

R·I·T

E. Philip Saunders
College of Business



Undergraduate Student
Handbook 2009-2010

TABLE OF CONTENT

MISSION STATEMENT	4
ACCREDITATION	4
PHONE DIRECTORY	5
STUDENT CLUBS	7
STUDENT COMMUNICATION FOLDERS	8
OTHER METHODS OF COMMUNICATION	8
ELECTRONIC COMMUNICATIONS	8
MAILING ADDRESS	8
ACADEMIC ADVISING	9
ACADEMIC DISHONESTY	10
COMMON QUESTIONS REGARDING ACADEMIC DISHONESTY	10
ATTENDANCE POLICIES AND RESPONSIBILITIES	11
CANCELLATION OF CLASSES	11
CHANGE OF PROGRAM	12
COMPUTER ACCOUNTS	12
COMPUTER CODE OF CONDUCT	12
CONFIDENTIALITY OF RECORDS	14
COOPERATIVE EDUCATION	14
DEAN'S LIST	15
EXPULSION OF STUDENTS FROM CLASS	16
FACULTY EXPECTATIONS OF STUDENTS	16
GRADES	17
GPA RECALCULATION	20
GRADUATION/RESIDENCY REQUIREMENTS	20
INDEPENDENT STUDY PROJECTS	21
LEAVE OF ABSENCE	22
PHYSICAL EDUCATION AT RIT	22
READMISSION	23
REGISTRATION	23
SCHOLARSHIPS	24
BETA GAMMA SIGMA	25
STUDENT COMPLAINT PROCESS	25
SUSPENSION AND PROBATION POLICY	25
TRANSFERRING COURSES	27
TRANSFERRING TO OTHER UNIVERSITIES	27
WITHDRAWING FROM THE INSTITUTE	27
WRITING COMPETENCY POLICY	28
ACADEMIC ACCOMMODATIONS	28
ACADEMIC SUPPORT CENTER	28

CHILD CARE	29
COMPUTER RESOURCES	29
COMPUTING FACILITIES	29
COPY MACHINES	29
COUNSELING CENTER	29
EDUCATIONAL TECHNOLOGY CENTER	29
ENGLISH LANGUAGE CENTER	30
ESCORT SERVICE AND EMERGENCIES	30
FAX MACHINES	30
FINANCIAL AID AND SCHOLARSHIPS	30
FOOD SERVICES	30
HEALTH SERVICES	31
INTERNATIONAL STUDENT OFFICE	31
PARKING AND AUTO REGISTRATION	31
RECREATION/STUDENT LIFE CENTER	32
REGISTRAR'S OFFICE	32
STUDENT FINANCIAL SERVICES	32
WALLACE MEMORIAL LIBRARY	32
SUMMARY	33

MISSION STATEMENT for the E. Philip Saunders College Of Business

Adopted by the Faculty of the Saunders College of Business, April 2007

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.

ACCREDITATION



Rochester Institute of Technology 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, the premier accrediting organization for schools of business. AACSB accreditation affirms the position of RIT's Saunders College among the nation's top business schools. Of the approximately 1,657 colleges and universities in the United States that offer undergraduate and graduate business degrees, 568 are AACSB International accredited.

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 qualified faculty.
- Produce graduates who have achieved specific learning goals.

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

The Saunders College of Business Directory is available at:
<http://saunders.rit.edu/directory/facstaff.php>

OTHER COMMONLY CALLED NUMBERS AT RIT

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

<u>Place</u>	<u>Voice</u>	<u>TTY</u>	<u>V/TTY</u>
Academic Support Center (Tutoring & Workshops)	x	x	5-6682
Barnes & Noble @ RIT (textbooks)	5-6766	x	x
Center for Campus Ministry	x	x	5-2135
Cooperative Education & Career Services	5-2301	5-6905	x
Counseling Center (Personal & Career)	5-2261	5-6897	x
Emergency Medical Unit	x	x	5-3333
Financial Aid	5-2186	5-6909	x
Higher Education Opportunity Program	x	x	5-2221
HUB Print & Postal Services	5-2117	x	x
Information & Technology Services (ITS Help Desk)	5-4357	5-2810	x
International Student Services	x	x	5-6943
Liberal Arts Advising	5-2444	x	x
Library	5-2562	x	5-2563
North Star Center	x	54704	x
Office of Part-time & Graduate Enrollment	x	x	5-5229
Orientation	x	x	5-7033
Public Safety	5-2853	5-6654	x
Registrar	5-2821	x	x
Housing Operations (aka Residence Life)	5-2572	5-2213	x
Student Employment	5-2631	5-2837	x
Student Financial Services	5-6186	x	5-2080
Student Health Center	x	5-5515	5-2255
TRiO	5-2832	x	X
Veterans Affairs	5-6641	x	x

BUSINESS PROGRAMS

The E. Philip Saunders College of Business offers 8 majors along with an Undeclared option available to students during their first two years of undergraduate study. The majors are:

Accounting
Finance
International Business
Management
Management Information Systems
Marketing
New Media Marketing

RIT undergraduate students may select a business minor as part of their educational plan. There are 8 minor areas from which a student can choose and each can be completed in just five courses. Each minor has elective flexibility so that a student may individualize the minor to their interests and needs. Minors are available in

Accounting,
Business Administration*
Entrepreneurship
Finance
International Business
Management
Management Information Systems
Marketing

*The Business Administration minor is not available to Saunders College of Business majors.

