RIT | College of Engineering Technology
Department of Electrical and Computer Engineering Technology

FAQ – RIT MS Communication Networks

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Note: The university governance library, college policies, and case-by-case decisions by the RIT administration supersede information here. Answers to these FAQs are an attempt to consolidate information for students in the Communication Networks program, but these FAQs are not RIT policy. Refer to the relevant RIT policies and program curriculum requirements as published in the university's Graduate Bulletin for final authoritative answers.

Of particular importance, do not substitute advice from well-meaning fellow students for that from your academic advisor, Student Financial Services, or International Student Services. University policies, academic curriculum, and other requirements change from time to time, so you need to make sure the advice you are getting is from those who are officially charged with helping you navigate your academic experience at RIT.

Co-op, CPT, and Graduate Research Assistant Employment

1. What information is needed to apply for a CPT/co-op ("co-op") and receive department approval? Answer: A co-op position must be (a) full-time, (b) paid employment, (c) for the entire semester, and (d) have job duties that are relevant to your degree program. Provide the job description and an employment offer letter stating "full-time", the salary/hourly wage, the start date, and the stop date that corresponds substantially to the academic semester in which you plan to work the co-op. Submit this information with your request to the ECET office for approval. Upon approval you will be notified and registered for co-op.

2. After department approval of a co-op, is there anything else I must do?
Answer: YES! You must report your co-op for each semester via Career Services website: "Report your Co-op" link www.rit.edu/reportco-op and you must provide your student report for each semester at https://careerservices.rit.edu/csm. When both the student and employer reports are satisfactorily submitted and if your work substantially met employer expectations, a grade of "S" will be issued for the co-op. Co-ops that do not have an "S" grade within two semesters automatically revert to an "F." The "F" grade will remain until and if an "S" is justified.

3. If I am an international student, when am I eligible to apply for a co-op?
Answer: In general, international students must (1) be in good academic standing and (2) have been a full-time student for at least 9 months prior to the start of employment.

4. Do I need to prove to my prospective employer that I have a right to work in the United States? Answer: Yes. U.S. citizens and international students will need to provide documentation of their right to work in the United States. U.S. citizens automatically have the right to work. Generally, international students will need to have a current I-20 form and produce an I-9 form. Here is a link on how to obtain and complete the I-9 form:

https://www.uscis.gov/i-9-central/about-form-i-9/e-verify-and-form-i-9

International students should be able to follow instructions given on the form and fill it out. If assistance is needed, contact RIT's International Student Services office for help obtaining the necessary documentation or to discuss any additional requirements.

5. What if I am an international student at RIT on a student visa and have a potential job in Canada – can I apply for coop/CPT? Answer: Maybe. According to the International Student Services office:

      a. If you receive an offer letter from a company in Canada,

      b. If the company will assist you obtaining work permission/visa in Canada,

      c. if your academic advisor accepts the offer letter as a qualified coop, and

      d. if you can get registered for coop by your academic department
         then it should be possible to for you to work a semester in Canada.

The registration for coop is important since that will allow you to maintain F-1 status in the US. It will be considered "study abroad".

6. What is the policy about a student reneging on a co-op employment commitment?
Answer: RIT's and the CNET-MS program's reputation is on the line whenever a student accepts an employment offer. If a student commits to work for an employer, that employer will usually stop the job search and notify other potential candidates that the position has been filled. Later, if a student changes their mind to take the employment or leave early, even for good reasons, the employer must re-start the job search. This inconveniences the employer and puts RIT and future applicants at a disadvantage. Therefore, the Office of Cooperative Education and Career Services may block a student from using RIT employment resources when they renege on commitments to employers. The CNET-MS program fully supports such decisions by that office.

