

# Graduate Bulletin 2024-2025

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**RIT**

Kosovo

# About this Bulletin

The academic programs, course curricula, policies, and standards described in this Academic Bulletin are in effect for Master students admitted to RIT Kosovo during the 2024 – 2025 academic year. This bulletin provides students with a comprehensive source of information to use in planning their undergraduate education.

The Academic Bulletin does not constitute a contract between the institution and its students on either a collective or an individual basis. It represents RIT Kosovo'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 sometimes occur after the bulletin has been posted, but before the changes can be incorporated in a later edition. Because of this, RIT Kosovo does not assume a contractual obligation with its students for the contents of this Academic Bulletin.

If the rules, policies and procedures presented in this academic bulletin are in conflict with RIT Main, then RIT Kosovo's rules, policies and procedures take precedence.

RIT Kosovo Graduate Academic Bulletin 2024-2025

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"RIT Kosovo" will be the designated brand name used in place of "RIT Kosovo (A.U.K) College" in most instances.

RIT Kosovo does not discriminate. RIT Kosovo 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.

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# An Introduction to RIT Kosovo

RIT Kosovo's educational mission is to prepare individuals 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 sets high standards that challenge students to develop values that will enhance their lives professionally and enable them to contribute constructively to society.

RIT Kosovo is Kosovo's only private, nonprofit higher education institution offering a US degree entirely in the English language. It is also the only institution in Kosovo whose degrees are accredited and recognized worldwide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York.

As an educational institution, RIT Kosovo is committed to developing Kosovo's economy through education. RIT Kosovo holds itself to the highest standards and measures against the leading universities of Southeast Europe and the world.

RIT Kosovo's student body is an international diverse and inclusive community. RIT Kosovo 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 is English.

## **Vision**

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RIT Kosovo will be a leading international university whose excellence in academic programs, educational outcomes, and research best supports the professional achievements and personal growth of its students and the advancement of society in Kosovo, the region, and the world.

## **Mission**

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RIT Kosovo will deliver an outstanding American education for students from Kosovo and the world through innovative curricular, experiential, and research programs in a student-centered culture. Our students acquire expertise, knowledge, and values that prepare them to contribute to the global society. RIT Kosovo's job is to teach its students to the highest international standards. RIT Kosovo 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's alumni are prepared to enter the professional world or move on to postgraduate studies. RIT Kosovo's level of success can be measured by the quality and success of students who graduate.

## **RIT Kosovo's degree granting entity**

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### *Master of Science in Professional Studies: Data Analytics*

Upon successful completion of the two-year graduate program, students enrolled in the Master of Science in Professional Studies: Data Analytics program will receive an internationally accredited Master of Science degree from Rochester Institute of Technology, School of Individualized Study (SOIS) in Rochester, NY, U.S.A. The degree awarded is Master of Science in Professional Studies: Data Analytics and follows the curriculum of the degree received by RIT's students in the U.S.

The School of Individualized Study (SOIS), that awards the Master of Science in Professional Studies Degree, 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.

## **Accreditation**

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RIT is accredited by the Middle States Commission on Higher Education (MSCHE). MSCHE accredits institutions that “meet rigorous and comprehensive standards, which are addressed in the context of the mission of each institution and within the culture of ethical practices and institutional integrity expected of accredit institutions.” Click [here](#) for RIT's accreditation page on the MSCHE website.

In addition, international RIT campuses/additional locations are also accredited by the Middle States Commission on Higher Education. RIT Kosovo as an institution is therefore accredited by the Middle States Association of Colleges and Schools. “The American University in Kosovo, Gërmia Campus, Kosovo,” is listed on the Middle States Commission of Higher Education, Statement of Accreditation Status, under “Locations”. All credit-bearing courses and programs at RIT Kosovo are provided by RIT.

RIT Kosovo is also accredited by the Association of Technology, Management, and Applied Engineering. The Board of Accreditation of The Association of Technology, Management, and Applied Engineering certified all RIT Kosovo programs. Click [here](#) for the Certificates of Accreditation.

RIT Kosovo is also accredited by the Kosovo Accreditation Agency. The institutional-wide accreditation is valid through September 2025 and can be found by clicking [here](#). Besides institutional accreditation, RIT Kosovo is also certified by the Erasmus Charter for Higher Education. Moreover, in Kosovo, RIT Kosovo is licensed by the Kosovo Ministry of Education, Science and Technology (MEST) as a Higher Education Institution.

# Graduate Academic Programs

## **Master of Science in Professional Studies Data Analytics**

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This program equips participants for thriving careers by assisting organizations locally and globally in making informed decisions through analytics. It prepares participants to adeptly handle intricate, real-world data and create value from it. Rooted in a comprehensive educational approach, the program seamlessly intertwines theory and practice.

The Master of Science in Professional Studies: Data Analytics stands as an unparalleled program in Kosovo, offering you the expertise to enhance organizational decision-making through the application of data analytics. Developed in collaboration with RIT (Rochester Institute of Technology) campuses in Dubai and New York, this program ensures graduates are well-versed in working adeptly with intricate, real-world data to contribute value aligned with their organization's strategic goals.

This distinctive program's curriculum systematically addresses all facets of data analytics, encompassing data mining, enterprise infrastructure, security risk management and visual analytics.

The program delves into data collection and analysis for emerging technologies like artificial intelligence, virtual realities, robotics, and machine learning. Throughout the program, students are actively encouraged to implement their newfound knowledge within their organizations, exploring novel work-based opportunities to enhance operational efficiency by more effectively gathering and interpreting data.

## **Graduate Degree Offered**

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### **Master of Science (MSc) – Two-year degree**

Name of degree: Master of Science (MSc) degree in Professional Studies

Total credits: 33 semester credit hours

Institution and Department: Rochester Institute of Technology; School of Individualized Study (SOIS).

# Master of Science in Professional Studies – Degree Requirements

To complete a Master of Science degree in Individualized Program at RIT Kosovo a qualified student must successfully complete the following study program:

## **Term: Fall 1**

- |   |   |
|---|---|
| 1 | PROF 705 – Context & Trends               |
| 2 | PROF 740 – Fundamentals of Data Analytics |
| 3 | ISTE 600 – Foundations of Data Mining     |

## **Term: Spring 1**

- |   |  |
|---|--|
| 1 | PROF 741 – Enterprise Infrastructure for Data Analysis |
| 2 | PROF 790 – Data Analytics for Emerging Technologies    |
| 3 | ISTE 782 – Visual Analytics                            |

## **Term: Fall 2**

- |   |   |
|---|---|
| 1 | PRO 780 – Data Driven Knowledge and Discovery |
| 2 | CSEC 733 -Information Security Risk           |
| 3 | PROF 799 – Special Topic                      |
| 4 | PROF 770 - Proposal                           |

## **Term: Spring 2**

- |   |                                |
|---|--------------------------------|
| 1 | PROF 776 – Research and Thesis |
|---|--------------------------------|

# Graduate Course Catalog

## **PROF(705)–Context and Trends: Data Analytics**

Credits Hours:3

The gateway course for students enrolled in the MS in professional studies degree program. Course provides students with opportunities to interact about controversial issues while discovering foundational knowledge about interdisciplinary history, theory, along with applied problem-solving, research methods and professional ethics. Students use this course as a means of designing and receiving approval for individualized plans of study. (Department permission required). Students should consult their adviser before registering.

## **PROF(740)–Fundamentals of Data Analytics**

Credits Hours:3

This course introduces students to foundational skills in data analytics, with a focus on mathematical foundations. Students will explore topics that form the backbone of modern data analytics such as machine learning, data mining, artificial intelligence, and visualization. Tools for statistics will be introduced to students for how to go from raw data to a deeper understanding of the patterns and structures within the data, to support making predictions and decision making.

## **ISTE 600 – Foundation of Data Mining**

Credit Hours: 3

This course provides students with exposure to foundational data mining techniques. Topics include analytical thinking techniques and methods, data/exploring data, classification algorithms, association rule mining, cluster analysis and anomaly detection. Students will work individually and in groups on assignments and case study analyses.

## **PROF(741)–Enterprise Infrastructure for Data Analysis**

Credit Hours: 3

This course introduces students to the challenges in large and small organizations related to data analysis and storage. Students will be introduced to economic infrastructure approaches for handling data securely. Platforms which are hosted both on-premises of organizations and in the cloud will be covered in this course.

## **PROF(790)–Data Analytics for Emerging Technologies**

Credit Hours: 3

This course explores the emerging technologies that are driving the acceleration of applications and the data produced by them Big Data and its 5V characteristics – volume, velocity, veracity, variety and value –across industry, research and academia. Students will be introduced to a range



of complemented technology disciplines like cybersecurity, virtual content delivery, artificial intelligence, and smart cities where the uses of real-time analysis on big datasets are applied. Particular focus will be paid to a review of a number of industry verticals and data related to how emerging technologies are used with an emphasis on privacy and ethical considerations. (Prerequisites: PROF-705 or equivalent course; course restricted to MS in professional studies students)

### **ISTE(782)–Visual Analytics**

Credit Hours: 3

This course introduces students to Visual Analytics, or the science of analytical reasoning facilitated by interactive visual interfaces. Course lectures, reading assignments, and practical lab experiences will cover a mix of theoretical and technical Visual Analytics topics. Topics include analytical reasoning, human cognition and perception of visual information, visual representation and interaction technologies, data representation and transformation, production, presentation, and dissemination of analytic process results, and Visual Analytic case studies and applications. Furthermore, students will learn relevant Visual Analytics research trends such as Space, Time, Multivariate Analytics and Extreme Scale Visual Analytics.

