A photograph of two young women with long brown hair, smiling and looking at a book held by the woman on the left. They are outdoors, with a tree trunk visible in the background. The woman on the left is wearing a light blue denim shirt and a watch. The woman on the right is wearing a green sweater with a white and yellow pattern. A semi-transparent white box with an orange underline is overlaid on the top right of the image, containing the title and year.

Undergraduate **Academic Bulletin**

2016-2017

About this Bulletin

The academic programs, course curricula, policies, and standards described in this *Undergraduate Bulletin* are in effect for students admitted to RIT Kosovo™ (A.U.K) during the 2016 – 2017 academic year. This bulletin provides students with a comprehensive source of information to use in planning their undergraduate education.

The *Undergraduate Bulletin* does not constitute a contract between the institution and its students on either a collective or individual basis. It represents RIT Kosovo™ (A.U.K)'s best academic, social, and financial planning at the time of posting. Course and curriculum changes; modification of tuition, fees, dormitory or other charges; and unforeseen changes in other aspects of RIT Kosovo™ (A.U.K) sometimes occur after the bulletin has been posted, but before the changes can be incorporated in a later edition. Because of this, RIT Kosovo™ (A.U.K) does not assume a contractual obligation with its students for the contents of this *Undergraduate Bulletin*.

RIT Kosovo™ (A.U.K) Undergraduate Bulletin 2016–2017
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Selections of this Undergraduate Academic Bulletin are referenced from the Rochester Institute of Technology, School of Individualized Study (SOIS), Undergraduate Handbook, from where the RIT Kosovo™ (A.U.K) degree is conferred. Where information regarding academics requires further clarity refer to the RIT SOIS Undergraduate Handbook.

“RIT Kosovo™ (A.U.K)” will be the designated brand name used in place of "AUK - The American College of Kosova" in most instances.

RIT Kosovo™ (A.U.K) does not discriminate. RIT Kosovo™ (A.U.K) 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.

Tables of Contents

About this Bulletin.....	2
Tables of Contents	3
An Introduction to RIT Kosovo™ (A.U.K)	6
RIT Kosovo™ (A.U.K)'s degree granting entity	6
RIT Kosovo™ (A.U.K) Accreditation	7
Undergraduate Admission	8
New Student Admission	8
Transfer Admission	8
Transfer of Non-RIT Kosovo™ (A.U.K) Credits.....	8
Conditional Admission	10
Conditional Admission and Graduation	10
Course Schedule	10
Performance and Evaluation.....	11
Financial Information	11
How to Pay Your Tuition	11
Installment Plans*	11
Tuition Payment and Procedures*	11
Scholarships.....	12
Financial Aid	16
Student Support	18
Academic Advising	18
Academic Support Center.....	18
Counseling Services.....	18
Disability Services	19
Information and Technology Services.....	19
Libraries	20
Media Center	20
New Student Orientation	21
Residence Life	21
Public Forum	22
Public Safety	22
University Governance	22
Student Clubs.....	23
Details of Academic Programs	24
General Education	24
Professional Education Requirements	26
Concentrations for BS Degree	27
Minors.....	29
Course Catalog.....	32
ACBS (Accounting and Business Systems)	32
BIOL (Biology)	52
BUSI (Business Administration Management)	52

CMDS (Interdisciplinary Studies)	53
COMM (Communications).....	54
ECON (Economics)	54
ENGL (English).....	56
FNRT (Fine Arts)	57
HRDE (Human Resource Development).....	57
ISTE (Information Sciences and Technologies).....	58
MTSC (Math and Science)	59
POLS (Political Science)	60
PSYC (Psychology)	61
PUBL (Public Policy)	62
SOCI (Sociology)	63
STSO (Science, Technology and Society).....	63
TCOM (Technical Communication).....	64
UWRT (University Writing Program).....	65
Additional Academic Information, Opportunities, Policies and Processes	67
The Grading System	67
Graduation Requirements	54
Co-op Career Programs	55
Registration and Course Actions	56
RIT Kosovo™ (A.U.K) Official Policy on Attendance	62
Grades	63
Student Records and Transcripts	64
Honor society	67
Participation in Commencement.....	68
Leave, Suspension, Probation, Conditional Probation	68
RIT Kosovo™ (A.U.K) Student Handbook	72
RIT Kosovo™ (A.U.K) Policies and Procedures	72
Honor Code.....	72
RIT Kosovo™ (A.U.K) Student Bill of Rights	72
Violation of RIT Kosovo™ (A.U.K) Policies	73
RIT Kosovo™ (A.U.K) Conduct Policies	73
Disciplinary Actions	84
Disciplinary Actions from Academic Dishonesty	87
Academic Appeals	87
Disciplinary Hearings, Including Academic Dishonesty and Charges of Academic Unfairness by Faculty	89
Disciplinary Appeals	95
Attendance Policy	97
Library Policies.....	97
Media Center Policies.....	99
Residential Facilities Policies	100
Withdrawal and Refund Policy.....	102
Work-Study.....	103
Directory	105

An Introduction to RIT Kosovo™ (A.U.K)

RIT Kosovo™ (A.U.K)'s educational mission is to prepare men and women for living and working in a democratic and technological society by offering curricula that meet those needs within an educational community that supports and encourages individual achievement in an atmosphere of pluralism and diversity. Moreover, RIT Kosovo™ (A.U.K) sets high standards that challenge students to develop values that will enhance their lives professionally and enable them to contribute constructively to society.

The RIT Kosovo™ (A.U.K) is Kosovo's only private, nonprofit higher education institution offering degrees entirely in the English language. It is also the single institution in Kosovo whose degrees are accredited and recognized world-wide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York.

As an educational institution, RIT Kosovo™ (A.U.K) is committed to developing Kosovo's economy through education. RIT Kosovo™ (A.U.K) holds itself to the highest standards and measures against the leading universities of South East Europe and the world.

The RIT Kosovo™ (A.U.K) student body consists of students from 17 different countries around the world.¹ RIT Kosovo™ (A.U.K) delivers the same excellent standard of American higher education that is received by RIT students – the same degree, the same syllabi, the same exams and grading standards – taught by many of the same faculty members. The official language of communication at RIT Kosovo™ (A.U.K) is English.

RIT Kosovo™ (A.U.K)'s job is to teach its students to the highest international standards. RIT Kosovo™ (A.U.K) does not offer any PhDs or other research degrees, but focuses on providing an education that places its students at the same or greater competitive level as their peers from the best universities in the United States and Europe. After graduation, RIT Kosovo™ (A.U.K)'s alumni are prepared to enter the professional world or move on to postgraduate studies. RIT Kosovo™ (A.U.K)'s level of success can be measured by the quality and success of students who graduate.

RIT Kosovo™ (A.U.K)'s degree granting entity

Upon successful completion of the four-year undergraduate program, students will receive an internationally accredited Bachelor of Science (BS) degree from Rochester Institute of Technology, School of Individualized Study (SOIS), in Rochester, NY, U.S.A. The degree awarded is a Bachelor of Science (BS) in Applied Arts and Sciences and is equal to the degree received by RIT's students in the U.S.

The School of Individualized Study (SOIS) is RIT's academic unit for individualized degrees, custom-designed to best meet students' ideas, interests, and career goals through careful consideration of all courses RIT has to offer. SOIS degrees are committed to helping students be innovative and to having a voice in their degree curriculum. SOIS does this by developing and offering undergraduate and graduate-level credentials with one-on-one advisement, on-campus and on-line courses, credit for prior and competency-based learning, and customized study plans while incorporating a multidisciplinary curriculum.

¹ The actual number of foreign students attending RIT Kosovo™ (A.U.K) changes from year to year.

RIT Kosovo™ (A.U.K) Accreditation

RIT is chartered by the legislature of the state of New York in the United States of America, accredited by the Middle States Association of Colleges and Schools. In addition, individual colleges have professional accreditation for specific programs. RIT Kosovo™ degrees are therefore accredited by the Middle States Association of Colleges and Schools.

Additionally, in Kosovo, RIT Kosovo™ (AUK – The American College of Kosova) is licensed by the Kosovo Ministry of Education, Science and Technology (MEST) and institutionally accredited by the Kosovo Accreditation Agency (KAA). “The American University in Kosovo, Gërmia Campus, Kosovo”, is listed on the Middle States Commission of Higher Education, Statement of Accreditation Status, under “Instructional Locations” as an “Additional Location” and is “Full Approved” and accredited. The full report can be found here:

https://www.msche.org/institutions_view.asp?idinstitution=381 by selecting “Statement of Accreditation Status” in the lower right hand corner. All credit bearing courses and programs at RIT Kosovo™ are provided by RIT.

Undergraduate Admission

New Student Admission

Prospective students should contact the RIT Kosovo™ (A.U.K) Undergraduate Admissions Office at +381 (0)38 608 608 or kosovo.rit.edu/admissions for detailed information about procedures, costs, scholarships and financial aid, and requirements.

Transfer Admission

Students of other colleges and universities who wish to transfer to RIT Kosovo™ (A.U.K) should contact the RIT Kosovo™ (A.U.K) Undergraduate Admissions Office at +381 (038) 608 608 or kosovo.rit.edu/admissions for information.

Transfer of Non-RIT Kosovo™ (A.U.K) Credits

General Policy²

To students pursuing a bachelor's degree, RIT awards transfer credit according to the guidelines discussed here. RIT reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is University policy to accept credits earned at institutions fully accredited by their regional accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's degree program at RIT Kosovo (A.U.K).

General Guidelines

1. A national accrediting body must accredit the transfer institution.
2. Only courses with a grade higher than C (or equivalent) will be accepted for transfer.
3. Transfer credit accepted from another institution will not reflect the actual grade received at the other institution.
4. No transfer of credit is allowed for grades P (Pass) or S (Satisfactory).

Applying Transfer Credit to Degree Requirements

Before a student registers for classes at another institution, s/he should meet with their academic adviser to plan a program of study. The adviser communicates with RIT in Rochester to determine how the transfer credits shown on the transfer-credit evaluation may be used to meet RIT Kosovo (A.U.K) degree requirements.

PROCEDURE

² This policy is only applicable to current RIT Kosovo (A.U.K) students. For transferring at A.U.K from another institution, please see the Admission's Office.

1. Consult your academic adviser before deciding to take a course for transfer credit. Obtain appropriate supporting documents, such as course descriptions or syllabi for the course(s) you propose to take. Links to web materials are acceptable.
2. Apply for **Credit for a Non-RIT/AUK Course Transfer**. See your academic adviser for the information you need to submit. You must also indicate how you plan to apply the course to your degree requirements. Once RIT reviews the course, the appropriate concentration/minor/school official(s) will determine whether the course can be applied to your requirements as you have requested. If approved by all school officials, the application will be sent to the Office of the Registrar at RIT. The application will be held—and no action taken—until step 3 and 4 below are complete.
3. Upon completion of the course, have a final official transcript sent from the offering institution to RIT Kosovo (A.U.K.).
4. Once the transcript is received and matched to the approval form, the credit will be recorded. You may then view the entry on SIS.

Notable Restrictions on Transfer Credit

1. The student's adviser at RIT Kosovo (A.U.K) must grant prior approval for the course (after consultation with RIT).
2. Only courses with 6 (six) ECTS credits and above will be taken into consideration for transfer. All courses with 6 (six) ECTS credits and above will be considered for a 3 (three) semester credit hour transfer. Courses with less than 6 (six) ECTS credits will not be considered.
3. Work must be in a curricular area generally recognized for credit at RIT Kosovo (A.U.K).
4. Courses taken from other schools during the three-week summer programs cannot be used for credit at RIT Kosovo (A.U.K).
5. At least 30 of the credit hours used toward a degree program must be earned by successfully completing RIT courses. In addition, at least 20 of the final 30 credit hours of any program must be earned through RIT courses. Credit earned through transfer, credit by exam/experience, College-Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or audit is excluded from these residency calculations. RIT academic programs vary as to the total number of credit hours required; however, under no circumstances will a student be allowed to graduate with a bachelor's degree with fewer than 120 cumulative earned hours (60 hours for associate degrees). Cumulative earned hours include RIT courses, transfer credit, credit by exam/experience, CLEP, AP, and IB credits.
6. No credit for English language courses will be accepted.
7. Course credits that RIT Kosovo (A.U.K) seems to be professional in nature will be accepted on a case-by-case basis. These include, but are not limited to, courses in areas such as information technology, business management, and public policy. In general, only entry level professional course credits will be considered.
8. No course credits will be transferred from a regional non-accredited institution.
9. Courses that are not offered by RIT Kosovo (A.U.K), which are needed as requirements, prerequisites and/or for graduation, may be substituted by a transfer from another accredited university, only upon the approval of RIT Kosovo (A.U.K).
10. Student must have completed at least 60 SH at RIT Kosovo (A.U.K) and have their professional concentrations declared prior to applying for credit transfer.

Timeline

Note that the approval for credit transfer takes on average 60 days from the application day (including communication between your academic adviser at RIT Kosovo (A.U.K), transfer officials at RIT, your institution of interest, and the review of your study plan.

Senior Residency Requirement

In order to graduate with a baccalaureate degree, a student must complete 21 of his or her final 30 credits as a matriculated student in any of the RIT campuses where the degree is to be earned.

Appeal Procedure

If some courses do not transfer and the student questions a decision, the student should consult the academic adviser with whom they worked to complete the transfer evaluation. Further appeal can be directed to the RIT Transfer Officer.

Conditional Admission

The Conditional Admission status provides the opportunity for students who would otherwise not meet the admissions criteria at A.U.K, due to their low score(s), to improve their English and/or Math skills sufficiently to meet the academic requirements of A.U.K.

Students accepted in Conditional Admission level will be allowed to take up to **five courses**, as all other students, during their first semester at A.U.K. Based on their entrance exam scores students can be placed into in to College English and/or College Math classes. Students placed in only one of the above mentioned classes (College English or College Math) are eligible to take 4 other classes as assigned by the academic advisors. Students enrolled in both College English and College Math classes are eligible to take 2 other classes as assigned by the academic advisors.

Note: The non-credit bearing College English and College Math classes do not count toward graduation.

Conditional Admission and Graduation

Students taking College English and/or College Math courses will be able to graduate on time only if they create an effective study plan with their academic advisor. When starting their academic life at RIT Kosovo™ (A.U.K), students who are admitted conditionally will be behind in terms of credits earned; however, this can be compensated if the students are willing to take summer courses during their time at RIT Kosovo™ (A.U.K). In cases where the student does not want to compensate in that manner, the student may find it necessary to enroll for an additional semester at RIT Kosovo™ (A.U.K).

Course Schedule

College English and College Math classes meet four times a week, Monday through Thursday. In some cases classes may regularly meet on Friday. In rare cases classes may regularly meet on Saturday.

Those are intensive courses designed to help students develop their academic skills.

Performance and Evaluation

College English and College Math are RIT Kosovo™ (A.U.K) courses, hence academic policies regarding course performance, testing, and evaluation apply as for all other courses. The passing grade for the courses is a D and above (59 and above).

Financial Information

How to Pay Your Tuition

Tuition for students in Kosovo is paid directly to the RIT Kosovo™ (A.U.K). Application and Tuition Account at the Raiffeisen Bank, Account Number: 1501001003342712.

Outside Kosovo, payment can be made to: Raiffeisen Bank Kosovo
Prishtina, Kosovo SWIFT code: RBKOKPR
IBAN XK051501001003342712

Students cannot register or attend class until the payment is made. Tuition and payment for full-time students are as follows:

Installment Plans*

1. Full tuition fee: 6,300 EURO Payment Due: April, 01
2. Two installment plan:
 - a. First Payment: August, 01 3,200 EURO
 - b. Second Payment: November, 15 3,200 EURO
3. Full time students may take from 12 to 15 credits in each semester if approved by their Advisor. The tuition fee for full time students is based on 12 credits.
4. Part time Student Tuition fee is 320€ per credit hour. Students taking fewer than 12 credits per semester should take advantage of the per-credit-hour payment option.
5. Full time students taking above 15 credits per semester should pay 265€ per credit hours.

** RIT Kosovo™ (A.U.K) reserves the right to change its prices and pricing policies without prior notice. Students will not receive their diplomas or transcripts until full payment has been made.*

Tuition Payment and Procedures*

The Business Office is responsible for student billing and cash collection. In addition to collecting and posting payments on student's accounts, the Business Office oversees installment payment plans, financial aid refunds, and the collection of past due tuition. All students must complete a Tuition Payment Plan Selection form and return it to the

Business Office by email to tvitia@auk.org or acami@auk.org in order to be **invoiced**. The invoice can be found on the RIT Kosovo™ (A.U.K) website.

Due dates are clearly designated on the Tuition Invoice Statement and on our website. Failure to pay the amount due or arrange an optional payment plan by the due date will result in a **late payment fee of EUR 200**.

** A hold will apply in your RIT account if you have any tuition debt, which means you will not be able to register for classes or request any official documents from RIT Kosovo™ (A.U.K) and RIT.*

Scholarships

RIT Kosovo™ (A.U.K) is committed to assisting students on the basis of demonstrated merit and need. RIT Kosovo™ (A.U.K) aims to give every student the opportunity to take advantage of a high quality American style education and, accordingly, offers an attractive scholarship program for continuing students (sophomore, junior and senior year students) in addition to a freshman scholarship program.

More than 60% of RIT Kosovo™ (A.U.K) students benefit from our scholarship programs. There are a range of scholarships for which incoming and continuing students can apply. RIT Kosovo™ (A.U.K) scholarships can cover up to 100% of tuition.

FRESHMAN SCHOLARSHIP PROGRAM 2016-17

As the leading higher education institution in Kosovo, RIT Kosovo™ (A.U.K) continually seeks to attract Kosova's brightest high school graduates. For 2016-17 academic year A.U.K shall award scholarships up to a total of EUR 180,000 for freshmen students.

The Scholarship Committee, which is composed of members of the RIT Kosovo™ (A.U.K) staff and faculty, will make the selection of scholarship winners. Scholarships will be awarded to applicants who are, in the opinion of the Committee, most worthy of an award on the basis of scholastic record, future promise and financial need.

RIT Kosovo™ (A.U.K) SCHOLARSHIP PROGRAM Includes:

Board of Trustees Regional Scholarship – 7 full scholarships
Presidents Partial Scholarship - 60 partial scholarships from 20% - 50%
Campus Diversity Scholarship – 15 partial scholarships from 50% - 80%
Additional Named Scholarships – 15 partial scholarships from 20%-80%

Bases of Full Scholarship Awards

Awards for the Board of Trustees Regional Scholarship Program will be granted to distinguished candidates from Kosovo's seven main administrative regions. The division is based under the principle of equality between the regions, while candidates will compete for scholarships with their peers from the same region. Please check the region list here.

Awards will be distributed on basis of matrix selection criteria that includes: TOEFL and A.U.K

mathematics test scores, high school grade point average, and involvement in extracurricular activities. Preference may be given to students supplying SAT or ACT scores and to those with financial need. Continuation of Scholarship - Students awarded full scholarship for their freshmen year will be eligible for continuation at half the amount (50%) for three additional years provided they remain full-time students and maintain an overall RIT Kosovo™ (A.U.K) grade point average of at least 3.80. Application Deadline - The application deadline for full scholarship program will be April 30, 2016.

Bases of Partial Scholarship Awards

Awards of the Presidents Partial Scholarships Program will be based on merit (TOEFL, A.U.K mathematics test scores, SAT, high school grade point average, involvement in extracurricular activities, or other qualifiers set by the scholarship committee) and financial need. Continuation of Scholarship - Students awarded with partial scholarships are eligible to apply for continuing student scholarships offered through the CURRENT SCHOLARSHIP PROGRAM at RIT Kosovo™ (A.U.K). This program awards students taking courses during their 2nd, 3rd and 4th academic year at RIT Kosovo™ (A.U.K).

Application Deadline - The application are received on rolling basis, and awards are granted in first come first serve model until the depletion of scholarship fund. Early application is highly recommended.

Basis of Diversity Scholarship

Awards for the Campus Diversity Scholarship Program will be granted to distinguished candidates from Kosovo and neighboring countries that contribute to enrichment of student life through their involvement in on-campus activities, in the classroom and through their participation in the Kosovo community.

Awards will be distributed on basis of matrix selection criteria that include: Admission Exams (TOEFL and Mathematics, or SAT, or ACT), diverse ethnic background that is currently underrepresented in campus, member of a socially excluded group in the society, etc. The Campus Diversity Scholarship Program gives preference to those who are/have:

- From Neighboring Countries: Albania, Serbia, Macedonia, Montenegro, Turkey, Bulgaria and Greece
- From Kosovo marginalized groups, such as: Ethnic Minorities, People with Disabilities and LGBTI community.

Continuation of Scholarship - Students awarded with partial scholarships are eligible to apply for continuing student scholarships offered through the CURRENT SCHOLARSHIP PROGRAM at RIT Kosovo™ (A.U.K). This program awards students taking courses during their 2nd, 3rd and 4th academic year at RIT Kosovo™ (A.U.K). For more information about this program please check [here](#).

Application Deadline - The application deadline for campus scholarship program will be May 30, 2016.

Bases of Named Scholarship Awards

Awards for the Named Scholarship Program will be granted to distinguished candidates that meet academic standards of RIT Kosovo™ (A.U.K) and demonstrate financial aid need.

The following Named Scholarships will be awarded to freshmen students for Academic year 2016/2017:

- US KDOM Scholarship – Preference is given to students from Kosovo rural areas of Drenica, Dukagjin, Pashtrik, Shala and Llap.
- Cami Family Scholarship – Preference is given to students from the region of Dibra, Macedonia.
- Lukaj Family Foundation Scholarship – Preference is given to students from the region of Ulqin, Montenegro.
- Professor Julia Norrgard | Faculty and Staff Scholarship – Preference is given to outstanding seniors from Kosovo High Schools including but not limited to:
 - “Sami Frasheri” Gymnasium
 - “Mehmet Akif College”
 - “Gjon Buzuku” Gymnasium
 - “American School of Kosova”
 - “Xhevdet Doda” Gymnasium
 - “Mileniumi i Tretë”
 - “Frang Bardhi” Gymnasium
 - “Prishtina High School”
 - “Bedri Pejani” Gymnasium
 - “Hajdar Dushi” Gymnasium
 - “Zenel Hajdini” Gymnasium
 - “Kuvendi i Arbërit” Gymnasium

• Smart Bits Scholarship – Preference is given to outstanding students with passion and plans to study Multimedia & Visual Communication concentration. Students are expected to be engaged in Smart Bits internship program.

• Alumni Scholarship – Preference is given to talented yet economically disadvantaged prospective students.

• Senator Bob Dole Scholarship – Preference is given to candidates that demonstrate civic engagement in the Kosovo community.

• Winfred L. Thompson Scholarship

These scholarships can be used to cover tuition expenses only, and are applicable for RIT Kosovo™ (A.U.K) home campus studies.

Feel free to contact the Admissions Office at admissions@auk.org , or + 381 (0) 38 608 608, if you need further details.

Continuing Scholarship Programs

GPA Scholarship (based solely on GPA)

Students must apply each year for the RIT Kosovo™ (A.U.K) Student Scholarship award. If no application is received then the student will receive no scholarship at all.

GPA	Award
3.6-3.69	€ 1,000
3.7-3.79	€ 1,250
3.8-3.89	€ 1,500
3.9-3.99	€ 1,750
4.0	€ 2,000

Ambassadors Scholarship

Three scholarships each being worth EUR 2,200, will be awarded to one student from each of sophomore, junior, and senior years, based on (a) academic merit and (b) outstanding extracurricular or community engagement.

Students applying must fulfill the following criteria:

- Be a full time student at RIT Kosovo™ (A.U.K)
- Be at least a sophomore student with academic credits earned at RIT Kosovo™ (A.U.K)
- Have a GPA of 3.6 or higher
- Have no more than one withdrawal or retake of classes
- Have demonstrated community involvement through, for example, RIT Kosovo™ (A.U.K) student clubs, representing RIT Kosovo™ (A.U.K) in different events, involved in RIT Kosovo™ (A.U.K) student government projects.

Best in Generation Scholarship

Three scholarships, each worth EUR 3,800, will be awarded to one student from sophomore, junior, and senior years, based on merit.

Students applying must fulfill the following criteria:

- Be a full time student at RIT Kosovo™ (A.U.K)
- Be at least a sophomore student with academic credits earned at RIT Kosovo™ (A.U.K)
- Have a GPA of 3.7 or higher
- Be nominated by (a) Faculty instructing in the specific generation and (b) Student Government
- Have no withdrawal or retake of classes
- Have demonstrated community involvement through, for example, RIT Kosovo™ (A.U.K) student clubs, representing RIT Kosovo™ (A.U.K) in different events, involved in RIT

Kosovo™ (A.U.K) student government projects.