7. Am I eligible for RIT student insurance while on co-op or during other phases of my academic career? Answer: RIT does not determine eligibility for insurance. You need to contact the insurance carrier who offers the plan and ask about your specific situation. You can find complete information about health insurance at the Student Affairs we site:
http://www.rit.edu/studentaffairs/studenthealth/new-students/insurance

8. Are there any special rules for summer RIT Graduate Research Assistant (GRA) employees?
Answer: Yes. GRA employment is NOT co-op employment, so different rules established by RIT apply. Students who meet the following criteria are eligible to work up to 40 hours per week during summer semester if the following RIT criteria are met.

      a. Must be matriculated, <u>AND</u>

      b. Either registered full-time status Spring Semester <u>OR</u>

      c. Meet <u>at least one</u> of the following:

            i. Must be registered for at least 4 academic credit hours for summer session, or

            ii. Are registered for 0 credit hours for summer, but are registered for at least 3 credit hours for fall, or

            iii. Are registered for at least 3 credit hours for both summer and fall, or

            iv. Are registered for 0 credits for continuation of thesis for summer and/or fall that can be verified via the RIT Student Information System

All employment details are coordinated between the student and the department in which the GRA position is offered.

Capstone Project / Thesis

1. What is an "exit strategy?" **Answer:** The phrase "exit strategy" means the specific track a student will take to complete academic program requirements. In the CNET-MS program, there are three exit strategies: Comprehensive Exam, Capstone Project, and Thesis. Because not every student is prepared to be successful on project or thesis work and/or may not be successful finding an advisor who is willing to work with the student, all students enter the CNET-MS program on the comprehensive exam exit strategy. When a suitable project or thesis is proposed by the student and approved by the advisor and the CNET-MS Graduate Program Director, the student's exit strategy is formally changed. This change is reflected on SIS in the "Academic Requirements" tabs where the exit strategy requirement is shown. Suitable topics for project or thesis should be discussed early on with the potential faculty advisor to increase the likelihood that the topic will be accepted by the faculty advisor and department.

2. What information is needed to obtain approval of a capstone project or a thesis?
Answer: Any RIT faculty can serve as a faculty advisor for your project or thesis, but in the case of a thesis (i.e. not a project) a member of the ECET department faculty <u>must</u> be on your thesis committee. Fill out an ECET Project Approval Form (PAF) and attach the project proposal that you prepare with your potential advisor. The topic must be relevant to your degree. Deliver a hard copy of the proposal and PAF (signed by you and your advisor with all information filled in) to the MS Communication Networks Program Director, ECET. If all is in order, you will be notified and your exit strategy will be changed, as appropriate, from Comprehensive Exam to either Capstone Project or Thesis. You will be registered for project or thesis by the department. Please keep in mind that your project/thesis proposal must be prepared with care. In addition to content issues, spelling, grammar and organization can be reasons for rejection. Rejected proposals may be resubmitted if appropriately modified in cooperation with your project/thesis advisor.

3. After I finish and successfully defend my thesis (not project or comprehensive exam), is there anything more I need to do? **Answer:** Yes – and it is important to take the final steps as soon after your defense as possible. After your thesis committee approves your defense, you then need to (1) complete the university publication requirements by posting your thesis into ProQuest and (2) inform the RIT registrar of the title of your thesis for listing on your transcript record. Go to https://infoguides.rit.edu/thesis-services to learn about the details for submission of your thesis. You will find detailed information about the requirements and process for submitting your thesis to ProQuest. If you do not follow through on ProQuest submission and providing the title requirements, the university will not issue your degree until the end of the semester after these are satisfied.

4. What happens if I do not finish my project or thesis during the term in which I was first registered? **Answer:** A project and thesis are handled slightly differently.
For a PROJECT, if you have been making satisfactory progress and meeting all agreed upon deadlines and still are not finished at the end of a term, your ECET department advisor (or the MS-CNET Program Director when the advisor is not a member of the ECET department) will issue an "I" grade indicating that the project is incomplete. You then MUST register for CNET-895 Project Continuation (see the next FAQ for more details) each and every semester thereafter, including summer, until you complete the work.

When you finish and defend the project, your advisor will issue a letter grade for the project and replace the "I" grade. If you do not finish within two terms after the "I" grade is issued, the grade automatically reverts to an "F." As long as your advisor agrees with the delay, the "F" will remain on your record until such time as you satisfactorily finish the project. At that time, assuming you have met all deadlines and provide the required deliverables that are acceptable to your advisor, your advisor can request a change of grade to replace the "F."

