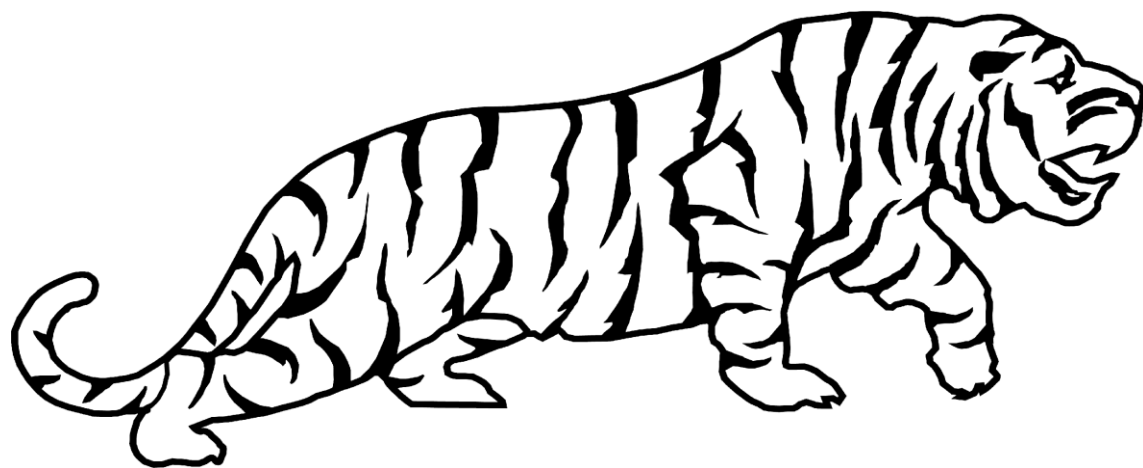


R·I·T

E. PHILIP

SAUNDERS

COLLEGE OF BUSINESS



Graduate Student Handbook
2009-2010

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I. MISSION STATEMENT FOR THE SAUNDERS COLLEGE OF BUSINESS

The Saunders College of Business and RIT deliver experience-based managerially relevant education dealing with the commercialization of technology and the strategic and innovative uses of technology to create a distinctive competitive edge. The Saunders College of Business aids people to become more globally mature and to reach their potential by helping:

- Students develop skills to be effective in diverse cultural settings
- Faculty to grow intellectually in areas of expertise
- Managers create enterprises that leverage technology and resources around the globe
- People develop a sturdy ethical framework
- Build a collegial environment for students, staff and faculty.

Endorsed by the [Saunders College of Business Faculty](#) on April 20, 2007.

ACCREDITATION

RIT is chartered by the legislature of the State of New York and accredited by The Commission on Higher Education, Middle States Association of Colleges and Schools.

RIT's E. Philip Saunders College of Business undergraduate and graduate programs are fully accredited by the [Association to Advance Collegiate Schools of Business International](#) (AACSB), the premier accrediting organization for business schools. Only about one quarter of the institutions granting business degrees have received this accreditation.

AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in management education.

AACSB International accreditation assures stakeholders that business schools:

- Manage resources to achieve a vibrant and relevant mission.
- Advance business and management knowledge through faculty scholarship.
- Provide high-caliber teaching of quality and current curricula.
- Cultivate meaningful interaction between students and a qualified faculty.
- Produce graduates who have achieved specified learning goals.

The E. Philip Saunders College of Business earned accreditation in 1988 and was re-accredited in 1995 and 2005.

SCB ENDORSEMENT OF HONOR CODE AND CORE VALUES

Endorsed at Saunders College Faculty/Staff Meeting on April 17, 2009

The Saunders College fully subscribes to both the letter and the spirit of the RIT Honor Code and Core Values. We extend our support for the concepts of integrity, respect, and ethical behavior to the many non-RIT stakeholders with whom we engage in a professional capacity.

RIT Honor Code

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the RIT community, and recognize that all individuals at this university are part of the larger RIT family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

RIT Core Values

- **Student Centeredness** - Exhibits behavior, performs duties of position, and /or makes decisions that demonstrate and/or support the importance of students as the primary constituency of the university and/or contributes directly to student success.
- **Professional Development and Scholarship** - Takes actions to continuously advance and/or improve in one's academic or professional discipline; as an individual contributor; as a team member; and/or as an organizational leader.
- **Integrity and Ethics** - Does what it takes to deliver on commitments made to the department, college, or division and to constituency groups. Builds personal trust and relationships inside and outside the university by doing what one says he or she will do when it is promised.
- **Respect, Diversity and Pluralism** - Provides a high level of service to fellow members of the RIT community. Treats every person with dignity. Demonstrates inclusion by incorporating diverse perspectives to plan, conduct, and/or evaluate the work of the organization, department, college, or division.
- **Innovation and Flexibility** - Provides and/or encourages new ideas that could make the department, college, or division an even better organization. Open to, and adapts well to change.
- **Teamwork and Collaboration** - Contributes to the efforts of the department, division, or college as a team player. Works well with others outside the department to accomplish cross-college or division goals and objectives.

II. SAUNDERS COLLEGE OF BUSINESS DIRECTORY

Who's Who and How to Contact Them

Off campus callers please dial "47"+ the appropriate extension listed.

Dean's Office

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Dr. Ashok Rao, Dean	12-2315	57181	arao@saunders.rit.edu
Dr. William Dresnack, Senior Associate Dean	12-2313	55414	wdresnack@saunders.rit.edu
Dr. Donald Wilson, Associate Dean for Teaching & Curriculum, Director EMBA Program	12-2304	56798	dwilson@saunders.rit.edu
Ms. Kathy Ozminkowski, Assistant Dean for Student Services	12-A313	56985	kozminowski@saunders.rit.edu
Dr. Jerry Curnutt, Assistant Dean for Administration, Minors Adviser	12-A329	54713	jcurnutt@saunders.rit.edu
Ms. Nancy Heuer, Administrative Assistant	12-2309	56025	nheuer@saunders.rit.edu
Ms. Shirley Wright, Sr. Staff Assistant	12-2309	56037	swright@saunders.rit.edu
Mr. Mark Boylan, Director of Development	12-2310	57477	mboylan@saunders.rit.edu
Ms. Donna Slavin, Assistant Director of Special Events and Programs	12-2308	52199	dslavin@saunders.rit.edu
Ms. Karen Cegelski, Assistant Director of Development	12-2335	54189	karen.cegelski@rit.edu
Ms. Linda Chamot, Scheduling Coordinator	12-A309	57796	lchamot@saunders.rit.edu
Ms. Megan Cheever, Associate Director of Alumni Relations	-	52354	mcheever@saunders.rit.edu
Ms. Leanne Hill, Financial Analyst	12-2305	55698	lhill@saunders.rit.edu
Ms. Dana Pelliccia, Staff Assistant/Receptionist	12-2301	52176	dpelliccia@saunders.rit.edu
Dean's Office Fax	12-2302	57055	
Dean's Conference Room	12-2312	55996	
Computer Technical Support Group	12-3334	52371	techsupport@cob.rit.edu
Or on the web at http://techsupport.cob.rit.edu			

Graduate Programs

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Ms. Peggy Tirrell, Sr. Associate Director of Graduate Business Programs	12-A312	52795	ptirrell@saunders.rit.edu
Eileen Fishman			emfeen@rit.edu
Ms. Sonya O'Neil, Graduate Advisor	12-A335	55066	soneil@saunders.rit.edu
Ms. Dawn Sullivan, EMBA Program Coordinator	12-2337	57435	dsullivan@saunders.rit.edu

Recruitment and Marketing

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Mr. Peter Rosenthal, Asst. Director, Undergraduate Recruitment and Marketing; Adjunct Professor	12-A308	52294	prosenthal@saunders.rit.edu
Ms. Donna Scheid, Assistant Director Executive Education	12-2336	54534	dscheid@saunders.rit.edu
Ms. Rupa Thind, Asst. Director, Graduate Recruitment and Admissions	12-A310	56916	rthind@saunders.rit.edu

Undergraduate Programs

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Ms. Emily Ellis, Academic Advisor	12-A339	55929	eellis@saunders.rit.edu
Mr. Angelo Fuino, Academic Advisor	12-A338	56170	afuino@saunders.rit.edu
Ms. Rose Thomas, Academic Advisor	12-A337	57066	rthomas@saunders.rit.edu

Student Services

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Ms. Julie Kurdziel, Student Services Manager	12-A334	57063	jkurdziel@saunders.rit.edu
Ms. Kathy Ozminkowski, Assistant Dean for Student Services	12-A313	56985	kozminowski@saunders.rit.edu
Ms. Kathy Estabrooks, Senior Staff Assistant	12-A340	56085	kaebbu@rit.edu
Ms. Kimberly Grant, Staff Assistant	12-A300	52256	kgrant@saunders.rit.edu
Ms. Anne Hoock, Staff Assistant	12-A300	57935	ahoock@saunders.rit.edu
Christa Hyatt, Staff Assistant	12-A300	57935	chyatt@saunders.rit.edu
Katie Rahr			kir3720@rit.edu

Student Services Fax 12-A300 57450
TTY 12-A300 54690

Accounting and Finance

Ms. Christine Lynd, Staff Assistant
Adjunct Office
Accounting and Finance Fax

Office **Phone** **Email**
12-A314 56063 clynd@saunders.rit.edu
05-2422 55165
12-A316 56920

Accounting

Dr. William Dresnack, Senior Associate Dean
Dr. Wayne Morse
Dr Mithu Dey, CPA
Mr. William Evans
Dr. Khondkar Karim
Dr. Francis Kearns
Ms. Roberta Klein
Paul Lebowitz
Dr. M. Pamela Neely, CPA
Dr. Bruce Oliver, Director, Saunders College Institute for Business Ethics
and Corporate Social Responsibility
Dr. Daniel Tessonni

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12-2313 55414 wdresnack@saunders.rit.edu
12-2319 54746 wmorse@saunders.rit.edu
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pal4155@rit.edu
12-A319 54570 pneely@saunders.rit.edu
12-A331 56668 boliver@saunders.rit.edu
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Business Legal Studies

Dr. Stephen LaGrou

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12-A332 52316 slagrou@saunders.rit.edu

Finance

Mr. William Evans
Dr. Chun-Keung (Stan) Hoi, Zutes Faculty Fellow
Dr. Jeffrey Lessard
Dr Robert Manning, Research Professor of Consumer Finance
Dr. Ashok Robin
Dr. Patricia Wollan

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12-3313 54929 rmanning@saunders.rit.edu
10-A174 55211 arobin@saunders.rit.edu
10-A180 54419 pwollan@saunders.rit.edu

Economics

Dr. Steven Gold

Office **Phone** **Email**
12-A315 52318 sgold@saunders.rit.edu

Management, Marketing, and International Business

Ms. Karen St. George, Staff Assistant
Adjunct Office
Adjunct Office
Management and Marketing Fax
3rd Floor Conference Room