Outstanding Student Scholarship

One full scholarship will be awarded to the single most outstanding student of the university.

Students applying must fulfill the following criteria:

- Be a full time student at RIT Kosovo™ (A.U.K)
- Be at least a sophomore student with academic credits earned at RIT Kosovo™ (A.U.K)
- Have a GPA of 3.85 or higher
- Be nominated by (a) Faculty Unit Heads and (b) Student Government
- Have no withdrawal or retake of classes
- Submit a motivational essay
- Have demonstrated leadership potential through:
 - a. Academic Research Projects
 - b. Initiatives in and outside school
 - c. More than 50 hours of volunteer work with RIT Kosovo™ (A.U.K) student clubs
 - d. Representing RIT Kosovo™ (A.U.K) in conferences, debates or student projects

IPKO Foundation Scholarships

Application process administered by IPKO Foundation. For more information:
<http://ipkofoundation.org/NEW/>

Financial Support Scholarship

RIT Kosovo™ (A.U.K) is committed to financially supporting students who show satisfactory academic results but come from very constrained financial backgrounds. Students applying for this scholarship need to prove to the selection committee that they need this support by providing documentary supporting evidence and meeting each of the following requirements:

- GPA of 3.0 or higher
- Proof of their financial sources
- Family tax declaration and pension fund declaration
- Bank and loan statements from Kosovo Central Bank
- Other income declaration such as rent
- Real estate and other valuable assets declaration
- Write a 750 word statement justifying their application for financial support.
- Three supporting reference letters.

Notes: Recipients of all scholarships must remain full time students and have fewer than three withdrawals during their academic life at RIT Kosovo™ (A.U.K) Students who are found to have engaged in academic dishonesty, cheating or plagiarism, will forfeit future financial assistance. An RIT Kosovo™ (A.U.K) student will be eligible to apply for a number of Scholarships but will only receive one scholarship per year.

Financial Aid

Individuals who do not receive Excellence or Hometown Awards may qualify for financial aid based

on need and/or merit. Financial Aid applications can be made by students for any year of their education, whether they have applied before or not – so long as they meet all of the qualifications. Applications are available from RIT Kosovo™ (A.U.K) (by email or download as described below) and must be hand delivered to the college campus in hard copy. Dates to submit, plus additional information, is available on the RIT Kosovo™ (A.U.K) Web site. Only applications received within the prescribed period will be considered. You must be a full-time student to receive financial aid; all benefits will end if full-time status is not maintained or if you violate the withdrawal guidelines.

RIT Kosovo™ (A.U.K) Family Tuition Reduction Plan

The purpose of this plan is to ease the financial burden of families sending more than one student to RIT Kosovo™ (A.U.K). Whenever two or more dependents from the same family are in attendance at RIT Kosovo™ (A.U.K) as full-time undergraduate students in the same semester, a special Family Tuition Reduction policy will apply. Each student will receive a 10% discount on the total tuition charges (6,300 Euros). To apply for this discount you must complete the Family Tuition Reduction Form. This form can be found on the Web Site under the Business Office.

Preferred Student Loans

RIT Kosovo™ (A.U.K) students may apply for a low-interest student loan. *For more information, visit one of the local banks.* Students have the opportunity to pay their tuition fee in 12 instalments through the loan agreement that they make with one of the local banks. To apply for such a program, students need to present a Letter of Confirmation about their academic status issued by RIT Kosovo™ (A.U.K) Academic Services and fill in a loan request form.

Student Support

Academic Advising

Academic advising is an integral part of a student's education at RIT Kosovo™ (A.U.K). Our goal at RIT Kosovo™ (A.U.K) is to enable students to derive the greatest possible benefit from their educational experience by making academic advising a continuous, active process involving the student, advisor, and institution.

Upon entering the RIT Academic Program at RIT Kosovo™ (A.U.K), each student is assigned an advisor from the RIT campus in the USA or the onsite advisors in Kosovo. Contact us if you have questions about:

- Course registration
- Dropping or withdrawing from a course
- Calculating your GPA
- Transferring credit
- Determining how many classes you have left in your degree
- Substituting one course for another course that you have taken or would like to take
- Seeking information and advice about any other issues related to your academic course of study

Academic Support Center

The mission of the Academic Support Center (ASC) at RIT Kosovo™ (A.U.K) is to assist and empower students to achieve academic success. The ASC offers a variety of initiatives and services to students, faculty, and staff. ASC Student Support Specialists work directly with students and are available for consultation to develop a plan of support for students' academic efforts, enhancing the academic experience, and for students facing probation or suspension.

Math Support: A thorough evaluation of math skills and study strategies is available for students who struggle in a math or math-related course. It is also appropriate for those students who are returning to a math course after at least one term of non-enrollment. Results are immediately evaluated and, with the student, an appropriate course of action is developed.

English Support: A free service introduces students to more effective English learning and study strategies. Students work one-on-one with a student support specialist to enhance time management and study habits, as well as learn about important resources on campus. Academic English coaching utilizes an individualized approach, helping students identify academic strengths and strategies that will aid in learning.

Counseling Services

University life can be one of excitement and self-discovery. At the same time, it can generate academic, emotional, personal, social, and even financial concerns. At times these concerns can make it difficult to succeed or function while at school.

Unfortunately, RIT Kosovo™ (A.U.K) does not provide direct student counseling services. However, for referrals, please contact the Office of Academic Affairs.

Disability Services

RIT Kosovo™ (A.U.K) is committed to providing students with disabilities equal access to programs, services, and physical facilities, and to fostering an environment where all community members are welcomed, valued, and respected.

Students who would like to request accommodation due to a disability should contact the Office of Admission or the Office of Academic Affairs at RIT Kosovo™ (A.U.K). The directors will review a student's request for accommodation and supporting documentation and recommend appropriate and reasonable accommodations as needed.

Information and Technology Services

RIT Kosovo™ (A.U.K)'s Information Technology Services (ITS) manages the campus computing infrastructure and provides IT support to the RIT Kosovo™ (A.U.K) community. ITS is responsible for the campus network, administrative computing, academic computing, and other technology-related services. ITS provides hardware, software, and network support to the entire campus and to students, faculty, staff and guests.

Computer Accounts

Every RIT Kosovo™ (A.U.K) student has two computer accounts: a RIT Kosovo™ (A.U.K) account and an RIT account. The RIT Kosovo™ (A.U.K) account is used for access to the RIT Kosovo™ (A.U.K) domain, e-mail, and access to RIT Kosovo™ (A.U.K) Students Portal-Extranet. Students are able to check their email anywhere in the world via RIT Kosovo™ (A.U.K) web mail (<https://mail.auk.org/owa>).

Your RIT account is more commonly known as your “extranet” account. It allows you to access RIT network resources, including electronic databases and computer-based training (CBT).

For technical support and/or any network, computer, or system failure, contact the RIT Kosovo™ (A.U.K) ITS Help Desk Assistant or the IT Services Department. They are responsible for ensuring the stability and security of our network.

Once you are assigned an RIT username and password, it is very important that you remember/retain this information. If you forget it, it will take at least 24 hours to restore your RIT account. Your RIT Kosovo™ (A.U.K) account can be restored within the RIT Kosovo™ (A.U.K) IT department (during regular working hours), within minutes, usually. You are responsible for keeping your accounts secure. Report any misuse.

Notebook Program

RIT Kosovo™ (A.U.K) has a Notebook Program for every full-time undergraduate student. Each student is issued a notebook computer to use during their four-year education at RIT Kosovo™ (A.U.K). There are important rules regarding these computers, their care, use and the student's

responsibility for damage or loss. Refer to the Notebook Policy Agreement you signed upon receiving your computer. NOTE: From time to time changes or additions to the Notebook Policy may be issued. You will receive these changes by email and they will be available on the RIT Kosovo™ (A.U.K) website.

Printing

There are 4 laser printers available to students: one in the library, two on the second floor and one on the third floor. Every student has his/her own printing account. Students cover their printing costs by paying into this account in advance. The printing charge is 3.5 euro cents per page and students can make their payments at the ITS Helpdesk Center on the second floor or in the IT Office.

Libraries

RIT Kosovo™ (A.U.K) Irwin Metzger Memorial Library

Irwin Metzger Memorial Library at RIT Kosovo™ (A.U.K) was established in February 2007. It has since expanded to two floors and includes space with quiet individual study pods, reading rooms, and group working space.

Our mission involves working closely with student representatives, faculty and academic officers, RIT Library and Instructional Technology Services at RIT Kosovo™ (A.U.K) to provide resources (print, electronic, software, hardware) as well as research and technology instruction to support effective faculty teaching and student learning within the institution.

RIT Wally Library

The Rochester Institute of Technology is known for the high quality of its library resources. Its complete, on-line capability is available to RIT Kosovo™ (A.U.K) students. Through your RIT account, you can search for books, articles, and explore 217 databases at any time on the Internet – from home or school.

The Wally Library mission is to support the instructional and research needs of all members of the RIT community. It is possible to get customized assistance for developing research strategies, selecting, accessing, and using resources. Students can contact the Wally Library Coordinator for Distance Learning at <http://ill.rit.edu/>.

Media Center

The RIT Kosovo™ (A.U.K) Media Center is available for use by any currently enrolled student. Students can make use of a variety of equipment such as camcorders, cameras, tripods etc. Media Center services goals are to enhance student's ability to further improve media-related skills. The Center also supports faculty and staff projects.

RIT Kosovo™ (A.U.K) Media Center additionally offers resources in the following areas:

- Web Development and Web Design
- Graphic Design
- Photography/Imaging
- Video Records & Editing
- Digital Media Project Support
- Equipment Loan

New Student Orientation

RIT Kosovo™ (A.U.K) provides all entering students with programs designed to prepare them for a successful transition and adjustment to university life and further acquaint them and their families with the RIT Kosovo™ (A.U.K) community. New student orientation provides the opportunity to:

- meet the faculty
- address the academic and social issues
- attend academic planning sessions
- learn about student services
- learn about financing a college education
- participate in community and social activities

Our fall orientation programs are offered during First Year Student Week, which takes place the week prior to the start of regular classes. The First Year Student Week program lasts one week – Monday through Friday; attendance is mandatory. Transfer students participate in a series of programs designed to meet their unique needs.

Residence Life

RIT Kosovo™ (A.U.K) provides housing and accommodation to its students. The hostile, located within the campus, offers comfortable living areas for our students. The comfort, safety and security of our students are very important to us. As such, in order to have a pleasant time while living on campus, students have to conform to certain rules and regulations, described below. Let campus housing be one of many positive and rewarding experiences for you here at RIT Kosovo™ (A.U.K).

Apartment Facilities

There are seven apartments available in the university hostile. Each has the capacity to accommodate 2 to 3 students. Within the apartment, there is a sleeping area, a shared hall, a kitchen and a toilet. There is no specific area for studying, since the hostile is located very close to the academic building, and students have easy access to the library.

Each apartment contains: 1-3 beds, each with a set of sheets, a pillow, blanket and quilt, a wardrobe closet, a fully equipped kitchen, living space with satellite TV, cleaning equipment, Wi-Fi connection, and iron and ironing board.

Students who are eligible to take advantage of this opportunity are freshmen or sophomore female students. The selection of the residents is based on the distance of hometowns from Prishtina and academic performance.

Parking and Transportation Services

RIT Kosovo™ (A.U.K) provides twenty-four hour on-site parking to its students, faculty and staff.

Public Forum

This series is a regular feature of RIT Kosovo™ (A.U.K) and is open to the general public. Prime ministers, political party leaders, the President of the Kosovo Assembly, policy analysts, diplomats, poets, authors, business leaders, artists, and media personalities have all addressed our students and faculty.

This exchange enriches student understanding of events and issues that affect their lives and gives them an opportunity to interact with experts from different areas.

Public Safety

The Public Safety Department is open 24-hours-a-day and is located at the main entrance of RIT Kosovo™ (A.U.K). The department encourages the RIT Kosovo™ (A.U.K) community to take responsibility for their safety by staying informed of these services and reporting suspicious activity. Since each individual is ultimately responsible for their own personal safety, learning and practicing basic safety precautions can enhance one's well-being.

University Governance

Academic Senate

The Academic Senate is primarily an instrument for faculty of RIT Kosovo™ (A.U.K). However, the interests of students and administration are considered in the deliberations of the Academic Senate through the participation of non-voting, ex-officio members representing these stakeholders. The RIT Kosovo™ (A.U.K) Academic Senate is committed to ensuring the academic integrity of the institution and enhancing the role of the faculty in academic and professional matters.

Student Government

Student Government is a self-governing organization of and for the students of RIT Kosovo™ (A.U.K). The Student Government works to improve the quality of student life at RIT Kosovo™ (A.U.K) and serves as the instrument through which the student body may collectively influence decisions about student activities, roles, curriculum, and other interests.

Since Student Government represents the interests of RIT Kosovo™ (A.U.K) students, all students enrolled at RIT Kosovo™ (A.U.K) are members of this organization. There are two representative bodies: The Executive Committee (four members), and the Student Senate (four members). Members of the Executive Committee are elected by the student body. The President and Vice President appoint the Student Senate.

Student Clubs³

RIT Kosovo™ (A.U.K) has several clubs that cater to different student interests. RIT Kosovo™ (A.U.K) believes strongly in encouraging students to participate in extracurricular activities and as such we offer support to the student clubs and their formation.

The student clubs are solely created and managed by the students but the application process goes through the student government. This is to ensure that the clubs are consistent with RIT Kosovo™ (A.U.K)'s educational objectives and in the interest of the students. There are a variety of clubs to choose among and students are highly encouraged to participate. Students interested in joining any club are to contact the club directly. The currently active student clubs at RIT Kosovo™ (A.U.K) are:

Book/Literature Club: is created for students interested in literature and/or are talented in writing. They present book reviews, recommendations for the future procurement of books by A.U.K, provide for the creation of written materials in various forms, and hold writing competitions.

Charity Club: their mission is to serve the community in Kosovo through voluntary services and awareness campaigns. Events and contributions to the community include: helping Hope and Aid to distribute food; helping Mother Teresa to organize fundraising for school materials for poor children; raising funds to purchase New Year presents to children with Leukemia; participating in the Down syndrome awareness campaign; etc.

Economist's Club: their mission is to provide students the opportunity to expand and apply their knowledge in economics. The club organizes different events: guest lecturers, interactive debates; tutorials; trips; free market road show; and Forex trade game.

Media Club: is mainly concentrated with creating and organizing several cultural events such as: movie nights, movie weeks, workshops, creation of the yearbook, photo exhibitions, departmental advertising, etc. Among other purposes, the members are being trained to implement their knowledge of design and media and combine it with the other concentrations offered at A.U.K.

Model United Nations Club (MUN): was created to prepare member students for the participation in the Harvard National/World Model United Nations by improving their argumentative and debating skills. The RIT Kosovo™ (A.U.K) MUN members meet on a weekly basis, debate various issues, simulate International Organizations, etc.

Special policies apply to the 'official' delegation of the MUN. See Student Code of Conduct for further details.

Sports Club: Offers opportunities for learning a new sport, improving existing sports skills, and/or competing at various levels. Events organized by the sports club include: paintball, PlayStation and counterstrike, and soccer tournaments.

Visual Arts Club: The idea of this club is to bring together students who enjoy painting, photographing, designing, and wish to develop their artistic skills further. Events organized by the club have included an auction and "Let's plug it in" art event in collaboration with the media club.

³ For specific details, additional clubs and more, check with the Student Government Association

Details of Academic Programs

Students enrolled at RIT Kosovo™ (A.U.K) receive their degrees from RIT in Rochester, New York, USA. Two degree programs are available: a two-year Associate of Applied Arts and Sciences (AAS) and a four-year Bachelor of Sciences in Applied Sciences (BS).

General Education

To meet the AAS degree requirement of RIT and the New York Education Department, students must complete a minimum of 24 hours in the liberal arts and sciences (also known as general education). To meet the BS degree requirement, students must complete a minimum number of 60 hours in the liberal arts and sciences.

General Education Curriculum

A new general education curriculum took effect in the fall semester of 2013. Students, who entered RIT Kosovo™ (A.U.K) during academic year 2012-13 or later as a first-year or transfer student, must follow the new general education curriculum. This curriculum consists of three categories: foundation, perspective, and immersion.

Foundation courses consist of “UWRT-150 FYW: Writing Seminar” and “ENGL-216 Literature from Around the World”.

The perspective category introduces students to important areas of inquiry that provide ways of knowing about the world. The perspectives represented in this category are ethical, artistic, global, social, scientific, and mathematical. The number of required credits in this category is 15 for the AAS degree and 24 for the BS degree.

Immersion is offered through a series of three related general education courses and provides a focus area linked by a theme or discipline and is a requirement of the BS degree.

The credits required in each of the three areas are summarized below in Tables 1 and 2.

Table 1: The General Education Curriculum for the AAS Degree

General Education Categories and Courses	Credits AAS
Foundation	
First-Year Seminar	3
First-Year Writing-intensive course	3
Perspective Courses*	15
General Education Elective	3
Minimum Total Credits	24

Table 2: The General Education Curriculum for the BS Degree

General Education Categories and Courses	Credits (Semester Hours) BS
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Foundation Courses:	
First-Year Seminar Writing Seminar	3
First-Year Writing-intensive Course	3
Communicating in Business	3
Perspective Courses*	24
Immersion Courses*	9
Minimum Total Credits	60

* Includes one writing-intensive course in either Perspective or Immersion category. Courses satisfying the Perspective and Immersion categories can be found at Gen Ed Approved Course List and Perspective Mapping.

General Education Framework

The framework for general education provides students with courses that meet specific approved general education learning outcomes and New York State Education Department liberal arts and sciences requirements. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to fundamentals of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses.

The general education curriculum consists of the following requirements:

Preparatory courses

Two courses in the first year that introduce students to the intellectual life of the university, and provide a focus on communication skills to prepare students for future coursework and life-long learning.

LAS Foundation 1: UWRT-150 Writing Seminar

LAS Foundation 2: ENGL-216 Literature from Around the World

Perspectives

1. *Perspective 1 (ethical)*: Courses focus on ethical aspects of decision-making and argument, whether at the individual, group, national, or international level. These courses provide students with an understanding of how ethical problems and questions can be conceived and resolved, and how ethical forms of reasoning emerge and are applied to such challenges.
2. *Perspective 2 (artistic)*: Courses focus on the analysis of forms of artistic expression in the context of the societies and cultures that produced and sustained them. These courses provide insight into the creative process, the nature of aesthetic experience, the fundamentals of criticism and aesthetic discrimination, and the ways in which societies and cultures express their values through their art.
3. *Perspective 3 (global)*: Courses in this category encourage students to see life from a perspective wider than their own and to understand the diversity of human cultures within an interconnected global society. Courses explore the interconnectedness of the local and the global in today's world or in historical examples, and encourage students to see how

- global forces reverberate at the local level.
4. **Perspective 4 (*social*)**: Courses focus on the analysis of human behavior within the context of social systems and institutions. Because student success depends on the ability to understand how social groups function and operate, these courses provide insight into the workings of social institutions' processes.
 5. **Perspective 5 (*natural science inquiry*)**: Science is more than a collection of facts and theories, so students are expected to understand and participate in the process of science inquiry. Courses focus on the basic principles and concepts of one of the natural sciences. In these classes, students apply methods of scientific inquiry and problem solving in a laboratory or field experience.
 6. **Perspective 6 (*scientific principles*)**: Courses focus on the foundational principles of a natural science or provide an opportunity to apply methods of scientific inquiry in the natural or social sciences. Courses may or may not include a laboratory experience.
 7. **Perspectives 7A, 7B (*mathematical*)**: Courses focus on identifying and understanding the role that mathematics plays in the world. In these courses, students comprehend and evaluate mathematical or statistical information and perform college level mathematical operations on quantitative data.

Immersion

A series of three related general education courses that further broaden a student's judgment and understanding within a specific area through deeper learning.

General Education Electives

The remaining general education elective credits may be specified by the academic programs in order for students to fulfill supporting requirements (e.g. math or science, foreign languages, etc.). Some of these credits will be free general education electives that can be chosen by the students themselves. Credits in the perspectives category that exceed the minimum requirement will be applied toward the elective credits.

Professional Education Requirements

For the AAS degree, RIT Kosovo™ (A.U.K) students must complete 36 credit hours of Professional Education requirements (aka Professional Core or Concentrations) in addition to the 24 general education credit hours. For the BS degree, RIT Kosovo™ (A.U.K) students must complete 60 credit hours of Professional Education Requirements starting from their junior year of study in addition to the 60 credit hours of General Education courses required. The last 30 credits of BS degree studies must be taken at the home institution and may not be transferred. Students wishing to graduate with the BS degree must choose to complete 2 of the 4 following Professional concentrations: Economics & Statistics, Management, Public Policy, or Multimedia and Web Design.

Professional Education Requirements for the AAS Degree

Multimedia and Web Design

Multimedia and Web Design at RIT Kosovo™ (A.U.K) is structured with the future in mind. Students are prepared with the theoretical framework and hands-on technical skills needed to organize, design

and communicate ideas and information in the 21st century global market and to meet the projected national market needs in the greater Kosovo region in the fields of IT and communication. Because the required courses are the same as the Multi-media and Web Design concentration, this AAS degree is also an excellent starting point for pursuing a BS degree.

The course sequencing prepares students with targeted aspects of web design and development, print design and multimedia production, communication techniques and digital asset management. A student successfully completing the Multimedia and Web Design concentration will have developed vital skills in the fields of IT, graphic design, media management, communications, as well as developed essential skills for the private business sector.

Required courses:

TCOM – 270 Effective Web Design 1* (TCOM – 380)
TCOM – 271 Effective Web Design 2* (TCOM – 271)

Electives:

ISTE – 140 Web and Mobile I
ISTE – 141 Web and Mobile II* (ISTE – 140)
ISTE – 230 Introduction to Database and Data Modeling
ISTE – 260 Designing the User Experience* (ISTE – 140)
TCOM – 365 Video Productions
TCOM – 380 Design for Print and Web
TCOM – 383 Designing Vector Graphics* (TCOM – 380)

* These courses have prerequisites or co-requisites as noted in parentheses.

The student additionally must complete 12 credit hours in other professional areas. Those may come from any of the other three concentration areas as described in the following section.

Concentrations for BS Degree

Economics & Statistics Concentration (24 credits)

The economics concentration emphasizes the quantitative analytical approach to dealing with economic problems in both the public and private sectors, providing students with marketable skills and the intellectual foundation for career growth. Graduates are prepared for entry-level managerial and analytical positions in both industry and government and to pursue graduate studies in economics, business, and law.

The economics curriculum develops communication, computational, and management skills in addition to economic reasoning and quantitative abilities. The program's required courses develop student's abilities to apply economic analysis to real-world problems.

Liberal arts courses enhance oral and written communication skills. Business courses include accounting and finance. Quantitative analytical skills are developed by a course sequence that includes computer science, mathematics, and statistics.

Pre-requisite course:

ECON – 101 Principles of Microeconomics

Required courses:

ECON – 201 Principles of Macroeconomics* (ECON-101)

ECON – 403 Econometrics I* (MTSC – 112 and MTSC – 211)

Electives:

ECON – 431 Monetary Analysis and Policy* (ECON-101 and ECON-201)

ECON – 444 Public Finance* (ECON-101 and ECON-201)

ECON – 448 Development Economics* (ECON-101 and ECON-201)

ECON – 405 International Trade and Finance* (ECON-101 and ECON-201)

ECON – 421 Natural Resource Economics* (ECON-101 and ECON-201)

ECON – 422 Benefit-Cost Analysis* (ECON-101 and ECON-201)

ECON – 441 Labor Economics* (ECON-101 and ECON-201)

* These courses have prerequisites or co-requisites as noted in parentheses.

Management Concentration (24 credits)

The management concentration prepares students for management and specialist careers in a variety of enterprises and organizations. Students develop the skills and concepts needed to become effective leaders, ethical decision makers, and creative innovators. The management curriculum provides both depth and flexibility in its offerings so that students may maximize their educational experience.

Required courses:

BUSI – 205 Managing the Workforce

ACBS – 201 Financial Accounting * (BUSI – 205)

ACBS – 203 Managerial Accounting * (ACBS – 201)

Electives:

ACBS – 353 Management Science * (MCTS -211)

BUSI – 221 New Venture Development * (ACBS – 201)

BUSI – 263 Advertising Principles* (BUSI-361)

BUSI – 361 Marketing Principles* (BUSI – 205)

HRDE – 386 Human Resource Management* (BUSI – 205)

BUSI – 410 Project Management* (BUSI – 205)

BUSI – 450 Intro to Logistics and Transportation * (BUSI – 205)

* These courses have prerequisites or co-requisites as noted in parentheses.