The College also offers a 4+1 program for students wishing to pursue a MBA degree. Students interested in this option are encouraged to meet with the graduate academic adviser, Ms. Sonya O'Neil for details.

STUDENT CLUBS

The following clubs, associated with the Saunders College of Business, play an active role in providing special events and sponsoring speakers, are open to all students, faculty, and alumni. The clubs meet regularly throughout the academic year, enabling students to get together with one another and the faculty. Notices of upcoming meetings and events are posted as the background on the computers in the SCB computer labs. Notices are also posted on the club bulletin boards located above the undergraduate communication folders outside the Student Services Office.

Dean's Student Advisory Council

Contact Person: David Koster, SCB Student Senator, (dbk4253@rit.edu)

Educational Society for Resource Management (APICS)

Adviser: Dr. Jack Cook, (jackcook@hotmail.com)

Financial Management Association

Adviser: Dr. Patricia Wollan (pwollan@saunders.rit.edu)

Graduate Management Association

Adviser: Ms. Sonya O'Neil (soneil@saunders.rit.edu)

International Business Group

Adviser: Dr. Zhi Tang (ztang@saunders.rit.edu)

Lowenthal Group

Adviser: Mr. Peter Rosenthal (prosenthal@saunders.rit.edu)

Management Information Systems Student Team

Adviser: Dr. James Baroody (jbaroody@saunders.rit.edu)

Next Generation of Accountants

Adviser: Ms. Roberta Klein, (rklein@saunders.rit.edu)

Society of African-American Business Students

Adviser: Dr. Delmonize Smith (dsmith@saunders.rit.edu)

Student Government Senator

Senator: David Koster, (sgscob@rit.edu)

Student Alumni Club

Contacts: Ms. Donna Slavin, (dslavin@saunders.rit.edu)

Student Marketing Association

Advisers: Ms. Laurie Dwyer (ldwyer@saunders.rit.edu)

STUDENT COMMUNICATION FOLDERS

Every Saunders College of Business student has an individual communication folder (“mailbox”). Undergraduate student folders are located in the lobby outside the Student Services Office in the lower level of Building #12. Important announcements, registration materials, financial aid information, or messages will be conveyed to you through the communication folder. You should check it on a weekly basis at a minimum.

The folders are color coded according to major for easy identification. The colors are:

Accounting	Yellow
Finance	Aqua
Management	Green
Marketing	Violet
New Media Marketing	Violet
International Business	Pink
Management Information Systems	Grey
Undeclared	Black
Evening Division	Blue
Graduate Students	Red

OTHER METHODS OF COMMUNICATION

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. In order for your name to appear on class lists generated through MyCourses, you first need to activate your RIT computer account. Faculty members frequently email students through MyCourses.

MAILING ADDRESS

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

ACADEMIC ADVISING

The Saunders College of Business is committed to providing advising services throughout a student's academic program. In the Student Services office, all students are assured administrative support to effectively deal with registration, records and scheduling. In addition, the administrative staff is prepared to provide students with information about other support areas within RIT such as career and personal counseling. Students are also assigned an individual faculty adviser in their major area of study once the major is declared. Faculty advisers are an integral part of the student's advising network. They are available for questions concerning cooperative education assessment and placement advising, as well as courses and scheduling.

Academic Adviser

The Student Services Office, located on the lower level of the Max Lowenthal Building (#12), is the focal point of any business student's academic life. Advising is done by program/major and each student is assigned to an adviser who is knowledgeable in his or her program/major. This staff adviser is trained to provide course selection, scheduling, records, and program advisement. Your staff adviser also handles questions regarding academic policies or degree requirements. The quarterly walk-in advising schedule is available on-line at http://saunders.rit.edu/students/student_services.php.

It is each student's responsibility to seek out advising and to take an active role in monitoring his/her actual progress toward the degree. Students should keep and update a copy of their program worksheet. A copy of your worksheet is available from the Student Services office.

Faculty Adviser

Once a student has selected a major they will also be assigned a faculty adviser in their chosen field of study. These advisers provide expert advice on appropriate professional electives and career planning. Your faculty adviser is an integral part of the cooperative education process, as he/she will approve the job you choose to ensure it will be appropriate for your major. If, for any reason, you are not assigned a faculty adviser or want to change your faculty adviser, please contact the Student Services Office.

Co-op Adviser

The Co-op and Career Services Office has counselors assigned to the Saunders College of Business who work closely with the students to assist them in securing appropriate co-op positions as well as full-time employment upon graduation. Please refer to the Cooperative Education section for more details.

ACADEMIC DISHONESTY¹

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, the student may be given a failing grade for that piece of work or for the course, depending on the severity of the misconduct.

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

COMMON QUESTIONS REGARDING ACADEMIC DISHONESTY

Q. What does the word "Plagiarism" mean?

Answer: Plagiarism means taking someone else's work and using it as your own. This is a very serious offense and will be dealt with severely. **DO NOT DO THIS!** When referencing another's work, you must use the appropriate citations. Remember you must give credit to the source for their work, otherwise you imply that another's work is your own.