For a THESIS, the grading is handled differently. At the end of the first semester, and "R" ("registered") grade will be issued by your ECET advisor, or the MS-CNET Program Chair if your advisor is not from the ECET department. Although you will not see an "I" grade for the incomplete thesis, you MUST register for CNET-894 Thesis Continuation (see the next FAQ for more details) each and every semester thereafter, including summer, until you complete the work. Completion of the thesis is documented by performing the thesis defense acceptable to your thesis committee, submitting the final thesis to the Digital Media Library, and filing the title of the thesis with the RIT registrar (the title will appear on your transcript). Once registered for an approved thesis, all thesis students will find a "thesis hold" on their account that will be removed only after completion of the above steps.

5. What is a project/thesis "continuation?" **Answer:** You need to be making continual and satisfactory progress on your project/thesis after registering for it. In the event that your work will continue past the semester in which you initially registered, you will need to register for a continuation during the next fall, spring or summer semester. Register on SIS when your registration window for the given academic term opens. Be sure you register for the correct continuation! You MUST have been initially registered for an approved Thesis/Project during the preceding term.

CNET(894)-Continuation of Graduate Thesis, or
CNET(895)-Continuation of Graduate Project

If the continuation is the only item for which you are registered and if you are an international student, you may need to request a Full-time Equivalency (FTE) status to remain in compliance with the terms of your visa. First, confer with International Student Services to see if you need an FTE. If so, you can request FTE status through your department academic advisor. Check with International Student Services to verify exactly what you need.

6. Is there a time limit on completing my degree requirements? **Answer:** Yes. See https://www.rit.edu/academicaffairs/policiesmanual/policies/governance Section D12.0.

7. Is there a limit on the number of thesis/project continuations after my first semester registered for the thesis/project? **Answer:** Yes. Sometimes a faculty advisor requires work to be completed within a set time frame ("Time-sensitive"), and this requirement is specified on the Project/Thesis Approval Form the student completes and signs as part of the thesis/project approval. If the work is not time-sensitive, the MS-CNET program tries to be flexible to accommodate student needs, but we consider that a maximum of three continuations is the most any student would need to complete their thesis/project unless there are extenuating circumstances. Most students can finish in one or two semesters if they are making satisfactory progress. For international students, U.S. regulations require that a student make continual and satisfactory progress toward their degree.

Three semesters of continuation are the general estimate used by the MS-CNET program to assess this requirement for all students. An international student who takes more than three continuations may need to show reasonable cause for the delay if required by RIT, ISS or the U.S. immigration authorities.

8. A continuation costs money. Do I really need it or can I just ignore it and hand in my project/ thesis when it is ready? Answer: University policy D12.0 states the requirements for project continuations (CNET-895) and thesis continuations (CNET-894). If you previously registered for project/thesis you <u>must</u> register for continuation <u>every</u> semester afterward, even summer semester. Registration for co-op or other course work does not negate the requirement to register for continuation. Each continuation carries a tuition charge of 1 credit. However, a continuation in summer semester is automatically free, and you may request a one-time waiver for the first non-summer semester. If the project/thesis is the only remaining task and you plan to remain in the United States, you will need to have a good reason to extend your stay. Working toward completion of your project/thesis and making satisfactory progress can be a justified reason. However, you must be registered for a continuation and any other final course work in the semester you anticipate completing all degree requirements, including your project/thesis. The RIT registrar will not certify a degree unless the candidate was registered for their last course(s), a project/thesis that they completed, or a project/thesis continuation during the term in which it was completed. Refer to University policy D12.0 for the specific information about continuations.

**9. What happens if I do not register for continuations and keep my status as "active?"
Answer:** University policy D 02 III sets for the requirement that if the student shows no enrollment activity in three terms, including summer, then the student will be classified as "Discontinued." Discontinued status means that the student is officially separated from the university and the program. A student placed on "Discontinued" status would need to re-apply to the program. Curriculum requirements change often. A re-application requires at student to complete all current curriculum requirements to obtain their degree – not just pick up where they left off.

