus on topics including independent thinking and problem solving skills, ethical decision making, personal and social responsibility, and professional networking, as well as academic fundamentals such as time management, study skills, and library research methods. Classes meet once-per-week during the fall and winter quarters and are composed of students in the same major.

LIBERAL ARTS REQUIREMENTS

RIT recognizes the importance of a well-rounded education. Moreover, potential employers look for graduates who are able to write and speak in a cohesive, constructive manner and who can think and judge critically from a range of intellectual perspectives. The liberal arts curriculum at RIT was developed to equip students with the necessary knowledge as well as the skills to solve human and work-related problems in a professional manner.

For KGC OE students, the liberal arts requirement consists of a total of 36 quarter credit hours: six core (or foundation) courses usually taken in the first two years and three advanced-level concentration courses usually taken after the completion of the core courses. For more information, consult with an adviser in the Liberal Arts Office of Academic Advising; 06/2210, 52444-V/TTY. <http://www.rit.edu/cla/overview.php>

Required Core Courses (20 credit hours, take in years level one and two)

Writing 0502-227 4 credits

Humanities

Select two courses from two different areas: 8 credits

- Fine Arts (0505-2xx)
- History (0507-3xx)
- Science, Technology & Studies (0508-xxx)
- Literature (0504-2xx)
- Philosophy (0509-2xx)

Social Sciences

Select two courses: 8 credits

- Principles of Microeconomics (0511-211)
- American Politics (0513-211) or International Relations (0513-214)
- Introduction to Psychology (0514-210)
- Foundations of Sociology (0515-210)
- Cultural Anthropology (0510-210)

Required Intermediate Level Course

Arts of Expression (0504-319) 4 credits



Required Advanced Study - Concentration

(Year level three, four and/or five)

A Liberal Arts Concentration consists of three 400 or 500 level course in one of the following areas:

12 credits

- American history
- American politics
- applied communication
- art history
- communication and culture
- criminal justice
- economics
- European history
- history of the modern world
- international relations
- literature
- mass media
- philosophy
- psychology
- public policy
- science, technology, and environmental studies
- sociology/anthropology
- writing studies
- Language: French, German, Italian, Japanese, Spanish

Additional concentrations are available in these interdisciplinary areas:

- American artistic experience
- American English for ESL students
- American Sign Language
- environmental studies
- foreign language culture: Arabic, Chinese, French, German, Italian, Japanese, Russian, Spanish
- global studies
- minority relations
- music
- peace studies
- perspectives on religion
- science and technology
- women's studies

MINORS

Students who wish to build a secondary area of expertise into their program of study can choose from an extensive list of minors in a variety of subject areas. Minors usually require five designated courses in a specified area composed of required and elective courses within that area. Furthermore, some minors are disciplinary, others are interdisciplinary. Some minors require a prerequisite that must be taken in the core. Refer to the description of each minor for specific requirements. A list of available minors with links to more information on each minor can be found at: <http://www.rit.edu/programs/ugrad/minors/>

Engineering Minors

Chemical Engineering Systems Analysis
 Computer Engineering
 Electrical Engineering
 Industrial Engineering
 Engineering Management
 Mechanical Engineering
 Microelectronics & Nanofabrication
 Sustainable Product Design

Minor Adviser

Dr. Steven Weinstein
 Drs. Andreas Savakis & Roy Melton
 Dr. Sohail Dianat
 Dr. Jacqueline Mozrall
 Dr. Jacqueline Mozrall
 Dr. Alan Nye
 Dr. Michael Jackson
 Drs. Andres Carrano & Brian Thorn

YOUR FACULTY/ACADEMIC ADVISER

You will be assigned an academic adviser in the KGCOE. Your adviser will provide guidance in meeting your program requirements, selecting electives, and help you answer questions or find solutions to any problems you may have related to your academic progress. You can find your adviser's name on SIS—link to Academic Information and then Student Profile.

Your adviser has posted office hours each quarter when he/she will be available in his/her office to help you. You may also call your adviser to make an appointment to see him/her at a mutually convenient time.

See your adviser before registering for courses to be sure you are on the right track! If you experience any problems related to your course work, remember that the best time to see your adviser is *before* problems get too big so that the two of you can decide on a course of action to solve them while they are more easily manageable.

PLANNING A SCHEDULE OF COURSES

The schedule of courses on SIS is the most up to date and accurate source for this information. It lists the courses offered in a particular quarter, the days and times they meet, and the classroom locations. Go to <https://infocenter.rit.edu/>, click on Open/Closed Courses

How to Read the *Schedule of Courses*

The courses appear in numerical order within each college section. Each course is assigned a nine-digit number; for example, 03 06 200 01.

All courses offered by KGCOE begin with the numbers 03. The next two digits indicate the department.

<u>Department</u>		<u>Department</u>	
Chemical Eng.	09	Industrial & Sys. Eng.	03
Computer Eng.	06	Mechanical Eng.	04
Electrical	02	Microelectronic Eng.	05
Engineering Exploration	01		

The next three numbers identify the specific course, and the last two numbers identify the particular section of that course.

Example: Course No: 03 06 200 01

03	Kate Gleason College of Engineering
06	Computer Engineering Department
200	Introduction to Computer Engineering
01	Section 1 (There may be several sections or sub groups, each meeting at different times.)

Quarter Codes

Each quarter is identified by a five-digit number. The first four numbers identify the academic calendar year. The fifth number identifies the specific quarter (e.g. 1-fall, 2-winter, 3-spring, 4-summer).

Examples:

20091 is the program code for fall quarter in the 2009-2010 academic year

2009 denotes the 200998-2010 academic year

1 denotes the first (or fall) quarter of that year

20093 is the program code for spring quarter in the 2009-2010 academic year

2009 denotes the 2009-2010 academic year

3 denotes the third (or spring) quarter of that year

Sometimes the five-digit number is truncated to a three-digit number by eliminating the first two numbers. (e.g. 20091 = 091)

Tips on Planning a Schedule

Know which courses you should register for! Are you taking courses in the right sequence? Have you taken all the prerequisite courses? Is your course load appropriate for you? Let your faculty adviser help you with this.

Use a blank block schedule to plot the time slots of your desired courses so you can see if there are any conflicts. See the example below.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am		Writing 0502-227.22		Writing 0502-227.22	
9:00am		Writing 0502-227.22		Writing 0502-227.22	
10:00am	First Year Enrichment 1105-051.03		Intro to Computer Engineering 0306-200.01	CS1 Lab 4003-231.40	
11:00am				CS1 Lab 4003-231.33	
12:00		Intro to Psychology 0514-210.03		Intro to Psychology 0514-210.03	
1:00pm		Intro to Psychology 0514-210.03		Intro to Psychology 0514-210.03	
2:00pm	Computer Science 1 4003-231.03	Computer Science 1 4003-231.03	Computer Science 1 4003-231.03		
3:00pm					
4:00pm	Project-based Calculus I 1016-281.13	Project-based Calculus I 1016-281.13		Project-based Calculus I 1016-281.13	
5:00pm	Project-based Calculus I 1016-281.13	Project-based Calculus I 1016-281.13		Project-based Calculus I 1016-281.13	
6:00pm					

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.

Schedule the courses with the greatest amount of flexibility in terms of alternate sections (or even alternate courses) last.

Be prepared with an alternate schedule (or two!) in case you are not able to get into your preferred sections.

