

# Software Engineering

Graduate Student Handbook

Rochester Institute of Technology  
B. Thomas Golisano College

Rochester Institute of Technology  
B. Thomas Golisano College of Computing and Information Sciences  
Department of Software Engineering  
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This handbook is a basic reference for students majoring in software engineering. The information in it is drawn from various official RIT publications such as the Graduate Bulletin and the Educational Policies and Procedures Manual.

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

## TABLE OF CONTENTS

- [1 ADMISSIONS](#)
- [2 GETTING STARTED ON CAMPUS](#)
  - [2.1 STUDENT ID CARD](#)
  - [2.2 UNIVERSITY ID NUMBER](#)
  - [2.3 PARKING PERMIT](#)
  - [2.4 RIT STUDENT COMPUTER ACCOUNT AND EMAIL ACCOUNT](#)
  - [2.5 SE COMPUTER ACCOUNT](#)
  - [2.6 WIRELESS ACCESS](#)
  - [2.7 SIS \(STUDENT INFORMATION SYSTEM\)](#)
- [3 KEYS & CODES](#)
  - [3.1 TERMS AND TERM CODING](#)
  - [3.2 PROGRAM CODES](#)
  - [3.3 YEAR LEVEL](#)
- [4 Your Department](#)
  - [4.1 SE STUDENT SERVICES OFFICE](#)
  - [4.2 FACULTY](#)
  - [4.3 GRADUATE PROGRAM SUPPORT](#)
  - [4.4 FACILITIES](#)
  - [4.5 SOCIETY OF SOFTWARE ENGINEERS](#)
- [5 CURRICULUM](#)
  - [5.1 PLAN OF STUDY](#)
  - [5.2 CORE](#)
  - [5.3 TECHNICAL/GRAD ELECTIVES](#)
  - [5.4 CAPSTONE TRACK](#)
  - [5.5 THESIS TRACK](#)
  - [5.6 BRIDGE COURSES \(if required\)](#)
  - [5.7 CO-OP BLOCKS \(optional\)](#)
- [6 REGISTRATION](#)
  - [6.1 REGISTRATION PROCESS](#)
  - [6.2 COURSE AVAILABILITY](#)
  - [6.3 COURSE DESCRIPTIONS](#)
  - [6.4 CO-OP REGISTRATION](#)
    - [STEP ONE: Report Online with JobZone](#)
    - [STEP TWO: Submit information to the Graduate Program Director](#)
  - [6.5 NON-MATRICULATED STUDENTS](#)
- [7 ACADEMIC POLICIES AND PROCEDURES](#)
  - [7.1 COURSE WITHDRAWAL](#)
  - [7.2 ACADEMIC PROBATION AND SUSPENSION](#)
  - [7.3 TRANSFER CREDIT](#)
  - [7.4 CONFIDENTIALITY](#)
  - [7.5 ACADEMIC HONESTY](#)
  - [7.6 DISCRIMINATION AND HARASSMENT POLICY](#)

8 GRADUATION

8.1 APPLICATION PROCESS

8.2 REQUIREMENTS FOR GRADUATION

8.3 SEVEN-YEAR RULE FOR COMPLETION OF COURSEWORK

9 FINANCIAL AID AND EMPLOYMENT

9.1 COSTS AND FINANCIAL AID

9.2 GRADUATE ASSISTANTSHIPS

9.3 MERIT SCHOLARSHIPS

9.4 ON-CAMPUS STUDENT EMPLOYMENT

9.5 CO-OP

# 1 ADMISSIONS

Applications may be submitted at any time. Typically students begin course work in the Fall semester, however exceptions may be made with the permission of the Graduate Program Director. Contact the Office of Graduate Enrollment for details on how to apply, 585-475-6768, or visit [www.rit.edu/grad](http://www.rit.edu/grad).

