

SOFTWARE ENGINEERING



Graduate Student Handbook

Rochester Institute of Technology
B. Thomas Golisano College

R·I·T

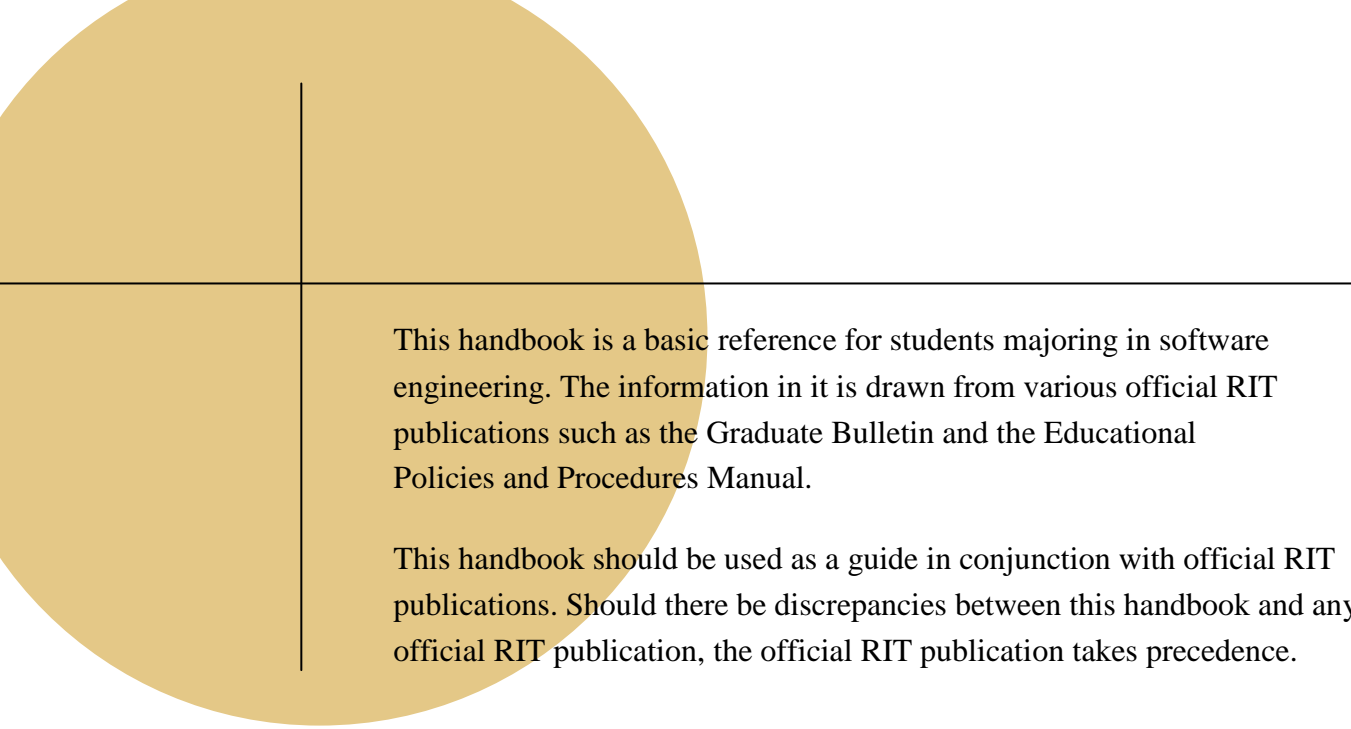
Rochester Institute of Technology

B. Thomas Golisano College of Computing and Information Sciences

Department of Software Engineering

134 Lomb Memorial Drive | Rochester, New York 14623-5608

phone 585.475.5461 | fax 585.475.7909 | www.se.rit.edu



This handbook is a basic reference for students majoring in software engineering. The information in it is drawn from various official RIT publications such as the Graduate Bulletin and the Educational Policies and Procedures Manual.

This handbook should be used as a guide in conjunction with official RIT publications. Should there be discrepancies between this handbook and any official RIT publication, the official RIT publication takes precedence.