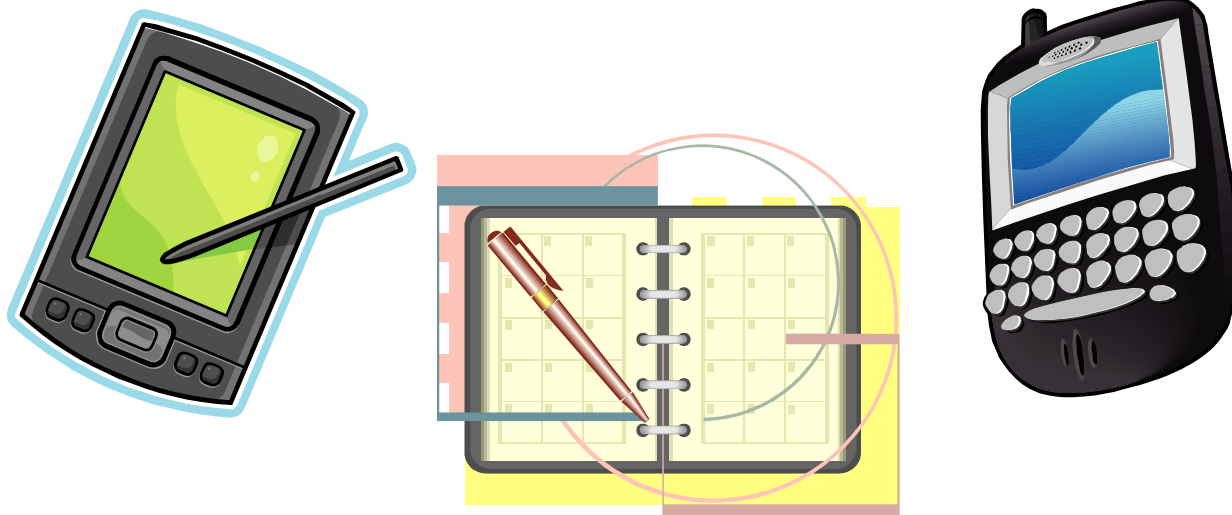
Overload

In order to graduate on time, you will need to take the equivalent of 16-17 credit hours each quarter. This is usually four courses and possibly a lab. If you take more than 20 credit hours, an overload, you will be charged the applicable rate for each credit hour over 20. You need permission from your department head to register for an overload.

Students in year level 3 or above may register for up to 20 credit hours without permission if they have a cumulative *GPA* of 3.2 OR ABOVE.

All other students, including those below year level 3, **MUST HAVE THE** permission of their home department to register for more than 18 credit hours.

Other than students in the Honors Program, matriculated students registering for over 20 credit hours will be charged full-time tuition plus the applicable credit hour rate for each credit hour over 20.



REGISTERING FOR COURSES



Bookmark or set up a link on your desktop to the RIT Information Access Center at <https://infocenter.rit.edu/>

From this page, you can log into the Student Info System (SIS), Tiger Tracks Degree Audit System, Unmet Needs, use Academic Planning to help plan out future schedules, look at course selections, check which courses are open or closed, check your exam schedule, find information in the Registration Guide and locations to get help with computer problems (the HELP desk).

Student Information System (SIS)

You can perform a variety of operations at this site from registering for classes (during appropriate times), checking your financial aid status, getting information about housing,

making sure your address is correct, looking at your current schedule, signing up for a liberal arts concentration, checking to see whether you have a hold on your registration (financial, judicial, housing) or even changing your pin number. It is one of the most useful tools on campus.

Tiger Tracks Degree Audit System

Tiger Tracks will show you the courses that you need to complete your degree program at RIT. If you are in a non-degree program such as Engineering Exploration, you will see where some of your courses go, but then you can use the "What If" choice to choose an academic program and where your courses fall into place in that program. If you notice any discrepancy in your Tiger Tracks audit, see your academic advisor or your department staff assistant for clarification or adjustment. Go to: <https://tigertracks.rit.edu>

Unmet Needs

When you are registering for courses and you are unable to get one or more courses you need to maintain progress toward completing your degree, use Unmet Needs. List the course or courses for which you could register. These courses will be reviewed by your home department as well as the department offering the course in an attempt to resolve your scheduling issues. Keep checking on SIS for open seats in the courses you need, as enrollments may fluctuate during registration. Check your schedule regularly to see whether you have been added to the course.

Confirmation of Registration

Once you have finished registering for your classes, it is your responsibility to check your schedule on SIS to ensure that it is correct and as you intended. Then you should check **your schedule on SIS a day or two before the start of classes to confirm times and locations.** Locations very often will have changed from when you initially registered for classes.

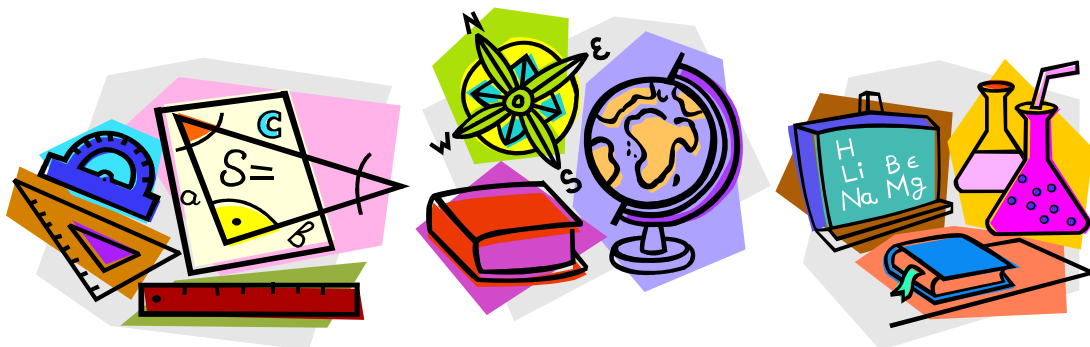
Two to three weeks after the beginning of each quarter, **you must check your schedule again on SIS.** This will show your current course schedule. You will be responsible academically and financially for all courses as they are listed on this confirmation. You **must** review it carefully to make sure that you are attending the courses *and sections* as listed. If there are any discrepancies, they must be corrected immediately. See your department staff if you have any questions about your schedule.

Withdrawing from a Course

Once the Add/Drop period has ended, and until the Friday of the eighth week of the quarter, to officially remove yourself from a course, login to infocenter.rit.edu and select Withdraw from Courses on the SIS menu. Before you decide to withdraw from a course, you are encouraged to discuss your performance or concerns with your instructor. A grade of "W" is assigned to that course, and the withdrawal becomes part of your permanent record. Withdrawing from a course will not change your enrollment status (e.g., full-time to part-time).

Always talk to your academic advisor before making the decision to withdraw and remember:

- Not attending class does not constitute an official withdrawal
- You will remain registered for a class unless you officially withdraw from it
- If you do not withdraw, the instructor must give you a grade, whether or not you have attended class
- Some departments require an appointment with the department head to discuss a possible withdraw prior to the eighth week
- Check with your department staff for the procedures followed by your department
- Withdrawing after the eighth week requires signatures from your department head and the Associate Dean, or the Dean
- If you withdraw from a class, your official transcript will show a grade of W.



GRADES

Grade Definitions

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

Grade	Definition	Quality Points Earned
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
E*	Conditional Failure	0
F	Failure	0

* Temporary grade given in first or second quarter of a 2- or 3-quarter sequence of courses. If sequential course is passed with a "D" or above, the "E" is changed to a "D." If an "F" is earned, the "E" is changed to an "F."

A grade of I (Incomplete) may also be given when the instructor observes conditions beyond the control of the student which would prevent the student from completing the course requirements in a particular quarter. The student has the two quarters immediately following the quarter in which the "I" is given to complete the course requirements (this includes summer quarter). At that time, the instructor assigns a permanent grade and submits a Change of Grade Form to the Registrar's Office. The "I" is a temporary grade which will automatically become an "F" unless the student completes the course requirements within the prescribed time and the instructor submits the Change of Grade Form.