The program's admission requirements are as follows:

- A baccalaureate degree from an accredited institution, with a cumulative grade point average (GPA) of 3.0 or higher. Prospective students from institutions that do not use the GPA scale are expected to demonstrate an equivalent level of academic accomplishment.
- Professional experience developing software is preferred, but candidates without a background in computing will be considered. Additional bridge course work will be required, and may extend time to graduation.
- If English is not your native language, you must submit TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores
  - TOEFL scores must be at least:
    - 570 on the paper-based test
    - 230 on the computer-based test
    - 88 on the Internet-based test
  - IELTS scores must be at least 6.5.

The following materials are required as part of your application to the program:

- Transcripts documenting all undergraduate and graduate coursework
- Short professional essay (1-4 pages) describing your current job (if any), relevant experience, and career plans.
- Current resume, which should include a description of significant software projects in which you participated.
- GRE score report
  - Required for international students
  - Preferred for domestic students
- If English is not your native language: TOEFL or IELTS score report.

## 2 GETTING STARTED ON CAMPUS

### 2.1 STUDENT ID CARD

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

Details: Use for access to on-campus services (library, gym, etc). You can also put Tiger Bucks on your card, for a convenient way to shop on campus.

### 2.2 UNIVERSITY ID NUMBER

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

Details: Each student is assigned a 9-digit ID number. You need this number to get your Student Computer Account, and for identification purposes around campus. To find your UID: go to rit.edu, click on MyRIT LOGIN, click Faculty, Staff, Student and log in. Your UID will be under your name in the left hand side bar.

### 2.3 PARKING PERMIT

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

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

### 2.4 RIT STUDENT COMPUTER ACCOUNT AND EMAIL ACCOUNT

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

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

## 2.5 SE COMPUTER ACCOUNT

**Where to get it:** Your account will typically be given to you in an SE course during your first term. Your account will consist of a username and temporary password – be sure to change your password right away.

**What you need:** Matriculation in the SE program.

**Details:** Used to sign-in to the lab computers, and for free access to software via the Microsoft Software Alliance. For more information, visit <http://www.se.rit.edu/microsoft>

## 2.6 WIRELESS ACCESS

**Where to get it:** All buildings on campus are equipped with free wireless internet.

**What you need:** Register your computer with ITS. Visit [start.rit.edu](http://start.rit.edu) or call 585-475-4357.

## 2.7 SIS (STUDENT INFORMATION SYSTEM)

**Where to get it:** [sis.rit.edu](http://sis.rit.edu)

**What you need:** Your RIT account information

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

## 3 KEYS & CODES

### 3.1 TERMS AND TERM CODING

The academic year at RIT is divided into two 14-week semesters. You will attend classes in weeks 1-14, and take your final examinations in week 15. After exams you will have a 1-2 week break before the next semester begins. There is also a 12-week summer term. You are not required to attend classes in the summer term though you may wish to. To view the complete Academic Calendar, visit [www.rit.edu/calendar](http://www.rit.edu/calendar).

RIT uses a 4-digit code to indicate the academic term. You will see this code on RIT forms and registration materials. The first three digits are the academic year (the year in which the fall term occurs). 2016 represents the 2016-2017 academic year, it becomes 216 when the 0 is removed. The fourth digit indicates the term: 1 = fall, 5 = spring, 8 = summer

EXAMPLE: 2016-2017 ACADEMIC YEAR

2171	Fall, 2017
2175	Spring, 2018
2178	Summer, 2018

### 3.2 PROGRAM CODES

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

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

The **plan code** for graduate students in the Software Engineering Department is SOFTENG-MS.