VISA and Immigration Issues

1. As an international student, how do I obtain full-time status for purposes of compliance with my student visa requirements? Answer: First, always discuss your plans with RIT's International Student Services (ISS) to be sure your plans comply with all applicable U.S. immigration regulations and procedures. Generally, in each fall and spring semester, International students must be registered for and maintain either full-time enrollment ("full-time" means at least 9 course units for graduate students), or be completing <u>all</u> remaining courses if less than full-time enrollment, registered for a project/thesis or continuation, or registered to take the Comp Exam in the semester immediately following the term in which all course work was completed, to qualify for "full-time." <u>It is the student's responsibility to plan coursework accordingly to assure they are on track for graduation and have the required prerequisite courses for subsequent semesters.</u>

2. What is meant by "Full-time" status? Answer: At RIT, full-time graduate enrollment is 9 credits (undergraduate is 12 credits). If you are not registered for at least 9 credits, then registration for all remaining courses or registration for thesis, capstone project, and continuations of thesis/project all justify requesting "full-time" status. Contact the ECET office to request a "Full Time Equivalency" (FTE) each semester. FTE requests will be processed after the close of drop/add.

3. Does registration for coop satisfy full-time requirements? Answer: Yes, and you do <u>not</u> need to request an FTE (Full Time Equivalency). Other situations (below) require an FTE.

4. Does registration for only a thesis or capstone project satisfy full-time requirements? Answer: Yes, <u>but you need to request an FTE from the ECTET office.</u>

5. Does registration for only a continuation of thesis or continuation of capstone project satisfy full-time requirements? Answer: Yes, <u>but you need to request an FTE from the ECET office.</u>

6. Why would I need a Full-time Equivalency (FTE) and, if justified, how many times may a student be granted an FTE? Answer: If the terms of your visa require full-time status, and if none of the above exceptions (project, thesis or coop) apply and the coursework for which you are registered in a given academic term is less than 9 credits for good cause and meets certain limited conditions, then you should request an FTE. If you are registering for all remaining courses (exclusive of thesis, project or comprehensive exam), then <u>you</u> should request a "Reduced Course Load" (RCL) from the ECET office. Note that there is a maximum of three FTEs and only one RCL permitted while completing your degree program as imposed by the RIT registrar on the Full-time Equivalence form that is submitted to them. First, discuss your plans with International Student Services to see if you need an FTE and/or an RCL. If so, you can request FTE status and a RCL through the ECET office.

7. What about a "Reduced Course Load" (RCL) and how does that compare to the FTE? Answer: Sometimes it is not possible to register for a full-time course load such as when certain required courses are not offered, or are closed, or there are restrictions due to course prerequisites and there are no realistic options for registering for a full-time academic load that meet degree requirements. The RCL is a <u>one-time and never again</u> option when events such as academic difficulty result in the inability to carry a full-time academic load during a given term. For example, a student who was required to complete English Language Center courses as a condition of admission might end up unable to register for the necessary prerequisite courses the following semester because they are not offered. In such situations, a one-time RCL can be used to get through the semester until they are back on proper sequence.

8. If I am at RIT on a student visa, in which semesters am I required to be registered for a "fulltime" load? Answer: You MUST be enrolled for a full-time load (or on a reduced load with an FTE if you meet the requirements for an FTE) two semesters each academic year where the total time is nine (9) months of academic work. This means that a summer semester and only one other semester will not work. You must be full-time <u>both</u> Fall-Spring or Spring-Fall, with summer as (a) a vacation, (b) full-time academic course work or (c) part-time academic course work. You may NOT skip any fall or spring semesters unless you leave the country on a Leave of Absence or University Withdrawal. A Leave of Absence anticipates that you will return to continue your academic studies within two (2) semesters. A University Withdrawal is a permanent separation where, if you return later, you will re-apply and enter under the latest curriculum requirements. More information is available in the university policies in the Governance Library.