TABLE OF CONTENTS

1	ADMISSIONS.....	5
2	GETTING STARTED ON CAMPUS.....	6
2.1	STUDENT ID CARD	6
2.2	UNIVERSITY ID NUMBER.....	6
2.3	PARKING PERMIT	6
2.4	RIT STUDENT COMPUTER ACCOUNT AND EMAIL ACCOUNT	6
2.5	SE COMPUTER ACCOUNT	7
2.6	WIRELESS ACCESS	7
2.7	SIS (STUDENT INFORMATION SYSTEM).....	7
3	KEYS & CODES	7
3.1	QUARTERS AND QUARTER CODING	7
3.2	PROGRAM CODE.....	8
3.3	YEAR LEVEL	8
4	YOUR DEPARTMENT	8
4.1	SE STUDENT SERVICES OFFICE	8
4.2	FACULTY	9
4.3	GRADUATE PROGRAM SUPPORT	9
4.4	STUDENT MAIL FOLDERS.....	10
4.5	FACILITIES	10
4.6	SOCIETY OF SOFTWARE ENGINEERS	10
5	CURRICULUM	11
5.1	PLAN OF STUDY.....	11
5.2	CORE.....	11
5.3	TRACK ELECTIVES	12
5.4	TECHNICAL ELECTIVES	12
5.5	BRIDGE COURSES (if required)	12
5.6	CO-OP BLOCKS (optional)	12
6	REGISTRATION	13
6.1	QUARTERLY REGISTRATION PROCESS.....	13
6.2	COURSE AVAILABILITY	14

6.3	COURSE DESCRIPTIONS	14
6.4	CO-OP REGISTRATION	14
6.5	NON-MATRICULATED STUDENTS	15
7	ACADEMIC POLICIES AND PROCEEDURES	16
7.1	COURSE WITHDRAWAL	16
7.2	ACADEMIC PROBATION AND SUSPENSION	16
7.3	TRANSFER CREDIT	16
7.4	CONFIDENTIALITY	17
7.5	ACADEMIC HONESTY	17
7.6	DISCRIMINATION AND HARRASSMENT POLICY	17
8	GRADUATION	18
8.1	APPLICATION PROCESS	18
8.2	REQUIREMENTS FOR GRADUATION	18
8.3	SEVEN-YEAR RULE FOR COMPLETION OF COURSEWORK	18
9	FINANCIAL AID AND EMPLOYMENT	19
9.1	COSTS AND FINANCIAL AID	19
9.2	GRADUATE ASSISTANTSHIPS	19
9.3	MERIT SCHOLARSHIPS	20
9.4	ON-CAMPUS STUDENT EMPLOYMENT	20
9.5	CO-OP	20

1 ADMISSIONS

Applications may be submitted at any time. Typically students begin courses work in the Fall quarter, however exceptions may be made with the permission of the Graduate Program Coordinator. Contact the Office of Graduate Enrolment for details on how to apply, 585-475-6768, or visit www.rit.edu/grad.

The program's admission requirements are as follows:

- A baccalaureate degree from an accredited institution, with a cumulative grade point average (GPA) of 3.0 or higher. Prospective students from institutions that do not use the GPA scale are expected to demonstrate an equivalent level of academic accomplishment.
- One of the following:
 - With a degree in a computing field (SE, CS or CE): at least one year professional software development experience, or
 - With a degree in a non-computing field: at least three years professional software development experience
- If English is not your native language, TOEFL scores must be at least:
 - 570 on the paper-based test
 - 230 on the computer-based test
 - 88 on the Internet-based test

The following materials are required as part of your application to the program:

- Transcripts documenting all undergraduate and graduate coursework
- Short professional essay (1-4 pages) describing your current job (if any), relevant experience, and career plans.
- Current resume, which should include a description of significant software projects in which you participated.
- If English is not your native language: TOEFL (Test of English as a Foreign Language) score report.