Grade Reports

At the end of each quarter the Office of the Registrar collects the grades from the faculty and enters them into the student record system. If you have your DCE account, you may check the Student Information System (SIS) and view your grades on-line.

For first year students and for students under the age of 21, a copy of their grades is mailed to the home address at the end of each quarter.

Program Quarterly Grade Point Average

The program quarterly GPA is the grade average of all courses you have taken in a quarter that are applicable to your degree requirements. It is calculated at the end of each quarter and is used to determine eligibility for the Dean's List for outstanding academic achievement, as well as probation and suspension for that quarter.

To calculate your quarterly grade point average (GPA):

1. Determine the quality hours (QH) for each grade earned by multiplying the quality points (QP) by the number of credit hours (CH) for the course.

Example: A "B" earned in a 4-credit hour course is worth 12 quality hours.
(3 QP x 4 CH = 12 QH)

2. Total the number of quality hours and divide by the total number of credit hours attempted. This is your GPA.

Example:

<u>Course</u>	<u>Grade</u>	<u>QP</u>	<u>CH</u>	<u>QH</u>
Freshman Seminar	A	4	1	4
Calculus I	B	3	4	12
College Chemistry I	C	2	4	8
Materials Processing	B	3	4	12
Liberal Arts Core	B	3	<u>4</u>	<u>12</u>
			17	48

48 quality hours / 17 credit hours attempted = 2.82 GPA

Cumulative Grade Point Average

The cumulative grade point average is the grade average for *all* course work you take at RIT.

Principal Field of Study Grade Point Average (PFOS)

The principal field of study grade point average is the grade average of all courses you take within your *specialized field* of study. Calculation for the PFOS begins when you have earned 20 credit hours.

Dean's List

Matriculated students are eligible for the Dean's List in a particular quarter if they earn at least 12 credit hours in that quarter, have a quarterly GPA of 3.40 or higher, have not been placed on probation due to a low cumulative grade point average, and do not have any grades of I, D, E, or F.

Academic Probation

A student will be placed on probation if either his/her program quarterly GPA or PFOS falls below 2.00 (a "C" average). To be removed from probation, both averages must improve to at least a 2.00 within the next two quarters.

ADVANCED PLACEMENT & TRANSFER CREDIT

Advanced Placement (AP)

Advanced placement credit is awarded to you if you have attained a satisfactory grade on the advanced placement test. An official transcript must be submitted to RIT from the College Testing Center to receive credit for the course. The appropriate department, the College of Liberal Arts and/or KGCOE will evaluate your transcript for applicable credit and place a copy of the evaluation in your mail folder. A grade of "X" (Credit by Exam) is granted for AP courses. AP credit is not averaged into your overall grade point average at RIT.

Transferring Courses from Another College

If you plan to take a course at another college while a student at RIT, you must obtain written approval from your department head prior to taking the course. For liberal arts courses, you must obtain prior approval from the College of Liberal Arts advising office. A minimum grade of "C" is required for transfer credit. An official transcript must be sent directly from the transfer college to the Registrar's Office at RIT at the address below before transfer credit is granted.

Rochester Institute of Technology
Registrar's Office
George Eastman Bldg.
27 Lomb Memorial Dr.
Rochester, NY 14623-5603

Grades for courses transferred to RIT from another college are not calculated in your RIT grade point average.

Entering Transfer Students

As part of the application process, transfer students receive a written evaluation of their transfer credit on a Student Transfer Credit Evaluation form. This form will show all credit awarded: *transfer* credit for all course work you have already completed, and *pending* credit for course work in progress. If this form shows pending credit, you must request that a final official transcript from your former school be sent directly to the Registrar's Office at RIT at the address below.

Rochester Institute of Technology
Registrar's Office
George Eastman Bldg.
27 Lomb Memorial Dr.
Rochester, NY 14623-5603

Upon receipt of this transcript, another evaluation will be done on a Change of Academic Record form. Be sure to keep your copies of all forms.

Academic Suspension

The rules for suspension are in the Policies and Procedures Manual, not the Undergraduate Bulletin. Add the web address for the PPM: <http://www.rit.edu/academicaffairs/Manual/>

Repeating a Course

An undergraduate student may repeat any course to raise a grade. If a student repeats a course, the last grade will stand as final. After you repeat a course and the grade has been submitted, your GPA will automatically show the results of the new grade. The previous grade will appear with the letters "re" before it to show it was repeated, but no grading weight will be given to the previous course. Always check your quarterly GPA and your overall GPA to see the results of the new grade. Your Tiger Tracks audit will also show the outcome of the repeated course. If you have any questions about repeating a course, see your academic advisor.

Confidentiality

RIT complies with the Family Rights and Privacy Act 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.

RIT views all students under 21 years of age as dependents of their parents unless the student provides proof of financial emancipation. Parents of dependent students have full access to their son's or daughter's educational record including grades.

Recognizing the need for RIT, its faculty and staff to draw upon aspects of your educational record to prepare or release evaluations and letters of recommendation to schools, prospective employers, and other persons, KGCOE provides a waiver form (available from your department staff) which you may sign to authorize such disclosure.



KGCOE ACADEMIC HONESTY POLICY

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

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

HONOR PRINCIPLES

"RIT Engineering faculty, staff and students are truthful and honorable, and do not tolerate lying, cheating, stealing, or plagiarism."

All members of our community are expected to abide by these principles and to embrace the spirit they represent. We each have a responsibility to address any unethical behavior we observe; either through direct discussion with the offending party, or by discussion with an appropriate faculty or staff member. Allowing unethical behavior to continue unchallenged is not acceptable.

ACADEMIC DISHONESTY

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

1. Cheating is any fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation.
2. Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those courses. (If the courses are taken in separate quarters, only the permission of the second instructor is required.) Similar rules apply for prior work done on co-op.
3. Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, internet), or paraphrases or summarizes those ideas without attribution. This also applies to group effort on work submitted for faculty evaluation.

CONSEQUENCES OF ACADEMIC DISHONESTY

Any act of Academic Dishonesty will incur the following consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign a lower grade, including an "F" for the offense itself or for the entire course. If after careful review of the evidence, the instructor decides that the student's actions are indeed misconduct and warrant a penalty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department Head and the Dean) documenting the offense. Depending on the seriousness of the offense, the student may also be brought before the Academic Conduct Committee of the College in which the offense occurred, and may face academic suspension or dismissal from the Institute. The student has the right to appeal any disciplinary action as described in section D17.0 "Academic Conduct and Appeals Procedures" and D18.0 "RIT Student Conduct Process" of the Institute Policies and Procedures Manual.

This KGCOE policy is intended to apply to all academic pursuits at RIT, including courses taken outside of the KGCOE (with additional adherence to the policies of the relevant academic unit).