9. What is a "Program Extension?" Answer: A "Program Extension" is filed with ISS to assist them with deciding whether your extension of an I-20 or DS-2019 has merit. When your I-20 or DS-2019 was issued, it had an end date that was based upon the usual time it takes to complete your degree. When the expiration date is earlier than actual degree completion for good reason, the "Program Extension" recommendation can be requested by the student. Contact the ECTET department office to initiate a "Program Extension" request.

Academics, Curriculum and Academic Standing

1. What is the significance of my "Expected Graduation Term" in SIS?
Answer: The Expected Graduation Term (EGT) is first set when you "apply" for graduation. You apply for graduation online in the SIS. You would generally do this when you are ready to complete your Comprehensive Exam, Capstone Project or Thesis, and it is required before project/thesis approval. The Application for Graduation can be accessed at:

https://www.rit.edu/academicaffairs/registrar/forms.html.

The EGT is used by the registrar to flag any students who are expected to graduate in a given semester so that their record is reviewed by their academic advisor. Unless you set the EGT correctly, no one is alerted that you are ready to graduate! If your plans change and your EGT is incorrect, you can change it by submitting a Change of Graduation Term form. The form is available at the above link. Look for the "Change in Expected Graduation Term" form. It is an Adobe pdf form that you will complete online, and then click a "Submit" button on the form that will email the form from your official RIT email account to the RIT registrar.

2. What is a "Bridge" course and what does it mean? **Answer:** A bridge course is one that is a program admission requirement, but only required for new students who cannot demonstrate competency in the subject matter. Starting in fall 2018 semester, the TCET-MS program requires one bridge course: CNET-601 "Programming & Problem Solving in Telecommunications." The course covers basic programming constructs that are increasingly important for those working in the telecommunications fields but which incoming students often lack. All new students are offered the opportunity to sit for a competency exam during orientation week. If a new student passes the competency exam, they do not need to take the bridge course. The bridge course does not count toward degree completion, but it does provide the important knowledge to assure a student will perform will in other course work and on the job. The competency exam will test the following. New students could individually prepare for this exam in the months leading up to orientation by reviewing the following topics:

Variable declarations and usage - integer, float, char, strings, arrays
 Arithmetic operations
 Conditions and Loops
 Input and Output
Data abstraction
 Lists
 Stacks
 Queues
 Trees
Algorithms
 Performance, complexity and big O notation
 Binary search
 Bubble sort
 Quick sort
 Merge sort
Problem solving techniques
 Recursion
 Backtracking
 Grammars

Note that the competency exam will be "programming language agnostic" (that is you may answer each question in the programming language of your choice). Here are some sample questions:

Determine the output of a program. For example:

Given the code for secret () below, provide the trace and output when
1. a = 5 and b = 8?
2. a = 8 and b = 5?

```
int secret(int a, int b) {
int i, j; j = 0;
for(i = a; i <= b; i++)
        j = j + i;
```

What does fun2() do?

```
int fun(int x, int y)
{
 if (y == 0) return 0;
 return (x + fun(x, y-1));
}
 int fun2(int a, int b)
{
 if (b == 0) return 1;
 return fun(a, fun2(a, b-1));
}
```

I. x*y
II. x+x*y
III. xy
IV. yx
V. None of the above

Writing code in the language of your choice to perform some specific functionality. For example:

Given an array of length n that is filled with n integers, provide efficient pseudo-code that determines the median and average of the n numbers? What is the performance complexity to find the median and the average number

A sorted array (A) of length N is populated with N consecutive different integers ranging from 0 to N. with one number always missing. For example, for N =5 the array could contain n [0, 1, 2, 4, 5] or [0, 2, 3, 4, 5]. Write (in pseudo-code)) an algorithm that prints out the missing integer

3. What should I register for next semester? Answer: See the curriculum plan for your "Requirements Term" (usually the semester in which you matriculated in the TCET program—see the "Academics" tab in your SIS record) published by the ECET department and available on thedepartment's web site. Take the courses in the semester indicated to assure you have the proper course prerequisites. Use the Student Information System (SIS) to view your degree "Academic Requirements", identify the courses and other requirements you need to meet, and learn about deadlines. Students may register in SIS during the registration window specified for their year level.