Q. What are some other examples of unethical academic conduct?

Answer:

1. Falsifying research data
2. Damaging library sources
3. Not acknowledging research sources
4. Monopolizing materials intended for use by a whole class
5. Not doing your share on a team project.

Q. What should I do if I see another student cheating on an exam?

Answer: We do not have an honor rule that demands you turn in the student who cheats; however, we would expect you to speak with the instructor, in private, and let him/her know that the grades on the exam might not accurately reflect everyone's understanding of the material. RIT does have an Honor Code which can be referenced at:

<http://www.rit.edu/studentaffairs/studentconduct/RITHonorCode1.htm> .

¹ RIT Institute Policies and Procedures Manual, D8.0

ATTENDANCE POLICIES AND RESPONSIBILITIES²

1. Faculty members are not required to maintain formal attendance records of students in their classes. As cases of serious absences become known, the student's adviser or department head should be notified.

In those sponsored programs, which require class attendance of students, it is the student's responsibility to request weekly verification of attendance. In such programs, the faculty is expected to honor such requests.

2. Each faculty member is required to check and to correct class lists every quarter as directed by the registrar.
3. Each adviser or department head should conduct an exit interview with withdrawing students. For the student's benefit, the adviser or department head should make certain that the student has completed all official withdrawal procedures. Non-attendance does not constitute an official withdrawal and may result in a failing grade.
4. Student Health Center will notify the department or school concerned when it is known that a student will be absent for several days, or an extended period, because of illness.
5. It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.
6. Absences, for whatever reason, do not relieve students of their responsibility for fulfilling normal requirements of any course. In particular, it is the student's responsibility to make individual arrangements in advance of missing class due to personal obligations, such as religious holidays, job interviews, athletic contests, etc., in order that he or she may meet his or her obligations without penalty for missing class.
7. A student is not required to file excuses for absences unless expected to do so by the instructor.

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 usually made later in the day. Students may telephone the instructor's office or call the department secretary for information regarding class cancellations. An emergency closing message will be recorded on 475-7075 v, 475-7076 TTY and on 475-2411 RIT's main number.

² RIT Institute Policies and Procedures Manual, D4.0, A

CHANGE OF PROGRAM

It is possible to change from one degree program to another within RIT. The specific academic criteria for program changes vary by department and year level.

The Saunders College of Business views a change of academic program as a change in career choice. Therefore, all business students desiring to change from one business major to another, or from a business program to a program in another academic field, are strongly encouraged to see a career counselor in the Counseling and Career Development Center at RIT prior to making a final decision.

If you have decided to change your program, you may wish to see an adviser in the Student Services Office. In all cases, a specific Change of Program Form must be filled out to initiate a review of your academic performance by your prospective department. Changing programs will always place the student into the curriculum and policies in effect at the time the change is initiated. This may result in a change of credit even for those changing within the Saunders College of Business.

A change of program should be filed prior to the eighth week of the quarter preceding the change.

COMPUTER ACCOUNTS

All students are assigned a computer account to access the RIT computer system. Students need to apply for their account through user services located in Building 7B (Frank E. Gannett), Room 1113 or by calling 475-4357. Students can also receive a RIT Computer account to use for Internet applications.

All Business students and students taking a Business course are eligible for an account to use the IBM PC Lab. A sample of the types of services available to students can be found in Section VI of this book.

COMPUTER CODE OF CONDUCT³

Introduction

Computer abuse is expensive and can have far-reaching negative consequences - disrupting the educational process through intentional deletion of another's course assignment; dampening the creative process through theft of intellectual property; violating an individual's privacy; or infringing on copyright.

Because computer use can affect all disciplines, the Rochester Institute of Technology's Policy Council approved the *Code of Conduct for Computer Use* on April 6, 1988. Information and Technology Services (ITS) has made slight modifications to that Code specifically for its computing facilities and systems on May 6, 1988. This document should be useful to students,

³ <http://www.rit.edu/~750www/publications/policies/code-of-conduct-its.pdf>

faculty and staff looking for guidelines in their use of computers. Addendum 1 lists the ITS Systems Administrator responsible for defining ITS' computing environment and enforcing its policies. Addendum 2 contains statements of philosophy and analogies, which also may be helpful to you.

Computing Environment

A variety of computing resources are available at RIT ranging from application-specific microcomputers to central multi-user systems. Users agree to comply with this code and procedures defined by ITS administrators of the computing resources. Consistent with the Institute code, ITS develops and publishes specific guidelines for computer use, file and software access philosophies for its systems and facilities. ITS announces guidelines and policies in the ITS Newsletter, both in printed form and on-line in OpenVMS Notes, in systems messages, in Open VMS NEWS, and in other publications and postings.

The ITS Systems Administrator is the person responsible for publishing and enforcing rules of conduct for all of ITS' computing systems and facilities. Functions such as deleting files, and reviewing accounts to ensure effective use of and access to computing resources, and to enforce ITS' computer use rules are sometimes required.

