**Graduate Advising Handbook**

Master of Science in   
Health Informatics

2023-2024

This handbook represents our best efforts to provide accurate information, but all information contained in this document is subject to change.

A person pointing at a computer screen

Description automatically generated

For more information contact:

Rochester Institute of Technology

**School of Information**

Golisano College of Computing & Information Sciences

152 Lomb Memorial Drive

Building 70/GOL – 2100

Rochester, New York 14623-5603

(585) 475-2700 (voice)

(585) 475-6584 (fax)

Revised 07/2023

**Table of Contents**

[Introduction 3](#_Toc139720507)

[General Information 4](#_Toc139720508)

[**Distance Learning** 4](#_Toc139720509)

[**Entrance Requirements** 4](#_Toc139720510)

[**Transfer Credits** 5](#_Toc139720511)

[**GRE Scores** 5](#_Toc139720512)

[Curriculum 6](#_Toc139720513)

[**Cooperative Education** 6](#_Toc139720514)

[**Probation and Suspension** 7](#_Toc139720515)

[Student Advising 8](#_Toc139720516)

[**Faculty Advisor** 8](#_Toc139720517)

[**Graduate Academic Advising** 8](#_Toc139720518)

[Miscellaneous Information 8](#_Toc139720519)

[**iSchool Student Services Office** 8](#_Toc139720520)

[**The 7-year Rule for Completing a Degree** 8](#_Toc139720521)

[**Loss of Student Status** 9](#_Toc139720522)

[**Academic Honesty** 9](#_Toc139720523)

[RIT Non Discrimination Statement 10](#_Toc139720524)

**Introduction**

The Master of Science (MS) degree program in Health Informatics at RIT consists of a set of foundation courses, courses from a specialty track, which the student chooses, and a culminating capstone experience. The foundation provides students with the basics in health informatics. The choice of a track allows the student to select an area in which to specialize. This involves deeper study in that area.

Health informatics studies the nature of medical data and the use of information technology to manage health-related information in medical practice, education, and research. With increases in the application and uses of information technology in the medical industry, there is an unprecedented need for professionals who can combine their knowledge of computing and health care to improve the safety and quality of care delivery, as well as to help control costs.

The MS degree in health informatics applies the creative power of information technology to the information and data needs of health care. This includes the acquisition, storage, and retrieval of patient data, as well as access to electronically maintained medical knowledge for use in patient care, research, and education. Professionals in the field require computing expertise; an understanding of formal medical terminology, clinical processes, and guidelines; and an understanding of how information and communication systems can be used to successfully deliver patient information in various health care settings. The program is offered online only.

The program offers two tracks: the clinician track and analyst track.

*Related MS Programs at RIT:*

* Human-Computer Interaction (College of Computing and Information Sciences)
* Data Science (College of Computing and Information Sciences)
* Informative Technology and Analytics (College of Computing and Information Sciences)
* Computing Security (College of Computing and Information Sciences)
* Software Engineering (College of Computing and Information Sciences)
* Computer Science (College of Computing and Information Sciences)
* Computer Engineering (College of Engineering)
* Game Design and Development (College of Computing and Information Sciences)
* Artificial Intelligence (GCCIS, COE, COS, and COLA)

**General Information**

Applications for admission are processed throughout the year, and graduate students generally begin their programs of study in the Fall semester. There is not a specific deadline for applications, but the number of students accepted each year is limited. Also, you must be aware of the lead time to process your application. See the table below for deadlines for the Fall semester. Application forms may be obtained online or by writing to:

Graduate Enrollment Services

Rochester Institute of Technology

Bausch & Lomb Center

58 Lomb Memorial Drive

Rochester, New York

14623-5604

[gradinfo@rit.edu](mailto:gradinfo@rit.edu)

[http://www.rit.edu](http://www.rit.edu/)

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Typical Starting Date of Semester** | **Domestic Application Deadline** | **International Application Deadline**  (Full Time only) |
| **Fall** | ~ August 15 | July 15 | July 1 |

**Distance Learning**

All HI courses are offered in an online environment that facilitate a learning experience for the online learner. Online (or distance) education use a variety of methods, including Web-based presentations, video and audio recordings, audio and computer conferencing, and electronic blackboards. These tested educational delivery methods give you time and place flexibility while maintaining RIT’s academic standards and quality of instruction. Information about online learning at RIT is available at <http://online.rit.edu>.

