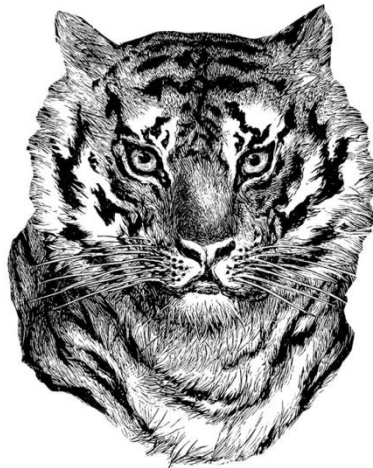


Rochester Institute of Technology

Kate Gleason College

Of Engineering



2011-2012

Student Handbook

TOP TEN TIPS FOR FIRST YEAR STUDENTS

#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!

#2: Realize That Being a Student 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: Accept Responsibility For Yourself And your Behavior - 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.

#4: 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.

#5: 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.

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

#7: Learn To Communicate In The Classroom - There are no dumb questions concerning subject matter. If you don't know or don't understand something, chances are several of your classmates don't either. Learning to ask questions is a skill. Develop it!

#8: Know Your Academic Situation Before The Withdraw Period - If you have a question or concern about how you are doing in a class, go to the professor and discuss it. Keep yourself informed and record all grades received for each assignment. Read each syllabus carefully, and pay attention to the weight of all assignments as they determine the final grade in each course. Keep all grades updated.

#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.

#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. Parents, siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. Call, write, text, email, IM—often.

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The RIT website offers a wealth of information at your finger tips

<http://www.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 (KGCOE). 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.

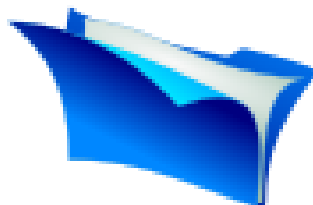
We want to make it easy for you to adjust to life in KGCOE, and have prepared this booklet to help you gain an understanding of our college and how it operates. The overriding principle that governs all of our actions is that we are here to help you study and learn about engineering, and to make the 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 an adviser, instructor, department head, or any staff member in KGCOE. We want to make your stay here at RIT pleasant, productive, and rewarding. We are partners with you in this journey to excellence.

COMMUNICATING WITH STUDENTS, FACULTY & STAFF

Student Mail Folder

Your student mail folder, located outside of your department office, is **your lifeline** to your department, professors and fellow students. Please check it often, at least once a week, for 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 do not have many classes in the Engineering Building, but you must check your mail folder regularly. It is *your responsibility* to stay informed.



Computer Network

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

Via SIS, you may: register for courses; view your grades, class schedule, open and closed courses; request an unmet need; update your address; get information about quarterly charges, financial aid credit, and your account balance. Academic Computing and User Services (GAN/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 (NRH/1055; Ext. 52600-V or 54927-TTY).

It is **required** that you activate and use your RIT email account. Whenever a faculty or staff member wants to contact you by email, they always use the RIT email. This email address is obtained through the Student Information System (SIS). It is **your responsibility** to have access to RIT email. Students use email to contact each other when setting up study groups. When department staff or advisers need to contact a student, they will use the RIT email. Faculty members do not accept the excuse "I don't read my RIT email."

myCourses

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

Communication with Faculty Members

Each faculty member has an office, telephone number, mailbox, and email address. You are encouraged to see faculty members during their assigned office. Hours are posted on or near the faculty member's office door. You may also call or 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 AND REQUIREMENTS

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

A list of course requirements for your program is available from your department and is available on the department website. You will be assigned an academic adviser from your department, who will help you plan your course of study to best meet the requirements of your program.

Engineering Exploration

In addition to the seven 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.

Engineering Exploration students have one year to decide which engineering discipline to pursue. Academic advisers can help with this decision. A Change of Program Application, available in the KGCOE Student Services Office (GLE 203) 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.

Program Codes

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

Biomedical Engineering	EBME	Industrial & Systems Engineering	EIEI
Chemical Engineering	ECME	<i>Ergonomics Option</i>	EIEE
Computer Engineering	EECC	<i>Information Systems</i>	EIEY
<i>Software Option</i>	EECS	<i>Lean Six Sigma</i>	EIEL
Electrical & Microelectronic Eng.	EEEE	<i>Manufacturing Option</i>	EIEN
<i>Computer Option</i>	EEEC	<i>Six Sigma</i>	EIEK
<i>Biomedical Option</i>	EEEM	Mechanical Engineering	EMEM
<i>Microelectronic</i>	EMCR	<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

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 workplace.