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

### 3.3 YEAR LEVEL

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



## 4 Your Department

### 4.1 SE STUDENT SERVICES OFFICE

Come to the SE Office with any questions about policy or procedures, or general questions about navigating RIT. Common issues handled in the SE Office include:

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

The office is normally open Monday-Friday, 8:30-4:30

SOFTWARE ENGINEERING OFFICE FACULTY & STAFF			
Name	OFFICE	PHONE	EMAIL
Naveen Sharma, Department Chair	GOL-1698	585-475-2472	nxsvsse@rit.edu
Scott Hawker, Grad Program Director	GOL-1696	585-475-2705	jshvsse@rit.edu
Dawn Smith, Office Manager	GOL-1690	585-475-4921	drsvsse@rit.edu
Bridgette Fortner, Staff Assistant	GOL-1690	585-475-5461	befvsse@rit.edu
Arnela Stupac-Catello, Systems Admin	GOL-3590	585-475-4535	ascias@rit.edu
Kurt Mosiejczuk, Systems Admin	GOL-1527	585-475-5999	kurt@se.rit.edu

### 4.2 FACULTY

Most faculty offices are located around the corner from the SE Office, opposite the studio labs. Each faculty member has office hours set aside for walk-in student meetings. You may also contact faculty via phone or email to set up an appointment. The list of faculty and their contact information can be found on the [Software Engineering Department website](#).

## 4.3 GRADUATE PROGRAM SUPPORT

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

Staff Assistant

Bridgette Fortner | Location: GOL-1690 | 585-475-5461 | Email: befvse@rit.edu

Graduate Program Director

Dr. Scott Hawker | Location: GOL-1690 | 585-475-2705 | Email: jshvse@rit.edu

## 4.4 FACILITIES

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

*Student Team Rooms* (enter through 70-1650) – Team rooms are available for you to conduct team meetings, rehearse presentations, review projects, plan activities, or even just prepare for an exam. Our 11 team rooms are each equipped with generous whiteboard space, a meeting table, and comfortable seating for six people. Each room features a computer-ready ceiling-mounted projector or flat screen display, a workstation, and six Ethernet connections.

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

**Review sessions for several bridge courses are run through this lab.**

## 4.5 SOCIETY OF SOFTWARE ENGINEERS

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

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

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

# 5 CURRICULUM

## 5.1 PLAN OF STUDY

You received a flowchart with your Acceptance Packet (it was emailed to you). For full-time students, this flowchart outlines the courses you should expect to take each semester. For part-time students, the flowchart is a list of all the required courses. The Graduate Program Director will help you create a personalized path that meets your academic goals.

As outlined in the flowchart, the Software Engineering program consists of 11 courses (36 credits):

- 7 Core Courses
- 2 Grad Electives
- The Capstone Track (3 courses) OR
- The Thesis Track (2 courses)

## 5.2 CORE

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

The following 7 courses make up the Core of the program:

- SWEN-610 Foundations of Software Engineering
- SWEN-640 Research Methods
- SWEN-749 Software Evolution and Reengineering
- SWEN-722 Process Engineering
- SWEN-745 Software Modelling
- SWEN-772 Software Quality Engineering
- SWEN-755 Software Architectures and Product Lines

## 5.3 TECHNICAL/GRAD ELECTIVES

All students take at least two graduate-level electives of your choice. Students in the Capstone Track must take an additional software engineering elective. With approval from the Graduate Program Director, you may choose from any graduate level course (600 level or above) offered at RIT.

To get approval and register for your grad elective, you must submit an Elective Approval Form to the Graduate Program Director.

## 5.4 CAPSTONE TRACK

You have the option of completing the Capstone or Thesis Tracks as you complete your degree. The Capstone Track consists of:

- A third software engineering elective (see Section 5.3)
- SWEN-780 Capstone (3 credit hours)

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

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

## 5.5 THESIS TRACK

You have the option of completing the Capstone or Thesis Tracks as you complete your degree. The Thesis Track consists of:

- SWEN-799 Independent Study
- SWEN-790 Thesis (6 credit hours)

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

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

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

of your thesis, you will present your work to your advising committee, the department and other interested people.

## 5.6 BRIDGE COURSES (if required)

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

Bridge courses are not required for all students. You may be required to take up to four Bridge courses, or none at all. Your Contingency Form will indicate which courses, if any, you need to take. Your required bridge courses must be completed in addition to your 13 graduate courses.

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

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

*Please Note:* Graduate students are charged at the graduate tuition rate for all courses, including courses coded as undergraduate. See <http://www.rit.edu/emcs/ptgrad/financial.html> for current tuition rates.