You should disclose to appropriate authorities misuses of computing resources or potential loopholes in computer systems' security, and cooperate with systems administrators in their operation of computer systems and investigation of abuse.

Rules of Conduct

Rules of computer conduct include, but are not limited to, the list below. Interpretation of the rules of conduct, and issues regarding ownership of developed works and copyrights of commercial products should be directed to the ITS Systems Administrator.

Those who abuse the privilege of using RIT's computing resources may lose computing privileges, be suspended or permanently dismissed, or be subject to criminal prosecution. The rules of conduct for computer use are:

1. You may not use others' programs or parts thereof without proper acknowledgment. This is plagiarism and must be avoided. If you copy programs, e.g., subroutines from a textbook or another individual, you must credit the source just as you would for a research paper.
2. You must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate U.S. copyright or patent laws concerning computer software, documentation, and other tangible assets. Unless otherwise indicated by the author, you should assume that any software you did not create is copyrighted.
3. You must not present false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may use an account only for the purposes for which you applied and not for others such as advertising for a commercial organization or running a business.
4. You should not reveal your password to anyone including faculty or staff, nor should you let another person use your account unless allowed by the systems administrator for a

specific purpose. All users who maintain computer accounts on multiple operating systems at RIT (MVS, VM, VMS, Unix) must select different passwords for each of these systems environments.

5. You may not change, copy, delete, read, or otherwise access files or software without permission of the owner for user files or systems administrator for systems files. In general, if it is not yours, do not touch it.

CONFIDENTIALITY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment), RIT students have the right to inspect, review, and challenge the accuracy of official educational records. The parents (or guardians) of a dependent student have the same rights.

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 (transcript) or non-public information from students records will be released to anyone without the student's written consent. If an employer, for example, requests a transcript, the student will need to request, in writing, that it be released to that person.

Directory information may be released by RIT at any time to persons or agencies deemed to have a legitimate interest. "Directory Information" includes the following:

A student's name, local and home address, local telephone number, place of birth, dates of attendance at RIT, degrees and awards received.

COOPERATIVE EDUCATION

The Cooperative Education program gives college students practical experience in their career fields through periods of paid employment at appropriate times during their programs of study. The result is an integration of classroom study and practical experience, which enhances student's academic knowledge, personal development, and professional preparation. You are encouraged to visit Cooperative Education Counselors on-site at the Saunders College of Business.

The co-op and placement process also provides experience in job hunting strategies, which will be useful in finding full-time employment after graduation. The Cooperative Education and Career Services Office offers workshops on resume writing, interviewing, and other skills designed to help students locate good co-op jobs. Students should prepare for co-op by attending these workshops and visiting the Cooperative Education and Career Services Office sometime during their second year.

All Saunders College of Business students are required to complete a minimum of two quarters of cooperative work experience. These experiences should be after the first quarter of their junior

year and prior to the final quarter of classes of their senior year. *Note:* Part-time students who are working full-time may be eligible for a co-op waiver. Information regarding co-op waiver may be obtained from the Student Services Office.

The cooperative education requirement includes not only the work experience, but also a written report and evaluation of the experience by the student. The employer will be requested to complete an evaluation rating the student's performance for the co-op assignment.

When a student is ready to co-op, *his/her faculty adviser must approve the co-op position*. This approval is necessary to verify that the work experience is appropriate to the student's major and future career goals. Once the co-op job has been approved, students must then *complete the SCB co-op registration form by the appropriate deadline in order to receive credit for their work experience and submit it to the Student Services Office as well as register with the Co-op & Career Services Office through JobZone*. International students need to arrange to have a new I-20 made by a Foreign Student Adviser, allowing the student to co-op **before** beginning work. Registration forms are available in the Student Services office or on-line at http://saunders.rit.edu/real-learning/ugrad_co-op.php .

At the completion of the co-op work block(s), an Incomplete grade is assigned until the student submits a report about their co-op experience. (See "Incomplete Grade" information in this handbook for more information.) The report is submitted to the Student Services Office and then sent to their faculty adviser for approval. Once the report has been reviewed and approved the Incomplete grade will be changed to Satisfactory. Report guidelines are available at http://saunders.rit.edu/real-learning/ugrad_co-op.php .

DEAN'S LIST

Matriculated full-time undergraduate students are eligible for the Dean's list each quarter if their program GPA is at least equal to a 3.40. Grades of "F", "E", "D" or "Incomplete" for any of the quarter's courses, including physical education, would disallow eligibility. Also, the student cannot be on probation in their principal field of study and be eligible for the Dean's list.

Matriculated part-time undergraduate students may qualify for the Dean's list in the spring quarter of each year. To qualify, they must have at least 18 hours earned in the preceding three quarters (24 hours earned if summer is included) with a program cumulative GPA of at least 3.40. In both cases, no grades of "F", "E", "D", or "Incomplete" are allowed in any of the courses including Physical Education, and the student cannot be on probation in their principal field of study.