All engineering students are required to complete five quarters of co-op (BS/MS students complete four quarters). Beginning in the third year, students alternate academic quarters with quarters of full-time co-op employment. Transfer students entering RIT at usually complete one quarter of academic coursework before beginning co-op.

The Cooperative Education and Career Services Office, in conjunction with the KGCOE, holds required orientation sessions called Co-op Preparation Seminars for second year students (offered every quarter except summer). The Seminar discusses the specific expectations of RIT students during the job search and while on co-op, including resume/cover letter preparation, interviewing techniques, utilizing RIT Job Zone, and other sources to find positions. A Co-op Program Coordinator familiar with your major is available year round to provide guidance in finding co-op employment.

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

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

First Year Enrichment

First Year Enrichment guides students in becoming independent members of the college community in order to facilitate their academic and personal success at RIT. Classes are taught by instructors from RIT's First Year Enrichment Program as well as professionals across campus.

Discovery is the fall program that supports students' scholastic and social transition from high school to college. Classes meet once per week and are composed of students in the same major.

Pathways can be taken in either winter or spring quarter. Classes also meet once per week and are composed of a variety of majors. They are designed around a specific theme: Innovation & Creativity, Leadership and Service.

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 KGCOE 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; LIB/2210, 52444-V/TTY.

<http://www.rit.edu/cla/overview.php>

Required Core Courses

Writing Seminar 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 Liberal Arts Concentration of three upper level courses 12 credits

See the Liberal Arts webpage at: http://www.rit.edu/cla/liberal_arts_core.php for a list of the concentrations areas (400 and 500 level courses)

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 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. 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/minors_listing.php

Your Faculty Adviser

You will be assigned an academic adviser in the KGC OE. 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 your Student Profile.

Your adviser has posted office hours each quarter when he/she will be available 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.

REGISTERING, SCHEDULING AND HOLDS

Registering for Courses

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

From the Infocenter, you can:

- Log into the Student Info System (SIS) Tiger Tracks Degree Audit System and 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

Student Information System (SIS)

This is one of the most useful tools on campus. You can:

- Register for classes (during appropriate times)
- Check your financial aid status

- Get information about housing
- Ensure your address is correct
- Review your current schedule
- Sign up for a liberal arts concentration
- Check to see whether you have a financial, judicial, or housing hold on your registration

Planning your Course Schedule

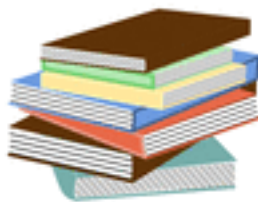
The schedule of courses on SIS is the most up to date and accurate source for this information. It lists courses offered in a particular quarter, days and times, and classroom locations. Go to <https://infocenter.rit.edu/> and click on Open/Closed Courses.

All courses offered by KGC OE begin with the numbers 03. The next two digits indicate the department offering the course. The next three numbers identify the specific course name, and the last two numbers identify the particular section of that course. Sections will determine the days, times and location of that course.

Example: 03 06 200 01 (0306-200.01)
 03 Kate Gleason College of Engineering
 06 Computer Engineering
 200 Introduction to Computer Engineering
 01 Section 1 meets on a specific day and time, in a specific building and room

The engineering departments have the following department numbers:

01	Electrical Engineering	05	Microelectronic Engineering
02	Engineering Exploration	06	Computer Engineering
03	Industrial Engineering	09	Chemical Engineering
04	Mechanical Engineering	10	Biomedical Engineering



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: 1-fall, 2-winter, 3-spring, 4-summer.