## 5.7 CO-OP BLOCKS (optional)

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

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

For information on finding and registering your co-op, see Section 6.4 of this handbook. The Co-op and Career Services Office offers information and support to students interested in finding a co-op position. Contact Jill Jablonski, the co-op representative for SE students.

### CO-OP AND CAREER SERVICES OFFICE

Office Location: 77-1130 | Phone: 585-475-7413 | Website: <http://www.rit.edu/co-op/>

*Note for international students:*

Off-campus employment may affect your visa status. Contact the International Student Services Office before you begin your co-op search.

INTERNATIONAL STUDENTS SERVICES OFFICE

Location: SAU, Rm 2330 | 585-475-6943 | Email: [iss@rit.edu](mailto:iss@rit.edu) | Website: <http://www.rit.edu/~iss/>

## 6 REGISTRATION

### 6.1 REGISTRATION PROCESS

After the first term, you are responsible for registering your courses using RIT’s Student Center, located at [sis.rit.edu](http://sis.rit.edu). You may use this system to add or drop courses.

You should plan to contact the Graduate Program Director prior to your enrollment date. The Graduate Program Director will help guide you in selecting electives courses to stay on track for your degree. The Graduate Program Director will also need to approve any technical electives you choose to take. See Section 5.4 for more information on registering your technical electives.

### 6.2 COURSE AVAILABILITY

Software Engineering is a small program, and each SE core course is usually offered only once per year. Therefore you should work with the department to make sure you take the correct sequence of courses. This is especially essential for part-time students, who do not have a pre-defined Plan of Study to work from. Use the chart below to see which term each course is offered. Course offerings are subject to change

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

*Note to International Students:*

Contact your International Student Advisor if you anticipate a change in your graduation date. This can affect immigration status and your I-20 will need to be updated.

**SEMESTER CURRICULUM COURSE AVAILABILITY AND PRE-REQUISITES\***

COURSE	COURSE NAME	PRE-REQUISITES	TERM
SWEN-610	Foundations of Software Engineering	enrollment in program, completion of introductory CS programming courses	Fall *only*
SWEN-640	Research Methods	enrollment in program	Fall & Summer

SWEN-749	SW Evolution & Reeng.	SWEN 610 Foundations of Software Eng, SWEN 745 Software Modeling	Spring
SWEN-722	Process Engineering	SWEN 610 Foundations of Software Eng	Spring
SWEN-745	SW Modeling	graduate standing	Fall
SWEN-772	SW Quality Engineering	SWEN 722 Process Engineering	Spring
SWEN-755	SW Architecture & Product Lines	SWEN 610 Foundations of Software Eng, SWEN 745 Software Modeling	Fall
SWEN-780	Capstone	department approval	Fall, Spring
SWEN-799	Independent Study	department approval	Fall, Spring
SWEN-790	Thesis	department approval	Fall, Spring

*\*Offerings and pre-reqs are subject to change. Check SIS (sis.rit.edu) for up-to-date information.*

## 6.3 COURSE DESCRIPTIONS

View SE graduate course descriptions within SIS.

## 6.4 CO-OP REGISTRATION

You have the option to register for one or two co-op blocks. See Section 5.6 for information on how a co-op can fit into your curriculum. If you do choose to participate in a co-op, please review the registration guidelines below AND consult with the Graduate Program Director.

Co-op Eligibility Requirements:

- Completion of 18 credits of graduate SE coursework (assuming full-time status, after bridge course completion).
- Cumulative GPA of 3.0 or greater

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

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

## STEP ONE: Report Online with Co-op and Career Services

- Go to [www.rit.edu/co-op/careers](http://www.rit.edu/co-op/careers)
- Click 'Student' link on the left side
- Sign in with your Username and Password
- Click 'Report your Job' link on the lower left side

## STEP TWO: Submit information to the Graduate Program Director

- Email your offer letter
- Email the job description

## 6.5 NON-MATRICULATED STUDENTS

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

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

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



## 7 ACADEMIC POLICIES AND PROCEDURES

### 7.1 COURSE WITHDRAWAL

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

*Note to International Students:*

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

### 7.2 ACADEMIC PROBATION AND SUSPENSION

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

Once on probation, you must bring your GPA to 3.0, over the course of 12 credits. Failure to raise your GPA will result in suspension.