EXPULSION OF STUDENTS FROM CLASS⁴

An instructor may expel a student from class for not more than one class session. If the instructor wishes to exclude the student for a longer period, a recommendation must be made in writing to the Assistant Dean of Student Services. The written recommendation must include all supporting information. Appeal of a sustained expulsion for longer than one class session can be made by the student to the dean of the college in which the course is offered and/or the Academic Conduct Committee of the college, with a final appeal available to the Institute Appeals Board.

FACULTY EXPECTATIONS OF STUDENTS

(Or, QUESTIONS STUDENTS ASK)

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

Answer: Telephone your instructor's office 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. May an instructor require class attendance and "dock" my grade if I miss class?

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

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

Answer: No. Policies vary by instructor and by course. Most professors will go over these materials in class or during office hours with students who request it within a reasonable time period, but students who want papers returned after weeks have gone by are apt to be disappointed.

Q. What should I do if I feel I am being subjected to sexual harassment (i.e., as instructor suggesting I will receive a better grade if I date him/her)?

Answer: If you feel an instructor is acting improperly toward you, speak with the person so that he/she will be aware of your feelings. If the offensive behavior persists, you may consult the Institute Policy on Sexual Harassment. This is available in the Office of the Dean of the College of Business in the Academic Standards Committee file.

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

⁴ RIT Institute Policies and Procedures Manual, D4.0, B

Answer: First, you should approach your professor and if that action proves unsuccessful, an appeals procedure is available for students. “The appeal procedure for disputed grades is through the academic conduct committee of the College in which the courses was offered, with final appeal to the Institute Hearing and Appeals Board.”

Q. What happens to the student evaluation forms we fill out at the end of the quarter for most courses?

Answer: They are processed and returned to the instructor within one week. The instructor can then read your written comments and see a summary of your ratings. The dean and administrative committees on promotion and tenure, and committees giving awards to outstanding teachers use these data in their decision-making processes, also.

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

Answer: 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?

Answer: Talk with your instructor for the second course. Often it is possible to use the first paper as a basis for the second one, or to write on a related topic.

Q. Are there any reference books that I can use which will instruct me concerning writing papers?

Answer: We recommend either of the following sources which are sold in the RIT Bookstore: A Manual for Writers by Kate L. Turabian or The Elements-of Style by William Strunk, Jr. and E. B. White.

GRADES⁵

Definition

For each degree credit hour earned, the following number of points will be awarded based upon the grade received and will be calculated in the grade point averages:

A (Excellent)	4 quality points
B (Good)	3 quality points
C (Satisfactory)	2 quality points
D (Minimum passing)	1 quality point
F (Failure)	0 quality points

⁵ RIT Institute Policies & Procedures Manual, D5.0

There are several other course evaluations, which do not affect grade point average calculations. The most common of these are:

Drop- no record of a course will appear on a grade sheet or transcript when a student drops officially from a course in the first six days of the quarter. After 6 days, a student must withdraw from a class.

I- Incomplete – a temporary notation (not a grade) given where 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. The professor determines and advises the student of the due date, not to exceed two quarters (including summer quarter), by which the student must complete course requirements. If the registrar has not received a “change of grade” form from the professor by the end of the second succeeding quarter, then the Incomplete reverts to an “F” grade. An extension of time may be granted at the discretion of the faculty member. Full tuition is charged. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

W - Withdrawn - a notation which indicates official course withdrawal. A “W” may be assigned according to the following procedures.

Prior to the end of the eighth week of a quarter, a W will be assigned upon the student's online request. In processing the request, the student, the student's instructor, the student's adviser and the student's home program or department head will be notified.

After the eighth week and up to the end of the tenth week of the quarter, a W will be assigned only with the written signatures of the student, the student's instructor, the student's home program or department head, and the Dean from the student's home college. A student may not withdraw from a course either to avoid charges of academic dishonesty, or after the instructor has posted the final grade.

In unusual situations, a W may be granted after the end of the tenth week. Such an extraordinary request is administered through the Provost's Office, in consultation with (if possible) the student, the student's instructor, the student's home program or department head, and Dean from the student's home college. (Policy D6.0). Courses with a “W” assigned do not count toward the residency requirement.

Students wishing to withdraw from all classes during any given quarter, must complete a Leave of Absence form which is available in the Student Services Office. Students pursuing this option need to meet with an academic adviser to discuss this.

Z- Audit - indicated a student has audited the course. The student may elect to take examinations and do course assignments with the permission of the instructor. Each college is responsible for identifying courses not available for audit. Audited courses do not count toward the residency requirement or other degree requirements. Credit hours are not earned. A student may register for audit any time during the official registration period for the quarter. However, a student may not change from audit to credit or credit to audit after the official drop/add period (first six days of each quarter). Changes from audit to credit must be accompanied by full payment of tuition.

Matriculated students registering for 12 or more hours, excluding audit courses, may take any additional hours for audit at no incremental charge provided the total hours do not exceed 18 credits.

Students registering for less than 12 credit hours, excluding audit courses, may take any additional hours for audit at a charge of one-half the normally assessed tuition rate.