KGCOE FACULTY AND STAFF RESPONSIBILITIES

The faculty and staff bear key responsibilities in ensuring that students adhere to this policy and that this policy is uniformly enforced. In addition to the procedures outlined in D17.0, section C of the Institute Policies and Procedures Manual, KGCOE faculty and staff are expected to do the following:

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

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

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

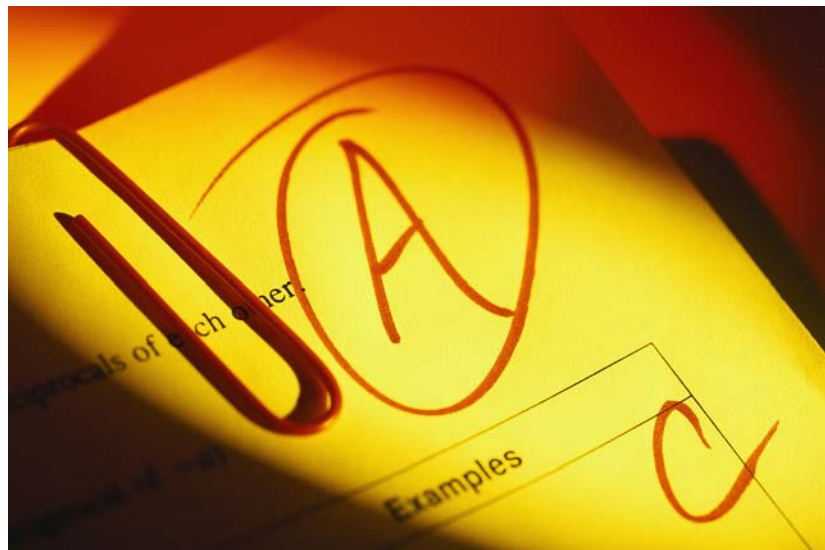
Faculty must discuss the rationale for the disciplinary action with the student, including appeal options. Consistent with the criteria outlined under Consequences of Academic Dishonesty, the instructor will add a letter to the student's file in his or her home department (copy to the student, Department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

Administrators will support the faculty enforcement of these policies.

NOTES

ⁱ The policy for faculty ethical behavior is contained in C2.0 (Misconduct in Research and Scholarship) of the Institute Policies and Procedures Manual.

ⁱⁱ On occasion student work may be in the form of a group project assigned and sanctioned by an instructor or group of instructors.



EXAMINATION POLICIES

Course instructors will determine the method of student evaluation in their courses. If a formal final exam is offered it must be scheduled during exam week as specified in the Institute calendar. Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for the 11th week. The Registrar's office will provide the final examination schedule no later than two weeks after the end of the add/drop period, and make it available to the entire RIT community.

In case of conflict where the student has two finals scheduled at the same time, service course examinations will take precedence over home department examinations. If both examinations are service courses examinations, the class with the larger enrollment will have precedence.

Students have the right (if they wish) not to take three or more final exams in one day. In a case where the student does have three or more finals scheduled on the same day, 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 of the examinations are service course examinations, the class with the larger enrollment will have precedence over the others.

In all cases by the last day of the 6th week of classes, the student should submit a written request for rescheduling to the head of the home department, with a copy to the instructor being asked to provide the rescheduled examination. By the last day of the 8th week of classes the department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination. The decision of the department head shall be considered to be final.



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 activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals. 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.*

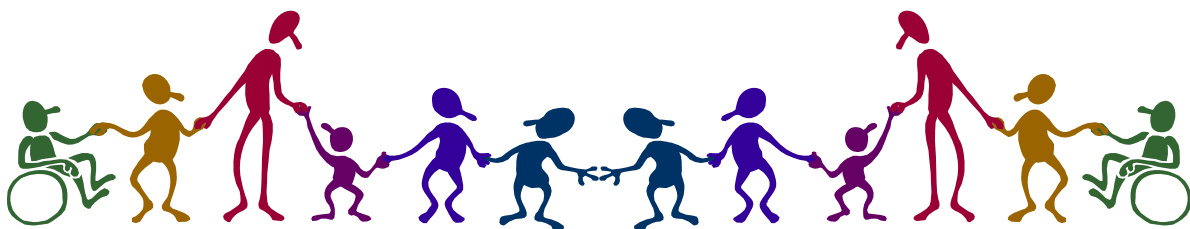
RIT defines harassment as unwelcome physical contact, conduct, or communication which has the purpose or effect of:

- *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.



SUPPORT SERVICES

This list provides brief descriptions of some of the many support services available to you. If you have need of a special service that is not described below, please let your department office or the Student Services office (9/2125) know and every effort will be made to connect you with the appropriate office or group.

Academic Support Center

Eastman Building (01/2309)

The Academic Support Center offers a variety of services including the College Skills Program and the 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. For more information, call Ext. 56682-V/TTY or go to www.rit.edu/eng and click on Advising/Student Services and link to tutoring/mentoring.

Bates Study Center

Gosnell Building (08/1200)

This area provides free tutoring services each quarter in the areas of mathematics, chemistry and physics. The tutoring schedule changes each quarter and students are encouraged to check the College of Science website for new times and tutors. This information is also available at www.rit.edu/eng and click on Advising/Student Services and link to tutoring/mentoring.

Center for Religious Life

Schmitt Interfaith Center (16/1400)

Campus ministers for various religious traditions are available for religious services, personal counseling, and many program activities. For more information, call Ext. 52135-V/TTY.

Public Safety

Grace Watson Hall (25)

The Public Safety Department is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. For more information, call Ext. 52853-V or Ext. 56654-TTY. For emergencies, call Ext. 53333-V or Ext. 56654-TTY.

Computer Engineering Mentoring Lab

James E. Gleason Bldg. (09/3452)

This lab exists to help students from Computer Engineering and Software Engineering with their programming courses. Since the schedule of mentors changes quarterly, students are encouraged to check at www.rit.edu/eng, click on Advising/Student Services and link to tutoring/mentoring.'

Counseling Center

August Center (23A/2100)

The Counseling Center offers 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. For more information, call Ext. 52261-V. 56897-TTY.

Disability Service Office**Eastman (01/2340 & 2342)**

The Disability Services Office ensures access to educational programs by reviewing documentation of disabilities, approving accommodations, referring students to appropriate campus services and serving as a resource. For more information call Ext. 57804-V or TTY 56988

English Language Center**Eastman Building (01/1301)**

The English Language Center offers courses of study of English as a second language to non-native speakers on a full-time and a part-time basis. Program offerings include conversation, grammar, writing, vocabulary, reading, presentation skills, business communication, and TOEFL preparation. For more information, call Ext. 56684-V/TTY.

International Student Program**Student Alumni Union (04/2330)**

The Office of International Student Affairs assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US. It works closely with on-campus international student clubs, International House (a special-interest house in the residence halls for both international and American undergraduates), and the Rochester International Friendship Council which extends friendship in the Rochester community to international students. For more information, call Ext. 56943-V/TTY.

KGCOE Carver Engineering Learning Center (ELC)**James E. Gleason Bldg. (09/1000)**

Free tutoring is provided by engineering faculty and students for most engineering, calculus, physics, and chemistry courses in the first two years of the curriculum. If you have difficulty understanding the course work or have questions about homework, you are encouraged to drop in the center for help. Hours are posted each quarter outside the door. Check the schedule at www.rit.edu/eng and click on Advising/Student Services and link to tutoring/mentoring.

KGCOE Engineering Student Services Office**James E. Gleason Bldg. (09/2125)**

The mission of the KGCOE Student Services Office is to provide a place for engineering students to find advising, support and counseling services to build a solid foundation in the Kate Gleason College of Engineering. For more information call Ext 57994. For tutoring schedules go to www.rit.edu/eng and click on Advising/Student Services and link to tutoring/mentoring services

The North Star Center for Academic Success & Cultural Affairs**SAU (4/2300)**

The North Star Center 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. For more information call extension 54704 or visit the web at www.rit.edu/northstar. KGCOE Liaison, Rohan Palma, Ext. 52918; Email: rgpavp@rit.edu, 09/2115

NTID Engineering Support Services**James E. Gleason Bldg. (09/1115)**

A wide variety of services are available for engineering deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, assistance in requesting interpreting, and personal counseling. For more information check the NTID website at the RIT website, or call 55314 or TTY 52209.