Office **Phone** **Email**
12-3345 56042 kstgeorge@saunders.rit.edu
05-3415 55523
05-3420 55561
12-3343 55989
12-3344 57438

Management

Dr. Ashok Rao, Dean
Ms. Peggy Tirrell, Sr. Associate Director of Graduate Business Programs
Dr. Robert Barbato
Dr. Robert Boehner, Executive in Residence
Dr. Richard DeMartino
Dr. Brenda Ghitulescu
Dr. Clyde Hull, Zutes Faculty Fellow

Office **Phone** **Email**
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12-3312 54758 bghitulescu@saunders.rit.edu
12-3317 56794 chull@saunders.rit.edu

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Mr. Marty Lawlor	12-3336	54472	mlawlor@saunders.rit.edu
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Dr. Delmonize Smith	12-2306	54749	dsmith@saunders.rit.edu
Dr. Zhi Tang	12-2327	55991	ztang@saunders.rit.edu

Marketing

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Dr. Robert Boehner, Executive in Residence	12-3338	56818	rboehner@saunders.rit.edu
Dr. Deborah Colton	12-3323	54939	dcolton@saunders.rit.edu
Ms. Laurie Dwyer	12-3335	54742	lhdbbu@rit.edu
Dr. Neil Hair, Chartered Marketer	12-3329	56322	neilhair@hotmail.com
Mr. Joseph Miller	12-3333	54355	jmiller@saunders.rit.edu
Mr. John Ward	12-3307	56512	jward@saunders.rit.edu
Dr. Stanley Widrick	12-3315	52365	swidrick@saunders.rit.edu

International Business

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Dr. Steve Luxmore	12-3314	57161	sluxmore@saunders.rit.edu
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Mr. John Ward	12-3307	56512	jward@saunders.rit.edu

Decision Sciences and Management Information Systems

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Adjunct Office	052695	55272	
Decision Sciences and Management Information Systems Fax	12-3343	55975	

Decision Sciences

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Dr. John Angelis	12-3310	56719	jangelis@saunders.rit.edu
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Dr. A. Erhan Mergen	12-2329	56143	emergen@saunders.rit.edu
Dr. Brian O'Neil	12-2333	57784	boneil@saunders.rit.edu
Dr. Thomas Pray, Emeritus	-Home		tpray@saunders.rit.edu
Dr. William Stevenson	12-2321	52082	wstevenson@saunders.rit.edu

Management Information Systems

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Mr. Nick Francesco, Systems Administrator	12-3331	52922	nick@saunders.rit.edu
Mr. Dave Ballard, Network Administrator	12-3337	56653	dave@saunders.rit.edu
Dr. A. James Baroody	12-A317	54411	jbaroody@saunders.rit.edu
Dr. Jack Cook	12-A327	57628	JackCook@hotmail.com
Dr. Daniel Joseph	05-3484		daniel.joseph@saunders.rit.edu
Dr. Koffi N'Da	12-A329	57690	kxnbbu@rit.edu
Dr. M. Pamela Neely, CPA	12-A319	54570	pneely@saunders.rit.edu
Dr. Victor Perotti, Champion for Digital Business	12-2325	57753	vperotti@saunders.rit.edu
Dr. Qiang (John) Tu	12-2323	52314	jtu@saunders.rit.edu

Technical Support

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Mr. Nick Francesco, Systems Administrator	12-3331	52922	nick@saunders.rit.edu
Mr. Dave Ballard, Network Administrator	12-3337	56653	dave@saunders.rit.edu
Mr. Thom Craver, Web/Database Specialist	12-3305	52389	thom@saunders.rit.edu
Kirk Bryan, Computer Technician	12-3334	52371	kirk@saunders.rit.edu
Ryan Bullock, Computer Technician	12-3334	52371	ryan@saunders.rit.edu

Devon Darrow, Web/Database Co-op	12-3305	52389	devon@saunders.rit.edu
Mr. Greg Doane, Web/Database Co-op	12-3305		greg@saunders.rit.edu
LaKisha Gerideau, Computer Technician	12-3334	52371	lakisha@saunders.rit.edu
John Jones, EMBA Computer Technician	12-3334	52371	john@saunders.rit.edu
Jeffrey Konopka, Computer Technician	12-3334		jeff@saunders.rit.edu
Laura Stewart, Web/Database Co-op	12-3305		laura@saunders.rit.edu
Hisham Zahid, Evening Co-Op	12-3334	52371	hisham@saunders.rit.edu

NTID Support Team

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Ms. Ann Hager, Program Coordinator	12-3302	56880	amhnbt@rit.edu
Dr. Jack Clarcq, NTID Support Faculty	12-3306	56302	jrcnvd@rit.edu
Mr. Mark Pfuntner, NTID Support Faculty			mjpnvd@rit.edu
Lissa Schaffer, Note taker Coordinator		54692	
NTID Fax	12-3301	56625	

SCB Services

	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Courtesy Phone	Elevator	55856	
Operations for building problems	Bldg. 99	56771	
Ms. Linda Chamot-To Reserve PC Lab & all classrooms	12-A309	57796	lchamot@saunders.rit.edu
Ms. Dianne Parker - To Reserve Lab Equipment	7B-1240	56030	755mic@rit.edu
Dean's Office - To Reserve Dean's Conference Room and 3rd Floor Conference Room	12-2309	52176 52176	dcr@cob.rit.edu
SCB Main Lab	12-3135	56003	
SCB Corner Lab	12-1245	52699	
Lynne Perry - Co-op & Career Services	12-A312	54324	lspace@rit.edu
Kimberly DeLardge - Co-op & Career Services	12-A312	54324	kjdoce@rit.edu
Maria Richart - Co-op & Career Services	12-A312	54324	mjroce@rit.edu
Jen Freer - SCB Librarian liaison	12-A312	54324	jlfwml@rit.edu

OTHER COMMONLY USED CONTACTS AT RIT

You can use the following web pages to access many departments, and important information:

RIT's Main Web page	www.rit.edu
Saunders College of Business web page	www.saunders.rit.edu
Graduate Programs web page	www.saunders.rit.edu/graduate

Barnes & Noble Bookstore	475-2501
Digital Den	475-2211
Student Financial Services	475-6186
Public Safety	475-2853
New Student Orientation	475-7995
Center for Religious Life	475-2135
Cooperative Education and Career Services	475-2301
Counseling Center (Personal and Career)	475-2261
Emergency Medical Unit	475-3333
Financial Aid & Scholarships	475-2186
Hub Print & Postal Services	475-2117
Information & Technology Services (ITS HELP DESK)	475-4357

International Student Services	475-6943
Academic Support Center (Tutoring and Workshops)	475-6682
Wallace Library	475-2562
Northstar Center	475-4704
Office of Part-time & Graduate Enrollment Services	475-2229
Registrar	475-2821
Housing Operations	475-2572
TRiO Student Support Services	475-2832
Student Employment Office	475-2631
Student Health Center	475-2255
Veterans Enrollment Services	475-6641

OTHER METHODS OF COMMUNICATION

ON-CAMPUS MAILBOXES/COMMUNICATION FOLDERS

Each Graduate student (matriculated- admitted students, and non- matriculated students who have not yet applied, but were approved to take classes) has an individual "mailbox" in the Saunders College of Business to facilitate office -to -student, student -to -student, and faculty -to -student communication. This mailbox is called a communication folder. Your **RED** communication folder is located in the graduate student lounge of building 12 on the 3rd floor overlooking the SCB Plaza. We urge you to check your folder regularly, as it is our most direct means of reaching you. We will leave announcements, memos and the like for you in your folder. Please note that grades and registration packets are not left in your mail folder, rather they are mailed directly to your permanent address listed on the Student Information System (SIS).

ELECTRONIC COMMUNICATIONS

We strongly encourage you to obtain and use your RIT email address, or forward your RIT email address to the email you currently use. Faculty members frequently email students from their class list. This sends emails exclusively to RIT email addresses. Many faculty use My Courses (a particular software package) in their communication with students registered for their class. You need an RIT email account to use My Courses.

MAILING ADDRESS & CONTACT INFORMATION

Please make every effort to inform us of address and phone number changes. It is the student's responsibility to update their address and contact information on the registrar's SIS system. This can be done directly online from your SIS account, or by contacting the registrar's office directly. Important information, including your degree is mailed to the address you have on file.

III. ADVISING

ACADEMIC ADVISING

The primary purpose of the Saunders College of Business academic advising program is to assist students in the development of meaningful educational plans, and to help them meet the requirements of their program's curriculum.

The goals for academic advising at the Saunders College of Business include:

- Defining educational plans
- Selection of appropriate courses and other educational experiences
- To provide clarification and guidance on program requirements
- Interpretation of institutional requirements
- Enhancement of student awareness about educational resources available (e.g., internships, co-ops, professional memberships, learning assistance programs)
- Referral to and use of institutional and community support services
- Clarification of career and life goals
- Assist students in overcoming educational and personal problems
- Establish, maintain, and promote effective relations with relevant campus offices and external agencies
- Collection and distribution of data regarding student needs, preferences, and performance for use in making institutional decisions and policy.

The academic advising program is a resource available to assist you in successfully completing your program here at RIT's Saunders College of Business. **It is the students' responsibility to make contact with an adviser to make sure that they are fulfilling all requirements of their chosen degree program.**

Advising is available by appointment (day or evening), during scheduled walk-in hours, via telephone, or email. Please call 475-5066 to make an appointment or to obtain the walk-in schedule, or email Sonya A. O'Neil, Graduate Adviser at soneil@saunders.rit.edu.

CAREER ADVISING

Career advising is a vital part of the Graduate experience. Activities like self assessment, choosing a concentration, applying for co-op positions, or planning the final job search are an important part of your program. Many RIT staff, faculty and alumni are available as resources. Start your career planning by talking with a graduate adviser in the Student Services office, or contact:

Lynne Perry, Co-op and Career Services representative for the Saunders College of Business Graduate programs at 475-5467, or email lspace@rit.edu. The Co-op and Career Services office is located on the first floor of the Bausch and Lomb Building (building #77). Lynne Perry also has office hours in Student Services at the Lowenthal Building. Consult Student Services for quarterly office hour or visit their website at: www.rit.edu/co-op/careers.

Services available through this office include:

- Career Counseling/CareerLeader
- Resume and cover letter review
- Job search strategy development
- Interviewing techniques and skills
- Workshops on related topics
- Career Fairs and Recruiting Events
- Job listings for permanent positions and Co-ops

IV. PROGRAM REQUIREMENTS

Students are expected to carefully study the requirements of their Graduate Business Program. *They are encouraged to seek guidance from a graduate adviser to insure that courses are completed in the proper sequence, and that all program requirements are being met.* The prerequisites for all courses must be met, and can be found on the annual projection chart as well as in the Graduate Bulletin. It is required that prerequisites be adhered to. Electives are offered periodically, and students should plan ahead to include those in their schedules utilizing the annual projected course schedule available on-line.