2 GETTING STARTED ON CAMPUS

2.1 STUDENT ID CARD

Where to get it: Registrar's Office - Building 1, 1st floor

What you need: Photo ID (driver's license, passport etc.)

Details: Use for access to on-campus services (library, gym, etc). You can also put 'Tiger Bucks' on your card, for a convenient way to shop on campus.

2.2 UNIVERSITY ID NUMBER

Where to get it: Registrar's Office - Building 1, 1st Floor. Or call 475-2821.

What you need: Photo ID (in person), or verify personal information (via phone)

Details: Each student is assigned a 9-digit ID number. You need this number to get your Student Computer Account, and for identification purposes around campus.

2.3 PARKING PERMIT

Where to get it: Online at www.rit.edu/parking, or in person at the Parking Office – Building 25 (Grace Watson), Rm. 1317

What you need: Your University ID number (UID).

Details: All cars on campus must have a parking permit. Permits are free and must be renewed annually.

2.4 RIT STUDENT COMPUTER ACCOUNT AND EMAIL ACCOUNT

Where to get it: ITS Help Desk - Building 7, Rm 1113. Or call 475-4357

What you need: Student Computer Account (online) or Student ID Card (in person)

Details: This is your user name and password for various RIT applications (myCourses, my.rit.edu) and your RIT email account. SE faculty and departmental emails will be sent to your RIT email account. Be sure to check your RIT email frequently.

2.5 SE COMPUTER ACCOUNT

Where to get it: Your account will be created a week or two before classes begin. Stop by the Software Engineering Office to pick up your username and temporary password

What you need: Matriculation in the SE program.

Details: Used to sign-in to the lab computers, and for free access to software via the Microsoft Software Alliance. For more information, visit <http://www.se.rit.edu/microsoft>

2.6 WIRELESS ACCESS

Where to get it: All buildings on campus are equipped with free wireless internet.

What you need: Register your computer with ITS. Visit start.rit.edu or call 475-4357.

2.7 SIS (STUDENT INFORMATION SYSTEM)

Where to get it: Go to <https://infocenter.rit.edu/> and click the 'Student Info System' link.

What you need: Your Student Computer account and University ID number. You will make-up a 6-digit PIN number the first time you sign in.

Details: You can use the Student Information System (SIS) to view your class schedule, grade reports and GPA, and update address and contact information.

3 KEYS & CODES

3.1 QUARTERS AND QUARTER CODING

The academic year at RIT is divided into four 10-week quarters. You will attend classes in weeks 1-10, and take your final examinations in week 11. After exams you will have a 1-2 week break before the next quarter begins. To view the complete Academic Calendar, visit www.rit.edu/calendar.

RIT uses a 5-digit code to indicate the academic quarter. You will see this code on RIT forms and registration materials. The first four digits are the academic year (the year in which the fall quarter occurs). The fifth digit indicates the quarter: 1 = fall, 2 = winter, 3 = spring, 4 = summer

EXAMPLE 2009-2010 ACADEMIC YEAR

20091	Fall, 2009
20092	Winter, 2009-2010
20093	Spring, 2010
20094	Summer, 2010

3.2 PROGRAM CODE

The program code for the Software Engineering master's program is VSEM. This code is used internally on RIT forms and registration materials.

New students are often confused by the hierarchy of programs at RIT. You are a student in the Master of Science in Software Engineering (MSSWE) program. Software Engineering (SE) is one of four departments in the Golisano College of Computing and Information Sciences (GCCIS). GCCIS is one of the eight colleges that make up RIT.

3.3 YEAR LEVEL

The year level for graduate students is **6**. Non-matriculated students (who have not been accepted into the program) have a year level of **0**.