### **ISTE(780)–Data Driven Knowledge Discovery**

Credit Hours: 3

Rapidly expanding collections of data from all areas of society are becoming available in digital form. Computer-based methods are available to facilitate discovering new information and knowledge that is embedded in these collections of data. This course provides students with an introduction to the use of these data analytic methods, with a focus on statistical learning models, within the context of the data-driven knowledge discovery process. Topics include motivations for data-driven discovery, sources of discoverable knowledge (e.g., data, text, the web, maps), data selection and retrieval, data transformation, computer-based methods for data-driven discovery, and interpretation of results. Emphasis is placed on the application of knowledge discovery methods to specific domains.

### **CSEC(733)–Information Security Risk Management**

Credit Hours: 3

This course will provide students with an introduction to the principle of risk management and its three key elements: risk analysis, risk assessment and vulnerability assessment. Students will also learn the differences between quantitative and qualitative risk assessment, and details of how security metrics can be modeled/monitored/controlled and how various types of qualitative risk assessment can be applied to the overall assessment process. Several industry case studies will be studied and discussed. Students will work together in teams to conduct risk assessments based on selected case studies or hypothetical scenarios. Finally, they will write and present their risk assessment reports and findings.

### **PROF(799)–Special Topics**

Special topics are experimental courses announced as offered.

### **PROF(770)–Proposal**

Credit Hours: 0

This course guides the student through preparation of the Capstone Proposal that is required for the applied final course of his/her MS in professional studies degree - the Capstone Project. Student will determine a Capstone Project concept, and articulate the methods for implementing the Capstone Project. The course concludes with a paper describing the Capstone Project, including background and description, methodology, anticipated outcomes, and probable Capstone Adviser. Student will meet regularly with the course facilitator. Upon successful completion of this course, student will be registered for the Capstone Project. (Department permission required) (Pre-requisites: PROF-705 and core coursework; course restricted to MS in professional studies students).

### **PROF(775)–Capstone Project**

Credit Hours: 6

The capstone course for students enrolled in the MS in professional studies degree program. With individualized advising from a faculty adviser, students participate in a real world problem solving project carried out in an organizational setting while also relating to a student's professional subplan. Course requirements involve completing a literature review, writing a project proposal, engaging in online discussion with faculty adviser and other SOIS capstone students, various kinds of field work, writing full draft and final academic report and making a Power Point presentation. Registration completed on behalf of students following faculty review of acceptable capstone project proposal. (Prof 770; Department approval).

# Student Support

## Academic Advising

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Academic advising is an integral part of a student's education at RIT Kosovo. Our goal at RIT Kosovo 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. Academic advising is a continuous, proactive process where advisors and students partner to review curriculum goals and build connections and networking opportunities with RIT Kosovo faculty, staff, and the rest of RIT community.

The Academic Advising Team utilizes a student-centered approach that enriches learning and facilitates student development in preparation for success within a diverse society. Academic advisors empower students to make decisions that enhance their educational, personal, and professional growth and development.

Once the applicant reaches student status, the academic advisor begins to work with the student. The academic advisor works one-on-one with students to navigate the program and satisfy all degree requirements. More specifically, academic advisors can help a student with:

- 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
- Retrieving a transcript or Letter of Confirmation
- Plans of Study
- Exchange Semesters abroad
- Any other academic questions/concerns.

## Counseling Services

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At RIT Kosovo, mental health is a top priority for the entire university community, which is why resources and support are readily available to help students improve their well-being.

RIT Kosovo recognizes that university life can be a time of excitement and self-discovery, but it can also bring about academic, emotional, personal, social, and financial concerns. These challenges can make it difficult for students to succeed or function well while at school. That is

why, from April 2023, RIT Kosovo has implemented a direct student counseling service at the wellness office, located on the first floor in office 112.

At RIT Kosovo, everyone deserves to be listened to and supported in a climate of trust and confidentiality. The counseling service is provided with this ethos in mind. The student counseling service aims to ensure that students have access to the resources and support they need to maintain good mental health and improve their overall well-being during their time at the university.

This counseling service is entirely free and offers a variety of resources for students seeking mental health support. Students have the option to engage in psychotherapy, including Cognitive Behavioral Therapy (CBT), intrapersonal therapy, and mindfulness practices, among others. Additionally, assessments are available for students who may need help understanding their learning processes or other cognitive abilities, including assessments of IQ, executive function, memory, processing speed, etc...

Remember, nobody is immune to life's challenges, so it's important to seek help when needed. RIT Kosovo is dedicated to ensuring that every student has the necessary support to thrive and succeed in their academic and personal lives.

If you need more information, you can contact the Office of Academic Affairs.

### **Disability Services**

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RIT Kosovo 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 an accommodation due to a disability should contact the Office of Admission or the Office of Academic Affairs at RIT Kosovo. The directors will review a student's request for accommodation and supporting documentation and recommend appropriate and reasonable accommodations as needed.

### **Computer Accounts**

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Every RIT Kosovo student is provided with two computer accounts: an RIT Kosovo account (Local Account) and an RIT Rochester account. The local account is utilized for accessing the RIT Kosovo domain, email, and network resources. Students can check their email via the RIT Kosovo webmail platform at <https://outlook.office365.com/mail/>.

For technical support or to address any network, computer, or system issues, contact the RIT Kosovo IT Department. The IT Department is responsible for maintaining the stability and security of our network.

## Two-Factor Authentication (2FA)

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Local accounts have active Two-Factor Authentication (2FA) to enhance security. Students will be informed on how to activate 2FA. This additional layer of security helps protect your account from unauthorized access. Detailed instructions for setting up 2FA will be provided via email and are available on the RIT Kosovo website.

Once assigned, it is crucial to remember and securely store your RIT Kosovo username and password. In the event of a forgotten password, please note the following restoration times:

- **RIT Rochester Account:** Restoration may take up to 24 hours.
- **RIT Kosovo Account:** Restoration typically occurs within minutes during regular working hours, handled by the RIT Kosovo IT department.

You are responsible for securing your accounts and promptly reporting any misuse.

## Printing

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There are two printers available for student use: one in the library and another on the second floor. Each student has an individual printing account. Printing costs are covered by prepaying into this account at a rate of 1.5 cents per page. Payments can be made at the IT Office.

## Libraries

### RIT Kosovo Irwin Metzger Memorial Library

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Irwin Metzger Memorial Library at RIT Kosovo was established in February 2007.

Our mission involves working closely with student representatives, faculty and academic administration, RIT Main Library and Instructional Technology Services at RIT Kosovo to provide resources (print, electronic, hardware) as well as research to support effective faculty teaching and student learning within the institution.

### RIT Libraries

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The Rochester Institute of Technology is known for the high quality of its library resources. Its complete, electronic library is available 24/7 to RIT Kosovo students on campus and off-campus. Through your RIT account, staff, faculty, and students can search for books, articles, images, videos, tutorials, patents, etc. and explore 230+ databases at any time.

The mission of RIT Libraries is to develop its collections and staff in support of the teaching and research activities of the university through innovative tools, processes, and partnerships for equitable access to information and scholarship.

The librarian at RIT Main in charge of RIT Kosovo is Mr. Ryan Tolnay [rgtwml@rit.edu](mailto:rgtwml@rit.edu)

# Student Life

## **New Student Orientation**

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RIT Kosovo provides all entering students with programs designed to prepare them for a successful transition and further acquaint them with the RIT Kosovo community. New student orientation provides the opportunity to:

- meet with their fellow students
- meet the faculty
- learn about student services, library, IT and other services offered in campus

## **Parking and Transportation Services**

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RIT Kosovo provides twenty-four-hour on-site parking to its students, faculty and staff.

## **Public Forum**

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This series is a regular feature of RIT Kosovo 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**

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The Public Safety Department is open 24-hours-a-day and is located at the main entrance of RIT Kosovo. The department encourages the RIT Kosovo 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.

# RIT Kosovo Policies and Procedures

## Degree Requirements

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### Credit Requirements

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The minimum credit requirement for a master's degree is 30 semester credit hours. At least 80 percent of these credit hours must be earned at the graduate level and in residence at the university.

### Transfer Credit

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A maximum of 20 percent of the total required semester hours for the graduate degree may be awarded through any combination of transfer credit, waived credit, and credit by competency. Only a course with a grade of B (3.0) or better may be transferred.

Transfer credits are not calculated in the student's grade point average but will count toward overall credit requirements for the degree. Transfer credits do not count toward the satisfaction of residency requirements.

A graduate student who wishes to take courses at another institution and transfer them toward degree at RIT Kosovo can transfer no more than two courses.

### Transfer Credit Overview

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Advanced planning is required when considering taking a course outside of RIT Kosovo. Credit and a specific course articulation is not guaranteed without advanced approval from RIT Transfer Credit Unit.

Please note: The Office of the Registrar will obtain the course articulation decision, but this does not guarantee that the course will fulfill a requirement. Students should work with their academic department to ensure that the course articulation will fulfill a requirement in the student's degree.

### To complete this process:

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Meet with your Academic Advisor to review which requirements you are considering completing with transfer credit and what external courses you are anticipating taking and why.

