CS Graduate Student Policies

The Seven-Year Rule for Completing a Degree

You may not use any graduate courses for graduation that were taken more than seven years ago (this rule does not apply to Bridge Program courses). The seven-year count begins with the first course taken that applies to your Computer Science Master's Program.

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.

Approved Graduate Courses from Other Departments

The curriculum committee has published a list of courses pre-approved outside the CS department that count towards the MS degree. The list may be found in the Graduate Handbook on the RIT CS website. Students may use no more than **two** non-CS courses for their degree. Students need to work with the hosting departments in order to enroll. **Students whose cumulative GPA falls below 3.1 cannot** enroll in these courses for credits counting towards the CS MS degree without written approval from the Graduate Program Director.

Full-Time Status Policy

To be considered a full-time student, you must maintain a full-time course load, which means that you must be registered for and successfully complete 9 or more credit hours per term. If you fall below 9 credit hours, by either dropping or withdrawing from a course, your scholarship, financial aid, student loans, and student visa (if any or all are applicable to you) will be affected for future terms. You should consult your advisor, your financial aid counselor, and the International Student Services Office (if applicable) before you do anything that will change your status. **The maximum number of Full Time Equivalencies (FTE) allowed is two terms.** *This policy does not apply to part-time students.*

Co-op

The consequences of reneging on a co-op contract are serious. If a student accepts, in writing or verbally, a co-op offer, the student cannot break the contract and accept another offer instead. The consequences of reneging on a co-op contract **are immediate removal of the student's scholarship** and **no future co-op** will be granted.

Student Academic Integrity Policy

University Policy (see Policy D08.0 Student Academic Integrity)-
https://www.rit.edu/academicaffairs/policiesmanual/d080

A breach of student academic integrity falls into three basic areas: cheating, duplicate submission and plagiarism

A. Cheating: Cheating is any form of fraudulent or deceptive academic act, including falsification of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation.
B. Duplicate Submission: Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.
C. Plagiarism: Plagiarism is the representation of others' ideas as one's own without giving proper attribution to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism.

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.

CS Graduate Program Policy Regarding 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, other consequences may be applied, such as the removal of scholarship, loss of co-op privileges, and rejection of a request for program extension. A repetition will result in indefinite suspension from the program.