A wide variety of support services are available remotely, including advising, on-line library catalogs and indexes (some with full text), inter-library loans, internet-based audio conferences, computer conferencing and other software. Courses offered in distance learning format follow the same semester schedule.

To participate in this online program, you will need the following:

* Access to a personal computer or workstation (running an up-to-date Web browser)
* Access to the Internet via a network connection to your own Internet Service Provider.

**Entrance Requirements**

*Undergraduate Degree*

The applicant should have a baccalaureate degree and have a cumulative grade-point average of 3.0 (“B”) or above from an accredited institution of higher education using the US system or grading. For students from a university using the British system, students should have at least a first-class degree. Knowledge of computing, programming, and the healthcare domain is a plus.

*Bridge Courses*

These courses are designed to assist students in meeting the computing and mathematics prerequisites for the MS in Health Informatics program. There is more information regarding bridge courses later in this handbook.

**Transfer Credits**

A student may propose to transfer into the in MS in Health Informatics program up to six graduate semester credits that were taken at another university with a grade of ‘B’ or better. Courses must have been taken within the past two years. The Director of Graduate Programs will evaluate these proposals. Official transcripts along with the syllabi of the transfer courses must be sent to:

Graduate Enrollment Services

Rochester Institute of Technology

Bausch & Lomb Center

58 Lomb Memorial Drive

Rochester, New York

14623-5604

[gradinfo@rit.edu](mailto:gradinfo@rit.edu)

[http://www.rit.edu](http://www.rit.edu/)

**GRE Scores**

GRE scores are required from applicants whose undergraduate degrees are from foreign colleges. Other applicants may wish to include GRE scores to enhance their applications (e.g., when undergraduate GPA is less than 3.0). Official test results must be submitted to:

Graduate Enrollment Services

Rochester Institute of Technology

Bausch & Lomb Center

58 Lomb Memorial Drive

Rochester, New York

14623-5604

[gradinfo@rit.edu](mailto:gradinfo@rit.edu)

[http://www.rit.edu](http://www.rit.edu/)

**TOEFL Scores**

The *Test of English as a Foreign Language* (TOEFL) score is required for every applicant for whom English is not his or her native language. A score of at 88 on the internet-based test. Exceptions can be made for an applicant whose academic record is strong. Upon arrival at RIT, students whose native language is not English may be required to take the *Michigan English Test* and follow the recommendations of RIT’s English Language Center.

**Costs**

Information on tuition, registration student services, etc. can be found online at [*http://www.rit.edu/grad*](http://www.rit.edu/grad). RIT offers various forms of financial aid for graduate students.

**Curriculum**

The graduate program of study consists of 30 credits, including a capstone experience.

|  |
| --- |
| Fall 1 |
| MEDI-701 Introduction to Health Informatics |
| Track Elective |
| Spring 1 |
| HCIN-610 Foundations of Human-Computer Interaction |
| MEDI-735 Clinical Information Systems |
| Summer 1 |
| MEDI-704 Practice of Health Care (requires onsite component) |
| Fall 2 |
| Track Elective |
| Track Elective |
| Spring 2 |
| ISTE-764 Project Management |
| CINT-628 Introduction to Applied Informatics |
| Summer 2 |
| MEDI-788 Capstone In Health Informatics (joint among all parties) |

Tracks:

|  |
| --- |
| Clinician |
| ISTE-608 Database Design And Implementation |
| MEDI-610 Scripting Fundamentals |
| MEDI-731 System Integration Concepts |

|  |
| --- |
| Analyst |
| ISTE-782 Visual Analytics |
| ISTE-780 Data Driven Knowledge Discovery |
| ISTE-724 Data Warehousing |

Any grade lower than “C” is considered failing. If a student receives a “D” or “F” they should meet with the graduate advisor as soon as possible to discuss the repercussions and create a recovery plan.

**Cooperative Education**

Graduate students are eligible for *optional* co-op work consisting of up to two semesters of full-time employment. A co-op position is not assured. The co-op program is available for full-time students in good standing (cumulative GPA of 3.0 or better or a semester GPA of 3.0 or better in the semester immediately preceding the requested co-op term) who have completed the Bridge Program and at least 4 foundation courses (12 credits) of the MS program of study, excluding bridge courses.

Co-op positions must be secured by the beginning of the academic term in which you wish to co-op. **Permission for mid-semester co-ops will not be granted.**

To register for co-op, you must participate in “Co-op Orientation”. Information may be obtained from the Office of Career Services and Cooperative Education (https://www.rit.edu/emcs/oce/).