TRiO Student Support Services (OSS)**Eastman Building (01/2378)**

The goal of this office is to provide the necessary academic and personal support that will enable students who qualify to fully realize their potential and to successfully complete their college career. Services include tutoring, math support, counseling and advocacy. This office supports first generation students, financially disadvantaged students and students with disabilities. For more information call Ext. 52833 V/TTY

Student Health Service**August Center (A23)**

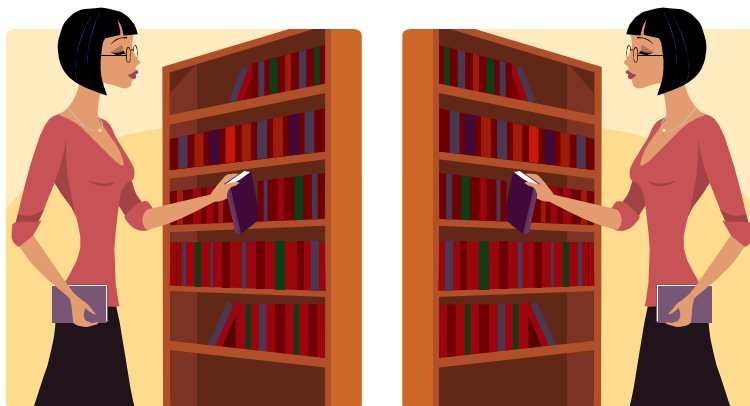
The Student Health Service, staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, provides primary medical care on an out-patient basis. You may be seen on a walk-in basis during designated hours Monday through Saturday; except for allergy, psychiatric, and gynecological services, which are available by appointment. For more information, call Ext. 52255-V/TTY or Ext. 55515-TTY.

Wallace Library**(Building 05)**

Wallace Library provides information in many forms including print, compact disks, microfilm, and microfiche. An on-line computer catalog, computerized searching capabilities, and interlibrary loan provide access to virtually all publicly available material. Reference librarians are on duty during the week and weekends to assist in the use of these resources. For more information, call Ext. 52562-V or Ext. 52962-TTY.

Women in Engineering (WE@RIT)**James E. Gleason Bldg. (09/2505)**

WE@RIT seeks to increase the enrollment and improve the retention rate of women students in engineering. WE@RIT provides interested students opportunities in leadership, mentoring, and participation in outreach activities. For more information, Ext. 56321, or jxoglaa@rit.edu



STUDENT CHAPTERS OF PROFESSIONAL ORGANIZATIONS

American Society of Mechanical Engineers (ASME)

The student chapter of ASME offers educational, technical, and social activities. Students develop leadership skills and make contacts with engineers in industry and students at other colleges within the region. Leadership is developed through formal training at an annual fall conference and through actual practice. The student chapter maintains close contact with and receives support from the 600-member local chapter of ASME.

Adviser: Mr. Tim Landschoot, 09/2134, EXT 57439, tpleme@rit.edu

Institute of Electrical and Electronic Engineers (IEEE)

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

Advisers: Dr. Ed Brown, 09/3175, EXT. 57043, eebeee@rit.edu

Institute of Industrial Engineers (IIE)

The student chapter of IIE is an on-campus professional engineering society whose function is to integrate academic knowledge with real-world practical applications. Activities include plant tours, guest speakers, regional student conferences, as well as the national spring conference of IIE. There is a very strong interaction between the RIT student chapter and the local senior chapter of IIE.

Adviser: John Kaemmerlen , 09/1562, Ext. 52767, jxkpdm@rit.edu

Microelectronic Engineering Student Association (MESA)

MESA is an organization of Microelectronic Engineering students who come together to help the community. Current involvements are Habitat for Humanity, Adopt-A-Highway, Adopt-A-Freshman, and other community organizations. Students help each other through tutoring and networking.

Adviser: Dr. Sean Rommel, 17/2549, Ext. 54723, slremc@rit.edu

National Society of Black Engineers (NSBE)

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

Adviser: Mr. David Watson, 01/2388, Ext. 52832, dlwspr@rit.edu

Society of Automotive Engineers (SAE)

The purpose of the RIT Society of Automotive Engineers is to give students the opportunity to meet with senior engineers in industry and provide students a chance to apply their classroom knowledge in such projects as the formula, solar, and aero design competitions. Meeting announcements are posted on the SAE bulletin board outside the office of the Mechanical Engineering Department.

Adviser: Dr. Alan Nye, 09/2181, Ext. 56121, ahneme@rit.edu

Society of Hispanic Professional Engineers (SHPE)

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

Adviser: Dr. Ben Varela, 09/2012, EXT 54737, bxveme@rit.edu

Society of Manufacturing Engineers (SME)

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

Contact: Dr. Thaddeus Hopkins, 70/1333, Ext 54462, twhmet@rit.edu

Society of Women Engineers (SWE)

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

Adviser: Ms. Margaret Anderson, 09/2113, Ext. 2971, mmaeen@rit.edu

HONORARY SOCIETIES

Membership in the following two organizations is based largely on outstanding academic achievement.

Pi Tau Sigma

Pi Tau Sigma is the mechanical engineering national honor society. Membership is open to women and men ranked in the upper third of the class in their fourth and fifth years at RIT. Chapter activities are tailored to foster high ideals in the engineering profession, support departmental activities, and promote professionalism. Service activities are supported by fund raising and social events.

Tau Beta Pi

This national engineering honor society was founded to mark in a fitting manner those who have brought honor to their alma mater by distinguished scholarship and exemplary character either as students in engineering or by their attainments as alumni in the field of engineering. It was also founded to foster a spirit of liberal culture in engineering colleges. Election to Tau Beta Pi is one of the highest honors that can come to an engineering student from his or her peers.

Special Interest Clubs

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

<http://campuslife.rit.edu/main/clubs/index>

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





Aero Design Club
Amateur Radio Club
Audio FX
Bioengineering Club
Engineers for a Sustainable World
Engineering Student Council
FIRST Robotics Team



Formula SAE Team
Green Vehicle Team
Human Powered Vehicle
Micro-Air Vehicle Club
Mini Baja Team
Robotics



WHERE TO LOOK, WHAT TO CONSULT, WHO TO CONTACT ABOUT ...

The chart below will help you determine the best way to find the answers to your questions about the topics listed. If you have a question about a topic not included in this list, consult your department staff or the Student Services office.

Need Information About	Adviser Faculty/Dept. Head	Consult RIT Office	Other
Accessibility for Students with Physical Disabilities (both temporary and permanent)		Disabilities Services Sue Ackerman, Coordinator; 01/2342 Email: smacst@rit.edu TTY: 56988	Fredda Bishop Disabilities Coordinator Counselor: Student Services 09/2123 Ext. 54595-V; 52145-V/TTY
Billing (tuition, fees, etc.)		Student Financial Services 87/1st floor Ext. 56186-V; 52080-TTY	
Career Counseling		Counseling Center 23/2100 Ext. 52261-V/TTY	Student Services Counselors 09/2125 Ext. 57994
Change of Mailing Address		Registrar 01/1 st floor	SIS (Student Information System on computer network)
Change of Program		Department Staff	Student Services Counselors 09/2125 Ext. 57994
Copy Machines			<i>Wallace Memorial Library, HUB Printing & Postal Center, SAU RITreat, Fine Arts Media Center</i>
Course Information			Course instructor SIS MyCourses <i>Undergraduate Bulletin</i>
Credit (AP, Experience, CLEP)		Department Staff	Student Services Counselors 09/2125 Ext. 57994
Emergency Escort Service		Public Safety Ext. 53333-V; 56654-TTY	
Engineering Skills Help		Engineering Learning Center 09/1000 (See p. 22 in "Support Services" section.)	Student Services Counselors 09/2125, Ext. 57994, or www.rit.edu/eng , click on Advising/ Student Services and link to tutoring/ mentoring
English Language		English Language Center, 56684	
Fax Machine			OSCA Office in RITreat (SAU) Fee required
Financial Aid		Financial Aid 77/2nd floor Ext. 52186-V; 56909-TTY	