4. When may I register for courses for the next semesterAnswer: The RIT Registrar establishes the registration appointment window for each student based on academic year status. Log onto SIS to find your registration appointment window. Prior to the registration appointment window, you can load your "shopping cart" with the courses in which you seek enrollment. Then, when your registration appointment window opens, you can finalize your selection. Keep in mind that loading your "shopping cart" is not registration – you need to go into SIS during your registration appointment window to complete registration.

5. When is the DROP/ADD period? Answer: Refer to the university academic calendar posted online at https://www.rit.edu/calendar/

6. What are the graduation requirement for the MS-CNET program?
Answer: The universityrequirements for graduation include several requirements listed in the university Governance Policy Library. These policies are available online at https://www.rit.edu/academicaffairs/policiesmanual/policies/governance. Section D12.0 "Graduation Requirements" contains the list of requirements. The MS-TCNET curriculum in place during the academic year the student entered the program (called the "Requirement Year") is the requirement each student who entered during that year must meet. The curriculum may change from year to year as the courses and curricular content is updated and improved. Current students can check the RIT Student Information System (SIS) for the "Requirements Year" for their specific requirements.

7. What if I do not earn at least a "C" in a required course? Does a "C-" or lower grade count toward meeting required courses? Answer: Any grade less than a "C" (i.e. a "C-" or below) does not meet requirements for any required course. If a student earns a grade below a "C", or in situations where courses must be repeated for other reasons, the student must petition the dean of the College of Applied Science and Technology to retake the course. You can obtain the petition form at the following URL. Fill it in, sign it, and return it to the ECET office.

8. Do all graduate courses I take at RIT, even those I repeat, count toward my CUM GPA?
Answer: Yes.

9. What is the difference between my CUM GPA and my PROGRAM CUM GPA?
Answer: The CUM GPA includes all graduate courses taken at RIT. The PROGRAM CUM GPA includes only those courses that targeted to fulfill the program curricular requirements. These are usually the same for most students, but some students who transferred from other RIT programs may have done so after earning low grades, sometimes due to difficult personal circumstances. In order to encourage degree completion, RIT allows students to meet the minimum 3.00 PROGRAM CUM GPA requirement as the criteria for graduation when the CUM GPA is less than 3.00.

10. Does a grade earned on a required "bridge" course count toward both CUM GPA and PROGRAM GPA? Answer: Yes.

11. Are there special procedures for registering for courses in GRCS, NSSA and CSEC departments? Answer: Yes.

    a. GRCS Courses: For registration into GRCS courses, send an email to Anne Zachmeyer (abzhrd@rit.edu) with your full name, the course number, and the section in which you are requesting enrollment. CSEC and NSSA have very strict requirements.

    b. NSSA and CSEC Courses:

        i. If the course does NOT have a pre-requisite (NSSA 602, Enterprise Computing and NSSA 620, Emerging Computing & Networking Tech), TCET students should be able to use SIS to put themselves on the wait list. After restrictions are lifted, if there are seats the waitlist will be used to fill available seats.

        ii. NSSA 710 (Network Management) and NSSA 714 (Advanced Large Scale Computing) have pre-requisite course requirements. TCET students who have the necessary pre-requisites must contact the faculty member assigned to the course and request approval for a "pre-requisite over-ride" if they have the background. If approved, the course faculty member will email Tracy Larkins-Hobbs, Senior Staff Specialist (tlhdsa@rit.edu). After open enrollment ends, and if the faculty member emails her, Tracy will process enrollment if there are seats available.

        iii. Generally, for ALL OTHER NSSA and CSEC courses, stop into the ECTET department office and place your name on the list for the course you want (Kathy Alhart maintains the lists). Absolutely, unless specifically instructed otherwise, DO NOT contact the CSEC/NSSA departments and DO NOT contact the instructor because CSEC/NSSA will block you from future enrollment for violating that policy.