Multimedia and Web Design (24 credits)

Multimedia and Web Design concentration at A.U.K is structured with the future in mind. Students are prepared with the theoretical framework and hands-on technical skills needed to organize, design and communicate ideas and information in the 21st century global market and to meet the projected national market needs in the greater Kosovo region in the fields of IT and communication. It is also an excellent compendium to A.U.K's other concentration offerings and provides a useful skill set for private and family business operations.

The course sequencing prepares students with targeted aspects of web design and development, print design and multimedia production, communication techniques and digital asset management. A student successfully completing the Multimedia and Web Design concentration will have developed

vital skills in the fields of IT, graphic design, media management, communications, as well as developed essential skills for the private business sector.

Required courses:

TCOM – 270 Effective Web Design 1* (TCOM – 380)
TCOM – 271 Effective Web Design 2* (TCOM – 271)

Electives:

ISTE – 140 Web and Mobile I
ISTE – 141 Web and Mobile II* (ISTE – 140)
ISTE – 230 Introduction to Database and Data Modeling
ISTE – 260 Designing the User Experience* (ISTE – 140)
TCOM – 365 Video Productions
TCOM – 380 Design for Print and Web
TCOM – 383 Designing Vector Graphics* (TCOM – 380)

* These courses have prerequisites or co-requisites as noted in parentheses.

Public Policy Concentration (24 credits)

This concentration provides students with a clear understanding of public policy, the policy process, and policy analysis. Students have the opportunity to develop perspectives on a variety of contemporary public policy issues, especially those that emerge from scientific and technological advancements. At the heart of the concentration is the Foundations of Public Policy (PUBL – 101) course, where students are introduced to the concept of public policy and the policy making process. The roles of stakeholders and interest groups are discussed in the context of contemporary cases in various policy arenas. Students are also introduced to some of the methodologies associated with policy analysis. Additional courses are offered from the areas of sociology; political science; and science, technology, and society. The Public Policy Analysis course of study is offered especially for students who are considering the MS in public policy or who have an interest in analytical tools.

Required course:

PUBL – 101 Foundations of Public Policy

Electives:

POLS – 220 Global Political Economy* (POLS-120)
POLS – 345 Politics and Public Policy* (POLS-120)
PUBL – 201 Ethics, Values and Public Policy
PUBL – 210 Introductions to Qualitative Policy Analysis
PUBL – 301 Public Policy Analysis* (PUBL-101)
SOCI – 340 Urban Planning and Policy* (SOCI-102)
STSO – 201 Science and Technology Policy
STSO – 421 Environmental Policies

* These courses have prerequisites or co-requisites as noted in parentheses.

Minors

At RIT Kosovo™ (A.U.K), a minor is defined as a thematically related set of courses consisting of no

fewer than 15 semester credit hours taken from a discipline or an interdisciplinary area distinct from the student's primary program of study. Completion of a minor results in a formal designation on a student's academic transcript upon graduation. If a student chooses to complete a minor, it is necessary to fill out a Minor Authorization form. Failure to complete this form will result in the student not being certified for the minor and the minor not being listed on the student's official record.

Currently there are 3 minors offered at RIT Kosovo™ (A.U.K). Students can choose to complete one minor prior to graduation. Students, who are required to do an immersion at A.U.K. may take additional two courses in the same field to graduate with a minor.

Economics Minor (15 Credits)

An economics minor provides a systematic analysis of economic issues through the study of the allocation of scarce resources into production and the distribution of production among the members of society. This minor is closed to students with a concentration in economics.

Pre-requisite course:

ECON – 101 Principles of Microeconomics

Required courses:

ECON – 201 Principles of Macroeconomics* (ECON-101)
ECON – 403 Econometrics I* (MTSC – 112 and MTSC – 211)

Electives:

ECON – 405 International Trade and Finance* (ECON-101 and ECON-201)
ECON – 421 Natural Resource Economics* (ECON-101 and ECON-201)
ECON – 422 Benefit-Cost Analysis* (ECON-101 and ECON-201)
ECON – 431 Monetary Analysis and Policy* (ECON-101 and ECON-201)
ECON – 441 Labor Economics* (ECON-101 and ECON-201)
ECON – 444 Public Finance* (ECON-101 and ECON-201)
ECON – 448 Development Economics* (ECON-101 and ECON-201)

* These courses have prerequisites or co-requisites as noted in parentheses.

International Relations Minor (15 Credits)

The international relation minor exposes students to the fundamental concepts and approaches of international relations. Issues of conflict, cooperation, continuity, and change are explained through a variety of subjects and case studies.

Required Courses:

POLS – 120 Introduction to International Relations

Electives:

POLS – 325 International Law and Organizations
POLS – 330 Human Rights and Global Perspectives
POLS – 335 Politics in Developing Countries
POLS – 445 Terrorism and Political Violence
POLST-525 Special Topics in Politics Science

Public Policy Minor (15 Credits)

The public policy minor provides students with a foundation in the field of public policy and allows them to make connections between public policy and other fields of study.

Students select one of two tracks within the minor. The policy issues track develops a broad perspective of public policy and its relationship to other fields. The policy analysis track highlights the analytical tools used by the policy analyst to evaluate and understand policy formulation and impacts. Both tracks explore contemporary public policy issues, especially those connected to the science and technology fields. This minor underscores the role of public policy on science and technology-based problems. Students will obtain a deeper understanding of what public policy is and how it is integrated within a number of specific contexts. This minor is closed to students with a concentration in public policy.

Required courses:

PUBL – 101 Foundations of Public Policy
STSO – 201 Science and Technology Policy

Electives:

PUBL – 210 Introductions to Qualitative Methods
POLS – 345 Politics and Public Policy * (POLS-120)
PUBL – 201 Ethics, Values and Public Policy
PUBL – 301 Public Policy Analysis * (PUBL-101)
STSO – 421 Environmental Policy

* These courses have prerequisites or co-requisites as noted in parentheses.

Course Catalog

Course descriptions are listed in order by course prefix and increasing numerical order within a given prefix.

ACBS (Accounting and Business Systems)

ACBS-201 FINANCIAL ACCOUNTING

Credit Hours: 3

Description: Emphasizes analyzing and recording business transactions and understanding the results of these transactions. Preparation of basic financial statements required by any business are included.

ACBS-203 MANAGERIAL ACCOUNTING

Credit Hours: 3

Prerequisite: ACBS-201 Financial Accounting

Description: The functions and uses of accounting information are presented. Emphasizes the preparation and operation of dynamic budgets and the use of accounting data for control and profit planning.

ACBS-353 MANAGEMENT SCIENCE

Credit Hours: 3

Prerequisite: Managing the Workforce

Description: A foundation course, which introduces mathematical model building and the use of management science in the decision-making process. Mathematical techniques include linear programming, the assignment model, the transportation model, inventory control models, critical path models (PERT/CPM) and computer simulation.

ANTH-102 CULTURAL ANTHROPOLOGY

Credit Hours: 3

Prerequisite: Writing Seminar or Written Argument

Description: This course explores how human beings across the globe live and work according to different values and beliefs. Students will develop the tools for acquiring knowledge, awareness, and appreciation of cultural differences, and in turn enhance their abilities to interact across cultures. The course accomplishes these aims by examining the relationship between individuals and their communities, and the dynamics of ritual, religious, political, and social life in different parts of the world.

BIOL (Biology)

BIOL-111 Science in the Garden

Credit Hours: 3

Description: This course will introduce students to the science behind how plants grow, and how to apply this knowledge in a garden setting. The rationale is to encourage sustainability in garden food production, with an emphasis on organic methods. The course will be part lecture and part practical, with some sessions being conducted in the greenhouse or community garden.

BUSI (Business Administration Management)

BUSI-205 MANAGING THE WORKFORCE

Credit Hours: 3

Prerequisite: Second year standing or permission of instructor

Description: A general introduction to the major management functions and the organization of business. Topics include business and personal planning, organizing, staffing, implementing, directing, control, time management, appraisal, compensation, organization theories, decision making, problem solving, influences on managerial decision making, communication, management styles and motivation. Extensive use is made of learning groups in which students work together to discuss and apply concepts. Some out- of-class time is required to prepare for a learning group presentation.

BUSI-221 NEW VENTURE DEVELOPMENT

Credit Hours: 3

Description: The course presents factors to be considered by those interested in the ownership and management of small business enterprises. Includes who should be an entrepreneur, guidelines for starting a new business, basic legal considerations, and approaches for obtaining capital and credit. Revised course includes staffing, purchasing, supplier relations, cash flow management, and managerial skills needed to run any business or corporate department.

BUSI-261 PRINCIPLES OF MARKETING

Credit Hours: 3

Prerequisite: Managing the Workforce

Description: This course focuses on the function of marketing and how marketing relates to other areas of business. Topics include the marketing concept, developing a product strategy, behavioral aspects of consumer marketing, the marketing mix, segmentation and current marketing issues.

BUSI-263 ADVERTISING PRINCIPLES

Credit Hours: 3

Prerequisite: BUSI-261 Principles of Marketing

Description: Students learn the social, economic and mass communication concepts of advertising with emphasis on the role of advertising in the marketing mix. Special topics include agency/client

relationship, ratings, history of advertising, the creative process and psycho-graphics.

BUSI-324 INTRODUCTION TO LOGISTICS AND TRANSPORTATION

Credit Hours: 3

Prerequisite: Third year status or permission of instructor

Description: The course studies the logistics and transportation industry as part of the growing emphasis on distribution technologies. Introduces basic understandings of the function areas of logistics management and their interrelationships and how transportation and distribution play a significant role in the success of a business.

BUSI-510 PROJECT MANAGEMENT

Credit Hours: 3

Prerequisite: Managing the workforce, MGMT-150, MGMT-215, STAT-145 or MTSC-211 or equivalent course.

Description: This course addresses project management from a multidisciplinary perspective, covering the fundamental nature of and techniques for managing a broad range of projects. Topics cover the Project Management Life Cycle from Planning to Termination. It also addresses the behavioral and quantitative facets of project management, as well as the use of methods, tools and techniques for the initiation, planning, and execution of projects. Introduces the standard framework, processes and knowledge areas of A Guide to the Project Management Body of Knowledge as defined by the Project Management Institute (PMI). Project Management is available in on campus and online formats.

CMDS (Interdisciplinary Studies)

CMDS-499 CO-OP: APPLIED ARTS & SCIENCE

Credit Hours: 0

Description: Each student is required to complete a minimum co-op education work assignment (400 hours) after freshman year, and then after junior year. Co-op education is defined as a full-time, paid work experience related to the student's field of study or career interests. Co-op is designed as a learning experience for the student and should emphasize real-world tasks and responsibilities that grow with the student's increased knowledge, skills, and experience.

CMDS-500 SENIOR CAPSTONE

Credit Hours: 3

Prerequisite: Fourth year standing

Description: This course focuses on a project that demonstrates how the student's multidisciplinary plan of study has prepared him/her for future academic and career activities. Students will integrate their multidisciplinary concentrations through a capstone project and supplementary exercises. The student will execute his/her identified project and prepare the finished project for public presentation and review by an approved Client or Subject Matter Expert, SME. Additional emphasis will be placed on the acquisition of networking and similar professional skills such as interviewing techniques, research techniques, and making use of academic, business, and personal networks.

CMDS-510 Multidisciplinary Life

Credit Hours: 3

Description: A capstone class for students in the Applied Arts and Sciences Bachelor of Science degree program. Course provides students an opportunity to reflect upon and enhance the many aspects of their individualized educational programs and focus on future goals. In this seminar capstone course, required of all Applied Arts and Science degree candidates prior to graduation, students reflect upon their multidisciplinary education and identify the learning experiences that arose from individual courses or professional core (concentrations) within their academic program. Students will identify the changes, and other developments within their lives and workplaces, that have the most significance to their future. Class topics include creativity, problem-solving, planning and design, learning including life-long learning, group dynamics, and the multi-disciplinary aspects of contemporary life. Students will articulate how they might use this new knowledge to foster life-long learning, multi-disciplinary understandings, and success in their careers and other endeavors. In general – this course will help you make the transition from the world of the university to the world of work.

COMM (Communications)

COMM-201 PUBLIC SPEAKING

Credit Hours: 3

Description: The public speaking course is designed to equip the student with knowledge of the theories and principles necessary for formal public speaking. Informative and persuasive speeches are the focus with emphasis on organization, evidence, language use, strategy, delivery, and effective use of media aids.

COMM-223 DIGITAL DESIGN IN COMMUNICATION

Credit Hours: 3

Description: In an increasingly visual culture, and culture of online user-created content, non-designers are called upon in the professional realm to illustrate their ideas. Graduates entering the workforce will encounter situations where they will benefit from possessing a visual communication sensibility and vocabulary to communicate effectively with a broad range of audiences, including professional designers. Creative approaches to challenges, such as visual thinking, are also shown to improve students' comprehension and problem-solving abilities. Digital Design in Communication is an opportunity for undergraduates to receive an introduction to principles of visual message design from a critical rhetorical perspective. They will also get the opportunity to apply these principles to a variety of visual products such as advertisements, logos, brochures, resumes, etc. A variety of computer software applications are available to support the research, writing, visualization, and design of messages.

ECON (Economics)

ECON-101 PRINCIPLES OF MICROECONOMICS

Credit Hours: 3

Description: Microeconomics studies the workings of individual markets. That is, it examines the interaction of the demanders of goods and services with the suppliers of those goods and services. It explores how the behavior of consumers (demanders), the behavior of producers (suppliers), and the level of market competition influence market outcomes.

ECON-201 PRINCIPLES OF MACROECONOMICS

Credit Hours: 3

Prerequisite: Principles of Microeconomics

Description: Macroeconomics studies aggregate economic behavior. The course begins by presenting the production possibilities model. This is followed by a discussion of basic macroeconomic concepts including inflation, unemployment and economic growth and fluctuations. The next topic is national income accounting, which is the measurement of macroeconomic variables. The latter part of the course focuses on the development of one or more macroeconomic models, a discussion of the role of money in the macroeconomy, the aggregate supply-aggregate demand framework, and other topics the individual instructor may choose.

ECON-403 ECONOMETRICS I

Credit Hours: 3

Prerequisite: Principles of Microeconomics and Introduction to Statistics I

Description: provides students with the opportunity to develop their skills in applied regression analysis. It covers various regression estimation techniques, data preparation and transformation, and the interpretation of regression results. There is particular emphasis on the dangers of misuse of regression techniques. The course covers regression analysis for both cross-sectional and time series data.

ECON-405 INTERNATIONAL TRADE AND FINANCE

Credit Hours: 3

Prerequisite: Principles of Macroeconomics

Description: This course first surveys the sources of comparative advantage. It then analyzes commercial policy and analyzes the welfare economics of trade between countries. Some attention is paid to the institutional aspects of the world trading system. Finally, the course introduces the student to some salient notions in international finance such as national income accounting, the balance of payments, and exchange rates.

ECON-421 NATURAL RESOURCE ECONOMICS

Credit Hours: 3

Prerequisite: Principles of Macroeconomics

Description: This course develops an economic perspective on one of the most important and challenging issues facing global society—the allocation, use and preservation of natural resources. Presents and discusses the methodology economists use to inform natural resource managers and policy makers. Economic thought and analysis are used to evaluate a variety of issues in this area. Concludes with a brief discussion of the interdisciplinary aspects of natural resource management.

ECON 422 BENEFIT-COST ANALYSIS

Credit Hours: 3

Prerequisite: Principles of Microeconomics

Description: Fosters better understanding of the efficiency consequences of governmental micro-economic actions, both regulatory and fiscal. The course explores the logic, value and limitations of benefit-cost analysis as a public policy tool commonly used, and misused, in comparing the relative merits of alternative government actions.

ECON-431 MONETARY ANALYSIS & POLICY

Credit Hours: 3

Prerequisite: Principles of Macroeconomics

Description: The study of monetary behavior and the role of monetary institutions in the modern economy. Includes consideration of monetary theory, the development and current characteristics of monetary institutions in the American economy and the use of the tools of monetary analysis to evaluate alternative monetary policies. Concludes with an evaluation of the neo-Keynesian and Monetarist positions.

ECON-441 LABOR ECONOMICS

Credit Hours: 3

Prerequisite: Principles of Microeconomics

Description: Encompasses aspects of human involvement in the production & distribution of goods and services. We will examine models of behavior starting with the supply of and derived demand for labor. Through the course, we will investigate questions such as: What determines the amount an individual earns for their labor? What are the benefits associated with attaining a college degree? Is the minimum wage an effective policy tool? Is there convincing evidence of discrimination in the work place?

ECON-444 PUBLIC FINANCE

Credit Hours: 3

Prerequisite: Principles of Microeconomics

Description: The study of the economics of the public sector. The course fosters better understanding of the scale, scope and results of government spending and taxes. The focus is on economic efficiency in resource allocation and fairness in the distribution of income and wealth.

ECON-448 DEVELOPMENT ECONOMICS

Credit Hours: 3

Prerequisite: Principles of Macroeconomics

Description: An introduction to development economics, which focuses on the problems and challenges faced typically but not exclusively by the developing countries. In this course we will study the economic transformation of developing countries by focusing on the characteristics of land, labor and credit markets in rural areas of developing countries. We will survey the large literature on modeling economic growth and discuss relevant case studies from developing countries.

ENGL (English)

ENGL-210 LITERATURE, CULTURE, AND MEDIA

Credit Hours: 3

Co-requisite or **Prerequisite:** Writing Seminar

Description: Students will study literary and cultural texts selected from traditional literature to contemporary media and culture (including mythology, poetry, plays, novels, film, graphic novels, television, and digital literature). Students will analyze these texts from a variety of perspectives and become familiar with the history of debates about literature and/or culture as arenas of human experience. Individual sections will vary in their foci.

ENGL-216 LITERATURE FROM AROUND THE WORLD

Credit Hours: 3

Co-requisite or **Prerequisite:** Writing Seminar

Description: Offering a representation of literature from at least three continents and intending to be introductory in nature, this course will explore literature drawn from a variety of cultures. Literature from Around the World will explore the nature, function and value of literature from a global perspective: students will become familiar with world literatures, as well as methods of studying literature and culture across national boundaries.

ENGL-360 WRITTEN ARGUMENT

Credit Hours: 3

Prerequisite: Writing Seminar

Description: This course will focus on academic writing specifically, the arguments presented in different fields and professions about issues of significance. Students will learn about the rhetorical, ethical, emotional, historical and logical elements of persuasion as they relate to written and visual arguments and they will practice making claims, providing evidence, exploring underlying assumptions and anticipating counter-arguments as they relate to different audiences. In addition to argument analyses, students will develop arguments of their own through inquiry based essays.

FNRT (Fine Arts)

FNRT-100 INTRODUCTION TO VISUAL ARTS

Credit Hours: 3

Description: This course will develop students' ability in perceiving worth in objects of art through consideration of fundamental concepts in painting, sculpture and architecture, involving analysis, interpretation and principles of aesthetics.

FRNT-370 AMERICAN PAINTING

Credit Hours: 3

Description: A survey of the style and meaning in American paintings from the colonial limners, through the 19th and 20th centuries, to contemporary artists. It centers on what distinguishes painting of the colonies and of the United States from the European counterpart.

HRDE (Human Resource Development)

HRDE-386 HUMAN RESOURCE DEVELOPMENT

Credit Hours: 3

Description: A course in human resource development provides the prospective manager practical information on methods to enhance the productivity, quality, and effectiveness of an organization through the creation of an environment where individual and collective performance and development have primacy. The course requires students to assimilate course material related to the following: to organizational strategy, systems thinking and legal compliance; workforce development, career development of employees; individual development and training; measuring outcomes; human resource processes and effective communications. Students integrate theoretical classroom concepts with practical knowledge and work experiences. As part of the course, students continually practice effective communication skills, may work in teams, and are expected to engage in critical and innovative thinking. Students' understanding of human resource development is intended to help them enhance organizational effectiveness through implementing processes designed to develop and train employees.

ISTE (Information Sciences and Technologies)

ISTE-140 WEB I

Credit Hours: 3

Description: This course provides students with an introduction to Internet and Web technologies, and to development on Macintosh/UNIX computer platforms. Topics include Internet transport protocols and security methods, XHTML and CSS, multimedia, Web page design and website publishing. Emphasis is placed on fundamentals, concepts and standards. Additional topics include the user experience, mobile design issues, and copyright/intellectual property considerations. Exercises and projects are required.

ISTE-240 WEB II

Credit Hours: 3

Prerequisite: Web I

Description: This course builds on the basics of web page development that are presented in Web I and extends that knowledge to focus on theories, issues, and technologies related to the design and development of web sites. An overview of web design concepts, including usability, accessibility, information architecture, and graphic design in the context of the web will be covered. Introduction to web site technologies, including HTTP, web client and server programming, and dynamic page generation from a database also will be explored. Development exercises are required.

ISTE-260 DESIGNING THE USER EXPERIENCE

Credit Hours: 3

Prerequisite: Web I

Description: The user experience is an important design element in the development of interactive systems. This course presents the foundations of user-centered design principles within the context of human-computer interaction (HCI). Students will explore and practice HCI methods that span the development lifecycle from requirements analysis and creating the product/service vision through system prototyping and usability testing. Leading edge interface technologies are examined. Group-based exercises and design projects are required.

MTSC (Math and Science)

MTSC-111 INTERDISCIPLINARY MATH I

Credit Hours: 3

Prerequisite: College Math or sufficient math placement score

Description: A foundation course covering the basic mathematical and algebraic skills required to analyze and interpret a variety of real-life applications. Skills covered include: signed numbers, fractions, algebraic manipulations, graphic relationships, linear functions, linear systems, linear programming, non-linear functions (polynomial, rational, exponential and logarithmic), and the basic mathematics of finance.

MTSC-112 INTERDISCIPLINARY MATH II

Credit Hours: 3

Prerequisite: Interdisciplinary Math I

Description: A course covering the manipulative skills of differential and integral calculus that are required to analyze and interpret a variety of real-life applications. Skills covered include: limits, derivatives, applications of derivatives, integrals, and applications of integrals.

MTSC-211 INTRODUCTION TO STATISTICS I

Credit Hours: 3

Prerequisite: Interdisciplinary Math I

Description: This is a first semester introductory course in statistics. Students will learn how to use statistics in a variety of application areas across many disciplines including business, science and the social sciences. Topics include descriptive statistics for qualitative and quantitative data, discrete (binomial, Poisson) and continuous (uniform, normal) probability distributions, sampling and sampling distributions of sample means and proportions. Computer technology and report writing will be utilized throughout the course, for both simulations and computations.

MTSC-212 INTRODUCTION TO STATISTICS II

Prerequisite: Introduction to Statistics I

Description: This is a second semester introductory course in statistics. Students will learn how to use statistics in a variety of application areas across many disciplines including business, science and the social sciences. Topics include the Central Limit Theorem, confidence intervals and hypothesis testing (one and two sample proportions and means, variation), correlation and regression (simple and multiple), goodness-of-fit, contingency tables, one and two-way analysis of variance, nonparametric statistics, and statistical process control. Computer technology and report writing will be utilized throughout the course, for both simulations and computations.

MTSC-231 CONTEMPORARY SCIENCE: BIOLOGY

Credit Hours: 3

Description: An introduction to the fundamental principles of biology for non-science majors and the application of these concepts to areas of interest in our contemporary technological society. Topics discussed include the cell as a biological unit, the biogenesis-a biogenesis controversy, genetic coding and introduction to plant and animal biology.

MTSC-232 CONTEMPORARY SCIENCE: CHEMISTRY

Credit Hours: 3

Prerequisite: Interdisciplinary Math I

Description: An introduction to the fundamental principles of chemistry for non-science majors and the application of those concepts to areas of interest and concern in our contemporary technological society. Topics discussed include the atomic theory, chemical compounds, chemical reactions, organic chemistry, biological chemistry, plastic and macromolecular chemistry.

POLS (Political Science)

POLS-120 INTRODUCTION TO INTERNATIONAL RELATIONS

Credit Hours: 3

Description: The purpose of this course is to provide basic knowledge of the field of international relations. Among the topics to be addressed are key theoretical concepts, themes and controversies in the field such as: important state and non-state actors in international politics, security, economic relations between states, levels of analysis, and schools of thought.