Need Information About	Adviser Faculty/Dept. Head	Consult	Other
		RIT Office	
Illness		Student Health Ctr. 23/1st floor Ext. 52255-V/TTY; 55515-TTY	
Library Skills Help		Wallace Library Reference Desk Ext. 52563-V/TTY	
Lost & Found		Public Safety Ext. 52074-V; 52853 TTY	Student Services Office 09/2125 Ext. 57994-V/TTY
Math Skills Help		Academic Support Center 01/2309 Ext. 56682-V/TTY	Math Help Sessions (see p. 23 in "Support Services" section.) www.rit.edu/eng , Advising/Student Services, then tutoring/mentoring
Parking Permit		Parking Office 25/1160 Ext. 52074-V/TTY	
Personal Counseling		Counseling Center 23A/2100 Ext. 52261-V/TTY	Student Services Counselors 09/2125 Ext. 57994
Physics Skills Help		Bates Study Center (See p. 22 in "Support Services" section.)	
Program Requirements			Undergraduate Bulletin Department Website
Registration - how and when to register; add/drop; withdraw		Registrar 01/1st floor Ext. 52821-V/TTY	SIS Department Staff Student Services Counselors
Student ID Card		Registrar 01/1st floor Ext. 52821-V/TTY	
Support for Women Engineering Students			WE@RIT Director 9/2505 Ext. 52264-V; 52145-TTY
Support for Minority Engineering Students			Rohan Palma 09/2115 Ext. 52918
Writing Skills Help		Academic Support Center 01/2309 Ext. 56682-V/TTY	www.rit.edu/eng , Advising/Student Services, then tutoring/mentoring

KGCOE FACULTY & STAFF ROSTER



	BLDG/ROOM See campus map on p. 38 for bldg. key	TELEPHONE 475 prefix & last four digits for off campus calls	E-MAIL ...@rit.edu
Dean's Office			
Dr. Harvey Palmer <i>Dean</i>	09/2107	52146	HJPEEN
Dr. Richard Reeve <i>Associate Dean</i>	09/2111	55382	NRREIE
<i>Dr. Moises Sudit</i>			MXSEEN
Ms. Mary Jane Frind <i>Assistant Dean, Admin. Services</i>	09/2109	52146	MJSEEN
Ms. Sharon Stevens <i>Sr. Staff Specialist</i>	09/2103	52145-V/TTY	SLSEEN
Ms. Karen Ester <i>Program & Events Coordinator</i>	09/2103	57135	KMEEEE
Office of Student Services			
Ms. Julie Olney, <i>Women in Engineering Coordinator</i>	09/2505	56321	JXOGLAA
Ms. Margaret Anderson <i>Assistant Dean, Student Services</i>	09/2113	52971	MMAEEN
Ms. Fredda Bishop <i>Student Counselor</i>	09/2123	54595	FLBEEN
Ms. Karen Hirst <i>Student Counselor</i>	09/2127	55829	KPHEEN
Mr. Rohan Palma <i>North Star Center</i>	09/2115	52918	RGPAVP
Ms. Michele Allis <i>Sr. Staff Assistant</i>	09/2125	57994	MLAEEN

Chemical Engineering	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four digits for off campus calls.	E-MAIL ...@rit.edu
Dr. Steven Weinstein, <i>Dept. Head</i>	17/2533	54299	SJWEME
<i>Staff Assistant</i>	17/2535		
<i>Faculty</i>			
Dr. Brian Landi			
Dr. Kenneth Ruschak			

Computer Engineering	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four digits for off campus calls.	E-MAIL ...@rit.edu
Dr. Andreas Savakis <i>Department Head</i>	09/3480	52987	AXSEEC
Ms. Kathy Stefanik <i>Staff Assistant, Main Office</i>	09/3480	52987	KISEEC
Ms. Pamela Steinkirchner <i>Student Records</i>	09/3481	55873	PKSEEC
Ms. Anne DiFelice <i>Student Adviser</i>	09/3485	57843	ALDEEC
Mr. Ray Williams <i>Lab Instructor</i>	09/3419	55740	RJWEEC
Mr. Richard Tolleson <i>Lab Manager</i>	09/3411	55056	RATEEC
<i>System Administrator</i>	09/3415	55843	
<i>Faculty</i>			
Dr. Sonia Lopez Alarcon	09/3421	54081	SLAEEC
Dr. Juan Cockburn	09/3435	55657	JCCCEC
Dr. Roy Czernikowski	09/3477	55292	RSCEEC
Dr. Kenneth Hsu	09/3445	52655	KWHEEC
Dr. Dhireesha Kudithipudi	09/3429	55085	DXKEEC
Dr. Andrés Kwasinski	09/3431	55139	AXKEEC
Dr. Marcin Lukowiak	09/3439	52808	MXLEEC
Dr. Roy Melton	09/3471	57698	RWMEEC
Dr. Pratapa Reddy	09/3441	52623	PVREEC
Dr. Muhammad Shaaban	09/3469	52373	MESEEC
Dr. Sanchieh Jay Yang	09/3425	56434	SJYECC

Electrical & Microelectronic Engineering	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four digits for off campus calls.	E-MAIL ...@rit.edu
Dr. Sohail Dianat, <i>Interim Dept. Head</i>	09/3105	52165	SADEEE
Ms. Florence Layton, <i>Staff Assistant</i>	09/3105	52165	FRL7018
Ms. Elaine Lewis, <i>Outreach Specialist</i>	17/2635	53760	ERLEMC
Ms. Denise DeWitt, <i>Adviser</i>	09/3105	52379	DHDEEE
Ms. Patti Vicari, <i>Staff Assistant</i>	09/3105	52164	PMVEEE
Ms. Sara Widlund, <i>Staff Assistant</i>	17/2625	56065-V	SDW4772
Mr. Ken Snyder, <i>Facilities Manager</i>	09/3245	52121	KHSEEE
Mr. Jim Stefano, <i>Systems Admin.</i>	09/3032	52768	JVSEEE
Faculty			
Dr. Vincent Amuso	09/3035	52173	VJAEEE
Dr. David Borkholder	09/3181	56067	DABEEE
Dr. Robert Bowman	09/3201	57917	RJBEEE
Dr. Edward Brown	09/3175	57043	EEBEEE
Mr. Dale Ewbank	17/2551	54941	DEEEMC
Dr. Lynn Fuller	17/2553	52035	LFEEEE
Dr. Karl Hirschman	17/2541	55130	KDHEMC
Dr. Christopher Hoople	09/3187	57117	CRHEMC
Dr. Mark Hopkins	09/3021	56640	MAHEEE
Dr. Michael Jackson	17/2545	52828	MAJEMC
Dr. Santosh Kurinec	17/2625	52927	SKKEMC
Dr. Sergey Lyshevski	09/3207	54370	SELEEE
Dr. Swaminathan Madhu	09/3011	55799	SNMEEE
Dr. Athimoottil Mathew	09/3001	52488	AVMEEE
Dr. James Moon	09/3061	57927	JEMEEE
Dr. P. R. Mukund	09/3209	52174	PRMEEE
Dr. Dorin Patru	09/3051	52388	DXPEEE
Dr. Robert Pearson	17/2547	52923	REPEMC
Dr. Eric Peskin	09/3081	52169	ERPEEE
Dr. Dan Phillips	09/3177	52309	DBPEEE
Dr. Sannasi Ramanan	09/3035	55103	SNREEE
Dr. Raghuv eer Rao	09/3215	52185	MRREEE
Dr. Sean Rommel	17/2549	54723	SLREMC
Dr. Eli Saber	09/3173	56927	ESSEEE
Dr. Ferat Sahin	09/3031	52175	FESEEE
Dr. Gill Tsouri	09/3173	56452	GRTEEE
Dr. Jayanti Venkataraman	09/3091	52143	JNVEEE