Examples:

20111 is the program code for fall quarter in the 2011-2012 academic year

1 denotes the first (or fall) quarter of that year, 2 the second (or winter), 3 spring
 20112 is the program code for winter quarter in the 2011-2012 academic year
 20113 is the program code for spring quarter in the 2011-2012 academic year

Sometimes the five-digit number is truncated to a three-digit number by eliminating the first two numbers. (e.g. 20111 = 111, 20112 = 112, 20113 = 113)

Tips on Planning a Schedule

- 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 adviser help.
- Use a blank block schedule to plot the time slots of your desired courses so you can see if there are any conflicts. You can also use an Excel chart or RIT Schedule Maker: <http://schedule.csh.rit.edu>.
- 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

You must be registered for at least 12 credit hours in order to be considered a full-time student. You can register for up to 18 credit hours (20 if you are a third year with a 3.2 or higher GPA **or** you have your department's permission). Additional tuition is charged to graduate students who register for more than 18 credit hours, and to undergraduate students who register for more than 20 credits hours.

In order to graduate on time, you will need to take the equivalent of 16-18 credit hours each quarter. This is usually four courses and possibly a lab. Taking more than 20 credit hours is considered an overload and you will be charged the applicable rate for each credit hour over 20. In most cases you need permission from your department head to register for an overload.

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.

Hold

Any hold will prevent registration or making changes to an existing schedule. Registration Holds are placed on first and second year engineering students. This is to ensure you meet with your academic adviser to discuss your schedule. The adviser will have the hold removed after this meeting. It is important to meet with your adviser and have the hold removed before the start of the registration period or the system will prevent you from registering for the next quarter; you may not get your

desired courses.

Students will get a notice every quarter when the holds are in place. Holds are viewable in the Student Information System (SIS).

There are holds other than Registration Holds which can prevent course registration. These are the Health Hold, Student Financial Services (SFS) Hold, Housing Hold and Judicial Hold. These holds can only be removed by the departments which put them in place.

Tiger Tracks Degree Audit System

Tiger Tracks shows the courses that you need to complete your degree program at RIT. If you are in a non-degree program such as Engineering Exploration, your courses are grouped together. Use the “What If” choice to choose an academic program, and see where your courses fall into place in that program. If you notice any discrepancy in your Tiger Tracks audit, see your academic adviser or your department staff assistant for clarification or adjustment. <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

After you have registered for your classes, it is your responsibility to check your schedule on SIS to ensure that it is correct and as you intended.

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.

Add/Drop

Within the first six days of the quarter you can make changes to your schedule. This is the Add/Drop period. You are responsible academically *and* financially for all courses in your schedule. You **must** review your schedule carefully to make sure that you are attending the courses *and sections* as listed. If there are any discrepancies, they must be corrected immediately. See your department staff if you have any questions about your schedule.

Withdrawing from a Course

Once the Add/Drop period has ended, you can withdraw from a course until the end of the eighth week of the quarter. Refer to the academic calendar for the exact date. Login to <https://sis.rit.edu/info/welcome.do> and select Withdraw from Courses on the SIS menu. Before you decide to withdraw from a course, you are strongly encouraged to discuss your performance or concerns with your instructor. When you withdraw, a grade of "W" is assigned to that course, and the withdrawal becomes part of your permanent record. Withdrawing from a course will not change your enrollment status from full-time to part-time.

Always talk to your academic adviser 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 is not guaranteed and requires signatures from your department head and the Associate Dean, or the Dean; this is granted only in rare cases
- If you withdraw from a class, your official transcript will show a grade of W

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
F	Failure	0

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

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 between a 1.00 and 1.99. To be removed from probation, both averages must improve to at least a 2.00 within the next two quarters.

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/policiesmanual/sectionD/D5.html>

Repeating a Course

You may repeat any course to raise a grade. If you repeat a course, the last grade will stand as final. After you repeat a course, your GPA will reflect 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. 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 adviser.



POLICIES

Examination Policy

Course instructors will determine the method of student evaluation in their courses. If a formal final exam is offered it must be scheduled during exam week as specified in the Institute calendar. Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for 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.

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.

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.

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

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.

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.

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

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

Administrators will support the faculty enforcement of these policies.

NOTES

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

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

Discrimination and Harassment Policy

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 (GLE/2125) know and every effort will be made to connect you with the appropriate office or group.