POLS-205 ETHICS IN INTERNATIONAL POLITICS

Credit Hours: 3

Description: This course examines the role of ethics in international politics. It will address topics such as humanitarian intervention, just war, the ethics of immigration, international economic justice, accountability in international development aid, and the ethical role of international organizations and non-state actors. Special attention will be given to thinkers who discuss the promise and limits of ethics in international politics and who give an account of the force of international law in establishing ethical norms throughout international political history.

POLS-210 COMPARATIVE POLITICS

Credit Hours: 3

Description: The course provides a mode of analysis for the study of political systems. Basic concepts of political science are utilized to present a descriptive and analytical examination of various political systems that can be classified as liberal democracies, post-communist, newly industrializing countries, and Third World. Particular attention is paid to the governmental structure, current leadership and major issues of public policy of those selected political systems under review.

POLS-220 GLOBAL POLITICAL ECONOMY

Credit Hours: 3

Description: Examines the interplay between states and markets, and the interaction of the world economy and international politics. We study the nature of political economy, the major ideologies and approaches, and specific topics include trade, investment, debt, and financial markets and the impact of globalization on the human condition and the environment.

POLS-325 INTERNATIONAL LAW AND ORGANIZATIONS

Credit Hours: 3

Prerequisite: Introduction to International Relations

Description: The study of international law and organizations is the study of international cooperation and governance. We cover a variety of theoretical and substantive topics including the theories of international law and organizations, the historical development of international organizations, how these organizations work in practice, and whether they are effective. We concentrate on the United Nations and the role and usefulness of nongovernmental organizations. Several of the substantive issues discussed are interstate violence and attempts to address humanitarian concerns, globalization, and the environment.

POLS-330 HUMAN RIGHTS IN GLOBAL PERSPECTIVE

Credit Hours: 3

Description: This course explores the theoretical meaning, both domestically and internationally, and the institutional and political aspects of human rights. Issues covered include the definition of human rights; the relationship between civil and political rights and economic, social and cultural rights; the meaning and impact of humanitarian and international human rights law; the impact of cultural relativism in the definition and assessment of the promotion and protection of human rights; the significance of different religious perspectives; the question of the legitimacy of humanitarian interventions and the effects of globalization on human rights perceptions and practices.

POLS-335 POLITICS IN DEVELOPING COUNTRIES

Credit Hours: 3

Prerequisite: Introduction to International Relations

Description: This course explores the ways in which the historical, cultural, economic and political contexts of societies of Africa, Asia and Latin America determines the patterns of their political processes. Focus is directed to such factors as history, religion, economic underdevelopment, and culture and their impact on the efforts to promote liberalization and democratization, economic and social modernization, and political and social stability.

POLS-345 POLITICS AND PUBLIC POLICY

Credit Hours: 3

Prerequisite: Introduction to International Relations

Description: A study of the politics of the policy process covering these basic questions: How do public problems get to the agenda of government? How does government formulate policy alternatives? How does government legitimate public policy? How does government implement public policy? How does government evaluate public policy?

POLS-525 SPECIAL TOPICS IN POLITICAL SCIENCE

Credit Hours: 3

Description: Special topics will examine a political theme, issue or problem at an advanced undergraduate level. The subject matter examined will vary from year to year according to the availability of faculty and the interests of students. The course is designed especially for those whose interest in politics goes beyond the requirements of the Liberal Arts curriculum.

PSYC (Psychology)

PSYC-101 INTRODUCTION TO PSYCHOLOGY

Credit Hours: 3

Prerequisite: Writing Seminar or Written Argument

Description: Introduction to the field of psychology. Provides a survey of basic concepts, theories, and research methods. Topics include: thinking critically with psychological science; neuroscience and behavior; sensation and perception; learning; memory; thinking, language, and intelligence; motivation and emotion; personality; psychological disorders and therapy; and social psychology.

PUBL (Public Policy)

PUBL-101 FOUNDATIONS OF PUBLIC POLICY

Credit Hours: 3

Description: This interdisciplinary course will introduce the student to the concept of public policy, the policymaking process, the role of stakeholders and interest groups, and the basic dimensions of quantitative and qualitative policy analysis. A range of public policy issues, such as environmental policy, science and technology policy, and information and communications policy will be explored.

PUBL-201 ETHICS, VALUES AND PUBLIC POLICY

Credit Hours: 3

Prerequisite: PUBL-101 Foundations of Public Policy

Description: This course focuses on the connections and interplay between personal and social values and public policy. It explores how values and norms influence public policies and how the resulting expressions of values within public policy impact the implementation and effectiveness of policy choices. The course also considers how new developments in science and technology influence the interplay between values and policy. In addition, this course explores how to formulate values-based explanations of certain public policy preferences.

PUBL-210 INTRODUCTION TO QUALITATIVE POLICY ANALYSIS

Credit Hours: 3

Prerequisite: Foundations of Public Policy

Description: This course teaches the practical aspects of doing theoretically informed qualitative social research with policy applications. Special attention is given to the processes by which research problems are formulated, research designs selected, data gathered and interpreted, and inferences and conclusions drawn. A variety of tools, such as surveys, interviewing, and content analysis will be applied to specific case studies covering multiple policy issues.

PUBL-301 PUBLIC POLICY ANALYSIS

Credit Hours: 3

Prerequisite: Foundations of Public Policy

Description: This course provides students with necessary tools to help them become effective policy analysts. The course places particular emphasis on understanding the policy process, the different approaches to policy analysis, and the application of quantitative methods, such as cost-benefit

analysis, sampling designs, and decision trees. Students will apply these tools to contemporary public policy decision making.

PUBL-520 INFORMATION AND COMMUNICATION POLICY

Credit Hours: 3

Description: Technological innovation, the incremental and revolutionary improvements in technology, has been a major driver in economic, social, military, and political change. This course will introduce generic models of innovation that span multiple sectors including: energy, environment, health, and bio-and information-technologies. The course also analyzes how governments choose policies, such as patents, to spur and shape innovation and its impacts on the economy and society. Students will be introduced to a global perspective on innovation policy including economic competitiveness, technology transfer and appropriate technology.

SOCI (Sociology)

SOCI-340 URBAN PLANNING AND POLICY

Credit Hours: 3

Description: This course will examine the sociological and political implications of policies and planning decisions that have impacted the growth patterns of American cities and suburbs in the post-World War II era. Particular emphasis will be given to land use decisions that have favored suburbs over cities, the loss of tax base which impacted these cities' ability to perform basic functions for their citizens, and the adverse impact of federal and state government policies and programs on the functionality of urban areas and the efficiency of local governments. Students will examine case studies on urban development, and conduct field research on governmental structures and policies that will enable them to develop alternative strategies and policies.

STSO (Science, Technology and Society)

STSO-201 SCIENCE AND TECHNOLOGY POLICY

Credit Hours: 3

Description: Examines how local, state, Federal and international policies are developed to influence innovation, the transfer of technology and industrial productivity in the United States and other selected nations.

STSO-421 ENVIRONMENTAL POLICY

Credit Hours: 3

Description: This course introduces students to the environmental policy-making process. Students identify the consequences of major environmental legislation and regulations and examine the actions of both citizens and the corporate sector as they comply with these laws. They also focus on the economic and social implications and value of environmental regulation and enforcement and identify current developments in the area.

TCOM (Technical Communication)

TCOM-270 EFFECTIVE WEB DESIGN I

Credit Hours: 3

Prerequisite: Design for Print and Web.

Description: This course introduces students to the fundamentals of static web design using xhtml, style sheets, and web graphics. After completing this course students will be able to demonstrate appropriate application of manual code, gather and organize web content, construct their own xhtml, analyze markup language, critique existing site designs, and use CSS, frames, tables, slices, and FTP to solve spatial, visual, and data problems. Students will use Adobe Dreamweaver or other current web development software, and will learn the basic techniques, tools and processes used to construct a well-designed and effective web site while keeping the site's users in mind.

TCOM-271 EFFECTIVE WEB DESIGN II

Credit Hours: 3

Prerequisite: Effective Web Design I

Description: This course introduces students to user-centered Web graphics and design, with an emphasis on dynamic Web development. Students will learn to integrate imperatives of user-centered interface with principles of aesthetic design, to bring effective information architecture to the digital landscape. Current topics in Web development, such as XHTML, ActionScript, XML, PHP, ColdFusion, and JavaScript will be discussed. Students will demonstrate proficiency in Adobe Flash, or other current Web development software, through the creation of animated graphics and Web content.

TCOM-325 BUSINESS COMMUNICATION

Credit Hours: 3

Prerequisite: Writing Seminar/Argument

Description: This course focuses on the development of communication skills essential to functioning effectively in the business world. Students learn the process of analyzing communication situations and responding to them. Topics include an overview of business communication, writing well, delivering business communications, tools for talking in crucial conversations, oral and interpersonal communication including listening skills, public speaking, cross-cultural communication, communicating in the digital age, teamwork and accepting change.

TCOM-361 RESEARCH TECHNIQUES

Credit Hours: 3

Prerequisite: Writing Seminar

Description: This course offers exposure to and experience with electronic and traditional resources for information generation. Student assignments simulate workplace fact-finding assignments and culminate in an extended feasibility project of the student's choice. Students work in teams and use problem-solving strategies, assess project requirements, collect data, report periodically on their progress, and formally present their results. A variety of research methodologies are introduced, including accessing digital databases, interviewing skills, developing and using questionnaires, and review and use of literature.

TCOM-365 VIDEO PRODUCTION

Credit Hours: 3

Prerequisite: Writing Seminar

Description: Students will use video editing software and basic moving media design principles to create market ready deliverables for web and broadcast. Students will organize, design, story board and implement authentic projects in individual and team environments. Students will explore current and historic creative trends in moving media production. Students will apply principles of design and effective moving media communication to produce authentic projects.

TCOM-380 DESIGN FOR PRINT AND WEB

Credit Hours: 3

Description: Students use vector and bitmap imaging software to design a range of graphic projects suited to Web and print formats. Projects cover the broad range of skills and software types used in photographic imaging, layout, vector editing, digital painting and retouching, typography, prepress preparation, and Internet graphics. A collaborative project places total control of a design venture into the participants' hands, establishing appreciation for the various roles on a design team. Class discussions include copyright and current professional design topics.

TCOM-383 DESIGNING VECTOR GRAPHICS

Credit Hours: 3

Prerequisite: Design for Print and Web, or permission of instructor.

Description: This course introduces students to the use of geometric modeling software to prepare graphic materials for visual communication. Students will learn to design illustrations for print, multimedia and the Web through hands-on experience, tutorials, projects and lectures, and will develop technical expertise in creating object-oriented graphics through line and node editing using Adobe Illustrator or current vector software. Additional topics include the role of illustration in society, critical assessment strategies for professional and non-professional illustration, output consequences including color management, file size efficiency, banding, and transparencies.

UWRT (University Writing Program)

UWRT-150 FIRST YEAR WRITING: WRITING SEMINAR

Credit Hours: 3

Prerequisite: College English or sufficient English placement score
Description: The Writing Seminar is a one-quarter, four-credit seminar designed to develop first-year students' proficiency in critical reading, analytical writing, and critical thinking. Students will read, understand, and interpret a variety of texts representing different cultural perspectives and/or academic disciplines. Texts, chosen around a particular theme, are designed to challenge students intellectually and to stimulate writing for a variety of contexts and purposes. Through this course, students will gain experience analyzing topics critically and developing writing strategies that will be strengthened throughout their academic careers. There will be particular attention to the writing process including an emphasis on teacher-student conferencing, self-assessment, class discussion, peer review, formal and informal writing, research, and revision; small class size promotes frequent student-instructor and student-student interaction. The course also emphasizes the principles of intellectual property and academic honesty for both current academic and future professional writing.

Additional Academic Information, Opportunities, Policies and Processes

The Grading System

At the commencement of the course, and as appropriate throughout the course, it is the instructor's responsibility to:

- Define criteria for evaluation.
- State the process for converting the professor's evaluation criteria to the RIT refined grading system.*

*From the fall of 2014, the Refined Grading System (RGS) is the only grading system in use at RIT Kosovo™ (A.U.K).

The Refined (plus/minus) Grading System (RGS)

By adding five +/-marks to the former grading system, referred to here as the Whole Letter Grading System (WLGS), the RGS allows faculty to provide a more accurate measurement of student work. As shown in Table 1, quality points for the A, B, C, D and F grades are the same in both grading systems.

3: RGS (plus/minus) and WLGS (whole letter) quality points compared.

RGS Grade	Quality Points	
	RGS	WLGS
A	4.000	4.0
A-	3.667	
B+	3.333	
B	3.000	3.0
B-	2.667	
C+	2.333	
C	2.000	2.0
C-	1.667	
D	1.000	1.0
F	0.000	0.0

4: Additional grades and notations that may be found on a student term record or transcript.

Grade	Definition
	Blank - that is, the grade has not yet been assigned or no grade is expected.
R	Registered -a permanent grade used in graduate coursework indicating that a student has registered for a given course but has yet to meet the total requirements for the course or has continuing requirements to be met. The grade is given in graduate thesis work. Completion of this work will be noted by having the approved/accepted thesis or dissertation title, as received by the registrar from the department, added to the student's permanent record. Full tuition is charged for these courses. "R" graded courses are allowed in the calculation of the residency requirement for graduate programs; however, they do not affect GPA calculations. A student may receive a grade of "U" or "I" in a given term of an "R" graded course. A "U" grade in this case carries no credit and the course must be repeated.
W	Withdrawn -a grade that indicates an official course withdrawal has been processed.
S	<p>Satisfactory -(undergraduate) -A satisfactory grade may only apply to acceptable completion of cooperative work experience, internships, courses bearing course numbers of 099 or below, and study abroad courses offered by affiliated programs. With the exception of study abroad, such courses do not count toward residency requirements, earn credit hours or affect grade point average calculations. In the case of study abroad courses, credits covered by the "S" grade will count toward residency requirements and will earn credit hours. The "S" grade will not affect grade point average.</p> <p>Satisfactory (graduate) -A satisfactory grade at the graduate level may only apply to seminar courses where programs have determined that a traditional "A", "B", "C", "D" letter grade is inappropriate. An "S" grade at the graduate level carries no quality points and therefore does not enter into a GPA calculation. A student may receive a grade of "U" or "I" in an "S" graded course. In this case, a "U" grade carries no credit and the course must be repeated. No more</p>
I	<p>Incomplete -When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation ("I") to a student. The instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a "Change of Grade" form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an "F" grade or a "U" grade if the "I" was associated with an "R" or "S" graded graduate course. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.</p> <p>If there are extenuating circumstances which render an instructor unable to assign a grade or evaluate a student's work and assign a grade to replace an "Incomplete" notation, the head of the academic unit in which the course was taught will select an instructor to act in the place of the original instructor.</p> <p>After appropriate evaluation of the student's work, that instructor will assign a grade in place</p>
U	Unsatisfactory (graduate) -a permanent grade used in certain graduate coursework indicating that a student made unsatisfactory progress towards completing the course requirements. No credit hours are earned for a "U" grade and the "U" grade does not affect the calculation of quality points or GPA. A "U" grade in an "R" or "S" graded course carries no credit and the course must be repeated.

WV	Waived courses -those courses eliminated from the list of requirements that a student must take to graduate. For undergraduate students, only physical education courses and cooperative work experience may be waived because of previously completed experience.
X	<p>X Grade -Assigned for successful completion of various assessments as defined in. "X" grade has three purposes:</p> <ul style="list-style-type: none"> • indicate credit by exam (undergraduate), • indicate credit for non-traditional learning (undergraduate), and • indicate Credit by Competency (graduate) • "X" graded courses do not count toward the residency requirement and do not affect GPA calculations. Credit hours are included as hours earned. <p>For graduate students, the total combined amount of credit applied through external (non-RIT) transfer credit, waived courses, and credit by competency may not exceed 20% of the total credits in the graduate program as noted in the graduate catalog. Exceptions to the maximum credit by exam for graduate programs can be granted by the Graduate Council in unusual circumstances upon appeal from the dean of the college involved. For programs housed outside the college structure, the approval of the director of the academic unit is</p>
AU	<p>Audit -indicates a student has officially registered for the course for no credit. Courses available for audit are at the discretion of the college or academic unit. With permission of the instructor, the student may elect to take examinations and do course assignments. Audited courses do not count toward the residency or other degree requirements. Credit hours are not earned and GPA calculations are not affected.</p> <p>A student may register for audit any time during the official registration period for the term. However, a student may not change from audit to credit or credit to audit after the official add/drop period (first seven calendar days, excluding Sundays and holidays, of the full fall, and spring terms and summer session.) Changes from audit to credit must be accompanied by full payment of tuition</p>

Graduation Requirements

General Requirements

Students enrolled at RIT Kosovo™ (A.U.K) earn a Bachelor of Science (BS) degree from The Rochester Institute of Technology in Rochester, NY, U.S.A., upon successful completion of degree requirements. To earn any academic credential from RIT, students must satisfy a number of graduation requirements, which may vary significantly from program to program. All students should seek out and use the academic advising resources at RIT Kosovo™ (A.U.K) to assist them in planning their academic program of study. In general, students should expect to satisfy the following requirements before they can graduate:

Completion of academic curricula

Students must satisfactorily complete all of the courses in their academic program (at RIT Kosovo™ this is either the AAS or the BS in Applied Arts and Sciences or in the Graduate Program in Professional Studies). General education requirements and specific course requirements for each program are identified earlier in this bulletin. This bulletin and careful consultation with an academic adviser provide the best resources for planning and completing all of the requirements necessary for graduation.

The curriculum in effect at the time of admission into a program will normally be the curriculum one must complete in order to graduate. Occasionally, with departmental approval, course substitutions and other minor curricular modifications may occur. Although there is no time limit within which students must complete their course requirements, the curriculum under which a student is certified to graduate must be no more than seven years old.

Grade point average standard

Successful candidates for an undergraduate degree must have a program cumulative grade point average of at least 2.0, specifically a minimum GPA of 2.0 in each of the Professional Core Concentrations is required.⁴ The Minor GPA must also be at least 2.0 in order to be certified. Graduation honors are conferred on those who achieve a 3.40 or higher program cumulative GPA.

Demonstration of writing skills

Students must demonstrate the writing skills necessary for successful entry into their chosen careers.

Fulfillment of financial obligations

Students must fulfill all financial obligations to RIT Kosovo™ before they can be certified to graduate.

⁴ Refer to the RIT, School of Individualized Study (SOIS), Undergraduate Handbook, when additional information about the GPA requirement is requested. See the Manager of RIT Academic Affairs or the RIT Kosovo™ (A.U.K) Vice President for Academic Affairs for disputes on this policy. The GPA requirement has been as stated for over 16 years.

Graduation Requirements (Checklist)

- ✓ Completion of Academic Curricula (completion of at least 120 semester credit hours and an approved Plan of Study⁵)
- ✓ Professional Core (Concentrations) declaration
- ✓ Immersion declaration
- ✓ Minor declaration⁶
- ✓ Residency requirement - minimum 30 credits taken through RIT along with 20 of the last 30 credits taken through RIT courses
- ✓ Successful completion of Professional Core (concentration) declaration essay and Multidisciplinary life course essay writing requirements
- ✓ A cumulative GPA of 2.0 or above
- ✓ A GPA of 2.0 or above in each professional concentration and Minor
- ✓ Fulfillment of financial obligations
- ✓ Application for Graduation completed

Co-op Career Programs

The educational philosophy of RIT Kosovo™ (A.U.K) is based on the RIT model of Career Education. This means that students do not gain only theoretical knowledge, but also engage in hands-on experiential learning in a real-world environment.

A Co-op is a cooperative education work experience in a private or governmental organization in Kosovo or abroad. It is a paid professional experience of 400 hours which must be completed within a 3-month period (full-time students) or 6-month period (part-time students). The Co-op must be a qualitative learning experience related to the student's career interests and should provide new challenges and opportunities.

Each RIT Kosovo™ (A.U.K) student must complete two diverse Co-ops to be eligible for the Bachelor Degree. One Co-op should be completed during the freshman and sophomore years and the other Co-op during the junior and senior years. Students who already have a full-time job may request that their employment be considered for fulfillment of the Co-op requirement.

Co-op Registration and Evaluation

Each student must register the Co-op prior to beginning the experience. After identifying an experience, approval by the Co-op & Career Services Office is required. The Co-op is registered through Co-op Registration Form only. Once approved, the student may begin the registered Co-op experience. The Co-op is administratively registered in SIS by the Co-op & Career Services Office in the following semester.

At the end of the Co-op experience, each student must ask his/her supervisor to submit the Co-op Employer Evaluation Form directly to the Co-op & Career Services Office either by e-mail or in a sealed and stamped envelope. In addition, a Co-op Student Evaluation Form should be submitted directly by the student who has finished the Co-op. Without these two evaluation forms, a student cannot receive the Co-op grade. All Co-op forms and detailed Co-op procedures can be found on the RIT Kosovo™ (A.U.K) website. A student being evaluated for his/her Co-op may receive two

⁵ Students may end up graduating with more than 120 credits, especially in case of course transfer.

⁶ For students choosing to graduate with a Minor

possible grades: 'S' which stands for Satisfactory and 'I' which stands for Incomplete. If the student receiving the 'Incomplete' grade fails to finish the Co-op within two consecutive semesters, the Co-op grade becomes F (Failed) and the student must complete another Co-op to fulfill the degree requirements.

Criteria and Approvals of Co-ops

The main criterion for approval is that a Co-op be a challenging and meaningful professional experience where a student can apply concepts and skills learned in RIT Kosovo™ (A.U.K) courses, and is consistent with his/her career objectives. Whereas the first Co-op may be a career exploration in any type of sector and position, the second Co-op should be related to the choice of concentrations and career path. The Co-op must be registered prior to start to be considered for approval. In addition, the Co-op should be paid, with exceptions made for governmental institutions. The second Co-op will not be approved if it is the same as the previous one. Family business Co-ops are not approved, unless for specific reasons and with specific requirements made on an individual basis.

Registration and Course Actions

Course Registration

To be officially registered at A.U.K, a student must be academically eligible, have been properly enrolled in a course, and have made the appropriate financial commitment. The registration process is simple and can be accomplished on-line from any computer.

Announcements are made for the proper time during which your particular class year (Freshman, Sophomore, Junior, or Senior) is permitted to register for the next semester. Freshmen are provided their course schedule for the first academic semester.

Please be advised that RIT Kosovo™ (A.U.K) reserves the right to alter any of its courses or to cancel a class due to low registration at any time.

For some classes, RIT Kosovo™ (A.U.K) may restrict enrollment to particular groups of students (for example, students in specific year groups or students who have already satisfied course prerequisites).

TO REGISTER FOR A SIXTH CLASS, STUDENTS MUST:

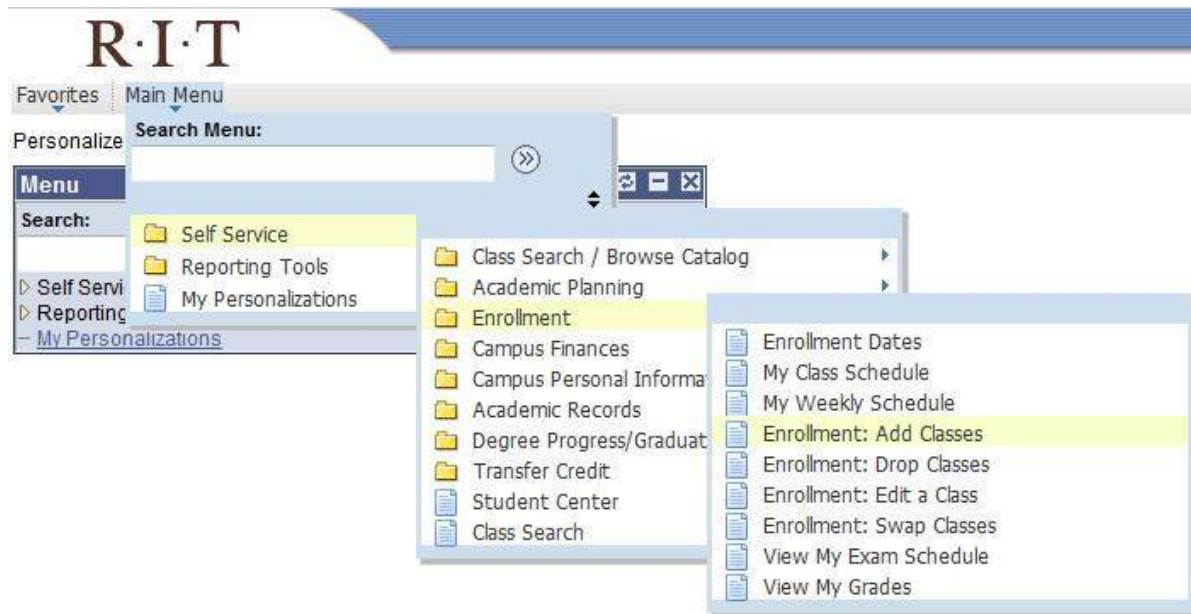
1. Meet with their advisor at least ONE WEEK prior to the registration period, as the sixth course is registered only through the advisors; students who fail to do so will not be able to take a sixth course
2. Have a GPA greater than 3.0; those with a GPA of 3.0 or less CANNOT register for six courses in one semester
3. Pay an additional fee

Most courses have restrictions regarding class size and availability of professors. Some electives may not be open every semester. Students are strongly encouraged to seek out academic advice and plan their academic careers carefully.