<i>Industrial & Systems Engineering</i>	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four dig- its for off campus calls.	E-MAIL ...@rit.edu
Dr. Jacqueline R. Mozrall, <i>Dept. Head</i>	09/1513	57142	JRMEIE
Mr. John Bonzo, <i>Facilities Manager</i>	09/2410	56573	JLBEIE
Ms. Marilyn Houck <i>Sr. Staff Assistant</i>	09/1519 & 09/1515	54245-V 52311-TTY	MSH3592
Ms. Jennifer Barretta <i>Sr. Staff Assistant</i>	09/1515	25598 52311-TTY	JXBEIE
<i>Faculty</i>			
Ms. Robin Borkholder	09/1566	52990	RRBEIE
Dr. Andrés Carrano	09/1595	56062	ALCEIE
Dr. Denis Cormier	09/1565	52713	DRCEIE
Dr. Marcos Esterman	09/1598	56922	MXEIEI
Dr. Mike Hewitt	09/1587	55571	MRHEIE
Mr. John Kaemmerlen	09/1562	52767	JXKPDM
Dr. Michael Kuhl	09/1594	52134	MEKEIE
Dr. Matthew Marshall	09/1591	57260	MMMEIE
Mr. Madhu Nair	09/1568	52130	MRNIEI
Dr. Rubén Proaño	09/1593	54236	RPMEIE
Dr. Brian Thorn	09/1596	56166	BKTEIE

<i>Mechanical Engineering</i>	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four digits for off campus calls.	E-MAIL ...@rit.edu
Dr. Edward Hensel, <i>Department Head</i>	09/2207	57684	EHEME
Dr. Alan Nye, <i>Assoc. Department Head</i>	09/2215	56121	AHNEME
Mr. Barry Robinson, <i>Dir. ME Student Ser.</i>	09/2211	57489	BDRCS
Ms. Venessa Mitchell, <i>Adm/Fin Service Cord.</i>	09/2203	52162	VMMEME
Ms. Diane Selleck, <i>Student Info. Specialist</i>	09/2203	52163-V/TTY	DMSEME
Ms. Diedra Livingston, <i>Sr. Staff Assistant.</i>	09/2203	55181	DJLEME
Ms. Enrica Manos, <i>Staff Assistant</i>	09/2005	55788	EMMEME
Mr. David Hathaway, <i>Op. Manager</i>	09/2361	52184	DLH6477
Mr. Robert Kraynik, <i>Sr. Mech. Technician</i>	09/2361	54073	RAKEME
Mr. Steven Kosciol, <i>Sr. Mech. Technician</i>	09/2361	57718	SJKEME
Mr. William Finch, <i>Sr. Analyst</i>	09/2242	52964	WGFIEE

Mechanical Engineering Faculty listed on next page

<i>Mechanical Engineering Faculty</i>	BLDG/ROOM See campus map on p. 38 for bldg key.	TELEPHONE 475 prefix & last four digits for off campus calls.	E-MAIL ...@rit.edu
Dr. Margaret Bailey	09/2061	52960	MBBEME
Dr. Stephen Boedo	09/2031	55214	SXBEME
Dr. Agamemnon Crassidis	09/2081	54730	ALCEME
Dr. Tuhin Das	9/2181	52139	TKDEME
Dr. Steven Day	09/2171	54738	SWDEME
Dr. Elizabeth DeBartolo	09/2051	52152	EADEME
Dr. David Gee	17/3629	54237	DJGEME
Dr. Hany Ghoneim	09/2011	56414	HNGEME
Dr. Amitabha Ghosh	09/2179	52191	ANGEME
Dr. Mario Gomes	09/2189	52148	
Dr. Surendra Gupta	09/2071	52158	SKGEME
Ms. Amy Hortop	17/2523	55628	ABHEME
Dr. Satish Kandlikar	09/2001	56728	SGKEME
Dr. Mark Kempski	09/2091	52473	MHKEME
Dr. Jason Kolodziej	17/3631	54313	JRKEME
Dr. Marca (Marca) Lam	09/2191	56871	MJLEME
Dr. Kathleen Lamkin-Kennard	09/2185	56775	KALEME
Mr. Timothy Landschoot	09/2134	57439	TPLEME
Ms. Kate Leipold	09/2136	55372	KNLEME
Dr. Ali Ogut	09/2015	52542	ADOEME
Dr. Mark Olles	17/3619	54437	MWOEME
Dr. Risa Robinson	09/2041	56445	RJREME
Dr. Frank Sciremammano	09/2021	56819	FNSEME
Dr. Robert Stevens	09/2167	52153	RJSEME
Dr. Benjamin Varela	09/2012	54737	BXVEME
Dr. Panchapakesan Venkataraman	09/2175	56975	PNVEME
Dr. Wayne Walter	09/3213	52925	WWWEME
Dr. Steven Weinstein	17/2533	54299	SJWEME
Mr. John Wellin	09/2014	55223	JDWEME



<i>SMFL</i>	BLDG/ROOM See campus map on p. 38 for bldg key	TELEPHONE 475 prefix & last four dig- its for off campus calls	E-MAIL ...@rit.edu
Mr. Scott Blondell, <i>Facilities Manager</i>	17/2157	52171	SPB1699
Mr. Richard Battaglia <i>Technician</i>	17/2170	56618	RLBEMC
Mr. Thomas Grimsley, <i>Operations Manager</i>	17/2175	52912	TJG1485
Mr. John Nash, <i>Technician</i>	17/2170	56476	JCN8004
Ms. Patricia Meller, <i>Process Engineer</i>	17/2523		PMMEMC
Mr. Sean O'Brien, <i>Process Engineer</i>	17/2170	52307	SDOEMC
Dr. Alan Raisanen, <i>Assoc. Director</i>	09/2173	54828	ADREMC
Mr. Bruce Tolleson, <i>Technician</i>	17/2170	56526	BETEMC
Mr. David Yackoff <i>Technician</i>	17/2170	52339	INDYEMC





Institute Calendar 2009-2010

Fall Quarter 2009

Sept. 7, 2009 Classes begin
 Sept. 12 Saturday classes begin
 Sept. 13 Last day to add/drop courses
 Sept. 14 First day to withdraw online
 Oct. 30 Last day to withdraw online
 Nov. 13 Last day classes
 Nov. 16-20 Final exams-day classes
 Nov. 20 Last evening class
 Nov. 21 Last Saturday class
 Nov. 22 Final grades due by 11:55 PM
 Nov. 22-29 Fall/Winter Break
 Nov. 26-28 Institute closed

Winter Quarter 2009

Nov. 30, 2009 Classes begin
 Dec. 5 Saturday classes begin
 Dec. 6 Last day to add/drop courses
 Dec. 7 First day to withdraw online
 Dec. 18 Last day & evening class before holiday break
 Dec. 19 Last Saturday class before holiday break
 Dec. 20-Jan. 3, 2010 Holiday Break
 Dec. 25-Jan. 3, 2010 Institute Closed
 Jan. 4, 2010 Classes resume
 Feb. 5 Last day to withdraw online
 Feb. 19 Last day classes
 Feb. 22-26 Final exams-day classes
 Feb. 26 Last evening class
 Feb. 27 Last Saturday class
 March 1 Final grades due by 11:55 PM
 Feb. 28-March 7 Winter/Spring Break