CATALOG RESPONSIBILITY

Students must follow the requirements stated in the bulletin published for the year that they matriculated into their Graduate program. It is important that students have a clear understanding of their degree requirements. Students are advised to meet with a graduate adviser to assist them in their academic planning.

MBA PROGRAM CONCENTRATIONS

Students should meet with a Graduate Adviser before they finalize their selection of concentration areas. Students who are considering two concentration areas **MUST** meet with their Graduate Adviser to formalize their graduation requirements. No course may be counted in more than one concentration. Free electives are to be chosen from courses outside the student's concentration areas.

Students completing one concentration area take:

- 9 core classes
- 4 courses in one concentration area
- 5 electives, outside of the concentration area. ***No more than 4 courses can be taken in any one discipline area. Please review your selection of electives with a graduate adviser.***

Students completing two Concentration areas take:

- 9 core classes
- 4 courses in one concentration area
- 4 courses in a second concentration area (must be a different discipline than first concentration)
- 1 Free elective (outside of both concentration areas)

PROFESSIONAL SKILLS SEMINARS

Full-time graduate students must participate in two quarters of a required non-credit career and leadership seminar series designed to support and develop the skills, attitudes and personal attributes needed to perform at the highest business/professional levels. The seminars cover such topics as leadership, team work, professional career planning and job search strategies. The Professional Skills Seminars are offered in collaboration with the Co-Op and Career Services Office. In addition to faculty presentations, outside speakers provide seminars in their areas of expertise. Seminars are generally held in the fall and winter quarters. Students are registered for Professional Skills Seminars I and II by the graduate adviser. A grade of S (satisfactory) or F (unsatisfactory) is determined by the Director of Graduate Programs and is based on attendance and satisfactory completion of assignments.

*Part-time students should contact the Graduate Adviser if they wish to be registered for any portion of the seminars.

NOTES:

- Students must have prior approval to take classes from outside of the Saunders College of Business.
- No course can be counted in more than one concentration area.
- Students cannot complete more than two concentrations areas.
- No more than 4 courses can be taken in any one discipline area.
- We strongly encourage you to speak to an adviser for assistance in meeting your program requirements. (Program worksheets are included in the Appendix B)

MBA ACCOUNTING PROGRAM

The Master of Business Administration—Accounting program fulfills the education requirements that allow students to sit for the New York State Certified Public Accountancy exam. The program also stresses the skills necessary for the design, operation and control of accounting information systems. The program offers two tracks, one for students with an undergraduate degree in accounting and one for students who have an undergraduate degree in a field other than business or accounting.

Students with an undergraduate degree in accounting may be able to complete the program with as little as 12 graduate courses containing 48 quarter hours. Full-time students starting in the fall quarter may be able to complete the degree in three quarters.

For students without undergraduate business course work, but with an undergraduate degree meeting CPA liberal arts and science requirements, the program consists of 27 courses that may be completed in seven quarters (two academic years) of full-time study. Because of the length of prerequisite strings, seven-quarter completion for full-time students is based on fall quarter entry.

MS FINANCE PROGRAM

Students in the MS in Finance program will take 12 classes as specified in the Graduate Bulletin. At the end of their program they are required to take a Comprehensive Field Exam. The student must pass this exam to be granted their degree. If a student does not pass the exam in their first attempt, they will be given 1 additional opportunity to sit for the exam. At the beginning of their last quarter in the program, MS Finance students should contact the Graduate Adviser to complete an Exam request form. Students typically take the exam during the last week of their final academic quarter. It is recommended that students meet with Dr. Ashok Robin, Faculty Adviser early in their program. (Program worksheet in Appendix B)

MS MANAGEMENT PROGRAM

The Master of Science in Management is a specialized program designed to provide students with the knowledge and problem-solving skills needed to function effectively in a variety of management positions in complex organizations that are impacted by technological change and globalization. Students choose between two tracks: Technology Management or Global Management. After taking several courses in research tools, the program culminates with a two course thesis or practicum. Full time students must begin the program in the fall quarter in order to complete the program in 12 months. (Program worksheet in Appendix B)

MS INNOVATION MANAGEMENT

The Master of Science in Innovation Management is a specialized multidisciplinary program designed to prepare students to move into leadership roles in the high-technology domains in the world economy. Students choose a technology specialization developing their expertise in one of five areas. The degree culminates in a capstone course. Full-time students must begin the program in the fall quarter. (Program worksheet in Appendix B)

BRIDGE PROGRAM

The Saunders College of Business at RIT has established a program whereby students with a three year undergraduate degree can obtain a MBA degree in an expeditious manner. The Bridge Program requires successful completion of at least 9 prescribed undergraduate courses at RIT with a grade of “B” or better, after which the candidate is considered for admission to the MBA program. Successful completion of the undergraduate courses could qualify the student for waiver of up to four MBA foundation courses, thus reducing the total courses needed to complete a MBA. This program is for students pursuing an MBA degree only and does not constitute obtaining an undergraduate degree from RIT. Students will not be able to transfer to any other academic program at RIT until completing the requirements for the MBA degree. Students can begin the Bridge Program in the fall and winter quarters only.

V. ACADEMIC POLICY INFORMATION

CONFIDENTIALITY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, RIT students have the right to inspect, review, and challenge the accuracy of official educational records.

RIT policy ensures that only proper use is made of such records. Therefore, with the exception of copies made for internal use (e.g., those provided to departments for advising functions), in most cases, no copy of a student's permanent record (e.g., transcript) or non-public information from student records will be released to anyone without the student's written consent.

Directory information (e.g. a student's name, mailing address and telephone number, date and place of birth, major field of study, participation records in official RIT activities and sports, weight and height if a member of an athletic team, dates of attendance at RIT, degree, and awards received) may be released by RIT at any time to persons or agencies that have a legitimate interest.

ACADEMIC DISHONESTY *

The Rochester Institute of Technology 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 or 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, he/she may give the student 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, he/she may appeal through the Academic Conduct Committee of the College in which the course is offered. Please see Appendix (Academic Conduct and Appeals Procedure) for more information.

(*) Taken from VI Educational Policies and Procedures Manual, Rochester Institute of Technology.

(See FAQ's for more information on academic dishonesty and plagiarism)

REGISTRATION PROCEDURES

Graduate Business students have a variety of different registration options. **We encourage you to use SIS or telephone registration on the day that graduate students can register for any given quarter.** Generally, students can access course schedules online prior to registration for the following quarter. (See Institute Calendar) The registration guide is also available online and has course schedule information, tuition information, critical quarterly dates, and the telephone registration instruction form for the upcoming quarter. **For the registration guide and an updated listing of quarterly course offerings, please consult the Student Information Services Website at <https://infocenter.rit.edu/>.** The Saunders College of Business graduate course listings and projections for the year can be found at the Saunders College of Business website, www.saunders.rit.edu/students.

*Note: Non-Matriculated students must contact Sonya A. O'Neil, Graduate Adviser, at 475-5066 or soneil@saunders.rit.edu to register.

ADDING/DROPPING A COURSE

Students have FIVE WORKING DAYS from the start of a quarter to add or drop a course. If a student does drop within five days, full tuition is refunded. Students can add/drop a course by using either the phone registration process, in person at the SCB or Registrar's office, or through SIS. At the end of the fifth working day students electing to discontinue taking a course need to withdraw from the course. A financial penalty will result if a student withdraws from a course after the fifth day of the drop/add period.

WITHDRAWING FROM A GRADUATE BUSINESS COURSE

A student is granted permission by a graduate adviser to withdraw from a course after the first five days of the quarter. No withdrawals will be allowed from a Saunders College of Business course after the **eighth** week of the quarter. (In unusual circumstances beyond the control of the student, a "W" may be assigned after the **eighth** week with the approval of the student's professor, the graduate department and the Dean.) **Before withdrawing from a class, you should review the financial implications explained in the registration guide published yearly or contact Student Financial Services for more information.**

CANCELLATION OF CLASSES

Information regarding the cancellation of classes due to inclement weather is announced on all radio stations. Decisions to cancel evening classes are made after 3:00 p.m. by the RIT Central Administration. Please refrain from calling the Student Services office to inquire about the cancellation of classes as we do not know any sooner than the radio stations. Students may also call 475-7075 (475-7076 TTY) or check the RIT web site at www.rit.edu to get updated Institute closing information.

GRADE DEFINITIONS AND POLICIES

Grades and their credit hour values are as follows:

A Excellent	4 quality points
B Good	3 quality points
C Satisfactory	2 quality points
D.....	1 quality point
F	0 quality points

Final grades are mailed to the home address indicated on the SIS system approximately one week following the end of the final examination period. Please make sure your mailing address is correct and up-to-date in SIS to ensure the timely receipt of your grades. Grades cannot be given out over the telephone. Final grades are available at the Registrar's Office with a valid RIT I.D. or you may see your grades on the SIS system using your Personal Identification Number (PIN).

Grades of "D" or "F" do not count towards fulfillment of the program requirements for a master's degree (but are calculated in the GPA). If you receive a grade of D or F, you will need to re-take the class. The grade of D or F will continue to be calculated in to your GPA, even after re-taking the class.

Graduate students are required to maintain a 3.0 ("B") cumulative grade point average. The grades of all courses attempted are considered in calculation of the grade point average. If the cumulative grade point average falls below 3.0, the student must raise it back up to the required level (3.0) within the next 12 credit hours taken or be suspended from the program. Students receiving a Saunders College of Business scholarship and/or assistantship must maintain a cumulative GPA of 3.0 or above to continue receive the financial award. (See Policy on Probation and Suspension)

CHANGING GRADES

Once a grade has been recorded by a faculty member, it is not within the right of any person, except that professor; to change it unless an actual error has been made in computing or recording it.

Once a student is certified for their degree, it is not possible to change any grades. (this includes incomplete co-op report grades)

There are several evaluations of a course that do not affect grade point average (GPA) calculations. The most common of these are:

Dropping - No record of a course will appear on a grade sheet or transcript when a student officially drops from a course in the first five days of a quarter (withdrawal after five days will result in a "W" on the grade sheet and transcript).

I = Incomplete This is a temporary grade! This grade is given if the professor observes conditions beyond the control of the student such that the student is not able to complete course requirements in the given quarter. This is a temporary grade which reverts to an "F" grade if the registrar has not received a "Change of Grade" form from the professor by the end of the second succeeding quarter. Full tuition is charged.

W = Withdrawal Used when a student is granted permission by a graduate adviser to withdraw from a course after the first five days of the quarter. No withdrawals will be allowed from a Saunders College of Business course after the **eighth** week of the quarter. (In unusual circumstances beyond the control of the student, a "W" may be assigned after the **eighth** week with the approval of the student's professor, the SCB graduate department, and the Dean.)

Please review all financial implications before withdrawing from a class!