1. Complete the Transfer Credit Articulation Request form, attach required course documentation and submit to [academicaffairs@auk.org](mailto:academicaffairs@auk.org). All forms must be signed and submitted electronically via this email by the student making the request.
2. Make the payment of €40 per credit (i.e. €120 for a 3 US credit course) processing fee at

the Finance Office and send payment proof to [academicaffairs@auk.org](mailto:academicaffairs@auk.org) in addition to the above-mentioned documentation.

3. After review with the appropriate RIT academic department, the Academic Affairs Office will email you and your academic advisor with the articulation determined. This process takes up to four weeks. Please note that if applying late, there is no guarantee for timely evaluation.
4. Complete the course and have the final official transcript sent to Academic Affairs Office. The transfer of the course takes up to six months from the day RIT Kosovo receives the official transcript. Late submission of the transcript may result in delay of graduation.

## **Timeline**

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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, transfer officials at RIT, your institution of interest, and the review of your study plan).

## **Appeal Procedure**

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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.

## **Summary of Requirements for Master's Degree**

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1. Successfully complete all required courses. These requirements should be met within seven years of the date of matriculation into the student's program. Extension of this rule may be granted through petition to the dean of graduate education.
2. Complete a minimum of 30 semester credit hours for the master's degree. At least 80 percent of graduate-level course work and research (courses numbered 600 and above) must be earned in residence at RIT.
3. Achieve a program cumulative grade point average of 3.0 (B) or better.
4. Complete a thesis/project or other appropriate research or comparable professional achievement, at the discretion of the degree-granting program.
5. Pay in full, or satisfactorily adjust, all financial obligations to the university.

## **The Grading System**

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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.<sup>1</sup>

## Definition of Grades

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Grades representing the students' progress in each of the courses for which they are enrolled are given on a grade report form at the end of each term of attendance. The letter grades are as follows:

| Grade | Description           | Quality Points |
|-------|-----------------------|----------------|
| A     | Excellent             | 4.0            |
| A-    |                       | 3.67           |
| B+    |                       | 3.33           |
| B     | Above Average         | 3.0            |
| B-    |                       | 2.67           |
| C+    |                       | 2.33           |
| C     | Satisfactory          | 2.0            |
| C-    |                       | 1.67           |
| D     | Minimum Passing Grade | 1.0            |
| F     | Failure               | 0.0            |

C- and below grades do not count toward the fulfillment of program requirements for a graduate degree. The grades of all courses attempted by graduate students will count in the calculation of the cumulative grade point average. The program cumulative grade point average shall average 3.0 (B) as a graduation requirement. The dean of the college or their designee must approve all applications for graduate courses a student wishes to repeat.

The GPA is computed by the following formula:  $GPA = \text{total quality points earned} / \text{total credit hours attempted}$ . There are other evaluations of course work that do not affect GPA calculations. Only I and R (as described below) can be assigned by individual instructor at the end of a term.

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

1. Term

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<sup>1</sup> From the fall of 2014, the Refined Grading System (RGS) is the only grading system in use at RIT Kosovo.

## 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 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).

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

| Grade | Definition  |
|-------|---|
|       | <b>Blank</b> -that is, the grade has not yet been assigned or no grade is expected.   |
| R     | <b>Registered</b> -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     | <b>Withdrawn</b> -a grade that indicates an official course withdrawal has been processed.  |
| S     | <b>Satisfactory</b> -A satisfactory grade at the graduate level may only apply to seminar, cooperative work experience, study abroad affiliate programs, and internship courses where programs have determined that a traditional alpha system 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 than 15% of a program's degree credits may be "S" graded courses.   |

|    |   |
|----|---|
| I  | <p><b>Incomplete</b>-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>  |
| U  | <p><b>Unsatisfactory</b>- 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.</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. After appropriate evaluation of the student's work, that instructor will assign a grade in place of the "Incomplete" notation.</p>  |
| WV | <p><b>Waived courses</b>-those courses eliminated from the list of requirements that a student must take to graduate.</p> <p>For graduate students, required courses may be waived because of previously completed academic work but in no case shall the resulting graduate program requirements be reduced below 30 semester credit hours. In addition, waiver credit for graduate courses can be applied only towards required courses and not towards elective courses. The process of waiving courses and thereby reducing graduate program requirements is not to be confused with the process of substituting specific courses for published requirements with an equal number of credit hours, thus retaining the total number of credit hours in the specified program. 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.</p> |

|    |  |
|----|--|
| X  | <p><b>X Grade-</b> Assigned for successful completion of various assessments as defined in Policy D.02.0 Admissions. “X” grade for graduate students indicates Credit by Competency (graduate) (See policy D02.I.2).<br/> “X” graded courses do not count toward the residency requirement and do not affect GPA calculations. Credit hours are included as hours earned.</p> <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 required.</p>   |
| AU | <p><b>Audit-</b>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> <p>Excluding audit courses, degree-seeking undergraduate students enrolling for 12 or more credit hours or graduate students enrolling for 9 or more credit hours may take any additional hours for audit at no incremental charge provided the total hours do not exceed 18 credit hours.</p> |

### **Changing Grades**

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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 Dean of Faculty at RIT Kosovo. When approved by both of these individuals, the form is to be forwarded to the Registrar’s Office. There is, however, an appeal procedure for disputed grades through the Academic Conduct Committee.

### **Repeating Courses to Raise Low Grades**

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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.

### **Student Grade Disputes**

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In instances where a student has significant reasons for disputing a final course grade, and has consulted with the instructor and the Head 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 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 Dean of Faculty 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 (Link: <https://www.rit.edu/academicaffairs/policiesmanual/d170>).

## **Student Records and Transcripts**

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### **Confidentiality of Student Records**

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RIT Kosovo 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 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**

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An RIT Kosovo 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), 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. Copies of transcripts from institutions that have been received in support of admission applications and/or transfer credit evaluation will not be reissued by RIT Kosovo.

## **Leave, Suspension, Probation, Conditional Probation**

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### **Leave of Absence**

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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**

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In some cases, RIT Kosovo 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 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 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 Head of Academic Affairs (or his/her designee) only after appropriate discussion with the necessary RIT Kosovo parties and discussion with the student and -in appropriate circumstances -the student's family.

### **Academic Probation and Suspension**

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Any degree-seeking graduate students will be placed on probation or suspended from the university according to the criteria enumerated below. All actions are taken at the end of the term; however, a student may petition the dean of their home college for reconsideration of probation or suspension should the removal of an incomplete grade (I) raise the program grade point average above those stated below.

Each degree-seeking graduate student will generate two different grade point averages that appear on the transcript - cumulative and term averages. The university cumulative average reflects all course work completed at RIT at the graduate level. The term average reflects a single term of academic activity.

1. Any degree-seeking graduate student whose cumulative and/or program grade point average (see D5.0 - Grades, section VII) falls below a 3.00 after 9 credit hours (attempted or earned) subsequently will be placed on probation and counseled by the graduate program director (or his/her designee) concerning continuation in the graduate program.
2. Students on probation must raise their program cumulative and program grade point average to 3.00 within 9 credit hours (attempted or earned) or they will be suspended from the graduate program.
3. A graduate student suspended for academic reasons, must apply for readmission.
4. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension.
5. A suspended student may appeal a suspension decision.
6. A suspension may be waived upon written appeal to the student's home program. Final suspension waiver approval requires dean (or designee) approval.
7. A suspended student may be required to satisfy specific academic conditions imposed in order to be considered for readmission to his/her program.
8. A suspended student may be admitted to another program if it is approved by the dean (or designee).

### **Non-Degree-Seeking Graduate Policy**

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Any non-degree-seeking graduate student who has a cumulative GPA below 3.00 after 9 credit hours (attempted or earned) may not register for credit or non-credit courses without the specific approval of the department head offering the course(s).

### **Deferred Suspension**

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Deferred Suspension refers to the academic action taken when a student appeals academic suspension and the appeal is granted. Students placed on deferred suspension will have one term to return to good academic standing and will be required to complete an academic success plan with their home program. A student on deferred suspension, enrolled in summer term, and taking 9 or more credits will be subject to the academic action policy and subsequent academic success plan.

### **Academic Success Plan**

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Academic Success Plan is an agreement between a student and the student's academic program designed to facilitate success in the program. Students should consult with their academic program to determine the appropriate number of credits per term. Failure to complete the academic success plan may result in suspension.



## Conditional Academic Contracts

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Students who have been suspended may appeal to the Dean of Faculty for RIT Kosovo-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 Dean of Faculty for RIT Kosovo-RIT Academic Affairs, in consultation with Academic Services. Failure to meet any of the contract conditions results in immediate suspension from RIT Kosovo 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.*

# Graduation Requirements

## **General Requirements**

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Upon successful completion of degree requirements, students earn a Master of Science (MSc) degree from The Rochester Institute of Technology in Rochester, NY, U.S.A. To earn any academic credential from RIT, students must satisfy a number of graduation requirements. All students should seek out and use the academic advising resources at RIT Kosovo 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**

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Students must satisfactorily complete all of the courses in their academic program at RIT Kosovo. 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**

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Successful candidates for an graduate degree must have a program cumulative grade point average of at least 3.0.