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

See the RIT Graduate Bulletin for more information.

*Note to International Students:*

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

### 7.3 TRANSFER CREDIT

Up to 6 semester hours may be accepted as transfer credit. To be considered for credit a course must be at the graduate level from an accredited institution. A minimum grade of B is required. The decision to apply courses as transfer credit is at the discretion of the Graduate Program Director.

To have your courses considered for credit, send an official copy of your transcript to:

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

## 7.4 CONFIDENTIALITY

RIT complies with the Family Rights and Privacy Act (FERPA) of 1974, which governs access and release of information from student educational records. This statute, in part, permits you to inspect your educational records, provides the opportunity for you to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside of the institute without your written permission.

## 7.5 ACADEMIC HONESTY

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

## 7.6 DISCRIMINATION AND HARASSMENT POLICY

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

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

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

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

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

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

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

## 8 GRADUATION

### 8.1 APPLICATION PROCESS

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

### 8.2 REQUIREMENTS FOR GRADUATION

- Completion of all courses in either the Capstone or Thesis Track (36 credits), outlined in Section 5.0 Curriculum.
- Completion of any bridge courses noted on your acceptance paperwork, with a grade of A or B
- Cumulative GPA of at least 3.0
- Grade of A, B, or C in each course needed for graduation. D, F, I or W grades will NOT be accepted.

### 8.3 SEVEN-YEAR RULE FOR COMPLETION OF COURSEWORK

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

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

Below is a brief outline of the process for appealing to the Graduate Council:

- You must contact the Graduate Program Director PRIOR to the end of the seven year period.
- You will assemble the documentation specified by the program coordinator for submission to the Graduate Council. This typically includes:
  - a list of expired courses

- proof of ‘current knowledge’ of the course material, as determined by program coordinator
- an explanation of why the courses were not completed in the 7-year time-frame
- a detailed completion plan
- letters of support from the dean and program coordinator
- RIT transcript
- Current resume
- The Graduate Program Director may then file an appeal on your behalf to the Graduate Council. The decision to appeal is at the discretion of the program coordinator.
- Graduate council will review the appeal, and submit the decision to the program coordinator. This decision is final and there are no further options for appeal.

## 9 FINANCIAL AID AND EMPLOYMENT

### 9.1 COSTS AND FINANCIAL AID

For estimated tuition costs and financial aid information, visit <http://www.rit.edu/emcs/ptgrad/financial.html>

### 9.2 GRADUATE ASSISTANTSHIPS

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

Software Engineering offers a limited number of GA positions each academic year, starting in the Fall term. Positions may be available on a full-time (20 hours/week) or part-time (10 hours/week) basis. In addition to a tuition benefit, GA’s also earn a stipend for each term. GA positions last for 1 academic year, but a student can reapply for the position.

Applications are due in the Spring (usually in March or April). For more information, see the [SE website](#).

### 9.3 MERIT SCHOLARSHIPS

If you are enrolled in the graduate program without any corporate or governmental financial support, you may be awarded a departmental (merit) scholarship. This scholarship will be automatically renewed for an academic year (2 semesters) as long as you maintain a minimum GPA of 3.0. To renew your scholarship beyond this duration, contact the department.

## 9.4 ON-CAMPUS STUDENT EMPLOYMENT

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

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

### STUDENT EMPLOYMENT OFFICE

Office: USC-1350 | 585-475-2631 | Website: [www.rit.edu/seojobs](http://www.rit.edu/seojobs)

## 9.5 CO-OP

Co-op is a term of full-time paid employment. See Section 5.6 Co-op Blocks (Optional) and Section 6.4 Co-op Registration of this handbook for more information.