4 YOUR DEPARTMENT

4.1 SE STUDENT SERVICES OFFICE

Come to the SE Office with any questions about policy or procedures, or general questions about navigating RIT. Common issues handled in the SE Office include:

- Course withdrawal
- Transfer Credit
- Co-op Registration
- Change of Program
- Issues with grades
- Intent to Graduate

SE STUDENT SERVICES OFFICE

Location: 70-1690 | 585-475-5461 | Email: sarah@se.rit.edu | Hours M-F, 8:30-4:30

SOFTWARE ENGINEERING OFFICE FACULTY & STAFF

J.F. Naveda, Department Chair	70-1698	475-5048	fernando.naveda@rit.edu
Sarah Mittiga, Sr. Staff Specialist	70-1690	475-5461	sarah.mittiga@se.rit.edu
Lana Verschage, Undergrad Advisor	70-1694	475-2021	lana.verschage@se.rit.edu
Kurt Mosiejczuk, Systems Admin	70-1527	475-5999	kurt.mosiejczuk@se.rit.edu

4.2 FACULTY

Faculty Offices are located around the corner from the SE Office, opposite the studio labs. Each faculty member has office hours set aside for walk-in student meetings. You may also contact faculty via phone or email to set up an appointment.

SOFTWARE ENGINEERING FACULTY

J. Scott Hawker	70-1569	475-2705	scott.hawker@se.rit.edu
Stephanie Ludi	70-1557	475-7407	stephanie.ludi@se.rit.edu
Michael Lutz	70-1573	475-2472	mike.lutz@se.rit.edu
Kenn Martinez	70-1555	475-5152	kenn.martinez@se.rit.edu
Raghu Reddy	70-1537	475-7609	raghu.reddy@se.rit.edu
Thomas Reichlmayr	70-1571	475-2852	tom.reichlmayr@se.rit.edu
James Vallino	70-1559	475-2991	jim.vallino@se.rit.edu
Lihua Xu	70-1551	475-2949	lihua.xu@se.rit.edu

4.3 GRADUATE PROGRAM SUPPORT

Your main point of contact in the Software Engineering Department will be the Sr. Staff Specialist and the Graduate Program Coordinator. They are both available to assist you with questions, issues or concerns that arise as you move through the program.

SENIOR STAFF SPECIALIST

Sarah Mittiga | Location: 70-1690 | 585-475-5461 | Email: sarah@se.rit.edu

GRADUATE PROGRAM COORDINATOR

Dr. Stephanie Ludi | Location: 70-1557 | 585-475-4707 | Email: stephanie.ludi@se.rit.edu

4.4 STUDENT MAIL FOLDERS

Your student mail folder is located around the corner from the SE Office, outside the Projects Lab (70-1570). Check your folder frequently for notices, graded assignments, registration updates, and other communications from the department. If you cannot find your mail folder, please inform the staff in the SE Office.

4.5 FACILITIES

General Use Lab (70-1650) – This lab is open 7 days a week, and is available to all software engineering majors. The lab is outfitted with 40 workstations and generous working space.

Student Team Rooms (enter through 70-1650) – Team rooms are available for you to conduct team meetings, rehearse presentations, review projects, plan activities, or even just prepare for an exam. Our 11 team rooms are each equipped with generous whiteboard space, a meeting table, and comfortable seating for six people. Each room features a computer-ready ceiling-mounted projector, a workstation, and six Ethernet connections. See the Labby in the General Use Lab for information on reserving a room.

Projects Lab (70-1570) – Designed as a flexible team-project area, this lab is accessible 24 hours a day, 7 days a week to all graduate software engineering students and to undergraduate software engineering students enrolled in a senior project course. The lab provides an area where our most advanced students work on challenging, real-world projects.

Undergrad Mentoring Lab (70-1670) – Operated by the Society of Software Engineers (a student-led RIT organization) this lab is designed to allow our students to network with other software engineering students who may provide answers to numerous questions related to computing courses, co-op experience, curriculum issues, computing resources, etc. The lab is designed to seat 30 students.

4.6 SOCIETY OF SOFTWARE ENGINEERS

Organized and led by software engineering students, the Society of Software Engineers (SSE) is our official liaison with our students. While the society's primary focus is to help our undergrad students via mentoring and study sessions, graduate students will find it is a great way to get to know other students, and to learn about job opportunities and to attend guest lectures.

SSE often organizes fun events. Over the last few years the Society has sponsored Super Bowl parties, Winter Balls, trips to Darien Lake, and computer game competitions.