Academic Support Center

Monroe Hall (MON/2080)

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. 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 Hall (GOS/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 http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php

Center for Religious Life

Schmitt Interfaith Center (SMT/1400)

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

Public Safety

Grace Watson Hall (GWH)

This office is open 24 hours a day and provides escort service, lost and found, vehicle registration, medical/handicap parking permits, and public safety programs. <http://finweb.rit.edu/publicsafety> or 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 Hall (GLE/3452)

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

Counseling Center

August Center (AUG/2100)

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

Disability Service Office

Student Alumni Union (SAU/2340 & 2342)

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

English Language Center**Monroe Hall (MON/2040)**

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

<http://www.rit.edu/studentaffairs/elc> or call Ext. 56684-V/TTY.

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

Assists international students on visas with immigration regulations and travel documents as well as adjustment to the academic and cultural expectations in the US.

<http://www.rit.edu/emcs/ptgrad/international/international.php> or call Ext. 56943-V/TTY.

KGCOE Carver Engineering Learning Center (ELC)**James E. Gleason Hall (GLE/1000)**

Free tutoring is provided by engineering faculty and students for most engineering, calculus, physics, and chemistry courses. 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 Hall (GLE/2203)**

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. <http://www.rit.edu/kgcoe/advising/kgcoeservices.htm> or call Ext 57994.

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

MCAS provides services and develops initiatives to enhance the student experience of Latino American, African American, and Native American RIT students. It provides personal advising, advocacy, leadership development opportunities, diversity education, cultural programming, and a connection to campus and community resources. Call Ext. 54704 or <http://www.rit.edu/president/mcas/>.

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

A wide variety of services are available for engineering deaf and hard of hearing students. These include: note taking, tutoring, career counseling, academic advising, interpreting requests, and personal counseling. For more information check

http://www.ntid.rit.edu/current/departments/ist/support_services.php or call 55314 or TTY 52209.

TRiO Student Support Services (OSS)**Student Alumni Union (SAU/2140)**

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.

<http://www.rit.edu/studentaffairs/slsa/trio-sss> or call Ext. 52833 V/TTY

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

Staffed by physicians, nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator, they provide primary medical care on an 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.

<http://www.rit.edu/studentaffairs/studenthealth> or call Ext. 52255-V/TTY or Ext. 55515-TTY.

Wallace Library**The Wallace Center (WAL)**

The 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. <http://wallacecenter.rit.edu> or call Ext. 52562-V or Ext. 52962-TTY.

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

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

Student Chapters of Professional Organizations**American Institute of Chemical Engineers (AIChE)**

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

Adviser: Dr. Brian Landi, ENG/2532, Ext. 54726, bjlsps@rit.edu

American Society of Mechanical Engineers (ASME)

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

Adviser: Mr. Tim Landschoot, GLE/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. Gil Tsouri, GLE/3173, Ext. 56452, grteee@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.

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

Microelectronic Engineering Student Association (MESA)

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

Adviser: Dr. Sean Rommel, ENG/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, SAU/2140K, Ext. 55647, 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, GLE/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: Mr. Rohan Palma, SAU/2304, Ext 2918, rgpavp@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, GOL/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: Dr. Marca Lam-Anderson, GLE/2190, Ext. 6871, mjleme@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