12. If I see a course in which I want to enroll, but I cannot enroll into it in SIS, what should I do? Answer: Stop into the ECET department office and ask for assistance. Enrollment in some courses is only by departmental approval. The office staff can assist you.

13. If I am not registered for any classes in a given fall and/or spring semester, is that a problem? Answer: Yes. If you are an international student and your visa requires that you maintain status as a full-time student while in the U.S., you must show full-time status every fall and spring semester (not required for summer semesters). Regardless of visa requirements, if you need to stop attending classes for some reason other than coop or completion of thesis/project for which you register for a continuation, university policy requires that after two semesters you will be automatically removed from the program unless you have applied for a Leave of Absence. If you are removed from the program and later re-apply for admission, you will then be bound to the then-current curriculum when you are re-admitted. Avoid unpleasant surprises. Always maintain your active status at RIT. Always discuss your plans with both your academic advisor and, if you are on a student visa, International Student Services. Don't assume that oversights can be fixed later!

14. When will I receive my degree? Answer: When the university awards degrees, there is a process that happens in the weeks before official award. The process starts when the names of all potential graduates are pulled for a "preliminary certification list" from SIS based on the "Expected Graduation Term." That is why you must check SIS to make sure it is correct. If not, you can change it (see above). Then, the "preliminary certification list" is sent to the academic departments for review. The review consists of, among other things, review of the SIS "Academic Requirements" that you can view in SIS. Always check that information to make sure it shows all requirements are met. If not, schedule an appointment to meet with your academic advisor ASAP! Those students who are not ready for degree certification are "bumped" to the next academic term at which time another preliminary review will take place. The preliminary list is then sent to the registrar where a final certification list is created from the preliminary list and any new students who may have updated information in SIS. The "final certification list" is then sent to the academic departments where a final decision on certification is made. If all degree and university requirements are satisfied, the department "certifies the degree" and returns that certification to the registrar for final review of all requirements. After the registrar completes a final review, the degree is awarded as of the date of the end of the previous semester. This process takes several weeks to complete. Diplomas are then mailed, usually about 4-6 weeks after the end of the previous semester.

Tuition, Fees and Financial Scholarships

1. How much does it cost to attend RIT? Answer: Tution and fees are posted on the RIT Student Financial Services web site https://www.rit.edu/fa/sfs/

2. If I drop a course during ADD/DROP or WITHDRAW from a course after the end of ADD/DROP, do I get a refund of tuition and fees? Answer: It depends on when you take those actions. After start of classes, including ADD/DROP period, there is a partial refund up to about the 4th week of the semester. See the SFS web site: https://www.rit.edu/fa/sfs/refund

3. How are financial scholarships handled after the first year in the TCET program? Answer: Financial scholarships are awarded for the second and subsequent years based on current CUM GPA at the time of evaluation. Near the beginning of June each year, the ECET department will review and then send a notification to all students who are eligible for a financial scholarship before start of summer semester. If a financial scholarship is awarded, it will then apply during the immediately next summer/fall/spring semesters. That award will be reviewed again the following June. The award scale can change from year to year, so it is possible a student would see a decrease or increase in award as a function of their GPA, the current award scale, and the funds available for financial scholarships.

4. Do financial scholarships also apply to summer semester tuition? Answer: Currently, yes. This policy is reviewed each year and is decided by the CET Dean's Office. The financial scholarships offered by the ECET department will apply to summer, fall and spring semesters until the policy changes.

5. When do financial scholarships get applied to my eServices account?
Answer: Generally, funds are applied AFTER add/drop. Contact RIT Student Financial Services for all questions about your eServices bills, but in general since there might be changes during the add/drop period, financial scholarships that are a percentage of tuition are not applied until AFTER add/drop period each semester to make sure the proper amount is applied.

6. How are late-payment penalties applied to my account?
Answer: Speak with a representative of RIT Student Financial Services for all questions about your bill.