Stop by the Mentoring Lab (70-1670) Fridays at 1 pm for SSE's weekly meeting. Or visit their website at <http://sse.se.rit.edu/> for more information.

5 CURRICULUM

5.1 PLAN OF STUDY

You received a Plan of Study form with your Acceptance Packet. For full-time students, your Plan outlines the courses you should expect to take each quarter. For part-time students, the Plan is a list of all the required courses. The Program Coordinator will help you create a personalized plan of study that meets your academic goals.

As outlined in your Plan of Study, the Software Engineering program consists of 13 courses (52 credits):

- 9 core courses
- 1 track elective
- 3 technical electives

5.2 CORE

All students take a set of core courses that are designed to provide a solid foundation in modern software development practices. The Software Engineering program is centered around an ongoing Practicum, which spans three quarters. You will work with peers and faculty on a long-term, moderately complex software development project. Initially you will serve in basic support and development roles, but as you progress through the practicum and accompanying coursework, you will be assigned correspondingly greater responsibilities.

The following 9 courses make up the Core of the program:

- 4011-700 Software Engineering Practicum I
- 4011-701 Software Engineering Practicum II
- 4011-702 Software Engineering Practicum III
- 4011-710 Research Methods
- 4011-720 Software Evolution and Re-engineering
- 4011-730 Process Engineering and Environments
- 4011-740 Empirical Software Engineering
- 4011-750 Software Modelling
- 4011-780 Experience and Research Report

5.3 TRACK ELECTIVES

You will select your program specialization from one of two tracks: the Quality track or the Design track. In addition to applying this track in your practicum coursework, you are required to take the corresponding track elective, shown below.

- 4011-760 Software Quality Engineering (Quality track)
- 4011-770 Software Architectures and Product Lines (Design track)

5.4 TECHNICAL ELECTIVES

The curriculum includes three technical electives of your choice. With approval from the Graduate Program Coordinator, you may choose from any graduate level course (700 level) offered at RIT.

To get approval and register for your technical elective, you must submit an Elective Approval Form to the Graduate Program Coordinator.

5.5 BRIDGE COURSES (if required)

Bridge courses are undergraduate level courses that provide a background in areas of Software Engineering. The courses are intended to bridge the gap between your past education and experience, and the content of the Software Engineering courses. Some students are accepted into the program on the condition that certain Bridge courses will be completed.

Bridge courses are not required for all students. You may be required to take up to four Bridge courses, or none at all. Your Plan of Study will indicate which courses, if any, you need to take. Your required bridge courses must be completed in addition to your 13 graduate courses.

A grade of B or higher is necessary to satisfy the Bridge requirement. You may take graduate level courses and Bridge courses at the same time. However if you fail to complete the Bridge requirement within two quarters, you will not be allowed to continue in the program.

If you feel you already have the background to meet a bridge requirement, contact the course instructor to discuss the option to test-out.

Please Note: Graduate students are charged at the graduate tuition rate for all courses, including courses coded as undergraduate. See <http://www.rit.edu/emcs/ptgrad/financial.html> for current tuition rates.

5.6 CO-OP BLOCKS (optional)

A co-op block is one quarter (ten weeks) of full-time (35-40 hours/week) paid employment, in the Software Engineering field. This is a great opportunity to build your resume or explore areas of interest prior to graduation.

Co-op is *not* required for graduation. However, you may take one to two optional co-op blocks. Keep in mind that co-op blocks are not built-in to your Plan of Study. Therefore, participating in a co-op will change your graduation date. Your co-op will be *in addition* to your 13 required courses.

For information on finding and registering your co-op, see Section 6.4 of this handbook. The Co-op and Career Services Office offer information and support to students interested in finding a co-op position. Contact Annette Stewart, the co-op representative for students.

CO-OP AND CAREER SERVICES OFFICE

Annette Stewart | Location: 77-1200 | Phone: 585-475-5466 | Email: aksoce@rit.edu
Website: <http://www.rit.edu/~iss/>

Note for international students:

Off-campus employment may affect your visa status. Contact the International Student Services Office before you begin your co-op search.