Z = Audit Indicates a student has audited the course. The student need not take exams but there is a tuition charge. Audited courses do not count toward the program or residency requirements. A student may request to register for audit during the early registration or drop/add period (a special separate audit form must be completed) but may not switch from credit to audit after the first five days of the quarter.

S = Satisfactory Applies only to acceptable completion of the cooperative work experience, and to courses bearing course numbers of 099 or below (e.g. Professional Skills Seminars and Graduate Math Review). These courses and co-op work experience does not count toward the residency requirement.

T = Transfer Credit Assigned through the admission process, and, possibly, through later review. A graduate level course parallel in content to an RIT Graduate course taken at an accredited graduate institution where a grade of "B" or better was earned can be considered for graduate transfer credit. The maximum allowable transfer credit is 12 quarter credit hours for graduate programs. These credits will not be calculated in the GPA's. They will count toward overall credit requirements of the degree, but not toward the residency requirement. Prior approval from the Saunders College of Business Graduate Office is required for any transfer credit.

TRANSFERING CREDITS

A maximum of 12 quarter credit hours (three classes) may be utilized for another graduate degree *from other colleges within RIT or from other fully accredited universities*. This means that a MAXIMUM of 3 classes can be transferred into your MBA program with approval. Please discuss any possible transfer credit with a graduate adviser.

NON-MATRICULATED STATUS

Students approved to begin their graduate studies in the Saunders College of Business are eligible to take a maximum of two credit bearing courses prior to matriculation. To discuss the process of applying and matriculating into a graduate program, please contact the Graduate Adviser at 585-475-5066 or Assistant Director for Admissions and Recruiting at 585-475-6916.

WAIVER CREDIT

MBA students may waive up to six core/foundation courses (i.e., 24 qtr credit hrs) through either prior course work at the undergraduate level or through examination.

WAIVER BY PRIOR COURSEWORK

1. For each core MBA course waived, two undergraduate courses must be completed in that subject area with *a grade of "B" or better in each course*. (A grade of "B-" in a course will be acceptable for waiver credit if the course has been completed at an AACSB accredited school and the student's cumulative GPA is 3.0 or higher.) One of the two courses would typically be an "introductory" course while the second course would typically be an advanced, upper division course that builds upon the material covered in the introductory course. Other constraints on what courses will qualify for a waiver are specified below.
 - a. In order to qualify for a waiver for the MBA core course "Statistical Analysis for Decision Making," a student must have successfully completed undergraduate courses that cover up to multiple regression. **Students cannot waive the MBA course "Statistical Analysis for Decision Making" without passing the statistics portion of the Graduate Math Review exam.** Students failing the statistics portion of this exam must complete both the Graduate Math Review course and the MBA "Statistical Analysis for Decision Making" course
 - b. A "one for one" policy applies to the MBA "Operations Management" course for students that complete an undergraduate operations management course at RIT and for students from other select four-year schools.
 - c. In order to qualify for a waiver for the MBA core course, "Accounting for Decision Makers" a student must have successfully completed undergraduate courses in financial accounting and managerial accounting.
 - d. In order to qualify for a waiver for the MBA core course, "Economics for Managers," a student must complete undergraduate courses in microeconomics and macroeconomics.
 - e. Any exceptions to the above must be agreed to by the Saunders College of Business Association Dean for Teaching.
 - f. All exceptions will be delineated in the appropriate 4 + 1 agreement.
2. A student must have completed undergraduate coursework counting towards waiver credit *within the past five years* based on full matriculation date.
3. If a student has completed more than two courses in a particular subject area such as economics, the most recent, or advanced courses completed by the student will be evaluated for waiver credit. For example, students with a recent undergraduate degree in economics may be granted waiver credit for the equivalent MBA core course (e.g., Economics for Managers) if the student's more advanced economics courses have been completed within the last five years.

4. Only matriculated and enrolled MBA students are eligible to waive courses based on prior course work.
5. Waivers will be granted to students completing undergraduate work at:
 - a. AACSB accredited business schools.
 - b. Schools with which we have 4+1 agreements.
 - c. Other domestic schools with a reputation for excellence and rigor, with permission of the Director or Senior Associate Director of Graduate Business Programs.

Coursework completed at international universities will not be considered for waivers.

6. The MBA capstone course, “Competitive Strategy” cannot be waived.
7. The MBA flex core course cannot be waived. Students with an extensive background in an area covered by one flex core course should be encouraged to select a course in another area for their flex core course.
8. Waiver credit may be granted for students admitted on a “probationary” basis who have a cumulative undergraduate GPA of 2.8 or higher and a GMAT score of 470 or higher.
9. Practicing CPA’s will normally receive waiver credit for our core accounting course, even though their course work in accounting may be over five years old.

WAIVER BY EXAM

1. Waiving a course by examination is only appropriate for individuals with prior work experience and/or course work in a subject area. A student should see a graduate adviser to see if they qualify to take a waiver exam.
2. Only MBA core courses may be waived by examination (note: Competitive Strategy cannot be waived).
3. Only matriculated and enrolled MBA students are eligible to waive courses by examination.
4. No more than six MBA courses may be waived by any means (exam and prior course work).
5. A student cannot take a waiver exam more than once. If a student fails the exam, they must take the class.
6. Once a student enrolls in a core course, they cannot attempt to waive by examination.
7. A student will not be permitted to take any core or elective courses requiring the course they are attempting to waive until they have passed the waiver exam for the core course.
8. All waiver exams must be completed by the end of the student’s first two quarters of the MBA program.
9. Waiver exams will be created and graded by full-time SCB faculty members. SCB faculty or graduate office staff will proctor waiver exams.
10. Waiver exams will only be given on pre-scheduled waiver exam days by appointment only.
11. There is a non-refundable \$100 administrative fee charged per exam due no later than one week prior to the scheduled exam date.

WAIVER EXAM SCHEDULE

Please check with Sonya A. O’Neil (585-475-5066) in the Student Services office for confirmation of exam dates for an upcoming quarter.

GRADUATE MATH REVIEW

Because adequate preparation in basic mathematics is vital to success in graduate coursework, a Graduate Math Review course is required for all incoming students (matriculated and non-matriculated). However, a waiver exam will be given during the orientation program to allow students to test out of the Graduate Math Review course. There is no fee for this exam. The exam covers basic computational skills, algebra, and introductory statistics and takes approximately 60 minutes to complete. Results of the waiver exam will be processed prior to the completion of the orientation program. Students who are unsuccessful in passing the exam are expected to register for the Graduate Math Review course as one of their first quarter classes. Algebra will be offered during the first five weeks of the quarter and Statistics will be offered during the second five weeks of the quarter. The Graduate Math Review course is a non credit class. It carries a fee of \$450 for both the algebra and statistics sections. (\$225 if only 1 section is needed).

INDEPENDENT STUDY PROJECTS

A matriculated graduate student must be in good academic standing before he/she will be allowed to undertake an Independent Study Project. Independent Study Projects will not be granted for elective courses being offered for the quarter in which the course is offered. No Independent Study Projects will be granted for core/foundation courses. Independent studies must be done with a full time faculty member in the Saunders College of Business. Further information on Independent Study Projects is available in the Student Services office. Independent Study paperwork must be completed and approved prior to beginning the project, and prior to the end of the add/drop period for the quarter.

PROBATION/SUSPENSION POLICY

A matriculated graduate student whose program cumulative GPA falls below a 3.0 after 12 quarter credit hours will be placed on probation and counseled by the department concerning continuation in the graduate program. Once placed on probation a student must raise his/her program cumulative GPA to the 3.0 level within 12 quarter credit hours or be suspended from the graduate program.

NON-ATTENDANCE

A Graduate student who ceases to attend a course for which he/she registered (without officially dropping or withdrawing from it), will be issued an appropriate grade at the end of the quarter. That grade will permanently appear on the student's transcript and count toward his/her cumulative grade point average.

LEAVE OF ABSENCE

A student who finds it necessary to take a leave from his/her studies may do so for a maximum of *four consecutive quarters*. Such students should remember that they must complete their program of study within seven (7) years from the time they took their first class toward their degree program. Any student who fails to enroll for a course for more than four consecutive quarters will automatically be withdrawn from the Institute. Please contact the Student Services Office if you plan on taking a leave of absence.

RE-ADMISSION TO PROGRAM

If a student has become inactive (has not completed a course in four consecutive quarters), or has withdrawn from RIT, Institute Policy requires that the student reapply for admission.

Students should consult with the Student Services Office for specific information on readmission. Program requirements in effect at the time of reapplication will apply. A student may lose waivers and/or credits previously granted.

THE SEVEN-YEAR RULE

In all cases, students must complete their Graduate program within seven years of the date of the first course counted toward their degree program.

SCB GRADUATE CO-OP POLICY

1. Co-ops are optional for MBA students. However, MBA students without substantial job experience will be encouraged to complete a co-op.

2. Co-ops are full-time paid positions lasting from three to six months. The minimum length of time for one co-op “block” is ten weeks of full-time employment. The minimum length of time for a “double block” is twenty weeks of full-time employment.
3. A MBA student cannot take more than two MBA courses (8 qtr hrs) during any quarter they are registered for co-op.
4. No-academic credit is granted for the co-op, but formal recording of the co-op is made on the student’s transcript indicating a grade of “S” or “F”.
5. A co-op registration form must be completed by the student and approved by the graduate program office before the co-op is started. (See Appendix C)
6. *Upon getting the co-op registration form approved, the student must also register for the co-op on Job Zone.*
7. Within the last two weeks of the quarter in which the co-op is completed, the student must submit a short written executive summary describing the company and the co-op experience. The summary will be reviewed and approved by a SCB faculty member, the Senior Associate Director of Graduate Business Programs, or the Director of Graduate Business Programs. This paper should include:
 - A. Co-op job responsibilities and major achievements including job title, projects assigned, and daily responsibilities.
 - B. Describe how your academic preparation (specify MBA core and elective courses) assisted you in your co-op.
 - C. Explain how this experience satisfied your professional and career expectation in your field of study.
8. *Students who have not submitted the required co-op report prior to the deadline for certification paperwork to be completed will be granted a grade of “F” for their co-op.*
9. To be eligible for Co-op, an MBA student must:
 - A. Have an overall GPA of 3.0 or higher in MBA level courses.
 - B. Be in good academic standing (i.e., not be on academic probation).
 - C. Have successfully completed at least 6 MBA level courses, including at least one course in the student’s concentration area.
 - D. Have at least one academic quarter remaining in their MBA program.
10. International students with an F or J visa must have written authorization from an RIT International Student Adviser and must have completed at least 3 consecutive quarters of full-time graduate study at RIT.
11. Students are not typically eligible to receive scholarships or assistantships while on co-op. Requests for exceptions should be directed to Rupa Thind, Assistant Director for Graduate Recruitment and Admissions at 475-6916.

The Co-op and Career Services Office is located on the first floor of the Bausch and Lomb Center, Building 77. Graduate students may contact Lynne Perry at 585-475-5467 or by e-mail at lspoce@rit.edu. Mrs. Perry dedicates her time to graduate students who are interested in obtaining a co-op and/or final placement.