Directions for Online Registration

Use this URL to access the RIT Student Information System webpage: campus.rit.edu.

Figure 1: Screen shot of RIT SIS self-service course enrollment menu.



1. Enter your RIT account and your password.
2. Then, click on Main Menu > Self Service > Enrollment > Add Classes
3. Once you have selected Add Classes you need to enter the Class Nbr. And then you press Enter to add the course to your shopping cart. See below:

Figure 2: Screen shot of RIT SIS self-service Add Classes, Enter Class Nbr.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

Open Closed Wait List

Add to Cart:

Enter Class Nbr

15057 enter

2012-13 Fall Quarter Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

search

8. The following phase of registration shows you the course information and status. You will see if the course is open, waitlisted or closed. Pressing **next** (green box) will lead you to your shopping cart.

Figure 3: Screen shot of RIT SIS self-service Open, Closed or Wait Listed

Search

Plan

Enroll

My Acader

my class schedule

add

drop

swap

edit

term inf

Add Classes

12

1. Select classes to add - Enrollment Preferences


2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

3092 311 - Statistics

Class Preferences

3092 311-02

Lecture



Wait List

Wait List

☐ Wait list if class is full

Permission Nbr

Grading

Standard Letter Grade

Units

4.00

Session

Regular Academic Session

Career

Undergraduate

Enrollment Information

- RIT Kosovo

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	TuTh 8:00AM - 9:50AM	AUK 204	MUHAXHERL,EDMOND	09/03/2012 - 11/11/2012

NOTES

Class Notes

This section is taught in Kosovo and restricted to WMDP students

- Once your desired course is shown on the shopping cart you press **proceed to step 2 of 3**.

Figure 4: Screen shot of RIT SIS self-service proceed to shopping cart.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ 3092 311 has been added to your Shopping Cart.

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

2012-13 Fall Quarter Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	3092 311-02 (15057)	TuTh 8:00AM - 9:50AM	AUK 204	MUHAXHERL, E	4.00	▲

PROCEED TO STEP 2 OF 3

10. A final confirmation will be requested from the student. Once you reach this point you will need to press **finish enrolling**.

Figure 5: Screen shot of RIT SIS self-service finish enrolling.

Search

Plan

Enroll

My Academics

my class schedule ||

add ||

drop ||

swap ||

edit ||

term information

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
3092 311-02 (15057)	Statistics (Lecture)	TuTh 8:00AM - 9:50AM	AUK 204	MUHAXHERL, E	4.00	▲

CANCEL

PREVIOUS

FINISH ENROLLING




11. **View Results** will show you whether you are successfully registered in the course.

Figure 6: Screen shot of RIT SIS self-service, view results.

3. View results

View the following status report for enrollment confirmations and errors:

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

<div>  Success: enrolled <div>  Error: unable to add class </div> </div>		
Class	Message	Status
3092 311	Error: Class 15057 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.	
<div> MY CLASS SCHEDULE ADD ANOTHER CLASS </div>		

Reading your Plan of Study

Both the Associate (AAS) and Bachelor's Degrees (BS) are broken down into two main areas of study: general education courses (left hand side) and the professional concentration area (right hand side).

The main column headings of your plan of study worksheet are defined below to help you understand how the worksheet is laid out.


RIT Kosovo™ (A.U.K) Guideline for the Plan of Study - UNDERGRADUATE STUDIES

For reference only. Please see your Academic Advisor for your official plan of study.

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2016 Academic Services: Dorjeto Hall

RIT Kosovo™ (A.U.K) Guideline for the Plan of Study - UNDERGRADUATE STUDIES
For reference only. Please see your Academic Advisor for your official plan of study.

GENERAL EDUCATION REQUIREMENTS (60 SH)																																																																															
 School of Individualized Study www.rit.edu/sois (585) 475-2234			Student ID: 111001111 Last Name: Example		IMMERSIONS AND MINORS Choose one of the following Immersions/Minors:																																																																										
BS Applied Arts and Science - Semester			ELECTIVES (27 SH)		Economics																																																																										
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Note: Only courses listed under the immersion can be taken towards the immersion. Additional minor courses will be placed under the arts and science electives. See advisor for more information.
 See minor requirement updates: <https://www.rit.edu/programs/minors>
 See immersion requirement updates: <https://www.rit.edu/programs/immersions>

2018 Academic Services: Doretha Rabal

Adding and Dropping Courses

Add/Drop is available in the first five working days of the semester. During this five-day period, you can change your schedule by either adding or dropping a class online. No record of this appears on your transcript. However, you must obtain the signature/ approval of the academic advisor for any class that is closed and you wish to add.

Add/Drop forms are available in Academic Services.

REMEMBER

- Not attending a class does not constitute an official drop. You could end up getting a failing grade for a course you did not think you were in.
- Attending a class does not mean you are officially registered for it unless you have successfully completed the online registration and submitted the required form if necessary.

Before you drop one course to take a different course, be certain that you have obtained permission from the academic advisors. There may not be room in that course section and your schedule may prohibit you from taking a different section – make certain there are no conflicts with any other courses for which you have already registered.

Course Withdrawal

Students are strongly advised to consult with their academic advisor and instructor before withdrawing from any courses. A student may not use the drop with a grade of “W” option to avoid charges of academic dishonesty or after the instructor has officially submitted the final grade.

Prior to the end of the twelfth week of fall or spring term, a "W" will be assigned upon the student's online request. Students are strongly advised to consult with their academic advisor and instructor before they withdraw from any courses. In processing the request, the student, course instructor, advisor and the home program or Vice President will be notified via e-mail.

After the twelfth week and up to the last official class day of fall or spring term, a "W" will be assigned only with the approval and written signatures of the student, course instructor, the home program or Vice President.

While a "W" will appear on the student's transcript, it carries no credit and does not affect GPA. When a student chooses to drop a course with a grade of "W", full tuition is charged.

Impact of Multiple Withdrawals

1. Students can withdraw from courses at any time before the 12th week of class. Please refer to the Withdrawal and Refund Policy for additional information.
2. All withdrawals are marked "W" on student academic transcripts.
3. An accumulation of W's can have a negative effect on your acceptance into graduate programs.
4. Consult your advisor and instructor before withdrawing from courses.

Impact of Withdrawals on Scholarships and Financial Aid

The following conditions apply to all students who receive any form of scholarship, financial aid, or tuition reduction assistance directly from RIT Kosovo™ (A.U.K). The conditions may not apply to any form of scholarship or aid award received from a third party institution or private individual.

If at any point during a student's enrollment at RIT Kosovo™ (A.U.K), the student accrues one "W" on the official RIT transcript as a result of withdrawing from a course, the student's scholarship or aid award will remain unaffected. Furthermore, the student will remain eligible to apply for any future aid programs offered by RIT Kosovo™ (A.U.K).

If at any point during a student's enrollment at RIT Kosovo™ (A.U.K) the student accrues two "Ws" on his or her official RIT transcript as a result of withdrawing from multiple courses, the student's scholarship or aid award will be decreased by exactly half the original amount awarded for the remainder of the student's enrollment at RIT Kosovo™ (A.U.K). Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by RIT Kosovo™ (A.U.K). However, if the student is the recipient of a multi-year scholarship award, the student will continue to receive funding (reduced by half) as stipulated in the original award for subsequent years.

If at any point during a student's enrollment at RIT Kosovo™ (A.U.K) the student accrues three "Ws" on his or her official RIT transcript as a result of withdrawing from multiple courses, the student's scholarship or aid award will be cut and he or she will no longer receive any financial support from RIT Kosovo™ (A.U.K). Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by RIT Kosovo™ (A.U.K).

RIT Kosovo™ (A.U.K) Official Policy on Attendance

Absences for whatever reason do not relieve students of their responsibility for fulfilling normal

requirements in any course. In particular, it is the student's responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contests, etc., in order that he or she may meet his or her obligations without penalty for missing class.

- a. A student may have no more than three unexcused absences in a given course before their grade is affected. Each unexcused absence after three will lower the student's course grade by one letter grade as defined in the Refined Grading System.⁷ This is mandatory.
- b. It is the student's responsibility to notify the faculty member in advance of any planned absence.
- c. Instructors are responsible for either excusing or not excusing a student for class, allowing or not allowing make-ups or alternate dates for tests and classes. RIT Kosovo™ (A.U.K) will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may request an excuse from classes, but the final decision to grant an excuse rests with the instructor. RIT Kosovo™ (A.U.K) will support the faculty member's class policy with regard to testing and attendance.
- d. Non-attendance does not constitute an official withdrawal and may result in a failing grade.
- e. Class hours consist of 90-minute teaching blocks. Faculty and students are expected to begin and end class and any breaks on time. Except in cases of emergency, students are expected to remain in attendance at all times the class is in session.

Grades

Grade Point Average

There will be two methods of grade point average calculation that appear on student grade reports and transcripts:

1. Term
2. Cumulative

The term grade point average reflects a single term of academic activity. The cumulative grade point average reflects the sum total of course work completed at RIT Kosovo™ (A.U.K) and is updated each term the student is in attendance. All GPA calculations are carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

In the case of a repeated or excluded course, the student's permanent academic record will show a notation indicating the course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies and then engages in graduate study at RIT will begin a new graduate cumulative GPA when re-classified as a graduate student.

⁷ Example: For unexcused absences after the third absence, a student who was an earning a B will be lowered to a B- at his or her fourth absence and subsequently lowered to a C+ at his or her fifth absence.

Changing Grades

Once a grade has been officially reported by an instructor, it is normally not the right of any person to change the grade unless an actual error has been made in computing or recording it. If an error has been made, the instructor must complete the Change of Grade/Extension or Incomplete Form and the completed form must be approved by the Vice President for Academic Affairs (VPAA). When approved by both of these individuals, the form is to be forwarded to the Registrar's Office.

In extraordinary circumstances and at his or her discretion, the VPAA may, without violating the student's right to confidentiality and after consultation with the instructor in which the course was taken, settle special cases of an appeal of an assigned grade by administratively removing a student's name from an official course roster and removing the student's assigned grade from the student's official transcript. The Vice President will inform the instructor of this action and, if giving such information does not violate the student's right to confidentiality, explain the reason for it.

Repeating Courses to Raise Low Grades

A student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final even if the last grade earned is lower than the grade previously earned.

Courses taken at other institutions cannot be considered as repeats. Credit earned by examination/experience cannot be used to repeat previous course work. This process only applies to coursework in undergraduate programs.

Student Grade Disputes

In instances where a student has significant reasons for disputing a final course grade, and has consulted with the instructor and the Manager for RIT Academic Affairs, but still considers more attention needs to be given to his/her grade appeal, the student may present his/her case to the RIT Kosovo™ (A.U.K) Final Course Grade Dispute Committee.

The Final Course Grade Dispute Committee shall consist of three instructors (full-time senior faculty) and may be part of the same pool of instructors who sit on the Academic Conduct Committee. The Vice President will appoint instructors to the ad hoc committee on a case-by-case basis provided that they are not directly or indirectly involved in the specific case. Instructors should recuse themselves based on case involvement or bias and alternates will be appointed. The student bringing the case to the Committee may also provide justification to request an alternate member of the Committee, based on case involvement or bias. A student may only appeal a final course grade in instances where the grade was submitted for the previous semester. Final course grade appeals will not be considered for grades submitted in earlier semesters. <http://www.rit.edu/~w-policy/sectionD/D17.html>

Student Records and Transcripts

Confidentiality of student records

RIT Kosovo™ (A.U.K) students have the right to inspect, review, and challenge the accuracy of their official educational records. Students are also accorded the right to receive a formal hearing if dissatisfied with responses to questions regarding the content of the record.

RIT Kosovo™ (A.U.K) policies ensure that only proper use is made of such records. Therefore, with the exception of copies made for internal use (those provided to faculty and staff who have a legitimate need to know their contents), no copy of a student's academic record (transcript) or other nonpublic information from student records will be released to anyone without the student's written authorization.

Transcripts

An RIT Kosovo™ (A.U.K) student's official academic record is maintained by the RIT Office of the Registrar and is normally reflected through a transcript. All requests for transcripts must be in writing and should include the student's full name (or name used while at RIT Kosovo™ (A.U.K)), student identification number, dates of attendance, and signature to assure proper identification of the record requested. Transcripts are usually prepared and available within one week after the request is received.

Under no circumstances will a partial transcript be issued, nor will a transcript be issued to a student who is indebted to RIT Kosovo™ (A.U.K). Copies of transcripts from high schools and universities that have been received in support of admission applications and/or transfer credit evaluation will not be reissued by RIT Kosovo™ (A.U.K).

Dean's List eligibility

By action of the college concerned, full-time degree-seeking undergraduate students will be placed on the Dean's List if their term GPA is greater than or equal to 3.40; they do not have any grades of "Incomplete", "D" or "F", (including wellness and any other non-credit but required courses); and they have registered for, and completed, at least 12 credit hours.

Degree-seeking undergraduate students who maintain less than 12 credit hours in each term in which they are enrolled during the academic year may qualify for Dean's List if they have completed at least 9 credit hours during the academic year (fall, intersession, spring, and summer term).

The Dean's List evaluation will occur at the end of the summer term or in the degree certification term. Placement on Dean's List is noted on the student's official transcript.

Graduating with honors

Degree honors are applicable to undergraduate students only. Honors posted to the academic record will be based upon the student's cumulative grade point average upon completion of the degree requirements. The registrar will post honors to the student's academic record and they will be reflected on the official transcript. The numerical criteria for graduation with honors are as follows:

- summa cum laude -3.80 cumulative GPA
- magna cum laude -3.60 cumulative GPA
- cum laude -3.40 cumulative GPA

Honors reported for inclusion in the Commencement Book must be based on a minimum of 30 credit hours earned (see residency requirement for graduation) and the student's cumulative GPA. In addition, the Commencement Book will only reflect honors earned by the end of the fall term.

The GPA calculation will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

The dean (or department head for any degree granting programs outside the college structure) may, in extraordinary circumstances, act to grant graduation with honors to students who do not meet all the criteria listed. A copy of the notice of exception, with reason, is to be sent to the registrar to become part of the student's academic record.

Outstanding Undergraduate Scholar Award

One of the traditional concerns of colleges and universities is with the definition and recognition of excellence. The Outstanding Undergraduate Scholar Award has been established to recognize excellence in academic achievement by students. Those selected to receive the award are designated RIT Scholars in perpetuity. The achievement is noted on the Scholar's transcript and recognized through a specially designed medallion symbolic of high academic achievement. The awards are presented either at a special convocation held prior to the end of each academic year or at commencement ceremonies.

The procedure for the selection of award winners is:

- Maximum number of students eligible
- The maximum number of recipients of the award in any year will not exceed one (1) percent of the full-time equivalent enrollment of RIT Kosovo™ (A.U.K) in the preceding fall term.
- It is the intent of this policy that each college, including RIT Kosovo™ (A.U.K) will be permitted to nominate at least one student for the award although the college may choose not to do so.
- It is the intent of this policy that transfer students and part-time students will be eligible to receive the award.
- It is the intent of the policy that generally the award be limited to those registered at RIT during the fall term. However, students identified by a college as not currently enrolled, but who are actively pursuing completion of degree requirements, can be added to the list of candidates.

Minimum University Requirements

1. Must have completed 83-128 credit hours of work, of which not less than 45 hours must be in RIT grade-bearing courses.
2. Must have a cumulative GPA of 3.85 for all work completed as of the previous spring term.

Selection Process

A committee as specified in section V. below will be responsible for selecting the recipients of the award in each college. In making its decision, the committee will give careful attention to the academic achievements and activities of the student and to factors that in the judgment of the committee are closely related to such academic achievements and activities. Examples include, but are not limited to, the following: creative work, employment, student committees, civic activities, and independent research projects.

The committee is free to call upon other persons from the faculty, staff or student body for help in reaching a decision. Students being considered may be asked to interview with the committee members.

On the basis of these deliberations the committee will choose or will decide not to choose one or more recipients of the award, but the number is not to exceed one (1) percent of the college FTE enrollment of the previous fall semester.

Names of students chosen to receive the award must be accompanied by:

- a. a brief biography and resume of the student;
- b. a personal statement (up to one page) from the student;
- c. a statement from the selection committee giving reasons for its choice of the student;
- d. statement(s) from at least one non-major instructor in support of making the award to that student.

The names of award winners must be forwarded to the Vice President for Academic Affairs of RIT Kosovo™ (A.U.K) by the first Monday in December.

Honor society

Objectives of the Honor society

The objectives of the RIT Kosovo™ (A.U.K) Honor society are to recognize RIT Kosovo™ (A.U.K)'s most outstanding students and to promote academic and professional skills as well as civic involvement. Students invited into the RIT Kosovo™ (A.U.K) Honor society will be required to have a cumulative GPA of 3.8 in the spring semester of their Junior Year (and throughout the remainder of their program at RIT Kosovo™ (A.U.K)). There will be 3 semester credit hours for the Honors Project.

Eligibility for RIT Kosovo™ (A.U.K) Honor Society

During the spring semester, all potentially eligible junior year students will be evaluated for invitation to the RIT Kosovo™ (A.U.K) Honor society. Membership is available by invitation only. Students are eligible for membership in the RIT Kosovo™ (A.U.K) Honor society if they are currently enrolled as a full time student.

Honor society eligibility is based on the criteria listed below:

- A cumulative GPA of 3.8 and above
- An academic status of a junior regular full-time student, or having earned a minimum of
- 75 semester credits by the immediate previous December
- No more than 2 withdrawals, 2 retakes, or 6 transfer credits
- In the senior year no Withdraw from any class
- Disqualified by any academic dishonesty

RIT Kosovo™ (A.U.K) Honors Project Requirements and Supervision

Senior RIT Kosovo™ (A.U.K) Honor society students will be required to conduct a one semester Honors Project (during fall semester). They will have a full-time faculty member as their project supervisor, with whom they will consult at a scheduled weekly basis. That advisor during Fall 2016 will be Dr. Venera Demukaj. Honors project students are also recommended to have a technical advisor.

Honor Society Project Submission

A complete draft version (with contents page and appendices, etc.) of the Honors Project final report will be submitted to the Office of Academic Services during Week #13 of the Fall Semester. The final version Honors Project Final Report will be submitted to the Office of Academic Affairs no later than Week #3 of the Spring Semester. Honors project presentations will take place during Spring Semester as determined by Dr. Demukaj.

Final Report Project Evaluation

The evaluation of the final report will have the following allocation of points:

- a. 10% problem statement and background data
- b. 10% work plan and methodology
- c. 20% Analysis of results

- d. 30% Discussion, creativity and organizational flow of thinking
- e. 10% Grammar, formatting and numbering tables, graphs, figures, illustrations, footnotes
- f. 20% Power point final presentation (30 minutes duration)

Final Project Grades

- Grade A, must achieve an 80% or more.
- Grade B, must achieve 60-79.9%
- Grade C will be 40-59.9%
- Fail Grade will be 39.9% or less.

Final Project to be Archived in RIT Kosovo™ (A.U.K) Library

All Honor society students are required to ensure that one hard backed, bound copy of their final report is placed in the RIT Kosovo™ (A.U.K) Library Honors Collection by Week #6 of Spring Semester. The student is responsible for the binding expense.

Participation in Commencement

Commencement is a celebration for students who have completed all requirements for graduation. The student's academic advisor decides whether a student has completed all requirements and clears the student for graduation and participation in Commencement. The diploma will not be awarded until the final course is completed successfully and recorded.

The following are the criteria for commencement participation:

- Students with more than 4 remaining courses will not be allowed to march at commencement
- Students with 3 remaining courses and having a GPA of 3.0 or more will be allowed to march
- Students with 2 remaining courses and having a GPA of 2.5 or more will be allowed to march
- Students with 1 remaining courses and having a GPA of 2.25 or more will be allowed to march

A degree candidate who, due to extenuating circumstances, cannot participate in the graduation ceremony held at the end of the academic year may petition the Academic Services Office to participate in the next graduation ceremony held the following year.

Leave, Suspension, Probation, Conditional Probation

Leave of Absence

A student who is having serious problems (whether medical, family, or employment) to the extent that it interferes with his or her ability to function as a student may request a Leave of Absence. An official Institute Withdrawal or Leave of Absence Form must be submitted to Academic Services. Documentation may be required to support the claim and the decision will be made by the Director of Academic Affairs, in consultation with Academic Services. Under certain conditions, some partial refund of tuition may be available. (See Financial Information in this Bulletin)

Medical Leave

In some cases, RIT Kosovo™ (A.U.K) may place a student on Medical Leave. A Medical Leave will be used only in circumstances where a student is deemed unable to function successfully at RIT Kosovo™ (A.U.K) as a result of medical, psychological, or related personal situations and is unable or unwilling to request a Leave of Absence. The Medical Leave is intended to provide students with time

to resolve their circumstances in a satisfactory manner without seriously undermining their ability to successfully complete their academic programs and without compromising the safety and welfare of the RIT Kosovo™ (A.U.K) community.

A Medical Leave can be granted for no more than five (5) consecutive semesters (eight (8) for part-time students) including summer. If the conditions are not achieved or complied with in this time period, the student will have to reapply for admission in accordance with readmission procedures. In some extraordinary cases, stipulated conditions may be attached to the Medical Leave that would extend the period of the leave beyond five/eight semesters. An Initiated Medical Leave will be imposed by the Director of Academic Affairs (or his/her designee) only after appropriate discussion with the necessary RIT Kosovo™ (A.U.K) parties and discussion with the student and -in appropriate circumstances -the student's family.

Academic Probation and Suspension

Conditions for Academic Probation/Suspension

All students at RIT Kosovo™ (A.U.K) are expected to meet or exceed certain minimal academic standards. Failure to do so will result in being placed on academic probation or suspension. All such actions are taken by Academic Services, under the direction of the RIT Kosovo™ (A.U.K) Manager of Academic Affairs, at the end of each semester; once the action is made, it may be changed or revoked only by the Vice President for Academic Affairs at RIT Kosovo™ (A.U.K).

Grade Point Average (GPA) standards

- Semester GPA = grade average of all courses taken in a semester that are applicable to a student's degree requirements.
- Cumulative GPA = grade average of all course work taken as an undergraduate.

An undergraduate student must maintain a cumulative GPA of 2.00 or above at RIT to remain in good academic standing. To help students maintain satisfactory academic performance, RIT has set academic standards that serve to identify, warn, and provide timely intervention to a student who is experiencing academic difficulty.

All probation and academic suspension actions are taken at the end of the fall, spring and summer terms.

Probation

Probation refers to the academic action taken when a student is not in good academic standing. A student placed on probation is expected to sufficiently raise his/her GPA in the succeeding term so that the probationary status can be removed. In some circumstances, a student will also be required to satisfy specific conditions required in the form of an academic contract in order to be removed from probation. Failure to meet the terms of probation may result in suspension.

Suspension

Suspension refers to the academic action taken when a student is not permitted to enroll in courses at the university for a period of one calendar year.

1. Any degree-seeking undergraduate student whose term or cumulative grade point average falls below a 2.00 (C average) will be placed on probation.
2. Any student who is on probation according to 1. above and who is not removed from probation

in the two succeeding terms (including summer session) in which credit is attempted will be suspended from RIT for a period of one calendar year.