INTERNATIONAL STUDENTS SERVICES OFFICE

Location: SAU, Rm 2330 | 585-475-6943 | Email: iss@rit.edu
Website: <http://www.rit.edu/~iss/>

6 REGISTRATION

6.1 QUARTERLY REGISTRATION PROCESS

You are responsible for registering your courses using RIT's Student Information System (SIS), located at infocenter.rit.edu. You may use this system to add or drop courses.

You should plan to schedule a meeting with the Graduate Program Coordinator prior to your Registration Date (see chart below). The Program Coordinator will help guide you in selecting courses to stay on track for your degree. The Program Coordinator will also need to approve any technical electives you choose to take. See Section 5.4 for more information on registering your technical electives.

REGISTRATION DATES - GRADUATE

Fall, 20091	Handled by the SE Office
Winter, 20092	October 20, 2009
Spring, 20093	January 26, 2010
Summer, 20094	April 13, 2010

6.2 COURSE AVAILABILITY

Software Engineering is a small program, and each SE core course is offered only once per year. Therefore you should work with the department to make sure you take the correct sequence of courses. This is especially essential for part-time students, who do not have a pre-defined Plan of Study to work from. Use the chart below to see which quarter each course is offered. Course offerings are subject to change

Due to limited course availability, withdrawing from a required course, or receiving an inadequate grade, may effect your graduation date. In many cases, you will not have a chance to re-take the course for another full year. You should speak to your advisor to determine how re-taking the course will affect your Plan of Study.

Note to International Students:

Contact your International Student Advisor if you anticipate a change in your graduation date. This can affect immigration status, and your I-20 will need to be updated.

COURSE AVAILABILITY AND PRE-REQUISITES*

COURSE	COURSE NAME	PRE-REQUISITES	QUARTER
4011-700	SE Practicum I	enrollment in program	Fall, Winter, Spring
4011-701	SE Practicum II	enrollment in program	
4011-702	SE Practicum III	enrollment in program	
4011-710	Research Methods	enrollment in program	Fall
4011-720	SW Evolution & Re-eng.	7011-710 / 4011-750	Spring
4011-730	Process Eng. & Environments	4011-720	Winter
4011-740	Empirical SE	4011-710	Spring
4011-750	SW Modeling	enrollment in program	Fall
4011-760	SW Quality Eng.	4011-701 / 4011-730	Summer
4011-770	SW Architecture & Product Lines	4011-701 / 4011-750	Summer
4011-780	SE Experience Research	department approval	Each quarter

**Offerings and pre-reqs are subject to change. Check SIS (infocenter.rit.edu) for up-to-date information.*

6.3 COURSE DESCRIPTIONS

View SE graduate course descriptions at:

http://www.rit.edu/~932www/grad_bulletin/colleges/ccis/courses.html

6.4 CO-OP REGISTRATION

You have the option to register for one or two co-op blocks. See Section 5.6 for information on how a co-op can fit into your curriculum. If you do choose to participate in a co-op, please review the registration guidelines below.

Co-op Eligibility Requirements:

- Completion of all core courses
- Cumulative GPA of 3.0 or greater

You should start looking for your co-op one to two quarters in advance. It is your responsibility to find and interview for a co-op position. The Co-op and Career Services Office offers job listings, company contacts and support to aid you in your job search. You may also network through professors, classmates and friends. The program coordinator must review and approve your job description before you begin work.

To register your co-op, please follow both the steps below. Co-op will show on your class schedule as a zero-credit, pass/fail course (course # 4010-499).

STEP ONE: Report Online with JobZone

- Go to www.rit.edu/co-op/careers
- Click 'Student' link on the left side
- Sign in with your Username and Password
- Click 'Report your Job' link on the lower left side

STEP TWO: Submit "Co-op Registration" Form to SE

- Fill out the "Co-op Registration" form, found at <http://www.se.rit.edu/se/undergrad/forms>
- Submit the form via email (sarah@se.rit.edu) or in person at the SE Office (70-1690)

6.5 NON-MATRICULATED STUDENTS

If you have not applied through the Admissions Office, you are considered a non-matriculated student. (Those who are accepted by Admissions are considered matriculated). Non-matriculated students may register for Software Engineering courses with permission from the Graduate Program Coordinator.