PROGRAM CODES

The university assigns program codes for each degree program. Below are the codes and definitions for the Graduate Business Programs:

- BBUB- MBA
- BBUC- MBA - Accounting
- BBUD- MS in Finance
- BBUL- MS in Management
- BBUO – Fast Track MBA
- BBUR- MS in Innovation Management
- BBUX- Bridge Program
- BBUZ- Non-matriculated student

CHANGING PROGRAMS

Students changing from one program to another within the Saunders College of Business Graduate Programs will enter the new program under the catalog requirements in effect at the time of the program change. The request to change from one program to another is not automatically granted. The student is evaluated as to the appropriateness of the new program and the student's chances for success. A student not in good standing (GPA below 3.0) will retain his/her cumulative GPA if accepted in the new program. The Senior Associate Director of Graduate Business Programs will review the academic record to determine which courses from the previous program may be applied to the new program. Any student contemplating a change of program should realize that any such change might necessitate the completion of additional courses.

GRADUATION/ CERTIFICATION

Students are required to file a degree application if they are planning to graduate during the upcoming academic year (September - August). Please fill out a graduate degree application at least two quarters before your anticipated date of graduation. Certifications of students who have completed a degree application are processed upon receipt of the student's final grade(s). There is no other procedure which the student must follow to ensure graduation other than the completion and return of the degree application form as stated above. Diplomas will be mailed out 4 to 6 weeks after the end of the quarter in which the student finishes their degree requirements. The application for graduation is available in the Student Services Office of the Saunders College of Business or at <http://saunders.rit.edu/students/forms.php>. (See Appendix D)

Graduation requirements for an MBA degree include a minimum of 72 credit hours (including courses that were waived or transferred). Students earning an MS degree are required to complete a minimum of 48 credit hours. If the Student has opted to complete a co-op, it is the students' responsibility to have completed their co-op report with a satisfactory grade prior to certification.

BETA GAMMA SIGMA

Beta Gamma Sigma is the highest recognition a student can receive in an undergraduate or masters program in business or management. To be eligible for membership, a student must rank in the upper 20 percent of the graduating masters class. Selection of the top 20 percent of graduating students is based upon cumulative grade point average at the end of the winter quarter for those students who have completed a degree application (an "Application for Graduation"). Students who have not completed a degree application will not be considered in the selection process. Students who qualify for this honor are invited to join during the spring quarter.

VI. TUITION COSTS AND FINANCIAL SUPPORT PROGRAMS

TUITION COSTS

The 2009-2010 tuition costs for students pursuing a Graduate Degree at RIT are: (excluding NTID or Executive MBA)

Full-time (12-18 credit hours)	\$10,511 per quarter
Part-time (11 credit hours or less)	\$876 per credit hour (\$3504 per course)

FINANCIAL AID

RIT offers a full range of financial support for graduate students, including graduate assistantships, scholarships and loans.

The Saunders College of Business offers merit awards **at the time of admission** to those candidates with the highest credentials, generally based upon a review of undergraduate (and graduate, when applicable) academic record, GMAT score and professional work experience, **without consideration of financial need**. Lower level awards contain a scholarship component only, whereas the upper level awards also include a graduate assistantship. Only full time, matriculated students may receive merit awards. Under certain conditions, matriculated, part time students may receive a pro-rated scholarship-only award.

Merit awards are not negotiable, and the rate remains constant throughout the duration of the award: a maximum of 6 academic quarters (18 classes) for MBA students and 8 quarters (27 classes) for CPA track MBA students; 4 academic quarters (12 classes) for MS students. However, recipients must renew their award each April for the upcoming fiscal year and will receive the appropriate paperwork at that time. Those students not in good academic standing (GPA < 3.0) or on probation for other reasons may risk losing their award.

Graduate assistants are assigned to work for Saunders College of Business faculty members and administrative personnel and must be available to work his or her assigned hours during a standard Monday through Friday, 8:30am – 4:30pm week. The scholarship and assistantship are awarded as a “package”. This level of scholarship requires the student to work as a graduate assistant. Students who do not accept the level of award for which they are eligible may be considered for a lower level award. Graduate assistants carefully review the *Graduate Assistantship Policies/ Rules, and Responsibilities* located in the appendix (E). Any graduate assistant in violation may lose his or her assistantship.

DEAN’S OFFICE SCHOLARSHIPS

A limited number of scholarships are available for current MBA and MS students. These scholarships are awarded through the dean’s office. Information is distributed to students who qualify in the winter quarter. Applications are required typically in January or February of each given year, and any money awarded will be for the following academic year. These scholarships are merit based with priority given to students actively engaged in the campus or local community. No scholarships are granted for students on academic probation.

LOANS

Federal and state programs in addition to several alternative loan programs are available. Please contact the Office of Financial Aid and Scholarships at (585) 475-2186 for further information.

VII. CAMPUS RESOURCES/FACILITIES/SERVICES

(Please remember that department hours, and services are subject to change)

STUDENT FINANCIAL SERVICES

Location

Innovation Center Building 87, 1st floor

Office Hours

Student Accounts: Monday - Friday, 8:30am - 5:00pm

Cashier: Monday - Friday, 8:30am - 5:00pm

Phone Numbers

Service Area **Number**
RIT Tuition & Fees (585) 475-6186

NTID Tuition & Fees (585) 475-2080 (Voice/TTY)

Monthly Payment Plan (585) 475-6186

Fax (585) 475-5307

CHILD CARE

RIT'S Margaret's House offers childcare, preschool, and kindergarten programs for the children of students, faculty and staff. For more information, please call 475-5176.

COMPUTER RESOURCES

Students will often be given assignments requiring the use of a computer and should apply for a RIT Computer account/user access number at the ITS Helpdesk located at the Gannett Building (7B). Account numbers are not released without submitting proof of identification, so bring your RIT ID card. Students will need to activate their RIT Computer account to have access to the internet and computer labs on campus.

Helpdesk Hours

Monday – Thursday 7:30 a.m. until 9:00 p.m.

Friday 7:30 a.m. until 5:00 p.m.

Saturday – Sunday 12:00 p.m. until 5:00 p.m.

The Saunders College of Business is proud to provide you with two state-of-the-art computer labs which house computers for instructional and student use. All SCB students and students taking Saunders College of Business courses are eligible to use this lab. The lab is open generally the same hours as the other computer labs on campus. Many times throughout the quarter, the lab may be scheduled for instructional use only. The schedule of usage is posted in advance so that students can plan their time accordingly. Lab attendants are available to assist students with questions. The standard hours for SCB labs are subject to change:

Fall, Winter, & Spring Hours

Monday – Thursday 8:00 a.m. until 11:00 p.m.

Friday 8:00 a.m. until 11:00 p.m.

Saturday 10:00 a.m. until 5:00 p.m.

Sunday Noon until 11:00 p.m.

Summer Hours

Monday- Thursday	8:00 a.m. until 11:00 p.m. *
Friday	8:00 a.m. until 5:00 p.m.
Saturday	10:00 a.m. until 5:00 p.m.
Sunday	2:00 p.m. until 11:00 p.m. *

(*Subject to change without notice)

CO-OP AND CAREER SERVICES OFFICE

Ms. Lynne Perry, Graduate Co-op and Career Services Coordinator, dedicates her time and talents to graduate students who are interested in obtaining a co-op and/or final placement. There is a co-op orientation session as well as a placement orientation session available. Orientation sessions are announced on the graduate bulletin board, so students are encouraged to check the board. Services offered by this office are: job search seminars interviewing, workshops, resume writing, advisement, and a library of information on employers. On campus interviewing are scheduled through this office. A job listing service is available on the internet through the Co-op & Career Services website at <http://www.rit.edu/emcs/oce/>.

CareerLeader, a normed inventory comparing student's interests, values and skills with MBA graduates, is provided to graduate students through the Co-Op and Career Services office. This tool can provide valuable information to the graduate student on areas for further career exploration in the business arena. It coordinates well with the concentration choices available to students at the Saunders College of Business. Students may access this tool by contacting Ms. DeLardge at 475-5467 or by email at lspoce@rit.edu. CareerLeader is incorporated in the Professional Skills Seminar experience as well.

COPY MACHINES

Wallace Memorial Library (Building 5)
HUB Print and Postal Center (Building 89, Crossroads)
SAU RITreat (Student Alumni Union)
The Fine Arts Media Center (Building 7A, Rm 3601)

*Most copy machines and printers require a fee and your RIT ID card. Go to The Wallace Memorial Library's help desk to put money on your card.

COUNSELING CENTER

The Counseling Center, located in August Center, Building 23A, provides individual and group counseling, as well as career counseling and stress management. Walk-ins are accepted on an emergency basis only; an appointment for an initial interview is easily scheduled. The Counseling Center hours are as follows:

Regular hours for the Counseling Center are 8:30 a.m. - 4:30 p.m., Monday, Tuesday and Friday and 8:30 a.m. - 7:00 p.m. on Wednesday and Thursday, except during finals, break weeks, and summer quarter. During those periods, the hours are 8:30 am – 4:30 pm Monday through Friday.

EDUCATIONAL TECHNOLOGY CENTER

Located in the lower level of the library, is a full-service media production unit. It provides duplicating equipment and supplies that students may use to make materials for classroom presentations: overheads, cassette tapes and a color Xerox copier. Television services such as videotaping, providing equipment for

classes, and conferences and program production can be arranged here. Staff members are available to help students locate or prepare materials. For staff assistance, call 475-2551.

Fall, Winter, & Spring Hours

Monday – Thursday	8:00 a.m. until 10:00 p.m.
Friday	8:00 a.m. until 5:00 p.m.
Saturday & Sunday	11:00 a.m. until 5:00 p.m.

Summer Hours (subject to change)

Monday – Thursday	8:00 a.m. until 10:00 p.m.
Friday	8:00 a.m. until 5:00 p.m.
Saturday & Sunday	11:00 a.m. until 5:00 p.m.

Break Hours

Monday – Friday	8:30 a.m. until 4:30 p.m.
Saturday & Sunday	Closed

ENGLISH LANGUAGE CENTER

The English Language Center is an important resource for international students. They offer special classes to assist students in their language development, and cultural adjustment. They are located in the Eastman Building (#1). Phone number: 475-6684

ESCORT SERVICE AND EMERGENCIES

The Public Safety Department provides an escort service during the hours of darkness seven days a week. If you need an escort across campus or to your vehicle at night, contact Public Safety at 475-2853 or TDD 475-6654.

In case of emergency (fire, injury), the Institute emergency number 475-3333 should be called. For routine security services call 475-2853.

FAX MACHINES

A fax machine is available for student use in the OCASA Office in the RITreat (Student Alumni Union). The FAX # is 475-7440. The cost of receiving a fax is \$1.00 for the first four copies and 10 cents for each additional sheet. The cost to send a fax (any number of pages) is \$1.00. A calling card is required for long distance faxes. Please call 475-6680 for further information.