3. Any student who has been placed on probation after having been removed from probation and whose cumulative grade point average is below 2.00 will be suspended.
4. Any student who has been placed on probation after having been removed from probation and whose cumulative grade point average is 2.00 or above will be granted one term to be removed from probation before suspension from RIT.
5. Any student whose term grade point average falls below 1.00 will be suspended from RIT for a period of one calendar year.
6. Students with 3 reported instances of Academic Dishonesty in their file will be placed on suspension automatically.
7. Students who have been readmitted to their original program after having been suspended and then qualify for probation will be suspended from RIT.
8. A suspended student cannot enroll in any credit or non-credit course at RIT Kosovo™ (A.U.K) while on suspension.
9. A suspended student may appeal a suspension decision.
10. A suspension may be waived upon written appeal from the student. Final suspension waiver requires the Vice President (or designee) approval. For programs housed outside the college structure, the approval of the director of the academic unit in which the enrollment is requested is required.
11. A suspended student may be required to satisfy specific academic conditions imposed by University in order to be considered for readmission to his/her program.
12. A suspended student may be admitted to another program if it is approved by the Vice President (or designee) of the college in which enrollment is requested. For programs housed outside the college structure, the approval of the director of the academic program in which the enrollment is requested is required.
13. Students must apply through undergraduate admissions for re-admission at the end of their suspension. Such re-admission must be approved by the Vice President (or his/her designee) of the college for which they are requesting enrollment (this may be the original college or another). For programs housed outside the college structure, the re-admission must be approved by the director (or designee) of the academic unit for which they are requesting enrollment.

Conditional Academic Contracts

Students who have been suspended may appeal to the Vice President for RIT Kosovo™ (A.U.K)-RIT Academic Affairs to have the suspension temporarily waived and to be placed on a “Conditional Academic Contract.” Conditional contracts will be awarded to students who can demonstrate (with the appropriate documentation) that:

- Extended illness or other hardship has caused their academic performance to be sub-standard;
- A general trend of improvement in their academic performance over time exists; and/or
- The desire and capability of meeting the expectations of the Conditional Contract Semesters is demonstrated.

Conditional contracts are awarded at the discretion of the Vice President for RIT Kosovo™ (A.U.K)-RIT Academic Affairs, in consultation with Academic Services. Failure to meet any of the contract conditions results in immediate suspension from RIT Kosovo™ (A.U.K) without any tuition reimbursement. Contact Academic Services for the appropriate procedure.

Please note: Academic Warning and Academic Suspension are related to your GPA, which summarizes your academic performance.

Expulsion of Students from Class

An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period due to student misconduct, the procedures are outlined in the section on *Student Rights & Responsibilities*.

Final Exam Policy

For all courses other than those taught online, professors will be present at RIT Kosovo™ (A.U.K) and available for questions from the students for at least 24 hours after they have published the final course grade to the students. If you have any questions about your final exam or final grade, you should ask them at this time. Professors (not RIT Kosovo™ (A.U.K) administration) make the final decision about your grade

RIT Kosovo™ (A.U.K) Student Handbook

RIT Kosovo™ (A.U.K) Policies and Procedures

RIT Kosovo™ (A.U.K) is a learning community where time, energy and resources are directed toward learning and personal development.

Members of the community live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom. As a member of the community, each person must conduct himself/herself in a manner that reflects thoughtful, civil, sober and considerate behavior.

As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the wellbeing and property of others.

As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.

Members of the community create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

Honor Code

All RIT Kosovo™ (A.U.K) students will refrain from any form of academic dishonesty and will not tolerate it from their fellow students. They will respect the dignity and uniqueness of every member of the RIT Kosovo™ (A.U.K) community.

RIT Kosovo™ (A.U.K) Student Bill of Rights

All Students Are Guaranteed:

- Retention of their rights as citizens of the community at large.
- Protection in the classroom of freedom of expression and protection against improper academic evaluation.
- Protection of their rights to privacy (in accordance with the Buckley Amendment and Family Educational Rights and Privacy Act) regarding access to and disclosure of student records.
- Protection of their rights in student activities to freedom of association, inquiry, and expression, along with the right to participate in RIT Kosovo™ (A.U.K) governance and to maintain a student press free from censorship.
- The right to be free in their persons, living quarters, papers, and effects against unwarranted searches and seizures.
- The right to remain silent and to be provided with basic due process in disciplinary proceedings.
- The right to be informed of any risks involved in acting as human subjects for research activities and also the pertinent details of any sponsored research conducted through RIT Kosovo™ (A.U.K), including the existence of any restricted components.

Violation of RIT Kosovo™ (A.U.K) Policies

Violation of published RIT Kosovo™ (A.U.K) policies, rules, and regulations including, but not limited to, the Student Bill of Rights, the RIT Kosovo™ (A.U.K) Conduct Policies and other published RIT Kosovo™ (A.U.K) policies, rules and regulations including those related to entry into and/or use of RIT Kosovo™ (A.U.K) rooms, buildings, and facilities is prohibited. Violations can result in disciplinary actions up to and including expulsion from RIT Kosovo™ (A.U.K).

RIT Kosovo™ (A.U.K) Conduct Policies

The following policies pertain to all students enrolled in courses that are housed on the RIT Kosovo™ (A.U.K) campus.

Alcohol and Drug Conduct Policy

1. Alcohol and Drug Policy:

- 1.1.** This policy applies to all student members of the RIT Kosovo™ (A.U.K) community and their guests. It also applies to all student activities on the RIT Kosovo™ (A.U.K) campus and to all RIT Kosovo™ (A.U.K)-sponsored events where students are present. RIT Kosovo™ (A.U.K) students are subject to local laws regarding alcohol and drug use. RIT Kosovo™ (A.U.K) will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.
- 1.2.** Individuals or organizations who hold private parties or sponsor private events where alcohol is served or consumed assume full personal responsibility and liability for compliance with the law and for conduct related to the consumption of alcohol by attendees, participants and guests.
- 1.3.** Provisions Governing the Possession and Use of Alcohol:
 - 1.3.1.** Alcohol may not be illegally used, possessed, manufactured or exchanged on RIT Kosovo™ (A.U.K) owned or operated property or at RIT Kosovo™ (A.U.K) sponsored events.
 - 1.3.2.** Behavior that is dangerous to oneself or others and/or disturbs the learning and/or living environment in RIT Kosovo™ (A.U.K) operated facilities or at any RIT Kosovo™ (A.U.K) sponsored activity/event is strictly prohibited.
- 1.4.** Provisions Governing the Possession and Use of Illegal Drugs:
 - 1.4.1.** RIT Kosovo™ (A.U.K) explicitly prohibits use, possession, sale, manufacturing or trafficking of illegal drugs on RIT Kosovo™ (A.U.K)-owned or-operated property, or at RIT Kosovo™ (A.U.K)-sponsored events.
 - 1.4.2.** Violations:
 - 1.4.2.1.** Students violating the RIT Kosovo™ (A.U.K) Alcohol and Drug Policy will be subject to the campus judicial process, and to the judicial actions and sanctions described in this policy. RIT Kosovo™ (A.U.K) students will be held responsible for the behavior of their guests.
 - 1.4.2.2.** All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

Campus Demonstrations Conduct Policy

2. Campus Demonstrations:

- 2.1.** Because the rights of free speech and lawful assembly are fundamental to the democratic process and the academic process, RIT Kosovo™ (A.U.K) supports the rights of all its members freely to express their views and to protest against actions and opinions with which they disagree, using peaceful and lawful means of dissent. RIT Kosovo™ (A.U.K) also recognizes a concurrent obligation to maintain upon its campus an atmosphere conducive to academic work and freedom and respect for the rights of all individuals. Administration, faculty and students must cooperate in a manner that will ensure all of these rights are protected.
- 2.2.** For detailed information about the POLICY ON DEMONSTRATIONS ON CAMPUS, please check the complete statement on the RIT web site
http://www.rit.edu/studentaffairs/studentconduct/rr_campusdemonstrations.php

Discrimination and Harassment Conduct Policy

3. Discrimination and Harassment:

- 3.1.** The RIT Kosovo™ (A.U.K) community is committed to a diverse and dynamic learning, working, and living environment. RIT Kosovo™ (A.U.K) will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.
- 3.2.** RIT Kosovo™ (A.U.K) prohibits discrimination and harassment on campus, or at any RIT Kosovo™ (A.U.K) activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with RIT Kosovo™ (A.U.K).
- 3.3.** RIT Kosovo™ (A.U.K) defines discrimination as behavior that uses age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:
- 3.3.1.** RIT Kosovo™ (A.U.K) defines harassment as conduct, communication, or physical contact that is unwelcome and has the purpose or effect of:
- 3.3.1.1.** Unreasonably interfering with another's work, activities, or participation or
- 3.3.1.2.** Creating an intimidating, hostile or abusive environment for an employee or student at RIT Kosovo™ (A.U.K) or in RIT Kosovo™ (A.U.K) sponsored programs or events.
- 3.3.1.3.** Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, that threatens or endangers any person on RIT Kosovo™ (A.U.K) premises or at RIT Kosovo™ (A.U.K) sponsored or supervised functions is prohibited. Electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise harassing messages. Correspondingly, members of the RIT Kosovo™ (A.U.K) community have the obligation not to use the RIT Kosovo™ (A.U.K) computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally. RIT Kosovo™ (A.U.K) is committed to an environment that encourages, promotes and protects free inquiry and free expression. Members of the RIT Kosovo™ (A.U.K) community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The RIT Kosovo™ (A.U.K) Policy Prohibiting Discrimination

and Harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

- 3.4. 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.
- 3.5. 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.

For further information on the RIT Kosovo™ (A.U.K) POLICY PROHIBITING DISCRIMINATION AND HARASSMENT, including definitions of terms, procedures, etc., please refer to the RIT web site: http://www.rit.edu/studentaffairs/studentconduct/rr_discriminationharassment.php

Computer and Information Technology (IT) Conduct Policy

- 4. Computer Technology, Information Technology (IT), IT and Campus Network:
 - 4.1. *Support of Institutional Mission:* The computing, network, and information resources of RIT Kosovo™ (A.U.K) and, where applicable, the Rochester Institute of Technology, are intended to support the mission of teaching, scholarly activity, and service for the RIT Kosovo™ (A.U.K)'s students, faculty and staff. Appropriate use of computing and networking facilities by members of RIT Kosovo™ (A.U.K) 's academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society.
 - 4.1.1. *Code of Conduct:* It is the responsibility of every user to respect the rights, privacy, and intellectual property of others; respect the integrity of the resources; and abide by all local, civil, and criminal laws and regulations.
 - 4.2. Definitions (to avoid ambiguity, the following definitions are supplied):
 - 4.2.1. *User:* Anyone who uses computing or network facilities.
 - 4.2.2. *Authorized RIT Kosovo™ (A.U.K) User:* An authorized user is anyone who has followed proper procedures and has been granted access to any or all of the computing or network resources of the RIT Kosovo™ (A.U.K) for reasons consistent with the mission of RIT Kosovo™ (A.U.K), and consistent with this policy.
 - 4.2.3. *RIT Kosovo™ (A.U.K) Computing Resources:* Any computing, network, or software system donated to or purchased by the RIT Kosovo™ (A.U.K) or by a grant that is resident at RIT Kosovo™ (A.U.K).
 - 4.2.4. *RIT Kosovo™ (A.U.K) Network:* The network of RIT Kosovo™ (A.U.K) comprising the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, as well as the Internet and Internet connection points. RIT Kosovo™ (A.U.K) network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.
 - 4.2.5. *RIT Kosovo™ (A.U.K) Network Connections:* Any computer or device using an Internet address assigned to RIT Kosovo™ (A.U.K) or that is connected to a physical or wireless access point is considered to be connected to the RIT Kosovo™ (A.U.K) network.
 - 4.2.6. *Personal Computing Resources:* Personal resources are such as PCs, information appliances, networking equipment, etc., which have been purchased and are owned by an authorized RIT Kosovo™ (A.U.K) user and are connected to the RIT Kosovo™ (A.U.K) network.

- 4.2.7. *Special Access:*** Special access is access to resources on a system that could be used to alter the behavior of the system, or to access accounts on the system, either directly or indirectly. Examples are UNIX "root" or Windows "Administrator or System".
- 4.2.8. *System Owner:*** The system owner is the person with the authority to designate or use special access account privileges.
- 4.2.9. *System or Network Administrator:*** The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.
- 4.2.10. *Secure Systems:*** These are any hardware or software system the use of which is restricted to a subset of the community of legitimate RIT Kosovo™ (A.U.K) users.

User Privileges and Responsibilities (Computer and IT Conduct Policy)

- 4.2.11. *Privacy:*** RIT Kosovo™ (A.U.K) recognizes that individual privacy and security is highly valued by our society but must be balanced by the other community values and needs. Within this context, the RIT Kosovo™ (A.U.K) community is assured that the privacy of such personal property as written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media will be protected, although it cannot be completely guaranteed.
- 4.2.12. *Authorized searches and seizures:*** RIT Kosovo™ (A.U.K) also recognizes that members of the RIT Kosovo™ (A.U.K) community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving RIT Kosovo™ (A.U.K) computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official. Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of RIT Kosovo™ (A.U.K) computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the RIT Kosovo™ (A.U.K) system or in systems to which the RIT Kosovo™ (A.U.K) system is connected or affiliated. For example, scanning and pattern matching of incoming or outgoing email may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the fullest extent possible.
- 4.2.13. *Responsible Use of Resources:*** In exchange for the privileges associated with membership in the RIT Kosovo™ (A.U.K) computing community, users assume the responsibility to use the community's resources in a responsible and professional manner. The following paragraphs (4.14 – 4.34) highlight a non- exhaustive list of specific responsibilities. Questions about the appropriateness of any use of resources should be directed to the staff of the Educational Technology Department or to the systems personnel responsible for the resource in question.

Access to Secure Systems (Computer and IT Conduct Policy)

- 4.3. *Passwords:*** Passwords are the primary way in which users are authenticated and allowed to use the community's computing resources. One should not disclose one's password(s) to any

individual, including a faculty or staff member, unless the person is a properly authorized system administrator performing account maintenance activities for which the password is required. Similarly, one should not disclose other identifying information (e.g., PIN numbers) used to access specific system information. Authorized users are held accountable for violations of this Code of Conduct involving their accounts.

Use of Computer and IT resources (Computer and IT Conduct Policy)

- 4.4. *Unauthorized use of resources:*** One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.
- 4.5. *Circumventing or compromising security:*** Users must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the RIT Kosovo™ (A.U.K) systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and the launching or knowing transmission of viruses or worms.
- 4.6. *Self-Protection:*** Any member of the RIT Kosovo™ (A.U.K) community who attaches a computer to the RIT Kosovo™ (A.U.K) network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.
- 4.7. *Commercial Activity:*** No member of the RIT Kosovo™ (A.U.K) community may use an RIT Kosovo™ (A.U.K) computing account or any communications equipment that is owned or maintained by RIT Kosovo™ (A.U.K) to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of RIT Kosovo™ (A.U.K)'s computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. RIT Kosovo™ (A.U.K) employees who are engaged in professional consulting for-a-fee relationships may use RIT Kosovo™ (A.U.K)'s computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.
- 4.8. *Personal Use of RIT Kosovo™ (A.U.K) Resources:*** In general, the use of RIT Kosovo™ (A.U.K)'s computing and network resources to promote commercially related activities or events that have no direct relationship to RIT Kosovo™ (A.U.K)'s mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund- raising event or activity, to sell a used item within the RIT Kosovo™ (A.U.K) community, or to offer RIT Kosovo™ (A.U.K) colleagues the opportunity to rent an apartment may be permitted.
- 4.9. *Harmful Activities:*** One must not use one's privileges as a member of the RIT Kosovo™ (A.U.K) computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to RIT Kosovo™ (A.U.K). Examples of harmful activities, in addition to those noted elsewhere in this Code, include:
 - Intentional damage
 - Disabling others' computers
 - Compromising security
 - Disabling or corrupting software systems
 - Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)
 - E-mail spamming
 - Threatening or intimidating e-mail, newsgroup postings, or web sites.

- Denial-of-service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).
- 4.10. *Illegal Activities:*** For the protection of the RIT Kosovo™ (A.U.K) computing community as a whole, it is imperative that all members refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to):
- Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.
 - Divulging information that is confidential or proprietary information.
 - Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

Privacy and Usage Monitoring (Computer and IT Conduct Policy)

- 4.10.1. *Privacy Statement (IT):*** Users should be aware that their use of RIT Kosovo™ (A.U.K)'s computing and network resources is not completely private. However, in all RIT Kosovo™ (A.U.K) operations discussed in the following paragraphs, individual rights of privacy will be preserved to the fullest extent possible that is compatible with the nature of the operation. As an institution, RIT Kosovo™ (A.U.K) retains the following rights with respect to its computing and network resources:
- 4.10.2. *Allocation and Control of Access to Resources:*** Those responsible for maintaining RIT Kosovo™ (A.U.K)'s information technologies and resources have the right to allocate resources in ways appropriate to the achievement of RIT Kosovo™ (A.U.K)'s overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of RIT Kosovo™ (A.U.K), civil, and criminal law.
- 4.10.3. *Usage Monitoring and Inspection of Files:*** While RIT Kosovo™ (A.U.K) does not routinely monitor individual usage, the normal operation and maintenance of RIT Kosovo™ (A.U.K)'s computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network availability and performance. RIT Kosovo™ (A.U.K) system and network administrators may review these data for evidence of violation of law or policy. When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.
- 4.10.4. *System and Network Administration Access:*** A system administrator may access others' files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others' files and data on network devices or in transit.
- 4.10.5. *Security Procedures:*** Departments are responsible for educating the users of RIT Kosovo™ (A.U.K)-owned desktop computers and providing a

reasonable level of security for sensitive information.

Reporting, Investigations, and Sanctions (Computer and IT Conduct Policy)

- 4.11. *Reporting Violations of this Code:*** For this Code to be effective, all members of the RIT Kosovo™ (A.U.K) computing community must be alert to possible violations. If a member of the community suspects that another community member is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member's responsibility to report this to IT personnel. In all cases, suspected violations of this Code of Conduct should be reported. Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.
- 4.12. *Investigation of Suspected Violations:*** Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff of the Educational Technology Services. Confirmed violations will be brought to the attention of the violators and, where a confirmed violation is serious or persists, a restriction may be imposed, temporarily or permanently, by RIT Kosovo™ (A.U.K). Violators of statutory law will be turned over to Campus Safety.
- 4.13. *Sanctions:*** RIT Kosovo™ (A.U.K) may impose a range of penalties on users who violate the policies regarding the usage of RIT Kosovo™ (A.U.K) computing resources. For example, RIT Kosovo™ (A.U.K) may suspend computer and network privileges of an individual for reasons relating to the safety and wellbeing of other members of the campus community, or relating to the preservation and integrity of RIT Kosovo™ (A.U.K) property. Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed through the normal disciplinary processes of RIT Kosovo™ (A.U.K). Appeals will follow the normal RIT Kosovo™ (A.U.K) Student Conduct Process.

Co-op Policy

- 5. *Co-op Policy:*** Students providing any kind of false information while registering and/or completing their Co-op will be subject to disciplinary sanctions as according to the RIT Kosovo™ (A.U.K) Conduct Code. In addition, students are responsible to represent RIT Kosovo™ (A.U.K) as according to the RIT Kosovo™ (A.U.K) policies, rules and regulations while doing their Co-ops. If the student completing the Co-op receives bad employer evaluation such a Co-op may be considered as invalid and the student must do another Co-op to complete the requirements.

Disorderly Conduct Policy

- 6. *Disorderly Conduct:*** Conduct that is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent is prohibited.

Disruption of RIT Kosovo™ (A.U.K) Events or Traffic Policy

- 7. *Disruption of RIT Kosovo™ (A.U.K) Events or Traffic:*** Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on RIT Kosovo™ (A.U.K) premises or at RIT Kosovo™ (A.U.K) sponsored or supervised functions; intentionally leading or inciting others to disrupt scheduled and/or normal activities of others within any campus building or area is prohibited.

Endangering Behavior Policy

8. *Endangering Behavior*: Conduct that threatens or endangers the health and/or safety of a person(s) is prohibited.

Failure to Comply Policy

9. *Failure to Comply*: Failure to comply with directions of RIT Kosovo™ (A.U.K) officials or law enforcement officers acting in performance of their duties; obstruction of the performance of these duties or failure to identify oneself to these persons when requested to do so is prohibited.

Fire and Fire Safety Policy

10. *Fire and Fire Safety*: Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard is prohibited.

Fraud, Hazing and Inappropriate Behavior Policy

11. *Fraud*: All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to RIT Kosovo™ (A.U.K), and forgery, alteration or use of RIT Kosovo™ (A.U.K) documents or instruments of identification with intent to defraud is prohibited.
12. *Hazing*: Hazing is defined as any action or situation that recklessly or intentionally endangers physical or mental health, or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization, as well as any action intended to subject a member of the RIT Kosovo™ (A.U.K) community to emotional or physical harm is prohibited.
13. *Inappropriate Behavior*: Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other RIT Kosovo™ (A.U.K) activities is prohibited.

Intellectual Property Policy

14. *Intellectual Property*: The privilege of creating and owning intellectual property is fully recognized by this Code of Conduct. However, where a violation of the intellectual property, or of the intellectual property rights of creators or owners beyond the RIT Kosovo™ (A.U.K) campus, is alleged to have occurred through student or employee misuse of the RIT Kosovo™ (A.U.K) computing systems and network, such alleged misuse will be investigated and, if proved, a sanction applied. For example, RIT Kosovo™ (A.U.K) users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets. Users should assume that any software or other electronic materials or media are copyright protected, unless the

author(s) or publisher explicitly states otherwise.

Obstruction of RIT Kosovo™ (A.U.K) Student Conduct Process Policy

15.Obstruction of RIT Kosovo™ (A.U.K) Student Conduct Process Policy:

Prohibited activities and behavior

- 15.1.**Failure to obey a request to appear by the RIT Kosovo™ (A.U.K) Conduct Committee or RIT Kosovo™ (A.U.K) official;
- 15.2.**Falsification, distortion or misrepresentation of information or charges before a the RIT Kosovo™ (A.U.K) Conduct Committee or RIT Kosovo™ (A.U.K) official;
- 15.3.**Disruption or interference with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual's proper participation in or use of the student conduct system;
- 15.4.**Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding; and
- 15.5.**Failure to comply with the sanction imposed by the RIT Kosovo™ (A.U.K) Conduct Committee or RIT Kosovo™ (A.U.K) officials.

Off-Campus Behavior Policy

- 16.***Off-Campus Behavior:* Any off-campus conduct which RIT Kosovo™ (A.U.K) deems demonstrates disregard for the rights of others is prohibited.

Parking and Traffic Regulations Policy

- 17.***Parking and Traffic Regulations:* Parking facilities on the RIT Kosovo™ (A.U.K) campus are a limited resource. The privilege of parking on campus is granted to students with the understanding that future or periodic RIT Kosovo™ (A.U.K) needs may require allocation, registration, restriction, or revocation. Violations of the RIT Kosovo™ (A.U.K) Student Code of Conduct may result in revocation of parking privileges when applicable. Students and guests are to comply with the requests and instructions of the guards in all matters related to parking any vehicle on the RIT Kosovo™ (A.U.K) campus.

Privacy Policy

- 18.***Privacy Policy:* RIT Kosovo™ (A.U.K) recognizes that individual privacy and security is highly valued by our society, but must be balanced by the other community enumerated values and needs. Within this understanding, the RIT Kosovo™ (A.U.K) community is assured that the privacy of such personal property as written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media will be protected, although it cannot be completely guaranteed. RIT Kosovo™ (A.U.K) also recognizes that members of the RIT Kosovo™ (A.U.K)

community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving RIT Kosovo™ (A.U.K) computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official. Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of RIT Kosovo™ (A.U.K) computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the RIT Kosovo™ (A.U.K) system or in systems to which the RIT Kosovo™ (A.U.K) system is connected or affiliated. For example, scanning and pattern matching of incoming or outgoing email may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the extent possible.

Student Gender-Based and Sexual Misconduct Policy (aka Title IX)⁸

19. *Title IX Student Gender-Based and Sexual Misconduct Policy:* The standards set forth in this policy apply to conduct by or against an RIT Kosovo™ (A.U.K) Student from the time of acceptance of admission. This includes conduct which occurs while students are on a leave of absence, studying abroad, or on co-op. It also includes conduct which occurs when students are not officially enrolled during a particular term as long as they have a continuing relationship with the university. This policy will apply to a student's behavior even if the student withdraws or graduates from the university while a disciplinary matter is pending, or if the behavior occurs off campus. For purposes of this policy, the location of the off campus behavior will not affect its applicability. Please see RIT Policy [D19.0 STUDENT GENDER-BASED AND SEXUAL MISCONDUCT POLICY - TITLE IX](#), for comprehensive policy and procedures. This policy is applicable to all RIT Kosovo™ (A.U.K) Student from the time of acceptance of admission in addition to the policies listed in this handbook. Additionally, legal proceedings will follow the relevant and applicable Republic of Kosovo law as prudent and where legal authority is warranted.