## **Demonstration of Writing Skills**

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

## **Fulfillment of Financial Obligations**

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

## **Graduation Requirements for Graduate Degree (Checklist)**

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- ✓ Completion of Academic Curricula (completion of at least 30 semester credit hours).
- ✓ Residency requirement - At least 80 percent of graduate-level course work and research (courses numbered 600 and above) must be earned in residence at RIT Kosovo.
- ✓ A cumulative GPA of 3.0 (B) or above
- ✓ Fulfillment of financial obligations

# Instructions for Class Enrollment

1. Use this URL to access the RIT Student Information System (SIS) webpage:

<https://www.rit.edu/infocenter/>

2. *Log in* with your RIT username and password:

# RIT

Login to [campus.ps.rit.edu](https://campus.ps.rit.edu)

Username

RIT Username

Password

Password

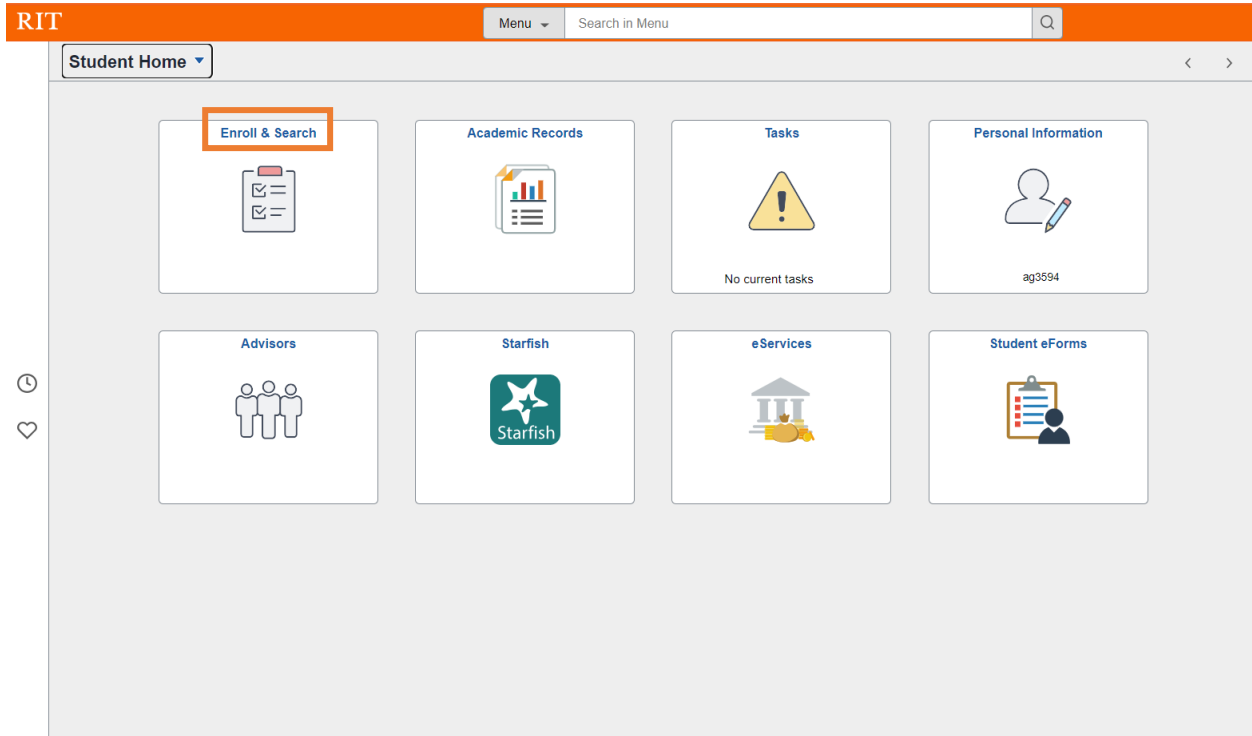
Login

**Forgot Username? | Forgot Password?**

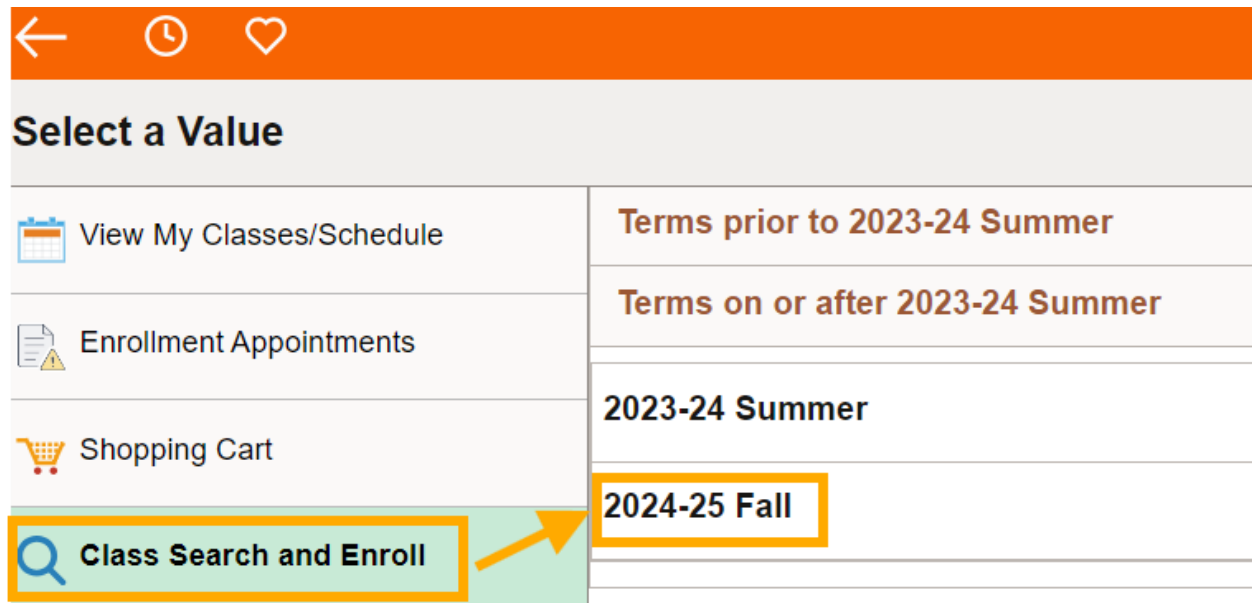
**Change Password**

Need assistance? Please contact the RIT Service Center at  
**585-475-5000** or visit **[help.rit.edu](https://help.rit.edu)**

3. Click on the “Enroll & Search” section:



4. Click on “Class Search and Enroll” section from the left list. Then, click on the term you want to enroll classes in (e.g. 2024-25 Fall).



5. Use keywords such as course name, subject, class, topic to search for classes

← ⌚ ♥

## Class Search and Enroll

2024-25 Fall (2241) [Change](#)

- View My Classes/Schedule
- Enrollment Appointments
- Shopping Cart
- Class Search and Enroll**

**Search For Classes** ⓘ  
Enter keyword e.g. course, subject, class, topic

**Additional ways to search**

**> Favorites**

**> Recently Viewed**

6. There are also additional ways to search with more detailed information about the course:

Class Search and Enroll

### Additional ways to search

Available Subjects  
▼

Catalog Number  
contains value ▼  
□

Instructor Last Name  
contains word ▼  
□

Search Class Attributes  
▼

Campus  
▼

[Search](#) [Cancel](#)

7. Example of a class search: Data Analytics. After you have written the keywords for your search, press Enter or the button on the right.

The screenshot shows the 'Class Search and Enroll' page. At the top, there's a navigation bar with a back arrow, a clock, a heart, and a search bar labeled 'Search in Menu'. Below this, the page title 'Class Search and Enroll' is displayed. A dropdown menu shows '2024-25 Fall (2241)' with a 'Change' button. On the left, there's a sidebar with links: 'View My Classes/Schedule', 'Enrollment Appointments', 'Shopping Cart', and 'Class Search and Enroll' (highlighted in green). The main area has a 'Search For Classes' section with a search bar containing 'Visual Arts' and a red box around the search button. Below this, there's a section 'Additional ways to search' with links for '> Favorites' and '> Recently Viewed'.

8. Use the list on the left to choose your desired filters for the class. Choose RIT Kosovo in the “Location” and “Campus” sections to search for classes offered in our campus. Then, click on the class name field.

The screenshot shows the 'Class Search Results' page. At the top, there's a navigation bar with a back arrow, a clock, and a heart. Below this, the page title 'Class Search Results' is displayed. The page is divided into several filter sections, each with a dropdown arrow and a title: 'Class Status', 'Course Career', 'Subject', 'Number of Units', 'Location', 'Campus', and 'Academic Session'. Each section has a list of options with checkboxes. The 'Location' section has 'RIT Kosovo' selected. The 'Campus' section has 'RIT Kosovo' selected. The 'Academic Session' section has 'Kosovo' selected. Red boxes highlight the 'Location', 'Campus', and 'Academic Session' sections.