A fax machine is available for job related use in the Office of Co-op & Career Services. There is a small fee for usage. The receptionist in the lobby of the Co-op & Placement Office can assist you with questions about the use of this machine.

DINING SERVICES

In addition to the residence hall dining facilities, snacks and meals are offered:

Brick City Café (SAU): Cafeteria-style in the main floor dining room.

Ritz Sports Zone (SAU): Cafeteria-style, subs, and Sandella's grill.

The Café at Crossroads (Building 89): Pasta, pizza, salads, sub deli, grill, Buzz Stop, Jump! (Asian Cuisine), and a Convenient Store all in one!

JAVA Wally's (Library): Gourmet coffee, smoothies, and snacks in a causal "living room" environment.

Ben and Jerry's Ice Cream (SAU): Ice cream and ice cream drinks.

Sandella's (Building 70): Breakfast and lunch wraps, pizzas and quesadillas.

Beanz (Building 25): Coffee, Freshens Smoothies, snacks.

STUDENT HEALTH CENTER

Student Health Center provides primary level medical care on an outpatient basis. The staff includes physicians, medical nurse practitioners, registered nurses, an interpreter for the deaf, and a health educator. Some specialists - psychiatry, gynecology - are available on campus by appointments. In addition, Student Health Service provides health education programs. Phone number: 475-2255. Student Health Center is located in Building 23A

Fall, Winter & Spring Hours

Monday - Thursday	8:30 am -7:00 pm
Friday	8:30 am - 4:30 pm
Wednesday	12:00 pm – 2:30 pm (emergencies only)

Summer and Academic Breaks

Monday – Friday	8:30 am – 4:30 pm
Wednesday	12:00 pm – 2:30 pm (emergencies only)

Hours are subject to change and will be posted. The SHC is closed on all [national holidays recognized by the Institute](#).

For emergency transportation, the RIT Ambulance is available. The unit can be reached through Public Safety at 475-3333 (voice) or 475-6654 (TDD).

A Student Health fee of \$68 per quarter is charged to all full-time students or you can elect not to pay the fee, in which case you would be charged \$25 per visit. The Institute **requires** students to maintain health insurance coverage as long as enrolled as a student. Students may obtain coverage either through RIT or their own personal coverage.

INTERNATIONAL STUDENT SERVICES

The International Student Services Office is the resource center for all hearing and deaf international students on visas and for those members of the campus community seeking cross cultural information. The office provides assistance with immigration regulations, travel documents and work authorizations for co-ops and optional practical training, helps international students adjust to the academic and cultural expectations in the U.S. and provides cross-cultural programming for international students and the campus at large.

The staff works closely with international student clubs and International House, a special interest house in the residence halls for both international and American students. Off campus hospitality is coordinated with the Rochester International Friendship Council (RIFC), which extends friendship to international students.

Location: The International Student Office is located on the mezzanine level of the Student Alumni Union.

Office Hours: The International Student Office is open all year, Monday through Friday, 8:30am -4:30pm, except for RIT holidays.

Appointments: While the staff of the International Student Program will make every effort to see students who come to the office without an appointment, it is strongly recommended that students call the office ahead of time to arrange a time to speak to one of the Program Coordinators. Appointments may be arranged by calling 475-6943.

ACADEMIC SUPPORT CENTER

The Academic Support Center provides a variety of services to help you increase your effectiveness as a learner. You may enroll in courses, workshops, or seminars presented by the Center each quarter or meet with one of the learning specialists on the faculty to devise a course of action that's right for you. Math and English labs provide excellent academic assistance, both from faculty and other students. If you want to develop your skills, the resources are available for all your study related concerns at the Academic Support Center on the second floor of the George Eastman Memorial Building (#1). Phone Number: 475-6682

PARKING AND AUTO REGISTRATION

All students are required to obtain a parking sticker for the current school year. One can be obtained at the Parking and Transportation Office Monday - Friday between the hours of 8:00a.m. - 5:00p.m. Printed material regarding parking regulations will be distributed at the time of registration. There is no charge for obtaining a parking permit. However, RIT offers reserved parking permits for a fee. Contact the Parking and Transportation Office at 475-2074 for more information.

RECREATION/STUDENT LIFE CENTER

The Gordon Field House and Activities Center and pool is available to students and is a multi-faceted facility with racquetball courts, a weight room, multi-purpose courts, running track, etc.

Fall, Winter, & Spring Hours

Monday – Friday	6:00 a.m. until 10:45 p.m.
Saturday	8:00 a.m. until 10:45 p.m.
Sunday	10:00 a.m. until 10:45 p.m.

Summer Hours

Monday – Friday	6:00 a.m. until 9:00 p.m.
Saturday	10:00 a.m. until 5:00 p.m.
Sunday	1:00 p.m. until 9:00 p.m.

The swimming pool and ice rink (fee required) are open to students when they are not being used for scheduled classes or special events, provided the student has a currently validated ID card. Guest passes are available for the pool and the Student Life Center for \$5.00.

Pool schedules for the current quarter may be obtained through the Wellness Office, located in the upper level gymnasium or at 475-6762, the Facilities Hotline Number. For Public Ice Arena hours: call the Ice Arena at 475-2223. Also, there are a wide variety of men's, women's and coed Intramural leagues every quarter. Stop in the Wellness office to find your sport of interest and get your team signed up.

REGISTRAR'S OFFICE

Location

George Eastman Building (#1) main floor

Hours:

Monday - Thursday 8:30 a.m. until 5:00 p.m.
Friday 8:30 a.m. until 4:30 p.m.

During the Drop/Add period of fall, winter and spring quarters:

Monday – Thursday 8:30 a.m. until 6:00 p.m.
Friday 8:30 a.m. until 4:30 p.m.

Summer Hours:

Monday – Friday 8:30 a.m. until 4:30 p.m

SPECIAL SERVICES

TRiO Student Support Services is a federally funded program that is available to work with students who are first generation college, physically or learning disabled, or financially disadvantaged. Their support may include tutoring, counseling and advising, transportation, and many other services. If you feel you may be qualified, please contact their office at 475-2832. The Saunders College of Business coordinator is Kathy Estabrooks, located in Bldg. 12, Room A300. Her phone number is 475-6085.

WALLACE MEMORIAL LIBRARY

The library has a wealth of knowledge to offer Business students through remote terminal access. The circulating book collection in the area of Business and Economics is one of the largest in the library, totaling almost 150,000 books. The Business Reference Librarian, Jennifer Freer, will assist the student's doing searches. Also available is 'Real Time' Reference Help Online, simply log onto the <http://wally.rit.edu> and select the 'Real Time' Reference Help link.

A wide range of reference sources from specialized dictionaries and encyclopedias to compact handbooks and directories are available. Library guides, available in the reference section of the library, "walk" you through specific areas (e.g., Marketing, Retail, and financial ratios). Reference assistance in locating and using available resources is offered during most library hours. Students needing additional assistance may wish to consult with the Business Reference Librarian, Jennifer Freer at 475-7731 or by email at jlfwml@rit.edu.

Materials may be checked out with a currently validated ID card. Required readings are held at the reserve desk and may be borrowed by showing your valid ID card.

Photocopies of printed material can be made on the copying machines located on the first, second and third floors. Microfiche copies can be ordered at the Copy Center.

Please visit <http://library.rit.edu/libhours> for various library services hours (After Hours, Reference, etc.).

VIII. GRADUATE BUSINESS STUDENT FAQ (Frequently Asked Questions)

Q: What should I do if I am sick on a test day?

A: Telephone, or email your instructor and inform him/ her, or call the department office and leave a message. Instructors vary in their policies in such circumstances. It is your responsibility as a student to find out what you must do to demonstrate mastery of course material.

Q: What do I do if the class I want to take is closed?

A: The SCB faculty does not have the authority to add students into closed classes. If you need to register for a class that is closed, you **MUST** contact a graduate adviser to determine your options and continue to check the Student Information System during the add/drop period.

Q: May an instructor require class attendance and drop my grade if I miss?

A: Yes, having an attendance policy is up to the instructor. Many professors feel that just as regular attendance is important on the job, so is it important in the class.

Q: Does the professor have to return papers and exams to me? Must these materials be kept on file?

A: Policies vary by instructor and by course. Most professors will go over papers and exams either in class or during office hours with students who request it within a reasonable time period, but students who come looking for papers after weeks have gone by are apt to be disappointed.

Q: What should I do if I feel I am being treated in an inappropriate or unfair manner; such as sexual harassment, discrimination, or any other unprofessional treatment?

A: If you feel an instructor is acting improperly toward you, speak with the person so that he or she knows of your feelings. If the offensive behavior persists, consult the Chair of the faculty member's department.

Q: What should I do if I feel I was graded unfairly in a course?

A: First meet with your instructor to make sure you understand how your grade was calculated. An appeals procedure is available for students. A description of this procedure is available in the Office of the Dean of the Saunders College of Business in the Academic Standards Committee files, or you can contact an academic adviser to discuss your options.

Q: What is the purpose of faculty evaluations that students complete?

A: They are processed and returned to the instructor after 1-2 weeks. The instructor can then read your written comments and see a summary of your ratings. Department Chairs, the Dean, committees on promotion and tenure, and committees giving awards to outstanding teachers also use these data in decision making processes. A summary of the evaluations is available for students to review in the Students Services Office.

Q: What do I do if the only flight I can get home leaves before classes end?

A: Graduate classes are eleven weeks in duration. Students are responsible for making sure they can attend **ALL** scheduled classes. Booking a flight before the end of the quarter is not an acceptable excuse for missing a class. Returning to RIT after the first week of classes is **NOT** acceptable. Classes begin on the first day, not after the drop/ add period.

Q: What should I do if I see someone cheating on an exam?

A: We would expect you to speak with the professor in private and let him or her know that the grades on the exam may not accurately reflect each student's understanding of the material. (Please see RIT's Honor Code under Section I).

Q: What does the word "plagiarism" mean?

A: Plagiarism means taking someone else's work and passing it off as your own. This is a very serious offense and will be dealt with severely.

Q: What will happen if I cheat on an exam or if I plagiarize?

A: You will find a "Policy on Academic Dishonesty" in your Saunders College of Business Graduate Student Handbook. This kind of conduct will not be tolerated, and the penalties are severe. Don't risk having an offense of this sort on your record, or risk the possibility of expulsion from the university.

Q: Besides cheating on an exam, and plagiarism, what are some other examples of unethical academic conduct?

A: These are some other examples:

- Falsifying research data
- Not doing your share on a team project
- Monopolizing materials intended for use by a whole class
- Damaging library sources
- Not acknowledging research sources

Q: May I have someone else proofread my papers for grammatical errors?

A: Please do! In fact, the Academic Support Center has personnel who will help you in this regard.

Q: May I use a paper done in one course for another course?