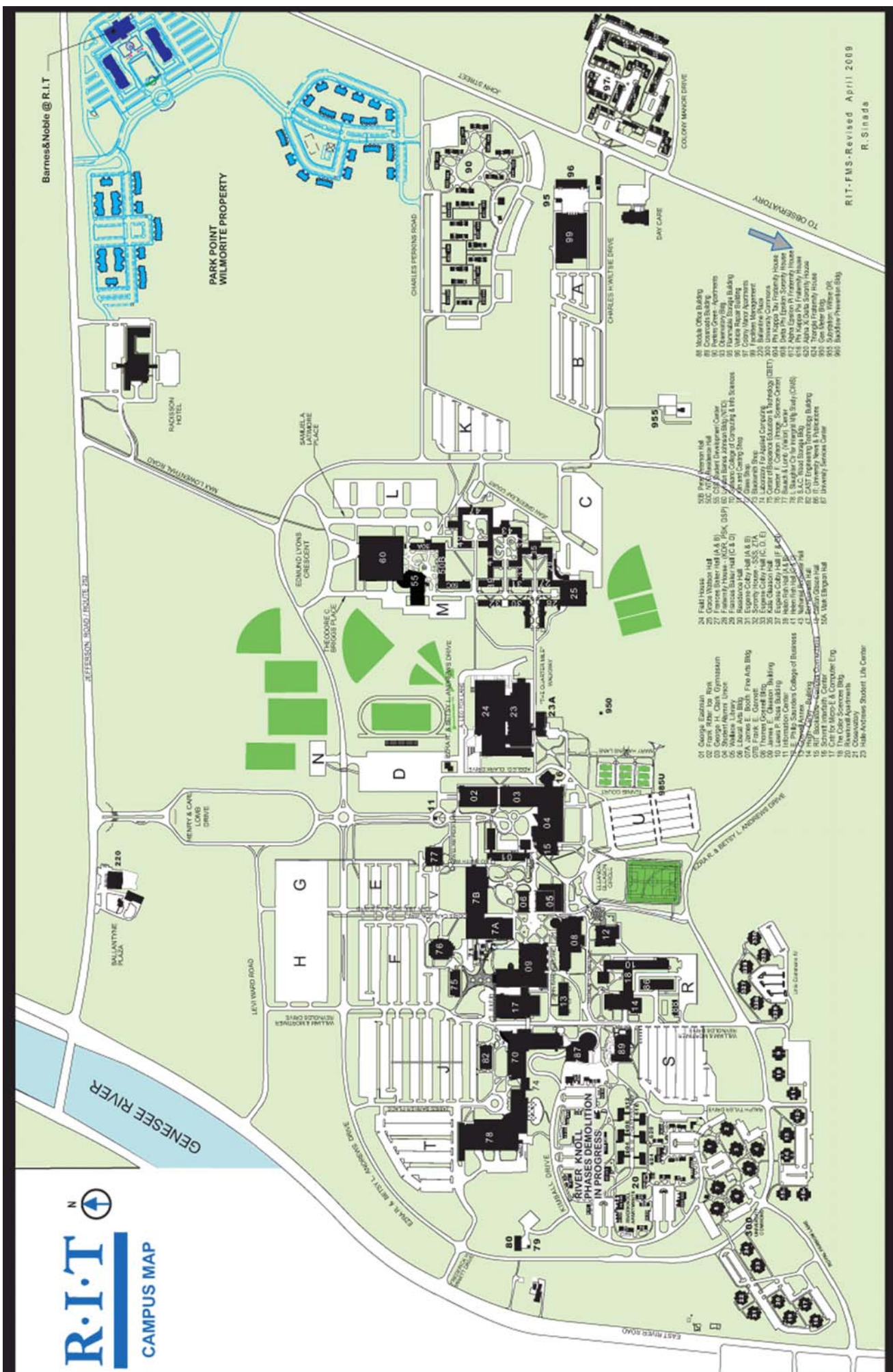
September	October	November	December
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January	February	March	April
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May	June	July	August
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Spring Quarter 2009

March 8, 2010 Classes begin
 March 13 Saturday classes begin
 March 14 Last day to add/drop courses
 March 15 First day to withdraw online
 April 30 Last day to withdraw online
 May 14 Last day classes
 May 17-21 Final exams-day classes
 May 21 Last evening class
 May 21 Convocation & Commencement ceremonies
 May 22 Commencement ceremonies
 May 24 Final grades due by 11:55 PM
 May 23-June 6 Spring/Summer Break
 May 31 Institute closed

Summer Quarter 2009

June 7, 2010 Classes begin
 June 12 Saturday classes begin
 June 13 Last day to add/drop courses
 June 14 First day to withdraw online
 July 5 Institute closed-Independence Day
 July 30 Last day to withdraw online
 Aug. 13 Last day classes
 Aug. 16-19 Final exams-day classes
 Aug. 20 Last evening class
 Aug. 21 Last Saturday class
 Aug. 23 Final grades due by 11:55 PM



- 01 George Eastman
- 02 George H. Clark Gymnasium
- 03 Student Affairs Union
- 04 Liberal Arts Bldg
- 05 James E. Booth Fine Arts Bldg
- 06 Frank E. Gerardi
- 07 James E. Clouston Building
- 08 Lewis P. Ross Building
- 09 E. Philip Saunders College of Business
- 10 Student Center
- 11 Hill Academic Center
- 12 Schreyer Research Center
- 13 Center for Music, Art & Computer Eng
- 14 Student Center
- 15 Haverford Apartments
- 16 Observatory
- 17 Hahn-Andrius Student Life Center
- 24 Field House
- 25 Field House
- 26 Family/House - HDR, Risk, DSP
- 27 Family/House - HDR, Risk, DSP
- 28 Family/House - HDR, Risk, DSP
- 29 Family/House - HDR, Risk, DSP
- 30 Family/House - HDR, Risk, DSP
- 31 Family/House - HDR, Risk, DSP
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- 90 Family/House - HDR, Risk, DSP
- 91 Family/House - HDR, Risk, DSP
- 92 Family/House - HDR, Risk, DSP
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- 94 Family/House - HDR, Risk, DSP
- 95 Family/House - HDR, Risk, DSP

YOUR ADVISER

You will be assigned an academic adviser. The academic adviser's role is to give you guidance in meeting your program requirements, selecting electives, and helping you answer questions or find solutions to any problems you may have related to your academic progress.

Your adviser has posted office hours each quarter when he/she will be available in his/her office to help you. You may also call or email your adviser to make an appointment to see him/her at a mutually convenient time.

See your adviser before registering for courses to be sure you are on the right track! If you experience any problems related to your course work, remember that the best time to see your adviser is before problems get too big so that the two of you can decide on a course of action to solve them while they are more easily manageable.

Your adviser is: _____

Office location: _____

Telephone extension: _____

Email: _____



KGC **COE** **@** **R·I·T**

The Kate Gleason College of Engineering at RIT, is the only engineering college named for a woman, and we are very proud to have this distinction. This remarkable woman achieved much during her lifetime:

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

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

This handbook is intended to be an easy reference for new students entering the Kate Gleason College of Engineering. The information in it is drawn from various official RIT publications such as the Undergraduate Bulletin and the Educational Policies and Procedures Manual.

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