9. Click on the class.

## Class Search Results

### View Search Results

1 Course with keyword: Visual Arts

RIT Kosovo (x)

RIT Kosovo (x)

Kosovo (x)

Clear All

#### VISL 100

Introduction to Visual Arts  
5 Class Options Available

10. Check the course information and click on one of the class options that fits your schedule and preference:

Course Information

2024-25 Fall (2241)

View My Classes/Schedule  
Enrollment Appointments  
Shopping Cart  
Class Search and Enroll  
Drop Classes  
Update Classes  
Swap Classes  
Browse Course Catalog  
Planner  
Enroll by My Requirements  
View My Exam Schedule

**VISL 100**  
Introduction to Visual Arts  
★ Add to favorite courses  
> Course Information  
v Class Selection

Select a class option

| Option | Status | Session | Class               | Meeting Dates           | Days and Times                     | Room    | Instructor         | Seats               |
|--------|--------|---------|---------------------|-------------------------|------------------------------------|---------|--------------------|---------------------|
| 1      | Open   | Kosovo  | Lecture - 17361-500 | 09/09/2024 - 12/13/2024 | Monday Wednesday 12:30PM to 1:50PM | AUK 406 | Xhevahir Kolgini   | Open Seats 16 of 23 |
| 2      | Open   | Kosovo  | Lecture - 17362-501 | 09/09/2024 - 12/13/2024 | Monday Wednesday 2:00PM to 3:20PM  | AUK 406 | Xhevahir Kolgini   | Open Seats 19 of 23 |
| 3      | Open   | Kosovo  | Lecture - 17363-502 | 09/09/2024 - 12/13/2024 | Tuesday Thursday 12:30PM to 1:50PM | AUK 406 | Xhevahir Kolgini   | Open Seats 1 of 23  |
| 4      | Open   | Kosovo  | Lecture - 17364-503 | 09/09/2024 - 12/13/2024 | Tuesday Thursday 8:00AM to 9:20AM  | AUK 406 | - To Be Determined | Open Seats 21 of 23 |
| 5      | Open   | Kosovo  | Lecture - 17737-504 | 09/09/2024 - 12/13/2024 | Tuesday Thursday 9:30AM to 10:50AM | AUK 406 | - To Be Determined | Open Seats 23 of 23 |

11. Review your class selection and press the “Next” button on the upper-right corner if you like to continue:

Class Search and Enroll

2024-25 Fall (2241)  
Undergraduate  
Rochester Institute of Technology

1 Review Class Selection  
Visited

2 Review Class Preferences  
Not Started

3 Enroll or Add to Cart  
Not Started

4 Review and Submit  
Not Started

**Step 1 of 4: Review Class Selection**  
You have selected  
**VISL 100 Introduction to Visual Arts**  
Option Status Open

| Class               | Session | Meeting Dates           | Days and Times                     | Seats               |
|---------------------|---------|-------------------------|------------------------------------|---------------------|
| Lecture - 17361-500 | Kosovo  | 09/09/2024 - 12/13/2024 | Monday Wednesday 12:30PM to 1:50PM | Open Seats 16 of 23 |

12. Review Class Preferences. If you like to be added to waitlist if class is full, then click the highlighted button and press Accept.

The screenshot shows the 'Class Search and Enroll' interface. On the left, a progress bar lists four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled 'Step 2 of 4: Review Class Preferences'. It displays the course 'VISL 100 Introduction to Visual Arts' and 'Lecture - 17361-500 - Open'. Below this, there is a question 'Add to waitlist if class is full?' with a 'No' button highlighted by an orange box. An orange arrow points from this box to an 'Accept' button in the top right corner. There is also a 'Permission Number' field with a placeholder 'Enter Permission Number'.

13. Choose the “Add to Shopping Cart” option if you wish to add the class to your Shopping Cart and click the “Next” button on the upper-right corner to continue.

The screenshot shows the 'Class Search and Enroll' interface at the 'Enroll or Add to Cart' step. The progress bar on the left now shows: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart'. It asks 'Do you wish to enroll or add the class to your Shopping Cart?' with two radio button options: 'Enroll' and 'Add to Shopping Cart'. The 'Add to Shopping Cart' option is selected and highlighted by an orange box. In the top right corner, there are 'Previous' and 'Next' buttons.



14. Or, choose the “Enroll” option if you wish to enroll the class and click the “Next” button on the upper-right corner to continue.

**Class Search and Enroll**

2024-25 Fall (2241)  
Undergraduate  
Rochester Institute of Technology

**Step 3 of 4: Enroll or Add to Cart**

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll  
☐ Add to Shopping Cart

[< Previous](#) [Next >](#)

15. Review the class details and click the “Submit” button on the right to finish.

**Class Search and Enroll**

2024-25 Fall (2241)  
Undergraduate  
Rochester Institute of Technology

**Step 4 of 4: Review and Submit**

You have selected to enroll in  
**VISL 100 Introduction to Visual Arts**

Option Status: Open

| Class               | Session | Meeting Dates           | Days and Times                     | Seats               |
|---------------------|---------|-------------------------|------------------------------------|---------------------|
| Lecture - 17361-500 | Kosovo  | 09/09/2024 - 12/13/2024 | Monday Wednesday 12:30PM to 1:50PM | Open Seats 16 of 23 |

[> Class Preferences](#)

[< Previous](#) [Submit](#)

## 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

## **EFFECTIVE WITH THE START OF THE 2021-22 ACADEMIC YEAR:**

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Before 80% of a term is completed, undergraduate and graduate students will follow their respective processes as outlined below in D05.V.A. After 80% of the term is completed, all students will follow the same process described in D05.V.B.

### A. BEFORE 80% OF THE TERM IS COMPLETED:

#### 1. Graduate Students

Prior to the end of the 80% of the term, a "W" will be assigned upon the student's 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 primary program or department leadership will be notified via e-mail. A student may not use the drop with a grade of "W" option to avoid charges of academic dishonesty.

### B. AFTER 80% OF THE TERM IS COMPLETED:

#### 1. All Students

After the 80% of the term is completed 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 department head, and the dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

In all other academic sessions and for courses offered in time frames different from standard terms, course withdrawal is available upon the student's request until 80% of the session or course as determined by the Registrar's Office has been completed, providing undergraduate students enrolled full time maintain the credit status outlined above in A.1. After this point and up to the last official class day, a "W" will be assigned only with the approval and written signatures of the student, course instructor, the home program or department head, and the dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

In unusual situations, a "W" may be granted after the last official class day, but this must occur before a final grade is posted. Such an extraordinary request is administered through the Provost's Office, in consultation with (if possible) the student, course instructor, home program or department head, and dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

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. Courses with a "W" assigned do not count toward the residency requirement.

**Prior to Academic Year 2021-22:**

Students are strongly advised to consult with their academic advisor and instructor before they withdraw 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 80% of the 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 department head will be notified via e-mail.

After 80% of the term is completed 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 department head, and the dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

In all other academic sessions and for courses offered in time frames different from standard terms, course withdrawal is available upon the student's request until 80% of the session or course as determined by the Registrar's Office has been completed. After this point and up to the last official class day, a "W" will be assigned only with the approval and written signatures of the student, course instructor, the home program or department head, and the dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

In unusual situations, a “W” may be granted after the last official class day. Such an extraordinary request is administered through the Provost's Office, in consultation with (if possible) the student, course instructor, home program or department head, and dean from the student's home college. For a student whose program is housed outside the college structure, the approval of the director or director's designee of the student's academic unit is required.

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. Courses with a “W” assigned do not count toward the residency requirement.

# Institutional Policies

## **Attendance Policy**

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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 miss no more than 10% of classes 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.<sup>2</sup> 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 will inform instructors about events (recruitment drives, media events, etc.) for which students may request an excuse from classes, but the final decision to grant an excuse rests with the instructor. RIT Kosovo 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. 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.

## **No-Show Student Policy and Student Discontinuation**

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If a student is enrolled in classes but fails to attend the lectures, the academic advisers will follow the guidelines below to drop students from classes where necessary:

### **Academic Advisor follow-up**

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1. Faculty input/attendance – If a faculty reports that a student has not attended classes, the advisor outreaches to the student immediately.
2. After an advisor outreaches to a student, they will contact the other faculty members for the student to see if they attended any of the other classes. The advisers also cross-reference their advising notes for any prior communications or meetings and double-check orientation attendance.

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<sup>2</sup> Example: For unexcused absences after the third absence, a student who was 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.

3. If the student responds to the advisor that they are no longer attending classes, or the advisor gathers information to indicate that the student never arrived, they start the No Show process by completing the Registrar's Office 'Student No-Show' form.

### **No-Show Reporting**

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1. **Advisor:** No-Show forms (and supporting documentation if applicable) for any students who do not respond to outreach or who confirm that they will not be attending RIT will be sent to [registrar@rit.edu](mailto:registrar@rit.edu) no later than the second day of in-person sessions.
2. **Follow-up:** The Office of the Registrar will follow up again with individuals that the University has not heard from (if necessary) and collaborate with housing, and student financials to determine no-show status.
  - a. Once status is determined, no-show form will be processed by the Office of the Registrar. Communication will only be sent back to the department (or campus) if additional information is needed.
  - b. Academic departments should update internal records to reflect student as no-show.

### **Late-drop option**

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If it is determined that a student is not attending classes, then they are discontinued from SIS. This option allows the institution to drop the student from their courses and changes their status to Discontinued in the system. Because this is a pretty "permanent" action, the Registrar's Office works very seriously to be sure the student is not attending before they discontinue a student.

## **Libraries**

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

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Irwin Metzger Memorial Library at RIT Kosovo (A.U.K) was established in February 2007.

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

### **RIT Kosovo Library Policies**

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#### **Silence**

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##### **1<sup>st</sup> Floor Library: Mandatory**

Silence is required for productive study. Everyone must show respect for those who are reading and working. Cell phones should be put on silent mode and not used within the quiet area. If headphones are used, the volume should be set in such manner that it doesn't disturb others.