- S- Satisfactory - applies only to acceptable completion of the cooperative work experience, internships, and courses bearing course numbers of 099 or below. Such courses do not count toward the residency requirements, earn credit hours or affect grade point average calculations.
- X- Credit by Examination – assigned for the successful completion of various external (e.g., CLEP) or RIT exams, provided such examinations cover or parallel the objectives and content of the indicated course. Credit must be assigned in advance of any credit received through registration for the indicated course. (In order to raise a grade or to remove a failure, the course must be repeated.) “X” grades do not count toward the residency requirement and do not affect GPA calculations. Credit hours are included as hours earned.
- T- Transfer Credit – assigned through the admission process and, possibly, through later review. Any course taken at an accredited institution receiving a grade of “C-“ or above can be considered for undergraduate transfer credit.

AP Credit - If you have successfully completed an Advanced Placement course and test, request that an official copy of your score be sent from the Educational Testing Service to the Office of the Registrar for review. The college evaluates the test content in terms of equivalency toward degree program requirements and evaluates the achieved score to determine if any credit may be awarded.

- √ - Waived Courses - those courses eliminated from the list of requirements that a student must take to graduate.

Exempt - those courses not required for graduation. Credit must be replaced to fulfill the credit hour requirements for a degree.

Changing Grades – once a grade has been reported by a faculty member it is normally not the right of any person to change this grade unless an actual error has been made in computing or recording it. If an error has been made, the faculty member must complete the appropriate form and the completed form must be approved by the head of the department in which the faculty member teaches. When approved by both of these individuals, the form is to be forwarded to the registrar. There is, however, an appeal procedure for disputed grades through the Academic Conduct Committee of the college in which the course was offered, with final appeal to the Institute Appeals Board.

Repeating Courses to Raise Low Grades – An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final, even if lower than the

previous grade earned. Courses taken at other institutions may not be considered as repeats. Credit earned by examination/experience may not be used to repeat previous course work.

Grade Reports

Grade reports are produced at the end of each quarter. Students can view their grades by logging into the Student Information System at <https://infocenter.rit.edu/>.

GPA RECALCULATION

Any matriculated undergraduate student graduating after August 2004 who has changed academic programs at RIT or will change programs may qualify for GPA recalculation. With the GPA recalculation, only those courses used to fulfill graduation requirements for your new program will be included in your cumulative GPA. All grades will still appear on an academic transcript. Students must meet with an academic adviser to request grade exclusions.

GRADUATION/RESIDENCY REQUIREMENTS

Graduation with Honors - applies to undergraduate students only. Honors posted to the permanent record will be based upon the student's Program Cumulative Grade Point Average upon completion of the degree requirements. The GPA's necessary for graduation with honors are (effective Fall 1981):

Highest Honors	3.80 Program Cumulative GPA
High Honors	3.60 Program Cumulative GPA
Honors	3.40 Program Cumulative GPA

Graduation Requirements - B.S. Degree

- Completion of all course requirements, including business and/or professional courses.
- Completion of 36-quarter credit hours of Liberal Arts courses.
- Credit hour requirements as specified in each program, a minimum of 180-quarter credit hours is required by the State of New York, excluding FYE credits.
- A cumulative program grade point average of 2.0 or above.
- A principal field of study (PFOS) grade point average of 2.0 or above.
- Fulfillment of the residency requirement for a Bachelor of Science degree in the Saunders College of Business at RIT.
- Fulfillment of Institute Writing Competency Requirements.

Residency Requirement

A minimum of 45-quarter hours shall be successfully completed in residence at the *Institute in the college granting the degree (inclusive of service courses)*. If the student has successfully completed 45-quarter credit hours in residence, he/she may petition the dean to study 15-quarter credit hours in absentia in the final year of the degree; at a minimum, 30 of the final 45-quarter credit hours are to be completed in residence.

Student Responsibility

Advisers, directors, chairpersons, and deans are available to help students understand and arrange to meet their degree requirements but the student is responsible for fulfilling them. A degree cannot be granted, regardless of the reason, if these requirements are not met. Students should take an active role in monitoring their progress and program and should not rely solely on any one person or office in the Institute to monitor this for them.

INDEPENDENT STUDY PROJECTS⁶

An independent study project is a program of study, research work or creative work executed under a specific set of rules without classroom-type guidance and direction, but under the latter's guidance and direction, which would earn for the student a predetermined number of credits. The rules for RIT undergraduate programs are as follows:

1. Before a student is allowed to take an independent study project, a sponsor should carefully consider the past performance of the student in regular courses, and other indicators of the student's eligibility for pursuing the same.
2. In all cases of independent study projects, a written proposal is to be submitted to a sponsoring faculty member; this is to be done after consulting with the faculty member in question.
3. The proposed content of the independent study project must be approved by the sponsoring faculty member of the department which gives credit for the same.
4. Independent study projects should always carry a specific number of credits. This number may be variable, but it is to be agreed upon before the initiation of the project. If the adviser and student feel that the quality of the finished work warrants a change in the projected credit, this may be done through change procedures. (Procedures are available through the Student Services Office.)
5. Each College of the Institute should fix the total number of credits that a student may earn through Independent Study Projects in a given quarter from that college.
6. Each department should fix the total number of credits that a student may earn through independent study projects towards degree requirement.
7. The Assistant Dean of Student Services, in consultation with the student's adviser, should determine the appropriateness of the course used as an independent study project. In most cases, an independent study project should be used as a free elective.
8. The formalization of the independent study project (which is necessary for earning credits for the work) requires the approval of the department, which offers the independent study project.
9. There should always be a well-defined mode of evaluating the student's work at the conclusion of the independent study project: a written report, an oral exam, a colloquium, etc.
10. The sponsoring faculty member should try to involve one or more persons (faculty members, outside experts, and in some cases, even senior students) in the final evaluation of the independent study project.