A: Again, talk with your professor for the second course. It may be possible to take the first paper as a basis for the second, or to write on a related topic.

Q: Are there any reference books I can use for doing papers?

A: The Library has individuals to assist you in making sure your paper is properly sourced. There is also information on the library website, including online tutorials. We encourage all students to visit the following website: <http://wally.rit.edu/instruction/online.html>

APPENDIX A

ACADEMIC CONDUCT AND APPEALS PROCEDURES

A. INTRODUCTION

As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity. If either party violates these standards, an Academic Conduct Committee may be required to pass judgment. The committee may be called upon to hear cases in which a student believes that a faculty member has improperly evaluated work or has infringed upon the student's academic freedom; it may also be called upon to hear cases where any member of the academic community believes that a particular student has cheated, plagiarized, or performed any other act of academic dishonesty. In all cases, it is the responsibility of the committee to render fair and appropriate judgments reaffirming standards of integrity expected in the academic community.

B. ACADEMIC CONDUCT COMMITTEES

Each college or academic unit at RIT shall have an Academic Conduct Committee. An equal number of students and faculty shall serve on the committee. The number of members, term of service, and method of selection of the committee shall be determined by the members, faculty and students, of each college or academic unit. The committee shall establish its own rules and procedures consistent with the principles outlined in this document and subject to approval of the members, faculty and students, of the individual college or academic unit.

C. PROCEDURES FOR BRINGING CHARGES

1. Charges of Student Academic Misconduct:

a. Inasmuch as these charges will involve a specific course, the course instructor is responsible for assembling evidence and making an initial determination of appropriate action to be taken, up to and including failing the student in the course.

b. The instructor shall then meet informally with the student to discuss the action the faculty member deems appropriate to be taken in the matter.

c. If the student believes the faculty member's action is unjust, the faculty member will arrange to meet jointly with the student and with the faculty member's immediate supervisor.

d. If the matter cannot be resolved among the student, faculty member and supervisor, then the case and all relevant evidence will be sent to the Academic Conduct Committee for judgment.

e. The faculty member or the faculty member's immediate supervisor may also refer the case to the Academic Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course. In hearing the case, the Academic Conduct Committee can make recommendations to the dean of the college for further action including academic suspension or dismissal from the Institute; dismissal from the Institute can finally be implemented only with the concurrence of the Institute Appeals Board and the president of the Institute.

2. Charges of Faculty Academic Unfairness:

a. If a student believes a faculty member's treatment in a course has been unfair, it is the student's responsibility to meet with the faculty member to discuss the matter.

b. If the matter cannot be resolved, the student and the faculty member will meet with the faculty member's immediate supervisor in an attempt to settle the issue.

c. If the student remains unreconciled, the case may be submitted in writing, along with copies of all material relevant to the issue, to the Academic Conduct Committee for their judgment.

D. COMMITTEE HEARINGS

1. The Academic Conduct Committees will attempt to avoid a strict legal atmosphere at formal sessions, and professional lawyers will not be permitted to represent either student or faculty member before the committee. All parties involved must receive adequate written notice (minimum of two school days) of time, date and place for any hearings, a copy of the committee's procedures, and the specific allegations being made. Both student and faculty member have the right to present relevant evidence as well as to present, question, and cross-examine witnesses. Members of the committee may also question all parties and witnesses.

2. If the Academic 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 dean. If the committee finds in favor of the student, appropriate recommendations will be made to the dean of the college and the faculty member. No one, however, except the faculty member in question has the right to change a previously assigned grade. However, in the event the charge was cheating, plagiarism and 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 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.

E. APPEALS

The faculty member or the student may appeal the findings of the Academic Conduct Committee to the Academic Appeals Sub-Committee of the Institute Appeals Board (see Policy D18.0, section VI). The Academic Appeals Sub-Committee consists of five (5) members selected from the pools of members comprising the Institute Appeals Board. The Academic Appeals Sub-Committee's non-student members serve two (2) year terms. The student members serves one (1) year terms. The Academic Appeals Sub-Committee membership consists of two (2) faculty members, one (1) representative of the Provost's Office, and two (2) student representatives. Members may serve consecutive terms on the Academic Appeals Sub-Committee. The Chair of the Academic Appeals Sub-Committee will be selected by the Academic Appeals Sub-Committee from among its membership.

The Academic Appeals Sub-Committee will hear appeals, made to it by the faculty member or by the student, of the findings made by a College's Academic Conduct Committee. The desire and basis for the appeal must be submitted within five (5) school days following the mailing of the Academic Conduct Committee's findings. An appeal shall be limited to a review of the record of the initial hearing, the tape of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Bias of one or more of the Academic Conduct Committee members.
- To determine whether the decision-making process and/or hearing was conducted fairly in light of the charges and evidence presented.
- To determine whether the sanction(s) imposed was(were) appropriate for the violation committed
- To consider new evidence not brought out in the initial hearing and which would be sufficient for a reasonable person to alter the decision.

Appeals are normally conducted in private. At the request of either of the parties involved, and at the discretion of the Chair of the Academic Appeals Sub-Committee, the appeal may be open to other members of the

Institute community. Admission of any person to the appeal hearing will be at the discretion of the Chair of the Academic Appeals Sub-Committee. A decision concerning the appeal will be mailed to the faculty member, student, and Dean of the initiating College within fourteen (14) school days of the close of the hearing.

The Academic Appeals Sub-Committee may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Conduct Committee for either rehearing or a reconsideration of sanctions; or refer the case to the Dean of the initiating College with specific recommendations for resolving process errors.

The finding of the Academic Appeals Sub-Committee may be appealed by the faculty member or the student to the Provost. The desire and basis for the appeal must be submitted within five (5) school days following the mailing of the findings of the Academic Appeals Sub-Committee. In an appeal before the Provost, the Provost will make a decision based solely upon the written appeal and tape recordings associated with the hearings of the Academic Conduct Committee and the Institute's Academic Appeals Sub-Committee on the grounds set forth above. The decision of the Provost will be mailed to the faculty member, student, and Dean of the initiating College within fourteen (14) school days of the written appeal.

The Provost may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Conduct Committee for rehearing or for a reconsideration of sanctions; or refer the case to the Dean of the initiating College with specific recommendations for resolving process errors. The decision rendered by the Provost is final.

Approved 1975

Last revised January 16, 1997

Rochester Institute of Technology

Graduate Business Programs

BBUB MBA, Concentration:

Last Name:
First Name:
UID:

Address:
Home Telephone:

Address2:
Business Telephone:

City:
State:
Zip:
Country:

Citizenship:
Employer:
Email:

Quarter Accepted:
Quarter Enrolled:
Admission Status:

PT/FT:
TOEFL:
GMAT (V, Q, E, TOT): / / /

Undergraduate School:
Degree:
Year:

Undergraduate Major:
GPA:

Graduate Math Review				Grade	Quarter
Algebra Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Statistics Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____

Common Body of Knowledge Courses	Grade	Quarter
0101-703 Accounting for Decision Makers	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0102-740 Organizational Behavior & Leadership	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0103-705 Economics for Managers	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0104-721 Financial Analysis for Managers	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0105-761 Marketing Concepts	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0106-743 Operations and Supply Chain Management	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0106-782 Statistical Analysis for Decision Making	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0102-735 Strategic Management of Technological Innovation	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
0102-759 Competitive Strategy (Capstone Course)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Concentration Courses	Grade	Quarter
_____	_____	_____
_____	_____	_____
_____	_____	_____

Second Concentration or Free Elective	Grade	Quarter
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Co-op:	Quarter: <input style="width: 50px;" type="text"/>	Grade: <input style="width: 50px;" type="text"/>	Certified <input style="width: 50px;" type="text"/>
	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Suspended <input style="width: 50px;" type="text"/>

Rochester Institute of Technology

Graduate Business Programs

BBUC MBA-Accounting

Last Name: **First Name:** **UID:**
Address: **Home Telephone:**
Address2: **Business Telephone:**
City: **State:** **Zip:** **Country:**
Citizenship: **Employer:** **Email:**

Quarter Accepted: **Quarter Enrolled:** **Admission Status:**
PT/FT: **TOEFL:** **GMAT (V, Q, E, TOT):** / / /
Undergraduate School: **Degree:** **Year:**
Undergraduate Major: **GPA:**

Graduate Math Review				Grade	Quarter
Algebra Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Statistics Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____

Common Body of Knowledge Courses	Grade	Quarter
0101-703 Accounting for Decision Makers	<input type="text"/>	<input type="text"/>
0102-740 Organizational Behavior & Leadership	<input type="text"/>	<input type="text"/>
0103-705 Economics for Managers	<input type="text"/>	<input type="text"/>
0104-721 Financial Analysis for Managers	<input type="text"/>	<input type="text"/>
0105-761 Marketing Concepts	<input type="text"/>	<input type="text"/>
0106-743 Operations and Supply Chain Management	<input type="text"/>	<input type="text"/>
0106-782 Statistical Analysis for Decision Making	<input type="text"/>	<input type="text"/>
0102-735 Strategic Management of Technological Innovation	<input type="text"/>	<input type="text"/>
0102-759 Competitive Strategy (Capstone Course)	<input type="text"/>	<input type="text"/>

Concentration Courses	Grade	Quarter
0101-704 Corporate Financial Reporting I	_____	_____
0101-705 Corporate Financial Reporting II	_____	_____
0101-706 Cost Management	_____	_____
0101-707 Advanced Accounting	_____	_____
0101-708 Auditing	_____	_____
0101-709 Basic Taxation	_____	_____
0101-710 Advanced Taxation	_____	_____
0101-722 Advanced Cost Management	_____	_____
0101-738 Information Systems Auditing and Assurance Services	_____	_____
0101-795 Financial Accounting Theory and Research	_____	_____
_____ Accounting Information Systems	_____	_____
_____ Accounting Elective	_____	_____
0110-730 Business Legal Concepts	_____	_____
0110-731 Commercial Law	_____	_____
0112-760 Integrated Business Systems	_____	_____
_____ Finance Elective	_____	_____
_____ Non-accounting professional elective	_____	_____

Rochester Institute of Technology

Graduate Business Programs

BBUD MS-Finance

Last Name: **First Name:** **UID:**
Address: **Home Telephone:**
Address2: **Business Telephone:**
City: **State:** **Zip:** **Country:**
Citizenship: **Employer:** **Email:**

Quarter Accepted: **Quarter Enrolled:** **Admission Status:**
PT/FT: **TOEFL:** **GMAT (V, Q, E, TOT):** / / /
Undergraduate School: **Degree:** **Year:**
Undergraduate Major: **GPA:**

Graduate Math Review				Grade	Quarter
Algebra Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Statistics Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____

Finance: Required Courses	Grade	Quarter
0104-721 Financial Analysis for Managers	_____	_____
0104-722 Financial Management II	_____	_____
0104-725 Securities and Investment Analysis	_____	_____
0104-740 Options & Futures	_____	_____
0104-742 Finance Modeling & Analysis	_____	_____
0104-760 Finance for Global Business	_____	_____