*Note:* Users of the library, especially groups that keep disturbing others, will be asked to leave the library (and we'll be happy to have them back on another occasion).

##### **Student Lounge: Group Study Area**

Space within the Student lounge is designated for a more relaxed studying setting, including group assignments and consultations. Silence is not required here.

#### **Study Area Maintenance**

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Each user of the library should keep the place where s/he is studying clean. After finishing use of table, any remain (e.g. used paper with notes not needed anymore, pens, erasers, etc. ) or waist (e.g. chewing gums, used plastic bottles, boxes, covers of different kind, etc.) should be taken and thrown away to a trash bin.

## **Loaning Materials and Overdue Fines**

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Users can loan library materials for a certain period. Loaning timings vary depending on the collection to which an item belongs.

### **Collections MAIN, KOSOVO/BALKAN, SUMMER PROGRAM, TRAVEL, STOCK:**

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You'll find books from these collections around shelves in the library. The books are freely available for browsing by a user. These books can be loaned for 2 weeks, and then, the hold can be renewed again if needed.

If a book is not returned on time, finer accrue at: € 0.50 per item per day from the due date.

### **Collection ON RESERVE**

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Ask for these books at the Circulation desk. Books in the collection ON RESERVE are textbooks and must be returned during the same day, until closing hours of the library.

If a book is not returned on time, finer accrue at: €10 per item per day from the due date.

*Note:* Small number of textbooks can be loaned for longer time. The number of days will be indicated on the book cover label (usually 3 or 7 days).

### **Collection CALCULATORS**

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Ask for a calculator at the Circulation desk. Calculators should be returned during the same day until the closing hours of the library.

If a calculator is not returned on time, finer accrue at: € 0.50 per item per day from the due date.

### **Collection REFERENCE MATERIALS**

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This is a collection of encyclopedias and dictionaries that we own. These books should be used only in the library, and they cannot be loaned out.

*Important:* If you have received an overdue fine notice by mistake, or if there is a record of a material that you haven't checked-out, you have 14 days, from the day when you receive the email, to write to the library's email (library@auk.org) and explain your case. After this period, we will consider the fine ratified.

### **Working Hours**

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Monday – Friday: 8:00am – 8:00pm

Saturday: 10am – 3pm

Sunday: Closed

### **Pre-final Exam Week**

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Two weeks prior to the final exam week, library is open during the whole week as follows:

Monday – Sunday: 8:00am – 9:00pm

### **Week of Final Exams**

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The library continues longer hours until the last day of the finals. The weekend following finals, the library is closed.

8:00am – 9:00pm

### **Summer Working Hours**

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Summer working hours start from the Summer Semester and continue until the end of August.

(Notice: if there are classes held after 4pm, library will work one hour after the last class.)

Monday – Friday: 8.00am – 4:00pm

*The student lounge is open 24/7.*



## **Commencement Ceremony Policy**

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RIT is consistently ranked among the top American Universities and continuously increasing its rank. The degree you will earn at RIT Kosovo is a fully recognized university degree from RIT New York. The Master of Science in Professional Studies degree with focus on Data Analytics is offered at RIT's main campus in Rochester, New York, in RIT Kosovo and at RIT Dubai campuses.

RIT Kosovo master students have a great opportunity to attend the Commencement Ceremony in RIT Rochester, New York when graduating if they wish to do so.

## **Courses in Global Campuses**

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Because the same curriculum is offered in all locations, students may take one of the courses in the global campuses while learning more about the Dubai or New York culture. Whether students choose to study abroad or remain in RIT Kosovo, they will be working side-by-side with their peers from across the world.

## **Final Exam Policy**

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

# RIT Kosovo Student Handbook

## **RIT Kosovo Policies and Procedures**

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RIT Kosovo 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**

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All RIT Kosovo 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 community.

## **RIT Kosovo Student Bill of Rights**

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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 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, including the existence of any restricted components.

### **Violation of RIT Kosovo Policies**

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

# RIT Kosovo Conduct Policies

The following policies pertain to all students enrolled in courses that are housed on the RIT Kosovo campus.

## **Alcohol and Drug Conduct Policy**

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### **1. Alcohol and Drug Policy:**

- 1.1.** This policy applies to all student members of the RIT Kosovo community and their guests. It also applies to all student activities on the RIT Kosovo campus and to all RIT Kosovo-sponsored events where students are present. RIT Kosovo students are subject to local laws regarding alcohol and drug use. RIT Kosovo 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 owned or operated property or at RIT Kosovo 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 operated facilities or at any RIT Kosovo sponsored activity/event is strictly prohibited.
- 1.4.** Provisions Governing the Possession and Use of Illegal Drugs:
  - 1.4.1.** RIT Kosovo explicitly prohibits use, possession, sale, manufacturing or trafficking of illegal drugs on RIT Kosovo-owned or-operated property, or at RIT Kosovo-sponsored events.
  - 1.4.2.** Violations:
    - 1.4.2.1.** Students violating the RIT Kosovo 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 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**

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### **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 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 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: <https://www.rit.edu/studentlife/student-conduct>.

## **Discrimination and Harassment Conduct Policy**

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### **3. Discrimination and Harassment:**

- 3.1.** The RIT Kosovo community is committed to a diverse and dynamic learning, working, and living environment. RIT Kosovo will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.
- 3.2.** RIT Kosovo prohibits discrimination and harassment on campus, or at any RIT Kosovo activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with RIT Kosovo.
- 3.3.** RIT Kosovo 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 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 or in RIT Kosovo 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 premises or at RIT Kosovo 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 community have the obligation not to use the RIT Kosovo 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 is committed to an environment that encourages, promotes and protects free inquiry and free expression. Members of the RIT Kosovo community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The RIT Kosovo 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 POLICY PROHIBITING DISCRIMINATION AND HARASSMENT, including definitions of terms, procedures, etc., please refer to the RIT web site: <https://www.rit.edu/studentlife/student-conduct>.

### **Computer and Information Technology (IT) Conduct Policy**

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- 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 and, where applicable, the Rochester Institute of Technology, are intended to support the mission of teaching, scholarly activity, and service for the RIT Kosovo's students, faculty and staff. Appropriate use of computing and networking facilities by members of RIT Kosovo'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 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 for reasons consistent with the mission of RIT Kosovo, and consistent with this policy.

- 4.2.3. *RIT Kosovo Computing Resources*: Any computing, network, or software system donated to or purchased by the RIT Kosovo or by a grant that is resident at RIT Kosovo.
- 4.2.4. *RIT Kosovo Network*: The network of RIT Kosovo comprising the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, as well as the Internet and Internet connection points. RIT Kosovo network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.
- 4.2.5. *RIT Kosovo Network Connections*: Any computer or device using an Internet address assigned to RIT Kosovo or that is connected to a physical or wireless access point is considered to be connected to the RIT Kosovo 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 user and are connected to the RIT Kosovo 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 users.

### **User Privileges and Responsibilities**

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- 4.3.1 *Privacy*: RIT Kosovo 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 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.
- 4.3.2 *Authorized searches and seizures*: RIT Kosovo also recognizes that members of the RIT Kosovo 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 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 computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the RIT Kosovo system or in systems to which the RIT Kosovo 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.

- 4.3.3** *Responsible Use of Resources:* In exchange for the privileges associated with membership in the RIT Kosovo 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.

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## Access to Secure

- 4.4.1** *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.

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## Use of Computer and IT resources

- 4.5.1** *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.
- 4.5.2** *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 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.
- 4.5.3** *Self-Protection:* Any member of the RIT Kosovo community who attaches a computer to the RIT Kosovo 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.

- 4.5.4** *Commercial Activity:* No member of the RIT Kosovo community may use an RIT Kosovo computing account or any communications equipment that is owned or maintained by RIT Kosovo to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of RIT Kosovo's computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. RIT Kosovo employees who are engaged in professional consulting for-a-fee relationships may use RIT Kosovo's computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.
- 4.5.5** *Personal Use of RIT Kosovo Resources:* In general, the use of RIT Kosovo's computing and network resources to promote commercially related activities or events that have no direct relationship to RIT Kosovo'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 community, or to offer RIT Kosovo colleagues the opportunity to rent an apartment may be permitted.
- 4.5.6** *Harmful Activities:* One must not use one's privileges as a member of the RIT Kosovo computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to RIT Kosovo. 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).
- 4.5.7** *Illegal Activities:* For the protection of the RIT Kosovo 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**

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- 4.6.1** *Privacy Statement (IT)*: Users should be aware that their use of RIT Kosovo's computing and network resources is not completely private. However, in all RIT Kosovo 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 retains the following rights with respect to its computing and network resources:
- 4.6.2** *Allocation and Control of Access to Resources*: Those responsible for maintaining RIT Kosovo's information technologies and resources have the right to allocate resources in ways appropriate to the achievement of RIT Kosovo'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, civil, and criminal law.
- 4.6.3** *Usage Monitoring and Inspection of Files*: While RIT Kosovo does not routinely monitor individual usage, the normal operation and maintenance of RIT Kosovo'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 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.
- 4.6.4** *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.
- 4.6.5** *Security Procedures*: Departments are responsible for educating the users of RIT Kosovo-owned desktop computers and providing a reasonable level of security for sensitive information.