19.1. At RIT Kosovo™ (A.U.K) Title IX Student Gender-Based and Sexual Misconduct Policy will be procedurally handled by the Office of the Vice-President.

Sexual Assault and Misconduct Policy

20. Sexual Assault Policy:

20.1. Sexual assault is not only a violation of RIT Kosovo™ (A.U.K) policies, it is a crime. Any sexual assault should be reported immediately to RIT Kosovo™ (A.U.K) Administration. Immediately after an assault, the victim should seek support from others and be careful not to bathe or clean up the area or otherwise disturb or destroy evidence. RIT Kosovo™ (A.U.K) officials will help arrange support and counseling

⁸ Title IX refers to Education Amendments of 1972 is a U.S. federal law that prohibits sex discrimination in education. The provisions of this U.S. law provide an institutional policy framework and basis for responding to gender-based and sexual misconduct. Kosovo law is applicable in any legal proceedings, however the RIT Policy D19.0 STUDENT GENDER-BASED AND SEXUAL MISCONDUCT POLICY - TITLE IX will be followed as the RIT Kosovo™ (A.U.K) institutional standard.

services for anyone who requests them and will help the victim of a sexual assault notify law enforcement authorities if that is desired.

- 20.2.** Students or employees who are accused of sexual assault and deemed to present a danger to the RIT Kosovo™ (A.U.K) community or to the complainant may be suspended until such time as a determination of the allegation is made. The sanctions or penalties that RIT Kosovo™ (A.U.K) might impose for sexual assault depend on the nature and the circumstances of the offense and may range from reprimand to dismissal from RIT Kosovo™ (A.U.K).
- 21.** *Sexual Misconduct:* All forms of sexual misconduct, including any form of unwanted sexual contact is prohibited. "Unwanted" is defined as being against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs is prohibited.

Smoking Policy

- 22.** *Smoking Policy:* This policy applies to all RIT Kosovo™ (A.U.K) students, faculty, staff, administration, other employees, and visitors to RIT Kosovo™ (A.U.K).
- 22.1.** *Indoor Smoking Prohibited:* Smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at RIT Kosovo™ (A.U.K), including but not limited to classrooms, offices, laboratories, dining facilities, break rooms, faculty apartments, and guest apartments. Furthermore, smoking is prohibited in all areas of any buildings that house classroom facilities. Exceptions to this policy are those noted below.
- 22.2.** *Smoking Areas:* RIT Kosovo™ (A.U.K) provides designated outdoor smoking areas, identified by affixed smoking receptacles.

Stalking Policy

- 23.** *Stalking:* Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; following; trespassing; or vandalism. Stalking is prohibited.

Student Organization Violation

- 24.** *Student Organization Violation:* For student organizations and their members, violation of the provisions of the regulations or agreement governing the organization's relationship with RIT Kosovo™ (A.U.K) is prohibited.

Theft and Vandalism Policy

25. *Theft and Vandalism:* Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT Kosovo™ (A.U.K) property, or the property of a member of the RIT Kosovo™ (A.U.K) community or other personal or public property is prohibited.

Unauthorized Entry/Duplication Policy

26. *Unauthorized Entry/Duplication:* Unauthorized possession, duplication or use of keys to any RIT Kosovo™ (A.U.K) premises or unauthorized entry to or use of RIT Kosovo™ (A.U.K) premises is prohibited.

Violation of the Law Policy

27. *Violation of the Law:* Violation of civil law on RIT Kosovo™ (A.U.K) premises or at RIT Kosovo™ (A.U.K) sponsored or supervised activities are prohibited.

Weapon Possession Policy

28. *Weapon Possession:* Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on RIT Kosovo™ (A.U.K) premises is prohibited.

Disciplinary Actions

General Applicability

1. General Applicability for disciplinary actions:

- 1.1.** Generally, RIT Kosovo™ (A.U.K) jurisdiction and discipline will be applied to student conduct that occurs on RIT Kosovo™ (A.U.K) premises or during the course of off-campus activities related to RIT Kosovo™ (A.U.K), or that adversely affects the RIT Kosovo™ (A.U.K) community and/or the pursuit by RIT Kosovo™ (A.U.K) of its educational mission.
- 1.2.** Students subject to jurisdiction and discipline include all persons taking courses or training at RIT Kosovo™ (A.U.K), both full-time and part-time, both graduate and undergraduate. All those who are not officially enrolled during a particular semester but who have a continuing relationship with RIT Kosovo™ (A.U.K), including those on co-op, are considered students. Students are responsible for the behavior of their visitors, guests or family members and can be personally sanctioned for the violation of RIT Kosovo™ (A.U.K) policies, rules and regulations by those individuals. Student organizations and their officers are also expected to conform to RIT Kosovo™ (A.U.K) policies, rules and regulations; organizations and their officers can be sanctioned for failure of the organizations to do so.
- 1.3.** Disciplinary actions for most infractions are limited to social and academic sanctions. But RIT Kosovo™ (A.U.K) may initiate civil or criminal proceedings against a student in a case where such unusual action is warranted by the circumstances. Any such action will be determined by the RIT Kosovo™ (A.U.K) President, in consultation with the Director of Academic Affairs.
- 1.4.** If a student is charged only with an off-campus violation of civil laws, but not with any violation of RIT Kosovo™ (A.U.K) policies, rules and regulations, RIT Kosovo™ (A.U.K)

- disciplinary action may still be taken and sanctions imposed for serious misconduct that demonstrates disregard for the rights of others, or that adversely affects the RIT Kosovo™ (A.U.K) community and/or the pursuit of its objectives. In such cases, interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.
- 1.5.** If a student is charged by civil authorities with a violation of the law, RIT Kosovo™ (A.U.K) will cooperate fully with law enforcement and other agencies. If the alleged offense is also the subject of a proceeding under the RIT Kosovo™ (A.U.K) Student Conduct Process, RIT Kosovo™ (A.U.K) may advise off-campus authorities of the existence of the RIT Kosovo™ (A.U.K) Student Conduct Process and of how such matters will be handled internally within the RIT Kosovo™ (A.U.K) community.

Disciplinary Warnings

- 2.** *Disciplinary Warnings.* The following disciplinary warnings may be imposed upon students/organizations by RIT Kosovo™ (A.U.K) academic or administrative officials; such warnings are not subject to appeal:
- 2.1.** *Admonition:* An oral statement to a student informing him/her that he/she has violated or is violating RIT Kosovo™ (A.U.K) policies, rules, or regulations.
- 2.2.** *Warning:* Written notice to a student that continued or further violations of any RIT Kosovo™ (A.U.K) policy, rule, or regulation within a specific period of time (not to exceed one [1] calendar year) may result in more severe disciplinary action.

Disciplinary Sanctions

- 3.** *Disciplinary Sanctions.* The following disciplinary sanctions may be imposed on students/organizations:
- 3.1.** *Expulsion of Students from Class:* An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period due to student misconduct, the procedures are outlined in the section on *Student Rights & Responsibilities*.
- 3.2.** *Disciplinary Probation:* Exclusion from use of specified RIT Kosovo™ (A.U.K) facilities or from participation in certain privileged or extracurricular RIT Kosovo™ (A.U.K) activities and/or requirement to fulfill certain conditions as specified in the probation notice, plus notification that violation of any RIT Kosovo™ (A.U.K) policy, rule or regulation during the semester of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than one (1) calendar year.
- 3.3.** *Deferred Disciplinary Suspension:* The imposition of disciplinary suspension may be deferred subject to such conditions as are specified in the sanction letter.
- 3.4.** *Disciplinary Suspension:* Exclusion from classes and/or other privileges and activities as set forth in the suspension notice for a definite period of time, generally not to exceed two (2) calendar years.
- 3.5.** *Disciplinary Dismissal:* Exclusion from classes and/or other privileges and activities as set forth in the dismissal notice for an indefinite period of time with specific requirements needed to be fulfilled before readmission will be considered.
- 3.6.** *Disciplinary Expulsion:* Termination of student status. Under normal circumstances, re-admission is not possible.

Disciplinary Conditions

- 4. *Disciplinary Conditions.*** The following disciplinary conditions may be imposed on students/organizations:
- 4.1. *Discretionary Actions:*** Work assignments, community service, and other related sanctions including, but not limited to:
- Letter of apology
 - Essay or research paper on assigned topic
 - Participation in an educational group or class
 - Program presentations
 - Mandated counseling session
 - Loss of privileges
 - Substance abuse education and/or evaluation
- 4.2. *Bar against Registration:*** This sanction may apply to a student who fails to pay a debt owed to RIT Kosovo™ (A.U.K), fails to comply with or submit to disciplinary procedures, or other appropriate circumstances. It may be applied in situations where there is a need to resolve a pending disciplinary charge, even in the case of an individual who is not currently a student.
- 4.3. *Withholding of Records:*** Students who fail to pay a debt owed to RIT Kosovo™ (A.U.K) may have transcripts, degrees and other records withheld until the debt is paid. Grade reports will not be withheld.
- 4.4. *Organizational Restriction:*** Loss, by a student group or organization, of certain or all privileges, including RIT Kosovo™ (A.U.K) recognition, for a period of time or permanently.
- 4.5. *Disciplinary suspension or expulsion:*** Examples of behaviors include, but are not limited to:
- Permitting or engaging in hazing
 - Setting fires or intentionally causing a false fire alarm
 - Possession of or threats involving weapons or explosives
 - Possession or sale of illegal drugs
 - Physical abuse, violence, sexual assault or threats directed toward anyone in the RIT Kosovo™ (A.U.K) community
 - Computer misconduct
 - Repeated violations of the RIT Kosovo™ (A.U.K) Code of Conduct
 - Theft
- 4.6. *Interim Suspension or Restrictions:***
- 4.6.1.** The President of RIT Kosovo™ (A.U.K) may impose interim suspension from RIT Kosovo™ (A.U.K) or such other interim restrictions as he or she in good faith believes are advisable to protect the RIT Kosovo™ (A.U.K) community and/or the preservation of RIT Kosovo™ (A.U.K) property.
- 4.6.2.** The Vice-President of RIT Kosovo™ (A.U.K) may impose interim suspension from RIT Kosovo™ (A.U.K) for violations of the Student Gender-Based and Sexual Misconduct Policy (aka Title IX).
- 4.6.3.** Interim suspension or restrictions also may be imposed when a student is arrested by an outside law enforcement agency on charges that indicate that the student's presence on campus might create a security risk to the RIT Kosovo™ (A.U.K) community or property.
- 4.6.4.** An interim suspension or other interim restrictions may be imposed before, during or after the hearing and during the appeal process.
- 4.6.5.** A student subject to interim suspension or restrictions will receive written notice of the suspension or restrictions imposed.

Disciplinary Actions from Academic Dishonesty

Instances of academic dishonesty are required by RIT Kosovo™ (A.U.K) policy to be recorded in the student's file.

1. PROCESS:

- 1.1. After the course instructor has made an initial determination of appropriate action to be taken, he or she will meet with the student, informing him or her of the action to be taken.
- 1.2. If the student accepts this action, the instructor records the instance in writing, places the record in a sealed envelope, initials over the seal, and delivers the record to Academic Services to be placed in the student's file.
- 1.3. If the student does not accept the action and the matter is ultimately resolved by the RIT Kosovo™ (A.U.K) Vice President for Academic Affairs, or by the RIT Kosovo™ (A.U.K) Academic Conduct Committee, or by the Appeals process, the envelope will be placed in the student's file if the student does not prevail. If the student is exonerated, then no record is kept.
- 1.4. Sealed envelopes will be retained until the student receives a Baccalaureate Degree, transfers to another institution, or is otherwise terminated from enrollment.
- 1.5. Students with 3 reported instances of Academic Dishonesty in their file will be placed on suspension automatically.

2. REVIEW OF RECORDS: Each semester during registration, Academic Services will review student files for sealed envelopes. Files that contain 3 or more sealed envelopes will be referred to the Director of Academic Affairs for determination of the student's possible expulsion for flagrant academic dishonesty.

3. EXPULSION FOR FLAGRANT ACADEMIC DISHONESTY: When a student is found to have committed three or more instances of academic dishonesty, the student will be subject to expulsion. The student's record will be reviewed by the Vice President for Academic Affairs and, in consultation with the President of RIT Kosovo™ (A.U.K), will make the following decisions:

- Expel the student.
- Suspend the student for one (1) year. If this action is taken, the records of academic dishonesty will remain in the student's file and the file will be flagged. Any instance of academic dishonesty after the student is reinstated will result in automatic expulsion.
- Place the student on probation. If this action is taken, the records of academic dishonesty will remain in the student's file and the file will be flagged. Any further instance of academic dishonesty will result in automatic suspension.
- Remand the matter to the RIT Kosovo™ (A.U.K) Conduct Committee for a hearing. The RIT Kosovo™ (A.U.K) Conduct Committee will make one of the decisions outlined under one of the three bulleted points above.
- Appeals: Appeals will follow the same process as outlined in Student Conduct Process, Appeals.

Academic Appeals

Grade Appeal

1. *Grade Appeal*: If students have questions about their end of term grades, they are to take the following consecutive steps for a fuller explanation. It is to be understood that this process is not for the purpose of revising or negotiating grades; the assignment of grades remains the sole purview of the instructor:
 - 1.1. Step 1: The student will consult with the faculty instructor about the assigned grade.
 - 1.2. Step 2: If the student is not satisfied with the explanation from Step 1, (s)he may, in extraordinary cases, make a written request justifying the need for further clarification of the grading process or a specific grade. The written request is made to the VPAA.
 - 1.3. Step 3: The VPAA will provide the request to a Grade Appeal Committee for deliberation. The Grade Appeal Committee consists of three faculty members, at least two of whom are full-time faculty. The Senate Chair and the VPAA select the membership by lot, unless the appeal is for a grade in a course of the Senate Chair. In that case, the VPAA will ask another Senate member to assist in the selection. Each grade appeal requires selection of new membership.
 - 1.4. Step 4: After obtaining any additional information it deems appropriate, the Committee makes its recommendation and informs the VPAA in writing of its recommendation and the basis for the recommendation.
 - 1.5. *Recommendation not in favor of the student*: If the Committee recommendation is not in favor of the student, the VPAA informs the faculty member and the student. The grade remains unchanged and there are no further routes of appeal.
 - 1.6. *Recommendation in favor of the student*: If the Committee recommendation is in favor of the student, the VPAA informs the faculty member and requests consideration of the Committee recommendation. Following further deliberation, the faculty member informs the VPAA of her/his decision. The VPAA informs the student and the Committee. The decision of the faculty member is final and there are no further routes of appeal.
 - 1.7. A grade may be changed only under the circumstances described above.

Academic Dishonesty

2. *Academic Dishonesty*:
 - 2.1. 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.
 - 2.2. If the student believes the action by the instructor to be incorrect, unjust, or the penalty too severe, the student may:
 - 2.2.1. Request a meeting with the instructor. The instructor shall meet informally with the student to discuss the action that he or she has taken.
 - 2.2.2. Request a meeting with the Director of Academic Affairs. If the student still believes the faculty member's action is incorrect, unjust, or the penalty too severe, both student and instructor shall meet with the Vice President for Academic Affairs on the matter.
 - 2.2.3. Request a hearing before the RIT Kosovo™ (A.U.K) Conduct Committee. If

the matter cannot be resolved by a meeting with the RIT Kosovo™ (A.U.K) Vice President for Academic Affairs, then the case and all relevant evidence will be sent to the RIT Kosovo™ (A.U.K) Conduct Committee for judgment.

- 2.2.4.** The faculty member or the Vice President for Academic Affairs may also refer the case to the RIT Kosovo™ (A.U.K) Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course.

Charges of Academic Unfairness by Faculty

3. *Charges of Academic Unfairness by Faculty:*

- 3.1.** If a student believes a faculty member's treatment in a course has been unfair, the procedures in this matter are the same as those in the section on Charges of Academic Dishonesty.
- 3.2.** If a hearing before the RIT Kosovo™ (A.U.K) Conduct Committee is held, the same rules and procedure as in all other matters will be used.
- 3.1.** If the RIT Kosovo™ (A.U.K) Conduct Committee finds in favor of the faculty member, the student's case is dismissed, and/or the faculty member's action upheld, and/or additional appropriate actions are recommended to the Director of Academic Affairs.
- 3.2.** If the committee finds in favor of the student, appropriate recommendations will be made to the Director of Academic Affairs and the faculty member.
- 3.3.** No one, except the faculty member in question, has the right to change a previously assigned grade. However, in the event that the original charge was one of cheating, plagiarism or other academic dishonesty, the faculty member is bound to eliminate any impact of such charge on the student's grade. Although specific recommendations on the grade to be assigned are not binding upon the faculty member, faculty members have a moral obligation to respond in the highest professional manner to collegial recommendations. Such a response by faculty is essential if RIT Kosovo™ (A.U.K) is to preserve without abuse the principle of equal fairness for faculty and students, as well as the principle of professional responsibility of faculty as the sole evaluator of student performance.

Disciplinary Hearings, Including Academic Dishonesty and Charges of Academic Unfairness by Faculty

Reporting Misconduct

- 1.** Any member of the RIT Kosovo™ (A.U.K) community may file a complaint against any student for misconduct.
- 2.** The complaint should be made to the Vice President for Academic in written form.
- 3.** The VPAA will provide the complaint to the Chair of the Conduct Committee.
- 4.** The Chair conducts an initial review to determine if the charges appear to have merit and/or require further investigation and a student conduct hearing.

Conduct Committee

5. *Purpose:* To serve the entire RIT Kosovo™ (A.U.K) as a body, to receive requests for a hearing regarding both academic and non-academic misconduct referred to them by members of the RIT Kosovo™ (A.U.K) community, to provide a fair hearing for the parties, make decisions, and impose sanctions when appropriate.
6. *Membership:* Members shall be four (4) in number and consist of three (3) faculty members, and (1) student member. In addition, there will be one (1) faculty alternate. The faculty alternate will be kept informed of issues in any matter before the Committee, may attend hearings, and will be available to serve as a full, voting member if a faculty member is not able to attend a hearing. As continuity and experience are valued in this committee, faculty members serve for a full academic year and are eligible to continue beyond that at the discretion of the Director of Academic Affairs. Each year, the VPAA will review the membership and determine if new members are appropriate. New members will be elected by majority vote of the faculty. The student member shall serve for two consecutive semesters (fall and spring) and shall be any member of RIT Kosovo™ (A.U.K) student government, excluding the President, and be chosen by a majority vote of the RIT Kosovo™ (A.U.K) student government. The members will choose among themselves to appoint one member as chair. The position of chair will be restricted to a faculty member.
7. *Sessions:* The Committee will convene whenever a request for a hearing is presented, but only during the academic semesters and not during any school recess period. The chair will convene the sessions by mutual agreement with the other members.
 - 7.1. *Recusals:* Committee members will be recused in the event of any conflict of interest. Any faculty Committee member making a request will be automatically recused. Should the student member be involved in the activity described in the request he or she will be recused and replaced by a student member appointed by the RIT Kosovo™ (A.U.K) Student Government? The chair will refuse any Committee member should he or she determine that a conflict of interest exists. Each Committee member is charged with the responsibility of reporting to the chair any conflict of interest he or she believes to exist.
 - 7.2. *Conduct Committee Sanctions:* All of the sanctions (including disciplinary expulsion) may be imposed by the RIT Kosovo™ (A.U.K) Conduct Committee. All such sanctions (but not Warnings) may be appealed pursuant to the appeal procedures listed in the APEALS section, below.

Conduct Committee Processes:

Disciplinary and Academic Dishonesty Hearings

8. *Charge and Initial Decision to Pursue Student Conduct Hearings:*
 - 8.1. Both academic dishonesty and student misconduct cases are resolved through hearings held by the RIT Kosovo™ (A.U.K) Conduct Committee. In all such instances, students may appeal to the RIT Kosovo™ (A.U.K) President by using the appeal procedures listed in the APEALS section, below.

Note: Most academic dishonesty cases do not reach the RIT Kosovo™ (A.U.K) Conduct Committee. Only when the matter cannot be resolved, or when the nature of the dishonesty is so serious that it is felt that a full hearing is necessary, will these matters be handled at the Conduct Committee level.

- 8.2. *Notification of Complaint:*** An accused student will be asked to meet with the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee and will be informed of the fact that a complaint has been filed against him or her. The hearing procedure will be described and the student directed to the RIT Kosovo™ (A.U.K) Undergraduate Bulletin section on the Students Bill of Rights and the Hearing and Appeals procedures.
- 8.3. *Advocates:*** The student will be informed that he or she has the right to bring to the hearing an advocate chosen from among the RIT Kosovo™ (A.U.K) faculty, staff or student body who is not a lawyer. Advocates can actively participate in the formal hearing process.
- 8.4. *Hearing Participants:*** The Chair of the RIT Kosovo™ (A.U.K) Conduct Committee determines and facilitates the process to be followed in a hearing and decides whether other persons should be present.
- 8.5. *Recording of the hearing:*** The hearing will be recorded. The student will be informed of the recording upon entry into the hearing. This recording of the hearing is the property of RIT Kosovo™ (A.U.K), but accused students may request a copy of it by submitting a written request to the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee and will receive a copy within one week after the request has been made. The recording of the hearing will be kept in storage in the event the accused requests an appeal; at that time, the recording will be submitted to the President of RIT Kosovo™ (A.U.K) for use during the appeal process. The recording will be destroyed either after the appeal date has passed, or at the discretion of the RIT Kosovo™ (A.U.K) President.

Notification Process

9. Notification Process:

- 9.1.1. Notice of Allegations:** The student will be sent written or electronic notice of the allegations brought forth as a complaint. The notice shall describe the misconduct of which the student is being charged, and specify RIT Kosovo™ (A.U.K)'s policy, rule, or regulation upon which the charges are based. The written notice of charges shall include the names of individuals expected to be present at the hearing. Additional witness names may be forwarded as the case is developed. In the Notice, the student will be informed that he or she may request that certain witnesses be called to the hearing. If, in the opinion of the Chair, these witnesses have relevant information to the issue at the hearing, a summons of the witnesses will be issued. The student must present the names of any proposed witnesses at least three days prior to the hearing.
- 9.1.2. Scheduling:** The hearing will be arranged expeditiously after the student receives the notice of allegations. All hearings will be conducted in private. At hearings involving more than one accused student, the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee, at his or her discretion, may permit the hearings concerning each individual student to be conducted separately.

Procedure of the Hearing

10. Procedure of the Hearing:

- 10.1.1.** The Chair of the RIT Kosovo™ (A.U.K) Conduct Committee will inform the student that the hearing is being recorded.
- 10.1.2.** The Chair will review with the student a copy of the "Student Bill of Rights" and ask the student to sign it, acknowledging that it has been reviewed and understood.
- 10.1.3.** The Chair will read aloud the charges and note all of the materials or evidence submitted by witnesses, or others.
- 10.1.4.** The complaining party will testify about the alleged incident and will respond to questions from the Committee and the accused student, or the advocate, on the facts as presented and any material or evidence that has been submitted in support of the complaint.
- 10.1.5.** Other witnesses or technical advisors (as requested by the Committee or the accused) will testify and be questioned by the Committee and/or the accused student.
- 10.1.6.** After the testimony of the complainant and the other witnesses, the student will have an opportunity to refute or explain the materials or evidence or add information. The Chair and other Committee members present will ask the student questions and discuss the case.
- 10.1.7.** The student may choose to remain silent, to not answer any questions and to not make any statements, or the student (and his or her advocate) may choose to participate in the discussion.
- 10.1.8.** The accused student, the advocate, and the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee have the privilege of bringing in witnesses and questioning the witnesses of others.
- 10.1.9.** The RIT Kosovo™ (A.U.K) Student Conduct Process is not a court of law and legal rules of evidence and procedure do not apply. The Chair of the RIT Kosovo™ (A.U.K) Conduct Committee will determine at his or her sole discretion the range of testimony permitted from witnesses and items of information that will be considered, based on principles of fundamental relevance and fairness.
- 10.1.10.** If the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee determines that a witness or complainant may be emotionally harmed by giving evidence in the presence of the accused student, he or she may make other arrangements (such as use of a screen or of videotaping) to allow the testimony while not depriving the accused student of access to the evidence.
- 10.1.11.** All procedural questions will be decided at the sole discretion of the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee. The Chair may decide to adjourn the hearing for a reasonable period of time.
- 10.1.12.** The accused student cannot be found responsible for the charges solely on the basis of failure to answer the charges or appear at the hearing; in such cases, evidence to support the charges may be presented and considered and a determination made and a sanction imposed based on the evidence. However, any member of the RIT Kosovo™ (A.U.K) community may be sanctioned for failure to comply with a written or electronic request to appear at the hearing.
- 10.1.13.** Following questions, explanations and discussion, the student and the advocate will leave the room while the Chair and other Committee members

present discuss the appropriate resolution of the case including appropriate sanctions, if any. The determination will be made on the basis of whether there is a preponderance of evidence that the accused student violated RIT Kosovo™ (A.U.K) policy, rules or procedures. The accused student may be found responsible for other infractions based on the same incident.