⁶ RIT Institute Policies and Procedures Manual, D3.0, B

11. Independent study projects are to be regarded as any other course in matters of course evaluation.

Undergraduate students wishing to complete an Independent Study through the Saunders College of Business must complete the Independent Study Proposal form, obtain the signature of the sponsoring faculty and submit the form to the Assistant Dean for Student Services in the Student Services Office. The form is available on-line at <http://saunders.rit.edu/students/forms.php> .

LEAVE OF ABSENCE

A student who is contemplating a leave of absence is required to meet with an adviser in the Student Services Office to assist them with the process. In most cases, a leave of absence is not to extend beyond five consecutive quarters (including summer quarter) of the quarter in which a student was most recently registered. The value of the leave of absence is that your matriculation will be maintained in your academic department for the given period of time. *After an absence of more than five quarters, a student must reapply for admission to the Institute.*

PHYSICAL EDUCATION AT RIT

Rochester Institute of Technology recognizes the need for physical fitness and recreation in today's society. To meet this demand, the Institute offers an exceptional program of courses to help the student develop and maintain fitness, acquire physical skills in a variety of lifetime activities, and provide principles and elements for utilizing free time in an enjoyable and constructive manner.

The PE requirement is built on the premise that the attainment of good health and fitness are basic elements in the pursuit of excellence in many aspects of campus life. The learning experiences provided through the physical education curriculum are an integral part of the total educational experience at RIT.

Baccalaureate Degree – All students entering RIT as a freshman must successfully complete the First Year Enrichment courses during their first year of study. All students are required to complete two wellness courses.

Students transferring to RIT may apply course work successfully completed at a previous institution. The student's home department will determine and make decisions regarding transfer of health, wellness or activity course. If they do not have sufficient physical education transfer credits or have not earned a baccalaureate degree at another institution, they must successfully complete two activity courses.

Permanent Medical Excuse –

A medical excuse may exempt a student from participation in the required *activities* segment of the physical education requirement. This will be granted only by RIT's Student Health Center. One copy of the medical excuse should be filed with the Center for Physical Education and the other copy taken to the student's academic department. Medical excuses from a family physician will not be accepted.

Intercollegiate Athletics –

Students participating in the Institute's intercollegiate athletic programs will be granted physical education credit for the season(s) of participation. Successful completion of FYE is also required for those athletes entering as freshmen.

Veterans –

Students who have completed six months or more of active military duty are not required to participate in the physical education program, but may voluntarily enroll in any course on a space available basis.

Age - Students who are 25 or older at the date of matriculation are exempt from the physical education requirements, but may voluntarily enroll in any courses on a space available basis.

READMISSION

If a student has withdrawn from the Institute, has not returned from a leave of absence (within five quarters), or has been removed due to inactivity (has not completed a course for four consecutive quarters), 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 to the readmitted student. This may result in a loss of credit previously granted or changes in course work required for program completion.

REGISTRATION

There are several ways to register for courses each quarter. Early registration for a subsequent quarter begins during the third or fourth week of any given quarter. You will find the annual schedule of courses, registration and billing dates, and tuition information on the web at <https://infocenter.rit.edu/>. Also, make note of all prerequisite requirements for each course. The department reserves the right to drop any students from courses if they do not meet the given prerequisites for that course.

METHODS OF REGISTRATION

1. Student Information System (SIS) can be accessed through the web. Students can register for all courses, including physical education courses, and make adjustments to an existing schedule if necessary.

2. Mail-in/Walk-in Registration is also available to all students and runs for several weeks. Consult the Schedule of Courses for specific dates and for information on tuition due dates.
3. Drop/Add - Course can be dropped or added during the first 6 days of the quarter only. Drops/adds can be done through the vehicles mentioned above or in the student's home college during this period.

Year level - All registrations are processed by year level. If your year level is incorrect, please consult an adviser in the Student Services Office.

Unmet Needs - If you were unable to get all of the courses you **need** to maintain progress toward completing your degree, you will have the ability to indicate up to two unresolved course needs. You can access this system at <https://infocenter.rit.edu/>. The receipt of your needs will trigger a concerted effort by the college/department offering the course, and/or by your program, in an attempt to resolve your scheduling issues. In the meantime, please continue to check SIS for open seats in the courses you need as enrollments may fluctuate during registration.

Tuition charges will be made based on the amount of credit hours you receive. Specific due dates are given at <https://infocenter.rit.edu/>.

Scheduling

Students should plan their course and co-op quarters one year in advance to help ensure all graduation requirements are met. The college will assist by producing a yearly projection for the business courses. Please plan your co-op quarters around scheduled courses in your major area of study. The undergraduate course projection chart is available on-line at <http://saunders.rit.edu/students/projections.php>.