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

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- 4.7.1** *Reporting Violations of this Code*: For this Code to be effective, all members of the RIT Kosovo 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.

**4.7.2 *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. Violators of statutory law will be turned over to Campus Safety.

**4.7.3 *Sanctions:*** RIT Kosovo may impose a range of penalties on users who violate the policies regarding the usage of RIT Kosovo computing resources. For example, RIT Kosovo 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 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. Appeals will follow the normal RIT Kosovo Student Conduct Process.

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### **Disorderly Conduct Policy**

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

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### **Disruption of RIT Kosovo Events or Traffic Policy**

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**6. *Disruption of RIT Kosovo Events or Traffic:*** Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on RIT Kosovo premises or at RIT Kosovo 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.

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### **Endangering Behavior Policy**

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

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### **Failure To Comply Policy**

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**8. *Failure to Comply:*** Failure to comply with directions of RIT Kosovo 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.

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### **Fire and Fire Safety Policy**

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9. *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**

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10. *Fraud*: All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to RIT Kosovo, and forgery, alteration or use of RIT Kosovo documents or instruments of identification with intent to defraud is prohibited.
11. *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 community to emotional or physical harm is prohibited.
12. *Inappropriate Behavior*: Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other RIT Kosovo activities is prohibited.

### **Intellectual Property Policy**

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13. *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 campus, is alleged to have occurred through student or employee misuse of the RIT Kosovo computing systems and network, such alleged misuse will be investigated and, if proved, a sanction applied. For example, RIT Kosovo 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 Student Conduct Process Policy**

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14. Obstruction of RIT Kosovo Student Conduct Process Policy:

#### **Prohibited Activities and Behavior:**

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- 14.1. Failure to obey a request to appear by the RIT Kosovo Conduct Committee or RIT Kosovo official;
- 14.2. Falsification, distortion or misrepresentation of information or charges before the RIT Kosovo Conduct Committee or RIT Kosovo official;
- 14.3. 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;
- 14.4. 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

- 14.5. Failure to comply with the sanction imposed by the RIT Kosovo Conduct Committee or RIT Kosovo officials.

### **Off-Campus Behavior Policy**

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15. *Off-Campus Behavior*: Any off-campus conduct which RIT Kosovo deems demonstrates disregard for the rights of others is prohibited.

### **Parking and Traffic Regulations Policy**

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16. *Parking and Traffic Regulations*: Parking facilities on the RIT Kosovo campus are a limited resource. The privilege of parking on campus is granted to students with the understanding that future or periodic RIT Kosovo needs may require allocation, registration, restriction, or revocation. Violations of the RIT Kosovo 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 campus.

### **Privacy Policy**

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17. *Privacy Policy*: RIT Kosovo 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 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 also recognizes that members of the RIT Kosovo 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 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 computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the RIT Kosovo system or in systems to which the RIT Kosovo 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)<sup>3</sup>**

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<sup>3</sup> 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

**18. 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 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](#), for comprehensive policy and procedures. This policy is applicable to all RIT Kosovo students 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.

**18.1.** At RIT Kosovo Title IX Student Gender-Based and Sexual Misconduct Policy will be procedurally handled by the Office of the Dean of Faculty.

### **Sexual Assault and Misconduct Policy:**

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#### **19. Sexual Assault Policy:**

**19.1.** Sexual assault is not only a violation of RIT Kosovo policies, it is a crime. Any sexual assault should be reported immediately to RIT Kosovo 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 officials will help arrange support and counseling services for anyone who requests them and will help the victim of a sexual assault notify law enforcement authorities if that is desired.

**19.2.** Students or employees who are accused of sexual assault and deemed to present a danger to the RIT Kosovo 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 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.

**20. 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**

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**21. Smoking Policy:** This policy applies to all RIT Kosovo students, faculty, staff, administration, other employees, and visitors to RIT Kosovo.

**21.1. 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, 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.

- 21.2. *Smoking Areas:*** RIT Kosovo provides designated outdoor smoking areas, identified by affixed smoking receptacles.

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### **Stalking Policy**

- 22. *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.

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### **Student Organization Violation**

- 23. *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. is prohibited.

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### **Theft and Vandalism Policy**

- 24. *Theft and Vandalism:*** Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT Kosovo property, or the property of a member of the RIT Kosovo community or other personal or public property is prohibited.

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### **Unauthorized Entry/Duplication Policy**

- 25. *Unauthorized Entry/Duplication:*** Unauthorized possession, duplication or use of keys to any RIT Kosovo premises or unauthorized entry to or use of RIT Kosovo premises is prohibited.

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### **Violation of The Law Policy**

- 26. *Violation of the Law:*** Violation of civil law on RIT Kosovo premises or at RIT Kosovo sponsored or supervised activities are prohibited.

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### **Weapon Possession Policy**

- 27. *Weapon Possession:*** Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on RIT Kosovo premises is prohibited.

# Disciplinary Actions and Appeal Policies

## Disciplinary Actions

### General Applicability

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1. General Applicability for disciplinary actions:
  - 1.1. Generally, RIT Kosovo jurisdiction and discipline will be applied to student conduct that occurs on RIT Kosovo premises or during the course of off-campus activities related to RIT Kosovo, or that adversely affects the RIT Kosovo community and/or the pursuit by RIT Kosovo of its educational mission.
  - 1.2. Students subject to jurisdiction and discipline include all persons taking courses or training at RIT Kosovo, 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, 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 policies, rules and regulations by those individuals. Student organizations and their officers are also expected to conform to RIT Kosovo 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 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 President, in consultation with the Head 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 policies, rules and regulations, RIT Kosovo 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 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 will cooperate fully with law enforcement and other agencies. If the alleged offense is also the subject of a proceeding under the RIT Kosovo Student Conduct Process, RIT Kosovo may advise off-campus authorities of the existence of the RIT Kosovo Student Conduct Process and of how such matters will be handled internally within the RIT Kosovo community.

### Disciplinary Warnings

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2. *Disciplinary Warnings.* The following disciplinary warnings may be imposed upon students/organizations by RIT Kosovo 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 policies, rules, or regulations.
- 2.2. *Warning*: Written notice to a student that continued or further violations of any RIT Kosovo 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**

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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 facilities or from participation in certain privileged or extracurricular RIT Kosovo activities and/or requirement to fulfill certain conditions as specified in the probation notice, plus notification that violation of any RIT Kosovo 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**

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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, 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 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 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 community
  - Computer misconduct
  - Repeated violations of the RIT Kosovo Code of Conduct
  - Theft
- 4.6. *Interim Suspension or Restrictions*:
- 4.6.1. The President of RIT Kosovo may impose interim suspension from RIT Kosovo or such other interim restrictions as he or she in good faith believes are advisable to protect the RIT Kosovo community and/or the preservation of RIT Kosovo property.
- 4.6.2. The Dean of Faculty of RIT Kosovo may impose interim suspension from RIT Kosovo 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 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**

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*Instances of academic dishonesty are required by RIT Kosovo 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 Dean of Faculty, or by the RIT Kosovo 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 Head 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 Dean of Faculty and, in consultation with the President of RIT Kosovo, 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 Conduct Committee for a hearing. The RIT Kosovo 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.

# Academic Appeals

## Grade Appeal

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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 Dean of Faculty.
  - 1.3. Step 3: The Dean of Faculty 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 Dean of Faculty select the membership by lot, unless the appeal is for a grade in a course of the Senate Chair. In that case, the Dean of Faculty 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 Dean of Faculty 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 Dean of Faculty 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 Dean of Faculty informs the faculty member and requests consideration of the Committee recommendation. Following further deliberation, the faculty member informs the Dean of Faculty of her/his decision. The Dean of Faculty 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

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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 Head 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 Dean of Faculty on the matter.
- 2.2.3. Request a hearing before the RIT Kosovo Conduct Committee. If the matter cannot be resolved by a meeting with the RIT Kosovo Dean of Faculty, then the case and all relevant evidence will be sent to the RIT Kosovo Conduct Committee for judgment.
- 2.2.4. The faculty member or the Dean of Faculty may also refer the case to the RIT Kosovo 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**

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#### **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 Conduct Committee is held, the same rules and procedure as in all other matters will be used.
- 3.3. If the RIT Kosovo 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 Head of Academic Services.
- 3.4. If the committee finds in favor of the student, appropriate recommendations will be made to the Head of Academic Services and the faculty member.
- 3.5. 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 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**

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1. Any member of the RIT Kosovo community may file a complaint against any student for

misconduct.

1.1 The complaint should be made to the Dean of Faculty in written form.

1.2 The VPAA will provide the complaint to the Chair of the Conduct Committee.

1.3 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**

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2. Purpose: To serve the entire RIT Kosovo 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 community, to provide a fair hearing for the parties, make decisions, and impose sanctions when appropriate.
- 2.1. 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 Head of Academic Services. Each year, the Dean of Faculty 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 student government, excluding the President, and be chosen by a majority vote of the RIT Kosovo 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.
- 2.2. 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.
- 2.3. 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 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.
- 2.4. Conduct Committee Sanctions: All of the sanctions (including disciplinary expulsion) may be imposed by the RIT Kosovo Conduct Committee. All such sanctions (but not Warnings) may be appealed pursuant to the appeal procedures listed in the APPEALS section, below.