To take courses as a non-matriculated student, you will need to provide proof that you completed your Bachelor's degree, and any necessary prerequisites. Matriculated SE students will always be given preference in course registration.

Only 12 credits may be taken while in non-matriculated status. Exceptions will be referred to the graduate program coordinator.

7 ACADEMIC POLICIES AND PROCEDURES

7.1 COURSE WITHDRAWAL

See the RIT Graduate Bulletin for information on course withdrawals. Starting Fall Quarter, 2007-2008, you have until the 8th week of classes to withdraw from a course.

Please note that because SE core courses are offered only once a year, withdrawing from a required course may delay your graduation. You should discuss the withdrawal with the department before making a decision.

Note to International Students:

Withdrawing from a course might affect your immigration status. Contact your International Student Advisor before withdrawing from a course.

7.2 ACADEMIC PROBATION AND SUSPENSION

You will be placed on academic probation if you fail to maintain a B average (3.0 cumulative GPA) after you complete at least 12 credits.

Once on probation, you must bring your GPA to 3.0, over the course of 12 credits. Failure to raise your GPA will result in suspension.

Suspension is typically for one academic year, after which you may apply for readmission. The decision to readmit is ultimately in the hands of the Dean of the College that you apply to. Readmission is not guaranteed.

See the RIT Graduate Bulletin for more information.

Note to International Students:

International Students on Probation or Suspension should contact the International Office immediately to discuss implications on immigration status.

7.3 TRANSFER CREDIT

Up to 9 quarter hours may be accepted as transfer credit. To be considered for credit, a course must be at the graduate level from an accredited institution. A minimum grade of B is required. The decision to apply courses as transfer credit is at the discretion of the Graduate Program Coordinator.

To have your courses considered for credit, send an official copy of your transcript to: Grad Enrollment Services, Rochester Institute of Technology, 58 Lomb Memorial Drive, Rochester NY 14623.

7.4 CONFIDENTIALITY

RIT complies with the Family Rights and Privacy Act of 1974, which governs access and release of information from student educational records. This statute, in part, permits you to inspect your educational records, provides the opportunity for you to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside of the institute without your written permission.

7.5 ACADEMIC HONESTY

RIT does not condone any form of academic dishonesty. Any act of improperly representing another person's work as one's own is construed as an act of academic dishonesty. These acts include but are not limited to plagiarism in any form, including the use of all or parts of computer programs created by others, or the use of information and materials not authorized by the instructor during an examination.

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. If the student believes the action taken by the instructor to be incorrect or the penalty too severe, appeal may be made to the Academic Conduct Committee of the college in which the course is offered.

7.6 DISCRIMINATION AND HARRASSMENT POLICY

The RIT community is committed to a diverse and dynamic learning, working, and living environment. RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life. RIT prohibits discrimination and harassment on campus, or at any RIT activity off campus, by its administrators, faculty, staff, students and student organizations, as well as external organizations and individuals in their operations with RIT.

RIT defines discrimination as behavior, which uses age, citizenship, color, creed, culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:

- making hiring or admissions decisions at RIT,
- determining participation in programs at RIT or sponsored by RIT,
- academic standing, or access to any benefit or privilege at RIT,
- administering disciplinary processes, except where distinctions are bona fide or otherwise permitted or required by law.

RIT defines harassment as unwelcome physical contact, conduct, or communication, which has the purpose or effect of:

- unreasonably interfering with an employee's or student's work, academic activities or residential life at RIT, or participation in RIT-sponsored programs or events,
- creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored programs or events, as determined by RIT policy.

RIT is committed to an environment which encourages, promotes, and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend, and openly promote their ideas and opinions. The RIT policy prohibiting discrimination and harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

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. 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.

