

## **Policies and Procedures**

### **Probation and Suspension**

Any matriculated graduate student whose program Grade Point Average falls below a 3.0 (B average) after 9 semester credit hours or subsequently will be placed on probation and counseled by the departmental advisor concerning continuation in the graduate program. Those students placed on probation must raise their program Cumulative GPA to the 3.0 level within 9 semester credit hours or risk suspension from the graduate program. Should it be necessary to suspend a graduate student for academic reasons, the student may apply for readmission per policy (see Policy D05.1 Academic Actions and Recognitions at <https://www.rit.edu/academicaffairs/policiesmanual/d051> ). Re-admission is not guaranteed

### **First Week of The Term Attendance**

A faculty member can drop a student from their class roster if the student does not attend the first week of classes. A student will not be dropped if a reasonable written explanation of absence is sent to the faculty member and the Graduate Program Director prior to the start of the term.

### **Full Time Equivalency**

Continued, active registration at RIT can be important for students who must maintain full-time student status, such as students with loans to repay or foreign student visas to maintain. Students working on their thesis or project may be registered for less than 9 credits.

To be considered a full-time student even though you are registered for fewer than 9 credits, you must complete a “full-time equivalency” form. The CS Department allows you to apply for full-time equivalency for a maximum of two terms. You must have a GPA of at least 3.0. Please see *your assigned academic advisor* to complete the appropriate paperwork.

### **Registering for Cross-Listed Courses**

No more than 20% of the course credit taken in a master’s level degree program can be graduate courses that are cross listed with undergraduate courses. Cross-listed studio courses do not count towards this limit. In certain cases, the Provost in consultation with Graduate Council may allow exceptions to this rule provided there is sufficient justification.

### **Electronic Mail**

We use electronic mail extensively for communicating with students. You should make sure you are subscribed to the grads mailing list. This will put the mailer’s address in the list. The graduate coordinator will use this mailing list to send out information. It is important that you receive this information.

*Subscribe to the graduate mailing list by sending mail to: [grads-subscribe@cs.rit.edu](mailto:grads-subscribe@cs.rit.edu).*

### **Computer Science Office**

The CS Student Services office is in Golisano Hall (GOL, Room 3005). The phone number is 585-475-2995; office hours are 8:30am to 4:30pm Monday through Friday. The office maintains records for each matriculated CS graduate student. Bring your policy and procedure questions to the staff in this office (e.g., grade problems, transfer of programs, transfer of credit, forms, registration).

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

### **The 1-year Rule for Capstone**

*MS Project (for quarter curriculum students only)*

Your project proposal is valid for one year from the time of committee signature. After a period of one year the proposal is obsolete. By signing your proposal, the committee members agree to serve on your committee for one year. After one year, they can resign from the committee if they believe the student is not making adequate progress.

*MS Thesis (for both quarter and semester curriculum students)*

Your thesis proposal is valid for one year from the time of committee signature. After a period of one year the proposal is obsolete. By signing your proposal, the committee members agree to serve on your committee for one year. After one year, they can resign from the committee if they believe the student is not making adequate progress.

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

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

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

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

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

Requirements for the degree must be completed within seven years of the date of the oldest course counted toward the student's program. For example, if the first course counted toward the degree is taken in fall 2011, then the degree must be completed for fall 2017.

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

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

### **Loss of Student Status**

*You may be withdrawn from the program if:*

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

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

### **Policy on Academic Dishonesty**

If a faculty member judges a student to be guilty of academic dishonesty (e.g., representing another person's work as one's own), the student may be given a failing grade for that piece of work or for the course and the student will be put on probation. Additionally the scholarship will be removed. A repetition will result in indefinite **suspension** from the program.

**Plagiarism** (see Policy D08.0 Student Academic Integrity at <https://www.rit.edu/academicaffairs/policiesmanual/d080> )

One serious misconception students have is that rewriting something is not plagiarism, because they are "putting it in their own words." Well, if the source is not officially acknowledged, it is plagiarism. Copying and pasting actually accounts for only a small percentage of plagiarism. The majority of plagiarism is a result of text manipulation. The accessibility of the Internet makes plagiarism very tempting, and unintentional plagiarism springs from this as well. Simply stated, plagiarism is using someone's work without giving the appropriate credit.

*This can mean several things:*

- Copying and pasting text from on-line media, such as encyclopedias is plagiarism.
- Copying and pasting text from any web site is plagiarism.
- Transcribing text from any printed material, such as books, magazines, encyclopedias or newspapers, is plagiarism.
- Simply modifying text from any of the above sources is plagiarism. For example, replacing a few select words using a Thesaurus does not constitute original work.

- Using photographs, video or audio without permission or acknowledgment is plagiarism. You may use such a photographic, video or audio source with or in a paper or multimedia presentation that you create, as long as you do not profit from it or use it for any purpose other than the original assignment. You must include the source in your bibliography.
- Using another student's work and claiming it as your own, even with permission, is academically unethical and is treated as plagiarism. This is known as "collusion" and is not allowed.
- Acquiring work from commercial sources is academically unethical and is treated as plagiarism.
- Translation from one language to another is not using your own words.
- Using an essay that you wrote for another class/another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used is self-plagiarism and is basis for consequence or penalty.
- You may use your previous work as a basis for new research of course, but include the original work in your bibliography.