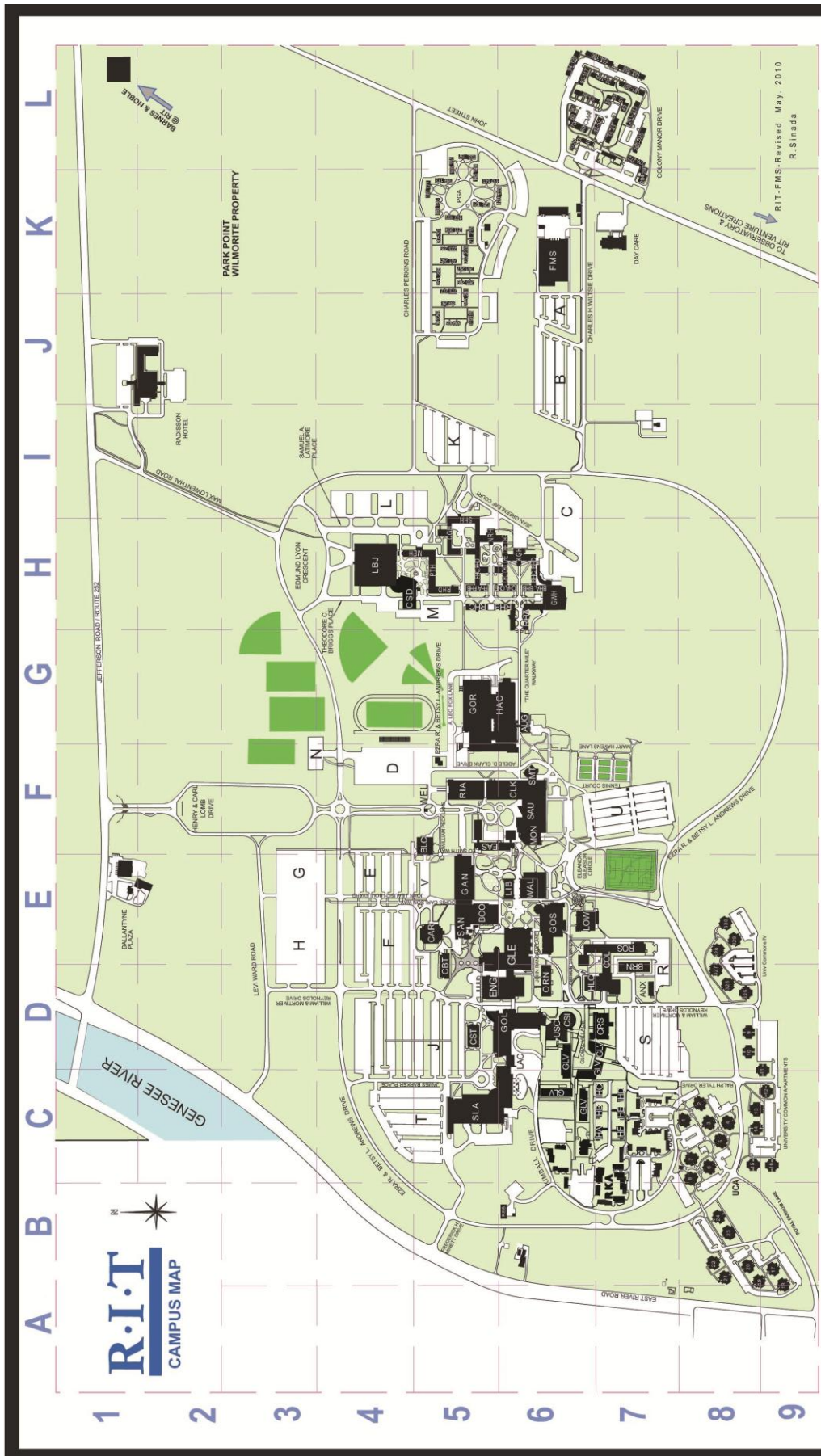
ADDITIONAL SERVICES AND CONTACT INFORMATION

SERVICE	OFFICE	CONTACT
Accessibility for Students with Physical Disabilities (both temporary and permanent).	Disabilities Services Sue Ackerman, Coordinator; Student Alumni Union 1150 Email: smacst@rit.edu TTY: 56988	Fredda Bishop Disabilities Coordinator Counselor: Student Services Gleason Hall 2203 Ext. 54595-V; 52145-V/TTY
Billing (tuition, fees, meal plans)	Student Financial Services University Services Center 1st floor Ext. 56186-V; 52080-TTY	https://eservices.rit.edu/eServices/welcome.do
Career Counseling	Counseling Center August Center 2100 Ext. 52261-V/TTY	Student Services Counselors Gleason Hall 2203 Ext. 57994
Change of Mailing Address	Registrar Eastman Hall 1 st floor	SIS (Student Information System)
Change of Program	Department Staff	Student Services Counselors Gleason Hall 2203 Ext. 57994
Co-op	Cooperative Education and Career Services Bausch & Lomb Center 1125 52301 V 56905 TTY	http://www.rit.edu/co-op/careers .
Copy Machines		<i>Wallace Memorial Library, HUB Printing & Postal Center, Fine Arts Media Center</i>
Emergency Escort Service	Public Safety Ext. 53333-V; 56654-TTY	
Engineering Skills Help	Engineering Learning Center Gleason Hall 1000	Student Services Counselors Gleason Hall 2203, Ext. 57994 www.rit.edu/eng , click on Advising/Student Services and link to tutoring/mentoring
English Language	English Language Center Monroe Hall 2040 Ext. 56684	
Fax Machine		OSCA Office Campus Center 2010
Financial Aid and Scholarships	Financial Aid Bausch & Lomb Center 2107 Ext. 52186-V; 56909-TTY	