- 10.1.14.** The student and his or her advocate will then be asked to rejoin the hearing and be informed by the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee of the determination. If the determination is that the student violated the policies, rules or regulations of RIT Kosovo™ (A.U.K), the sanction will be discussed.
- 10.1.15.** If, in the judgment of the Chair, and in consultation with the Committee, it is determined that additional time or information is required to reach a fair decision, the hearing may be temporarily suspended for the necessary period. The student and his or her advocate will be informed of the temporary suspension and given a date and time to return.
- 10.1.16.** Upon completion of the hearing, the accused will be sent written notice of the Findings and Sanctions within seven (7) days of the hearing. The student will be reminded of the process by which he or she can appeal.
- 10.1.17.** The complainant(s) will be informed of the decision of the hearing, and the sanction, if any, imposed on the accused student in all cases involving physical injury, threat, intimidation or force, including sexual misconduct, assault or abuse, of the complainant.
- 10.1.18.** An appeal must be filed within ten (10) days of the date of the mailing or email of the sanction letter. (See APPEALS section.)
- 10.1.19.** There shall be a single record of an RIT Kosovo™ (A.U.K) student conduct hearing and this record shall be the property of RIT Kosovo™ (A.U.K).
- 10.1.20.** Once the decision is final (i.e., after the decision in an appeal or after the time to appeal has passed), the President of RIT Kosovo™ (A.U.K), or his /her appointee, is responsible for arranging for the sanction to be carried out and monitoring the sanction if appropriate. If the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee believes it is appropriate, Interim Suspension or Restrictions may be imposed during the time of an appeal or until the time to appeal has passed.

Sexual Misconduct Cases (when the accused is a student) (aka Title IX)

- 11.** The Process. When a case of sexual misconduct or assault is reported, and the accused is a student, the following procedure pertains:
 - 11.1.** The RIT Kosovo™ (A.U.K) Vice-President will inform the student electronically summarizing the alleged incident. The communication will include the charge along with which policies may have been violated, an interim suspension notice, hearing information, and student's rights and responsibilities.
 - 11.1.1.** The interim suspension notice will persist for 60 days from the time of official notice until a hearing is requested from the student.
 - 11.1.2.** If the student has not scheduled a hearing within 60 days from the time of the official notice, the student will be suspended indefinitely and may be expelled from the institution.

- 11.2.** The report and documentation will be handed to the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee.
- 11.3.** These procedures will be followed at RIT Kosovo™ (A.U.K) independent of any outside law enforcement agency or investigation. In some cases, if a legal proceeding has concluded, the report may be used as documentation in a Conduct Committee hearing.
- 11.4.** *The Hearing.* It is the student's responsibility to schedule a hearing with the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee.
- 11.4.1. Scheduling the hearing:** A hearing is an opportunity for all involved parties to meet with the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee to determine what happened, and if any RIT policies were violated. The RIT Kosovo™ (A.U.K) Conduct Committee will not schedule a hearing until the student is interested in returning to RIT.
- 11.4.2. Showing up to the hearing:** It is mandatory to show up on time to the hearing once it has been scheduled. If a student does not show up to the hearing, it will be held without the benefit of the student perspective, and the student will be notified of the outcome.
- 11.5.** *Students Rights.* The student has the following rights:
- 11.5.1. Advocate.** An advocate is a knowledgeable faculty or staff member whose role is to support students during conduct hearings, and can meet with students prior to hearings, as well as attend hearings.
- 11.5.2. Copy of report.** A copy of the report and all available written documents will be provided at the student's request.
- 11.5.3. Pre-hearing.** A pre-hearing is a meeting with the student and a hearing officer in order to review the conduct process and answer any questions before the hearing.
- 11.5.4. Witness(es).** Students may bring witnesses to their hearing, upon approval by the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee. You need to notify the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee at least 3 days prior to the hearing of witness(es) names and email addresses. Only witnesses with direct information who are part of the RIT Kosovo™ (A.U.K) community are allowed to participate. Character witnesses are not allowed.
- 11.6.** *Audio/Video Recording.* All hearings in the RIT Kosovo™ (A.U.K) Conduct Committee are audio recorded.
- 11.7.** *Confidentiality.* RIT Kosovo™ (A.U.K) will keep the report and investigation confidential to the extent possible and in compliance with applicable laws, rules, and regulations.

For additional information on Sexual Misconduct Cases and for the rights and expectations of a complainant, please see the RIT Policy D19.0 STUDENT GENDER-BASED AND SEXUAL MISCONDUCT POLICY - TITLE IX. Kosovo law is applicable in any legal proceedings, however the RIT Policy D19.0 STUDENT GENDER-BASED AND SEXUAL MISCONDUCT POLICY - TITLE IX will be followed as the RIT Kosovo™ (A.U.K) institutional standard independent of any legal proceedings.

If the accused is an RIT Kosovo™ (A.U.K) employee, faculty, or staff member, the case will be handled by procedures set forth in the RIT Kosovo™ (A.U.K) Policy Prohibiting Discrimination and

Harassment.

Disciplinary Appeals

Appeals are made to the President of RIT Kosovo™ (A.U.K)

1. Timeframe:

An appeal must be filed in writing to the President of RIT Kosovo™ (A.U.K) within ten (10) days of the mailing or emailing of the Findings and Sanctions notice by the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee.

2. Grounds:

The appeal must state which of the following grounds are the basis for the appeal and the evidence or reasons supporting this position. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial decision and/or hearing and supporting documents only for one or more of the following grounds or purposes:

- 2.1. To determine whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented and was in conformity with the RIT Kosovo™ (A.U.K) Student Conduct Process.
- 2.2. To determine whether the decision reached was based on substantial evidence, that is, relevant evidence that a reasonable mind would accept as adequate to support the conclusion.
- 2.3. To determine whether the sanction imposed was appropriate for the violation the student was found to have committed.
- 2.4. To consider new evidence that was not brought out in the original hearing and that is sufficient for a reasonable person to alter the decision.
- 2.5. To determine whether the hearing body was biased or otherwise not able to consider the case objectively.

3. Decisions: A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter.

- 3.1. Decisions of the President of RIT Kosovo™ (A.U.K) are final in cases concerning all sanctions for non-academic violations.
- 3.2. In cases concerning academic dishonesty or student charges of academic unfairness by a member of the faculty, a second level of Appeal can be made to the Director of RIT's School of Individualized Study by either the student or faculty member.
 - 3.2.1. A letter of appeal must be submitted to the Director of RIT's School of Individualized Study within ten (10) days of the mailing of the decision notice by the President of RIT Kosovo™ (A.U.K).
 - 3.2.2. the Director of RIT's School of Individualized Study will make the decision based solely upon the written appeal, the recording of the original hearing, the record, and the submitted written material unless he or she determines,

at his or her sole discretion, to hear oral statements by or ask questions of those involved.

- 3.2.3.** A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter. The decision rendered is then final.

4. Procedure:

- 4.1.** The accused student has the right to be assisted by an advocate from among the RIT Kosovo™ (A.U.K) faculty, staff, or student body
- 4.2.** The student filing the appeal and his/her advocate, will be informed of the time and date to appear in front of the President of RIT Kosovo™ (A.U.K) and present the grounds for the appeal. The student will generally be given a time limit of twenty (20) minutes for this presentation.
- 4.3.** The Chair of the RIT Kosovo™ (A.U.K) Conduct Committee who made the original jurisdiction decision will then respond to the appeal and give the rationale for the decision and sanction determined.
- 4.4.** After evaluating the Appeal, the President may take one of the following actions.
- 4.4.1. In Disciplinary Decisions:**
- Grant or deny the appeal. If an appeal is granted, the President of RIT Kosovo™ (A.U.K) may reduce or dismiss the sanction rendered at the hearing.
 - Request an appearance of any individual involved in the case and postpone making a decision until that person is heard
 - Remand the case back to the Chair of the RIT Kosovo™ (A.U.K) Conduct Committee for a second hearing.
 - Act as the RIT Kosovo™ (A.U.K) Conduct Committee and hear the case as an original jurisdiction at later date if there is a determination that the original process was so flawed that justice would be best served by the President hearing the case. In a new hearing, the President will follow a hearing procedure which is substantially the same as the procedure described in the RIT Kosovo™ (A.U.K) Student Conduct Process.
 - Grant or deny the appeal: In appeals granted involving academic misconduct, the President of RIT Kosovo™ (A.U.K) will either refer the case back to the Director of Academic Affairs with recommendations for resolving any procedural errors, or refer the case to the Director of RIT's Center for Multidisciplinary Studies with recommendations.
 - In academic misconduct appeals, the President of RIT Kosovo™ (A.U.K) will not make substantive judgments regarding the academic issues in question.
- 4.4.2. In Academic Misconduct:**
- 4.4.2.1.** Appeals are normally conducted in private. At the request of the accused student, and subject to the discretion of the President of

RIT Kosovo™ (A.U.K), the appeal may be open to other members of the RIT Kosovo™ (A.U.K) community, but such others shall not be permitted to participate in the appeal.

4.4.2.2. In making determinations on the appeal, either the President of RIT Kosovo™ (A.U.K) or the Director of RIT's Center for Multidisciplinary Studies, as the case may be, will not substitute their judgment for the judgment of the RIT Kosovo™ (A.U.K) Conduct Committee. The original determination will be reviewed only on the grounds set forth in section 7.2 (Grounds).

4.4.2.3. The President of RIT Kosovo™ (A.U.K) or the Director of RIT's School of Individualized Study (SOIS) can choose to reduce the sanction(s) without requiring reconsideration, but may not impose additional or harsher sanctions.

Attendance Policy

Responsibilities, Effects on Grades, Notification of Faculty, Faculty Responsibilities, Withdrawal and Punctuality

1. Responsibilities: Absences for whatever reason do not relieve students of their responsibility for fulfilling normal requirements in any course. In particular, it is the student's responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contest, etc., in order that he or she may meet his or her obligations without penalty for missing class.
2. Effects On Grades: A student may have no more than three unexcused absences in a given course before their grade is affected. Each unexcused absence after three will lower the student's course grade by one letter grade using the refined grading system (example: and B will become a B- after the fourth absence, a B- will become a C+ after the 5th absence and so on). This is mandatory.
3. Notification of Faculty: It is the student's responsibility to notify the faculty member in advance of any planned absence.
4. Faculty Responsibility: Instructors are responsible for either excusing or not excusing a student for class, allowing or not allowing make-ups or alternate dates for tests and classes. RIT Kosovo™ (A.U.K) will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may request an excuse from classes, but the final decision to grant an excuse rests with the instructor. RIT Kosovo™ (A.U.K) will support the faculty member's class policy with regard to testing and attendance.
5. Withdrawal: Non-attendance does not constitute an official withdrawal and may result in a failing grade.
6. Punctuality: Class hours consist of 90-minute teaching blocks. Faculty and students are expected to begin and end class and any breaks on time.

Library Policies

7. Silence:
8. Quiet is required for productive study. Everyone must show respect for those who are

reading and working. No music may be played in any part of the library's 1st floor, or outside within hearing range. No computer games will be allowed. Cell phones should be put on silent mode and not used within the quiet area.

9. Note: users of the library, especially groups who disturb others, will be asked to leave the Library.

10. The study area in front of the Media Center (2nd floor) is designated for group studying.

11. Study Area Maintenance: Each user of the library is to keep the place where she/he is studying clean. After finishing the use of a table in a study area in either of the floors, any remaining items (e.g. used paper with notes you don't need any more, pens, plastic bottles with water) or waste (e.g. chewing gum, used plastic bottles, etc.) should be taken with you and thrown away in the recycle or trash bin. A spot with bins for the recycled materials is provided in the hall in front of the each floor of the library.

12. Food and Drinks:

- No food is allowed in the Library.
- Certain kinds of drinks are allowed in the library. Everything not listed is not allowed.
- Allowed: Bottles of water/juice/coffee/energy drink with bottle caps.
- Note: This refers only to the bottles with bottle caps and not to cans or boxes of juice (tetra packs). Users of the library who do not respect this will be asked to leave the library while they finish their eating or drinking.

13. Reserving Study Area: Students can reserve study area on the 2nd floor. A system hosted at the RIT website will manage reservations. You are able to reserve a study area up to three hours a day, up to three reservations per day and up to two weeks in advance.

14. Overdue Fines and Fees: All Library collections, except those ON RESERVE and REFERENCE MATERIALS may be checked out. If a checked out item is not returned when due, fines accrue at:

- € 0.50 from due date per item per day⁹;
- After 14 days of overdue a student who has failed to return an item (or items) will be responsible for the full payment of the cost of replacing the item(s), including shipping charges.

15. Reserve Collection:

16. Collections ON RESERVE includes library materials that are to be returned to the library during the same day and not later than the end of working hours.

17. If a checked out item(s) is not returned at the end of working hours during the same day, fines accrue at:

- € 10 per item per day;

⁹ Item stands for a book, DVD, CD, VHS, newspaper, magazine or any other material available in the library to be checked out/loaned.

- After 5 days a student who has failed to return an item (or items) will be responsible for the full payment of the cost of replacing the item(s), including shipping charges.
- 18. Reference Materials:** This collection includes library materials which should be used only in the Library. If the library study area is fully occupied, report this to the Library Assistant to receive permission to take the item(s) out of the Library.

Note: Although a student may be allowed to take (an) item(s) out of the Library, the item(s) has (have) to be returned to the library during the same day, no later than the end of working hours for that day.

19. Library Hours

Monday-Friday: 8.00h -20.00h Saturday: 9.00h -15.00h Sunday: Closed

Media Center Policies

1. LOAN OF EQUIPMENT:

- 1.1.** A valid ID is required to check out equipment. If another party is picking up equipment for you, the Media Center should be notified in advance. The party picking up for a borrower is required to present the borrower's I.D. as well as his/her own I.D. at the time of checkout.
- 1.2.** Equipment can be checked in and out of the Media Center when staff is present. Equipment is examined by the Media Center staff for both check-out and check-in.
- 1.3.** The borrower is responsible for all equipment checked out to him/her. Equipment should be returned in the same working condition as it was issued or the borrower is liable for damages.
- 1.4.** Under no circumstances should equipment in the borrower's possession be loaned to another person. All equipment transfers have to be handled through the Media Center even to the next user in line.
- 1.5.** Equipment should be returned to the Media Center on time. Reserved equipment should also be picked up on time or your reservation may be canceled. Reservations not picked up for one hour after the scheduled time will cancel out automatically in our reservation list. It is the borrower's responsibility to be aware of the Media Center's schedule. You may check equipment in earlier than the return time and you may pick up reserved equipment earlier than the reserved time if the equipment is available.
- 1.6.** Equipment sign-out privileges may be revoked at any time due to careless handling of equipment, repeated lateness, or abuse of Media Center policy.

2. Terms of Equipment Loan:

- 2.1.** Extended loans of any equipment will be allowed only with special permission from the Media Center.
- 2.2.** Reservations for extended periods or holidays will be considered on a proposal basis.

3. Reservation of Equipment:
 - 3.1. Borrowers wishing to reserve equipment can fill out an "Equipment Borrowing" form in the Media Center (2nd Floor) during office hours.
 - 3.2. Telephone or e-mail requests are not accepted.
 - 3.3. Equipment reservations can be made at any time during Media Center hours.
 - 3.4. Academic utilization of equipment has priority over non-instructional use.
 - 3.5. All equipment must be picked-up from and returned to the Media Center Room (2nd Floor).
4. Lost, Late or Damaged Equipment:
 - 4.1. The borrower is responsible for returning all equipment in the same condition as it was received.
 - 4.2. Damage, destruction or loss must be reported to the Media Center no later than the beginning of the next workday following knowledge of such damage, destruction or loss.
 - 4.3. Late charges of €20 per day per item apply to cameras, camcorders and tripods.

Residential Facilities Policies

1. Rental Conditions
 - 1.1. Apartments are rented for a 9 month period, starting September. The final date for booking a place for the RIT Kosovo™ (A.U.K) apartments is August 5. The final date when students leave the RIT Kosovo™ (A.U.K) apartments is May 31.
 - 1.2. During the winter break, students can leave the apartments. Though the apartments will not be used during the break, students are advised to remove their belongings before leaving for the break.
2. Security
 - 2.1. The security of the building is under the responsibility of the RIT Kosovo™ (A.U.K) Security Unit. The RIT Kosovo™ (A.U.K) Housing building is equipped with security cameras and fire alarms.
 - 2.2. Moreover, there are a minimum two guards per shift that take care of the safety and security of the campus, including the living area. RIT Kosovo™ (A.U.K) Security does not guarantee the security of items within the rooms.
3. Visitors and Guests: For security reasons, no visitors or guests are allowed in the RIT Kosovo™ (A.U.K) hostile. If the students living there need to meet with their family or friends, they can use the cafeteria or the RIT Kosovo™ (A.U.K) garden. Family wishing to see apartments can do so with prior approval of the RIT Kosovo™ (A.U.K) security

unit.

4. **Keys:** RIT Kosovo™ (A.U.K) provides a key to every student in the hostile. If keys are lost or stolen, students must report the loss to the administration and pay EUR 5 for a replacement key.
5. **Cleaning:** While cleaning the common areas of the RIT Kosovo™ (A.U.K) hostile is an RIT Kosovo™ (A.U.K) responsibility, the cleanliness of the apartments and the toilets is the resident's responsibility. RIT Kosovo™ (A.U.K) provides laundry facilities, but residents must provide their own laundry supplies.
6. **Damages:** Residents are responsible and liable for all damages and/or loss of RIT Kosovo™ (A.U.K) property in their living and study area. Residents may also be subject to charges for any damages resulting from unauthorized use, or alterations of, rooms, equipment and buildings.

Removal of RIT Kosovo™ (A.U.K) furniture or placement in hallways, stairways or other common areas is subject to full replacement value charges. If RIT Kosovo™ (A.U.K) cannot determine responsibility for damage to public or semi-private areas, all residents will be jointly responsible. RIT Kosovo™ (A.U.K) will set the date that payments are due.
7. **Liability:** RIT Kosovo™ (A.U.K) is not liable for loss of money or valuables or damage to any property belonging to residents or their guests in or around the residences. RIT Kosovo™ (A.U.K) expects students to take reasonable precautions against theft of personal property by locking their doors whenever they leave their room. Residents are liable for damages to RIT Kosovo™ (A.U.K) property.
8. **Quiet Hours:** From 10:00PM until 07:00AM please make sure not to disturb other residents.
9. **Pricing:**
 - 9.1. The cost of living in the RIT Kosovo™ (A.U.K) hostile is 90 EUR /month.
 - 9.2. This cost includes electricity, heating, water, wireless and parking expenses.

- 10. Payment:** Students must pay the rent for the hostile at the beginning of each month through the bank.

Withdrawal and Refund Policy

Note: Non-Attendance does not constitute a withdrawal.

1. Full Refund

The acceptable reasons for withdrawal with full refund during the semester are:

- 1.1. *Active military service:*** A student called to active military service during the first eight weeks of the semester may receive a full tuition refund. If called after the eighth week, he or she may elect to complete the course by making special arrangements with the instructor or may withdraw and receive a full tuition refund. If he or she withdraws, the course must be repeated at a later date.
- 1.2. *Academic reasons:*** Students sometimes register before grades for the previous semester are available. If such a student later finds that he or she is subject to academic suspension or has failed prerequisites, the student will be given a full refund upon withdrawal.
- 1.3. *Part-time students:*** If part-time students drop a course during the official drop/add period (first six days of classes in any semester), they may contact the Business Office for a full refund for the course dropped.

2. Partial Refund

- 2.1.** A full-time student must officially withdraw from all courses or take a leave of absence to be eligible for a partial tuition refund.
- 2.2.** A partial refund will be made during a semester if withdrawal/leave of absence is necessitated for one of the following:
 - 2.2.1.** Illness, certified by the attending physician, causing excessive absence from classes
 - 2.2.2.** Withdrawal for academic or disciplinary reasons at the request of RIT Kosovo™ (A.U.K) during a semester
 - 2.2.3.** Transfer by employer, making class attendance impossible
 - 2.2.4.** Withdrawal for academic, disciplinary, or personal reasons at the request of the student, approved by the student's adviser, Director of Academic Programs and the Business Office.
- 2.3.** Partial refunds will be made according to the following withdrawal schedule and percentage of tuition reduction:
 - 2.3.1.** During the official drop/add period (first six days of classes): 100 percent tuition reduction;
 - 2.3.2.** From the end of the official drop/add period through the end of the second week of classes: 70 percent tuition reduction;
 - 2.3.3.** During the third week of classes: 60 percent tuition reduction;

- 2.3.4. During the fourth week of classes: 50 percent tuition reduction;
- 2.3.5. During the fifth week of classes: 25 percent tuition reduction;
- 2.3.6. Sixth and subsequent weeks: no tuition reduction.

3. Process

- 3.1. Students must complete a Leave of Absence or Withdrawal form, which can be initiated with Academic Services.
- 3.2. A student is not “officially withdrawn” until he or she receives a signed copy of the withdrawal form. The date on which a withdrawal form is properly completed will be the date of official withdrawal and used to determine the refundable amount.
- 3.3. If the student drops his or her course load from full-time (12 or more credits) to part-time (less than 12 credits) status during the official drop/add period, he or she may contact the Business Office for a refund based on the difference between the full-time tuition charge and the total per-credit charge for the part-time load.
- 3.4. No refund will be made for classes dropped after the official drop/add period unless the student is officially withdrawing from RIT Kosovo™ (A.U.K).
- 3.5. If institutional charges are reduced due to withdrawals, financial aid programs are reimbursed before a cash refund is issued to the student. The student is also responsible for any unpaid balance at the time of withdrawal. For further information or comments regarding refund policies and specific withdrawal dates, contact the Business Office.

4. Exceptional Circumstances

- 4.1. Students who believe they have exceptional circumstances and who wish to be excused from late payments or other requirements should address their appeal to Ilir Krasniqi, Chief Financial Officer of RIT Kosovo™ (A.U.K).

Work-Study

Various positions are available on campus for students to earn additional funds while studying.

1. Policy and Procedural Details

- 1.1. At the beginning of each Academic Year, the Co-op & Career Services Office collects the applications of all interested students to work within RIT Kosovo™ (A.U.K) departments for the coming academic year.
- 1.2. The RIT Kosovo™ (A.U.K) departments consider the applications sent from Co-op & Career Services to fill any open work-study positions during the year. When positions with specific projects become available, an announcement shall be sent out by the Co-op & Career Services Office.
- 1.3. Each RIT Kosovo™ (A.U.K) department may have its own selection criteria to fill open work- study positions.
- 1.4. If no applicant fulfills the criteria, a specific announcement shall be sent out from

the Co-op & Career Services Office.

2. Recruiting Procedure

- 2.1.** Each RIT Kosovo™ (A.U.K) department recruits work-study students for each Academic Year. The procedure of recruiting RIT Kosovo™ (A.U.K) work-study takes place through the Co-op & Career Services Office.
- 2.2.** Every current work-study student must re-apply annually to work within the same or other RIT Kosovo™ (A.U.K) departments.
- 2.3.** Each work-study student shall fill in the working hours sheet available from the Co-op & Career Services Office.
- 2.4.** Each work-study student may work a maximum of 20 hours per week and will be paid 1.5 Euro per hour. In cases when students are engaged in a project funded with resources outside of RIT Kosovo™ (A.U.K), the payment may exceed this amount.
- 2.5.** No work-study student may work in more than one department, unless there is a special project/event In each case extra working hours shall be added to the final working hours. Work-Study positions are approved as first Co-ops only.

3. Taxation

- 3.1.** Based on Kosovo Personal Income Tax Law, the government counts the work-study job earnings as a regular income; hence, gross income would be reduced by tax withholdings To increase students' net earnings and reduce RIT Kosovo™ (A.U.K)'s pension expense, the amount earned from work-study will be applied against tuition invoice, thereby reducing the work-study student's tuition fees.

Directory

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Mjellma Asllani - Jupolli, Manager for President's Office masllani@auk.org

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CO-OP AND CAREER SERVICES

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IRWIN METZGER MEMORIAL LIBRARY

Ivana Stevanovic, Librarian istevanovic@auk.org

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