## **Conduct Committee Processes**

## **Disciplinary and Academic Dishonesty Hearings**

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### **3. *Charge and Initial Decision to Pursue Student Conduct Hearings:***

- 3.1.** Both academic dishonesty and student misconduct cases are resolved through hearings held by the RIT Kosovo Conduct Committee. In all such instances, students may appeal to the RIT Kosovo President by using the appeal procedures listed in the APPEALS section, below. Note: Most academic dishonesty cases do not reach the RIT Kosovo 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.
- 3.2. *Notification of Complaint:*** An accused student will be asked to meet with the Chair of the RIT Kosovo 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 Academic Bulletin section on the Students Bill of Rights and the Hearing and Appeals procedures.
- 3.3. *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 faculty, staff or student body who is not a lawyer. Advocates can actively participate in the formal hearing process.
- 3.4. *Hearing Participants:*** The Chair of the RIT Kosovo Conduct Committee determines and facilitates the process to be followed in a hearing and decides whether other persons should be present.
- 3.5. *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, but accused students may request a copy of it by submitting a written request to the Chair of the RIT Kosovo 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 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 President.

## **Notification Process**

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### **4. *Notification Process:***

- 4.1. 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'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.

- 4.2. 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 Conduct Committee, at his or her discretion, may permit the hearings concerning each individual student to be conducted separately.

### **Procedure of the Hearing**

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#### **5. Procedure of the Hearing:**

- 5.1. The Chair of the RIT Kosovo Conduct Committee will inform the student that the hearing is being recorded.
- 5.2. 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.
- 5.3. The Chair will read aloud the charges and note all of the materials or evidence submitted by witnesses, or others.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. 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.
- 5.8. The accused student, the advocate, and the Chair of the RIT Kosovo Conduct Committee have the privilege of bringing in witnesses and questioning the witnesses of others.
- 5.9. The RIT Kosovo 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 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.
- 5.10. If the Chair of the RIT Kosovo 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.



- 5.11. All procedural questions will be decided at the sole discretion of the Chair of the RIT Kosovo Conduct Committee. The Chair may decide to adjourn the hearing for a reasonable period of time.
- 5.12. 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 community may be sanctioned for failure to comply with a written or electronic request to appear at the hearing.
- 5.13. 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 policy, rules or procedures. The accused student may be found responsible for other infractions based on the same incident.
- 5.14. 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 Conduct Committee of the determination. If the determination is that the student violated the policies, rules or regulations of RIT Kosovo, the sanction will be discussed.
- 5.15. 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.
- 5.16. 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.
- 5.17. 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.
- 5.18. An appeal must be filed within ten (10) days of the date of the mailing or email of the sanction letter. (See APPEALS section.)
- 5.19. There shall be a single record of an RIT Kosovo student conduct hearing and this record shall be the property of RIT Kosovo.
- 5.20. 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, 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 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)**

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### **6. The Process:**

When a case of sexual misconduct or assault is reported, and the accused is a student, the following procedure pertains:

**6.1.** The RIT Kosovo Dean of Faculty 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.

**6.1.1.** The interim suspension notice will persist for 60 days from the time of official notice until a hearing is requested from the student.

**6.1.2.** 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.

**6.2.** The report and documentation will be handed to the Chair of the RIT Kosovo Conduct Committee.

**6.3.** These procedures will be followed at RIT Kosovo 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.

**6.4. *The Hearing.*** It is the student's responsibility to schedule a hearing with the Chair of the RIT Kosovo Conduct Committee.

**6.4.1. *Scheduling the hearing:*** A hearing is an opportunity for all involved parties to meet with the Chair of the RIT Kosovo Conduct Committee to determine what happened, and if any RIT policies were violated. The RIT Kosovo Conduct Committee will not schedule a hearing until the student is interested in returning to RIT.

**6.4.2. *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.

**6.5. *Students Rights.*** The student has the following rights:

**6.5.1. *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.

**6.5.2. *Copy of report.*** A copy of the report and all available written documents will be provided at the student's request.

**6.5.3. *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.

**6.5.4. *Witness (es).*** Students may bring witnesses to their hearing, upon approval by the Chair of the RIT Kosovo Conduct Committee. You need to notify the Chair of the RIT Kosovo 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 community are allowed to participate. Character witnesses are not allowed.

**6.6. *Audio/Video Recording.*** All hearings in the RIT Kosovo Conduct Committee are audio recorded.

**6.7. *Confidentiality.*** RIT Kosovo 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 institutional standard independent of any legal proceedings.

If the accused is an RIT Kosovo employee, faculty, or staff member, the case will be handled by procedures set forth in the RIT Kosovo Policy Prohibiting Discrimination and Harassment.

## ***Disciplinary Appeals***

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*Appeals are made to the President of RIT Kosovo*

### **1. Timeframe:**

An appeal must be filed in writing to the President of RIT Kosovo within ten (10) days of the mailing or emailing of the Findings and Sanctions notice by the Chair of the RIT Kosovo 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 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 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.
  - 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 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 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 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 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 Conduct Committee for a second hearing.
  - Act as the RIT Kosovo 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 Student Conduct Process.
  - Grant or deny the appeal: In appeals granted involving academic misconduct, the President of RIT Kosovo will either refer the case back to the Head 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 will not make substantive judgments regarding the academic issues in question.
- 4.4.2. In academic Misconduct:**
- Appeals are normally conducted in private. At the request of the accused student, and subject to the discretion of the President of RIT Kosovo, the appeal may be open to other members of the RIT Kosovo community, but

such others shall not be permitted to participate in the appeal.

- In making determinations on the appeal, either the President of RIT Kosovo 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 Conduct Committee. The original determination will be reviewed only on the grounds set forth in section 7.2 (Grounds).
- The President of RIT Kosovo 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.

# Graduate Admission

Prospective students should visit the RIT Kosovo website for details on [Graduate Admissions](#), reach out to the Admissions Office at +383 (0) 38 66 00 00, or via email at [admissions@auk.org](mailto:admissions@auk.org).

## **Admission Criteria:**

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- ✓ Hold a bachelor's degree (or equivalent) from an accredited university of college
- ✓ Submit official transcripts (in English) of all previously completed undergraduate and graduate course work
- ✓ Have a minimum cumulative GPA of 3.0 (or equivalent), or superior endorsements
- ✓ Have completed one or more statistics classes in bachelor studies
- ✓ Follow-up from initial application:
- ✓ Submit a personal statement of educational objectives and career objectives
- ✓ Submit a current resume or curriculum vitae
- ✓ Submit letters of recommendation from two recent instructors or supervisors

Applicants whose native language is not English must submit scored from the TOEFL, IEST, or PTE. A minimum TOEFL score of 85 (internet-based) is required. A minimum IELTS score of 6.5 is required. The English language test score requirement is waived for native speakers of English or for those submitting transcripts from degrees earned at institutions where language of instruction was in English. RIT Kosovo Alumni do not need to take the TOEFL exam.

## **Admission Application:**

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- ✓ Complete the Online Application Form
- ✓ Submit a personal statement (500-750 words)
- ✓ Submit CV
- ✓ Provide two professional recommendation letters
- ✓ Submit official transcripts of undergraduate studies and diploma
- ✓ Submit TOEFL score (if applicable)
- ✓ Provide a copy of Passport or ID

# Financial Information

## How to Pay Your Tuition?

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Tuition for students inside Kosovo and outside Kosovo is paid directly to the RIT Kosovo bank accounts. For more details regarding the bank account information, please refer to the following link: <https://www.rit.edu/kosovo/financial-office#bank-details>.

There you can find payment instruction for inside and outside Kosovo.

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

## Tuition Guidelines – Academic Year 2024/25

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| Application Fee      | Semester   | Year       |
|----------------------|------------|------------|
| Application fee      |            | € 100.00   |
| Tuition              | € 3,875.00 | € 7,750.00 |
| Technology fee       | € 50.00    | € 100.00   |
| <b>Total year 1:</b> |            | € 7850.00  |
| Tuition              | € 3,875.00 | € 7,750.00 |
| Technology fee       | € 50.00    | € 100.00   |
| <b>Total year 2:</b> |            | € 7850.00  |

## General rules:

- All students must pay a non-refundable registration fee of € 300, deductible from total tuition.
- **Tuition fee for fall no later than August 1<sup>st</sup>. Tuition fee for Spring no later than December 15.**
- **Students retaking a course or capstone proposal (PROF 770) must pay tuition of EUR 1,530.00**
- **Students retaking Research and Thesis (PROF 776) must pay tuition of EUR 3,060.00.**

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## Preferred Students Loans

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RIT Kosovo students may apply for a low-interest student loan. For more information, consult with the Finance Office or click [here](#).



# Directory

## PRESIDENT'S OFFICE

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## ACADEMIC AFFAIRS OFFICE

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## ADMISSIONS OFFICE

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## FINANCE & ADMINISTRATION OFFICE

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## CAMPUS OPERATIONS

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## IT OFFICE

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## INSTITUTIONAL ADVANCEMENT OFFICE

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## MARKETING OFFICE

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## RIT

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**Donika Demiri**, Global Programs Specialist [dxdcms@rit.edu](mailto:dxdcms@rit.edu)

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## RIT WALLACE LIBRARY

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**Ryan Tolnay**, Global, University Studies, and SOIS Liaison Librarian [rgtwml@rit.edu](mailto:rgtwml@rit.edu)

RIT

Kosovo

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