**Probation and Suspension**

Any matriculated graduate student whose Program Grade Point Average falls below a 3.0 (B average) after 12 semester credit hours have been completed will be placed on probation and counseled by the departmental advisor concerning continuation in the graduate program. Those students placed on probation must raise their Program Cumulative GPA to the 3.0 level within 9 semester credit hours or risk suspension from the graduate program. Should it be necessary to suspend a graduate student for academic reasons, the student may apply for readmission to the dean of the college or designee (department head, program director, etc.) upon demonstration of adequate reason for readmission. Re-admission is **not** guaranteed.

**Student Advising**

**Faculty Advisor**

Students are assigned to a faculty member as an academic advisor. Faculty can provide the best advice about career paths, academic choices, and routes to a successful career after graduation. Students may approach their assigned advisor, or any faculty member with whom they feel comfortable, for advice.

**Graduate Academic Advising**

The graduate advisor is available to assist and advise graduate students and is able to answer day-to-day questions, such as deciding what to take next term, dealing with a course that you’re having trouble in, completing the paperwork that goes along with being a student at RIT, or just to talk with when you’re feeling a bit overwhelmed.

**Miscellaneous Information**

**iSchool Student Services Office**

The iSchool Student Services office is in Golisano Hall (GOL, Room 2100). The phone number is 585-475-2700; office hours are 8:30am to 4:30pm Monday through Friday. The office maintains records for each matriculated graduate student. Contact the staff in this office for your policy and procedure questions (e.g., grade problems, transfer of programs, transfer of credit, forms, registration). This office can assist with change of program, intent to graduate, add or drop a course, and register for project or thesis.

To help us maintain accurate records, make sure we have the correct spelling of your name, your current address, your student number, and your day and evening telephone numbers.

**The 7-year Rule for Completing a Degree**

You may not use any courses for graduation that were taken more than seven years ago (this rule does not apply to Bridge Program courses).

**Guidelines for Petitioning for an Extension Beyond the 7-year Limit**

In cases where the fulfillment of degree requirements extends beyond the 7-year limit, the Director of Graduate Programs must petition the Graduate Council for a formal extension.

*Please note the following important requirements for these petitions:*

Application for an extension should be submitted to the Graduate Program Director at least one full semester prior to the expiration of the seven-year time limit.

When a student’s program is projected to exceed the seven-year limit, he/she should not be encouraged to take courses or work on a thesis or final project until a decision has been made by the Graduate Council.

A student can apply through the Director of Graduate Programs for an extension of the 7-year rule.

*The student has the following options to prove that the student’s knowledge of the course(s) beyond the seven-year limit are current:*

* A student can retake the course(s) at RIT and pass the course with a passing grade.
* A student can retake the course(s) at another institution and pass the course with a passing grade. The Director of Graduate Programs must approve the course selection, before the student is allowed to register.
* The student has to pass an exam of the course(s) in writing at RIT. The exam will be similar to a final of the course(s).

*Documents included in the petition submitted to the chair of Graduate Council by the Director of Graduate Programs should include the following:*

* Petition support signed by Dean’s office.
* Detailed plan for completion of degree, addressing each unmet requirement. Generally, no more than one calendar year’s extension will be granted.
* Circumstances that delayed completion of degree.
* RIT graduate transcript (and, where relevant, undergraduate transcript).
* Current résumé.
* A copy of the thesis description or final project proposal (if completed).
* A list of courses that will be older than seven years (and by how much) at the projected date of graduation. At the time of certification, the Director of Graduate Programs will provide written documentation of the currency of overdue courses.
* Letter of support from the Director of Graduate Programs or faculty advisor.

**Loss of Student Status**

*You may be withdrawn from the program if:*

* You fail to register for courses for three successive semesters.
* You have not registered for thesis or project within one year after completing your coursework.
* You have not completed your thesis or project within one year after registering for project or thesis.

*If you are in danger of being withdrawn, please see the Director of Graduate Programs.*

**Academic Honesty**

Academic honesty is an expectation of all students at RIT. Any act of improperly representing another person’s work as one’s own is an act of academic dishonesty. The RIT code of academic conduct is documented in the university’s Policies and Procedures manual:

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D8.html>

<http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C0.html>

# RIT Non Discrimination Statement

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