8 GRADUATION

8.1 APPLICATION PROCESS

Submit your Application for Graduation two quarters before you expect to complete your coursework. Pick up an application in the SE Office, or find it online at <http://www.rit.edu/~605www/forms.html>.

Once you submit the form, the Sr. Staff Specialist will contact you and schedule a meeting to review your remaining requirements.

8.2 REQUIREMENTS FOR GRADUATION

- Completion of all 13 courses (52 credits), outlined in Section 5.0 Curriculum.
- Completion of any Bridge courses noted on your Plan of Study
- Cumulative GPA of at least 3.0
- Grade of A, B or C in each course needed for graduation. D, F, I or W grades will NOT be accepted.

8.3 SEVEN-YEAR RULE FOR COMPLETION OF COURSEWORK

All courses needed for graduation must be completed within seven years. In other words, the last course you take cannot be more than seven years after the first course you take. This includes all required and elective courses, but not Bridge courses or prerequisites.

Exceptions to this rule are rare, and must be approved by the program coordinator, the dean and ultimately the Graduate Council. The appeals process is designed only for extenuating circumstances beyond your control.

Below is a brief outline of the process for appealing to the Graduate Council:

- You must contact the graduate program coordinator PRIOR to the end of the seven year period.
- You will assemble the documentation specified by the program coordinator for submission to the Graduate Council. This typically includes:
 - a list of expired courses
 - proof of ‘current knowledge’ of the course material, as determined by program coordinator
 - an explanation of why the courses were not completed in the 7-year time-frame
 - a detailed completion plan
 - letters of support from the dean and program coordinator
 - RIT transcript
 - Current resume
- The graduate program coordinator may then file an appeal on your behalf to the Graduate Council. The decision to appeal is at the discretion of the program coordinator.
- Graduate council will review the appeal, and submit the decision to the program coordinator. This decision is final and there are no further options for appeal.

9 FINANCIAL AID AND EMPLOYMENT

9.1 COSTS AND FINANCIAL AID

For estimated tuition costs and financial aid information, visit <http://www.rit.edu/~625www/financial.html>

9.2 GRADUATE ASSISTANTSHIPS

A Graduate Assistantship (GA) is an employment opportunity offered by the SE department. Responsibilities will vary, but GA’s may provide in-class course or lab support, and tutor students outside of class. GA’s may also work with the department’s professional staff and faculty to support the department’s computing resources and facilities. GA’s are not responsible for any direct classroom teaching.

Software Engineering offers one GA position each academic year, starting in the Fall quarter. Positions may be available on a full or part-time basis. See the chart below for hours and compensation information.

Applications are due by April 30th. For more information, see the application at <http://www.se.rit.edu/se/grad/forms>.

HOURS AND COMPENSATION FOR GA POSITIONS			
	Hours/week	Tuition Benefit	Hourly Wage
Full-time	20	Full tuition	\$11.50 / hour, max \$2,300 / quarter
Part-time	10	Half tuition	\$11.50 / hour; max. \$1,150 / quarter

9.3 MERIT SCHOLARSHIPS

If you are enrolled in the graduate program without any corporate financial support, you may be awarded a departmental scholarship. This scholarship will be automatically renewed for 4 quarters as long as you maintain a minimum GPA of 3.0. To renew your scholarship beyond 4 quarters, contact the Sr. Staff Specialist.

9.4 ON-CAMPUS STUDENT EMPLOYMENT

Full-time students are eligible for on-campus jobs offered through the Student Employment Office. Hours are limited to 20 hours per week during the school year. The hourly pay rate varies by position.

For more information on eligibility requirements, or to browse job offerings, visit the Student Employment website, or stop by the office in the SAU.

STUDENT EMPLOYMENT OFFICE

Office: 87-1350 | 585-475-2631 | Website: www.rit.edu/seojobs

9.5 CO-OP

Co-op is a quarter of full-time paid employment. See Section 5.6 *Co-op Blocks (Optional)* and Section 6.4 *Co-op Registration* of this handbook for more information.