ADDITIONAL SERVICES AND CONTACT INFORMATION

SERVICE	OFFICE	CONTACT
Illness	Student Health Ctr. August Center 1st floor Ext. 52255-V/TTY; 55515-TTY	
Library Skills Help	Wallace Library Reference Desk The Wallace Center Ext. 52563-V/TTY	
Lost & Found	Public Safety Ext. 52074-V; 52853 TTY	Student Services Office Gleason Hall 2203 Ext. 57994-V/TTY
Math Skills Help	Bates Center Gosnell Hall 1200	http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php
Parking Permit	Parking Office Grace Watson Hall 1160 Ext. 52074-V/TTY	
Personal Counseling	Counseling Center August Center 2100 Ext. 52261-V/TTY	Student Services Counselors Gleason Hall 2203 Ext. 57994
Physics Skills Help	Bates Study Center Gosnell Hall 1200	http://www.rit.edu/studentaffairs/asc/tutoring_mathphysics.php
Student ID Card	Registrar Eastman 1st floor Ext. 52821-V/TTY	
Support for Women Engineering Students		WE@RIT Gleason Hall 2505 Ext. 52264-V; 52145-TTY
Support for Minority Engineering Students	Multicultural Center for Academic Success (MCAS) Student Alumni Union 2300	
Writing Skills Help	Writing Center Monroe Hall 2050	http://www.rit.edu/studentaffairs/asc/tutoring_writingcenter.php

CAMPUS MAP



Facility Name	Zone	Abbrev.	Facility Name	Zone	Abbrev.	Facility Name	Zone	Abbrev.	Facility Name	Zone	Abbrev.
Anex	D7	ANX	Eugene Coby Hall (F&G)	H5	CHF, CHG	Observatory	C7	IHC	Observatory	C7	IHC
August Center	S-6	AUG	George H. Cook Gymnasium	F-6	CLK	Orange Hall	C-7	IHD	Orange Hall	C-7	IHD
Francis Baker Hall (AB)	H-6	BHC, BHB	Cooley Manor Apartments	L-6	QVA	Peirce Green Apartments	H-5	IHE	Peirce Green Apartments	H-5	IHE
Francis Baker Hall (CBD)	H-6	BHC, BHD	Cooley Science Hall	E-7	COL	Peter Pellegrini Hall	C-7	IHF	Peter Pellegrini Hall	C-7	IHF
Baugh & Lomb Center	F-5	BLC	Constrasts	D-7	CRS	Ragland Club Apartments	H-5	IGH	Ragland Club Apartments	H-5	IGH
James E. Booth Hall	E-5	BOO	CSD Student Development Center	H-4	CSD	Reel Barn	B-6	IHC	Reel Barn	B-6	IHC
Brown Hall	D-7	BRN	Center for Student Innovation	D-8	CSI	Residence Hall A	H-6	IHD	Residence Hall A	H-6	IHD
Center for Business Education & Technology	E-5	CAR	Center for Student Innovation	D-8	CSI	Residence Hall B	H-5	IHE	Residence Hall B	H-5	IHE
Center for Business Education & Technology	D-5	CST	Charles F. Carlson Center for Imaging Science	D-5	CAR	Residence Hall C	H-5	IHF	Residence Hall C	H-5	IHF
Center for Business Education & Technology	H-5	CGH	George Eastman Hall	D-8	CGH	Residence Hall D	H-5	IHG	Residence Hall D	H-5	IHG
Eugene Coby Hall (AB)	H-6	CHC, CHB	Helen Fish Hall (AB)	H-5	FHA, FHB	Riverwood Apartments	B-7	IHA	Riverwood Apartments	B-7	IHA
Eugene Coby Hall (C, D, E)	H-6	CHC, CHD	Helen Fish Hall (CBD)	H-5	FHC, FHD	Lewis P. Ross Hall	E-7	IIB	Lewis P. Ross Hall	E-7	IIB
		CHC	Facilities Management	K-6	FMS	Observatory	C-7	IIC	Observatory	C-7	IIC

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: _____

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



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

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

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

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.