Finance Elective	Grade	Quarter
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Breadth Courses		Grade	Quarter
0101-703 Accounting for Decision Makers		_____	_____
0106-782 Statistical Analysis for Decision Making		_____	_____
0103-705 Economics for Managers		_____	_____
_____		_____	_____
_____		_____	_____

Comprehensive Field Exam

Pass/Fail	Date		
_____	_____		
_____	_____		

Co-op: **Quarter:** **Grade:** **Certified:**
 Suspended:

Rochester Institute of Technology

Graduate Business Programs

BBUL MS-Management

Last Name: **First Name:** **UID:**
Address: **Home Telephone:**
Address2: **Business Telephone:**
City: **State:** **Zip:** **Country:**
Citizenship: **Employer:** **Email:**

Quarter Accepted: **Quarter Enrolled:** **Admission Status:**
PT/FT: **TOEFL:** **GMAT (V, Q, E, TOT):** / / /
Undergraduate School: **Degree:** **Year:**
Undergraduate Major: **GPA:**

Graduate Math Review				Grade	Quarter
Algebra Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Statistics Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____

Major Field of Study	Grade	Quarter
0113-710 Global Business Environment	_____	_____
0113-780 Global Issues & Strategy	_____	_____
_____	_____	_____
_____	_____	_____

Breadth Courses	Grade	Quarter
_____	_____	_____
_____	_____	_____
_____	_____	_____

Research Tools	Grade	Quarter
0106-782 Statistical Analysis for Decision Making	_____	_____
0105-771 Marketing Research Methods*	_____	_____

Thesis/Practicum (8 Credit Hours)	Grade	Quarter
_____	_____	_____
_____	_____	_____

Co-op: **Quarter:** **Grade:** **Certified**
 Suspended

Rochester Institute of Technology

Graduate Business Programs

BBUR MS-Innovation Management

Last Name: **First Name:** **UID:**
Address: **Home Telephone:**
Address2: **Business Telephone:**
City: **State:** **Zip:** **Country:**
Citizenship: **Employer:** **Email:**

Quarter Accepted: **Quarter Enrolled:** **Admission Status:**
PT/FT: **TOEFL:** **GMAT (V, Q, E, TOT):** / / /
Undergraduate School: **Degree:** **Year:**
Undergraduate Major: **GPA:**

Business Required Core	Grade	Quarter
0101-703 Accounting for Decision Makers	<input type="text"/>	<input type="text"/>
0102-740 Organizational Behavior & Leadership	<input type="text"/>	<input type="text"/>
0102-742 Technology Management	<input type="text"/>	<input type="text"/>
0105-761 Marketing Concepts	<input type="text"/>	<input type="text"/>
0106-744 Project Management	<input type="text"/>	<input type="text"/>
0102-795 Innovation Management Capstone	<input type="text"/>	<input type="text"/>

Innovation Courses	Grade	Quarter
_____	_____	_____
_____	_____	_____

* 2 from the following: 0105-778, 0102-720, 0102-761

Technology Specialization: _____	Grade	Quarter
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Bioinformatics, Game Programming, Game Design, Software Project Management, System Security

Co-op: **Quarter:** **Grade:** **Certified**
 Suspended

Rochester Institute of Technology

Graduate Business Programs

Non-Matriculated

Last Name:
First Name:
UID:

Address:
Home Telephone:

Address2:
Business Telephone:

City:
State:
Zip:
Country:

Citizenship:
Employer:
Email:

Quarter Accepted:
Quarter Enrolled:
Admission Status:

PT/FT:
TOEFL:
GMAT (V, Q, E, TOT): / / /

Undergraduate School:
Degree:
Year:

Undergraduate Major:
GPA:

Graduate Math Review				Grade	Quarter
Algebra Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Statistics Portion:	Passed: <input type="checkbox"/>	Required: <input type="checkbox"/>	Recommended: <input type="checkbox"/>	_____	_____
Projected GMAT Date: _____					

Course:

Title	Grade	Quarter	Cum GPA	Approved

Comments:

APPENDIX C
E. PHILIP SAUNDERS COLLEGE OF BUSINESS
GRADUATE
CO-OP REGISTRATION FORM

PLEASE PRINT!!!

QTRS. YOU WILL CO-OP _____

Student Name _____
(Last) (First)

MBA Concentration _____ Program Code _____ Soc. Sec.# _____

Mailing Address Street _____

While on Co-op

City/State _____ Zip _____

E-mail: _____

Phone: Day() _____ Evening() _____

CO-OP EMPLOYER

Employer's Product/Service _____

Address of Employer: Street _____

City/State _____ Zip _____

Supervisor or Person to
Contact at Place of Employment _____

Contact's Title _____ Phone() _____

Co-op Job Title _____

Job Duties _____

Dates of Employment _____ to _____ Work Hours per Week _____

Salary _____ per hour _____ per week _____ per month _____

How did you hear about this position? _____

NOTE: All co-op registration forms MUST be approved by the Graduate Programs Office.

1. Student Signature _____ Date _____

2. Faculty Signature _____ Date _____

NOTE: Students with an F or J visa MUST have written authorization from an RIT Foreign Student Advisor to work in the United States.

Please Note:

- Should you fail to register according to the date as noted, you may risk losing co-op credit.
- It is your responsibility to drop courses you are registered for.
- **Incomplete grades are assigned until a satisfactory report is completed. (After two quarters, the Incomplete grades become permanent Fails.)**

DEADLINE FOR REGISTRATION

Last Day of Add/Drop Each Quarter

APPENDIX E

Graduate Assistantship (GA) Policies, Rules and Responsibilities

Please read over the following information and sign below to indicate that you have read the information and agree to adhere to the policies, rules and responsibilities.

General

1. In compliance with revised Institute policy, all Saunders College of Business Graduate Assistantships (GA) have been converted to Graduate Student Worker (GSW) positions. All GSW positions will be paid on an hourly basis. Stipend based payroll no longer exists.
2. All GSW positions are made at the time of acceptance into the MBA or MS Programs. These awards are non-negotiable.
3. GSWs must contact the faculty or administrative staff member to which they have been assigned within two days of being notified of their assignment to discuss schedule and work.
4. GSW awards are granted only to graduate students with outstanding academic records. Therefore, the nature of tasks assigned to a GSW should be commensurate with his or her background and degree program. If a GSW feels that this is not happening, it is his or her responsibility to discuss the nature of the work assigned with their faculty or administrative staff member. The student must also notify the Sr. Associate Director.

Eligibility

5. GSWs are required to maintain a 3.0 GPA throughout their program.
6. Students on co-op assignments are not eligible for a GSW position. Merit scholarships may be available for part-time study and should be discussed with the Sr. Associate Director.
7. GSW positions are awarded for a maximum number of quarters based on the program of study as indicated below:

MBA	Six academic quarters
MBA – Accounting	Seven academic quarters
MS programs	Four academic quarters

Position Details

8. GSWs are typically required to work 8 or 12 hours per week depending upon the level of the award as indicated in their offer letter. GSWs may be required to support more than one individual depending on the number of faculty and administrators requiring assistance.
9. GSWs must be available to complete their weekly work assignment within the Saunders College of Business' standard working hours:

Monday – Thursday	8:00am – 6:00pm
Friday	8:00am – 4:30pm

When necessary, however, work may be performed between the hours of 8am-10pm. GSWs cannot work between 10:01pm – 7:59am and are not expected to work on weekends.

Time Keeping

10. GSWs are required to use the KRONOS time clock system to record time. Please refer to the document "Recording Time Worked" for more information.
11. GSWs are expected to work for the full 11 week quarter.

Expectations

12. GSWs may be exposed to a large volume of confidential information from many sources (written, verbal and computer generated). The student is required to maintain the confidentiality of any information to which they may be exposed. Failure to maintain confidentiality may mean immediate loss of the assistantship and the associated scholarship. A signed Confidentiality Statement is required.

13. If the work load assigned to a GSW is consistently more or less than the number of hours required of the GSW, it is the responsibility of the GSW to discuss the matter with his or her faculty or administrative staff member to reach resolution. The student must also notify the Sr. Associate Director.
14. A Graduate Student Worker will be terminated if one or more of the following occurs:
- The GSW breaches confidentiality
 - The GSW fails to work the number of hours required for his/her level of award
 - The GSW fails to accurately record their hours worked
 - The GSW fails to perform the quality of work expected
 - The GSW fails to maintain a GPA of 3.0 in their program
 - The GSW is found to have engaged in academic dishonesty
 - The GSW fails to make normal academic progress towards completion of their degree program
 - The GSW is unable to schedule their work assignment during normal SCB work hours

I have read and agree to abide by the above stated policies and information. I understand that failure to comply with the above stated information could at any time result in a dismissal and loss of all graduate assistant and scholarship awards.

Name Printed _____

University ID# _____

Signature _____

Date _____

APPENDIX F

Classroom Etiquette *

RIT's College of Business is committed to supporting a classroom environment that is conducive to enhancing the learning experience. Attention to basic classroom etiquette will add value to the class experience by creating an environment where respect for learning is practiced.

Students are expected to demonstrate classroom etiquette by adherence to the following:

- **Attendance**: Students are expected to attend every class throughout the term. When unable to attend, it is expected that the student will contact the professor as soon as possible preferably before the class to be missed.

It is especially important for students to attend the first class session where important information regarding course requirements and faculty expectations are discussed. Students who add a class after the first class session are expected to contact the faculty member as soon as they have been added into the class and not wait until the second class session to get a copy of the course syllabus.

The Add/Drop period is not to be considered by students as an extended quarter break!

- **Punctuality**: Students are expected to arrive for class on time so that the professor may start and end the class according to schedule. Students who arrive late for class create a disruption and show a lack of respect for the professor and their fellow students.
- **Exiting and Entering**: Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to an unavoidable circumstance, the student should inform the professor before class.
- **Disruptive Behavior**: Students should demonstrate respect for the professor and fellow students during the class period. Students should, therefore, refrain from distracting behavior such as disruptive eating, using laptops to surf the Web or check e-mail and holding side conversations.
- **Respect the Facilities**: Students are expected to help maintain the appearance of the classroom. After class students should discard all trash and return their chairs to their proper location.
- **Electronic Devices & Cell Phones**: Out of respect for the instructor and fellow students, all electronic devices and cell phones should be turned off or onto vibrate during all class sessions.

* "Classroom Etiquette" has been adopted from the Kellogg School Policies and Procedures. (www.kellogg.nwu.edu/stu_aff/policies/etiquette.htm)

This handbook does not constitute a contract between the Institute and its students on either a collective or an individual basis. It represents RIT's best academic, social, and financial planning at the time of publication. Course and curriculum changes, plus unforeseen changes in other aspects of RIT life sometimes occur after the handbook has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, Rochester Institute of Technology does not assume a contractual obligation with its students for the contents of this Graduate Handbook.