SCHOLARSHIPS

RIT OUTSTANDING UNDERGRADUATE SCHOLARS

An award for Outstanding Undergraduate Scholarship has been established to recognize excellence in academic achievement by students. The Institute awards are presented at a special convocation held each spring.

Minimum Institute requirements are as follows:

1. Eligible students must have completed 125-quarter credit hours of academic work including any acceptable transfer credit. Transfer students should have completed at least 125-quarter hours of study, of which not less than 45 hours should be in RIT courses.
2. Candidates for this award must have an Institute Grade Point Average of 3.85 for all academic work completed at the Institute.
3. Transfer students meeting requirement #1 must also have a cumulative average of 3.85 for all college work attempted, regardless of whether or not transfer credit was granted by RIT.

COLLEGE OF BUSINESS SCHOLARSHIPS

In addition to the Institute scholarships, the College of Business offers several merit scholarships, which are awarded, to qualified upper division students each spring. Interested students should stop by the Student Services Office for additional information about these scholarships or to request a scholarship application.

BETA GAMMA SIGMA



Beta Gamma Sigma is the highest national recognition a student can achieve in an undergraduate or masters program in business or management. The Saunders College of Business at Rochester Institute of Technology earned professional accreditation from the Association to Advance Collegiate Schools of Business (AACBS International) on April 12, 1988 and was re-affirmed in 1995 and 2005. With this honor, the college earned the privilege to nominate its top scholars for membership in Beta Gamma Sigma. Rank and class determine eligibility. Students will be notified of eligibility if it applies in the spring of their junior or senior year.

STUDENT COMPLAINT PROCESS

On occasion a student may dispute a grade, or encounter an academic situation that warrants a review.

The student should speak with the faculty member first to try to resolve the situation. If this is not accomplished, the Associate Dean for Teaching & Curriculum should be the next contact.

RIT does have a Student Ombudsman that is available to see students should the outlined Student Complaint Process breakdown.

SUSPENSION AND PROBATION POLICY⁷

Matriculated undergraduate full-time and part-time degree students will be placed on probation or suspended from the Institute according to the criteria enumerated below. All actions are taken at the end of the quarter; however, a student may petition the dean of the college for reconsideration of probation or suspension should the removal of an incomplete grade (I) raise the appropriate grade point average above those stated below. Each matriculated undergraduate student will generate three different grade point averages. The Institute average reflects all course work completed at RIT. The Program average reflects course work completed at RIT applicable to graduation in a student's current academic program. (The current academic requirements are specified by the degree granting college and noted in the Institute catalog.) The third average, in the Principal Field of Study, reflects course work completed in a student's specialized field of study.

⁷ RIT Institute Policies and Procedures, D5.0, E

- Any student whose Program Quarterly Grade Point Average falls below a 2.00 * or whose Cumulative Grade Point Average in the principal field of study ** (based upon at least 20 credit hours attempted in the principal field at RIT) falls below 2.00 will be placed on probation.
- Any student who has been placed on probation according to (#1) above is removed from probation for achievement of both a 2.00 Program Quarterly Grade Point Average and a 2.00 Cumulative Grade Point Average in the principal field of study, based upon at least 20 credit hours attempted in the principal field at RIT.
- Any student who is on probation according to (#1) above and who is not removed from probation in the two succeeding periods of study in which credit is earned, will be suspended from RIT for a period of not less than one quarter and usually one year.
- Any student who has been placed on probation after having been removed from probation and whose Program Cumulative Grade Point Average is below 2.00 will be suspended. Any student who has been placed on probation after having been removed from probation and whose Program Cumulative Grade Point Average is 2.00 or above will be granted one quarter to be removed from probation or he/she will be suspended from RIT.
- Any student whose Program Quarterly Grade Point Average falls below 1.00 will be suspended from RIT.
- Any student, who has been readmitted to his or her original program, after having been suspended, and then goes on probation, will be suspended from RIT.
- A suspended student may not enroll in any academic course at the Institute while on suspension. When there is evidence that the student's scholastic problems are the result of inappropriate program choice, or other extenuating circumstances, the suspension may be waived or the student may be admitted to another program or allowed to take courses on a non-matriculated basis if it is approved by the dean of the college in which the enrollment is requested. In evaluating the request for waiver of suspension, the dean may seek the recommendation of the Counseling and Career Development Center as to the appropriateness of the program for the career goals of the student under consideration.
- A student may apply to Admissions for readmission at the end of his suspension. The readmission must be approved by the dean of the college he wishes to attend upon his return (this may be his original college or another).

* "C" average

** The principal field of study is defined to be all courses within the college offering the program.

TRANSFERRING COURSES

COURSES OUTSIDE RIT

There are times when it is expedient for students to take one or two courses outside of RIT. This may occur when a student is on co-op, due to a scheduling conflict, or a desire by the student to complete additional course work during summer vacation at a local college.

A student who wishes to take a Liberal Arts course outside of RIT must seek approval from the College of Liberal Arts Advising Office, 2nd floor, Building 6. A student, who wishes to take a course other than Liberal Arts, must seek approval from a Saunders College of Business adviser in the Student Services Office and provide a course description. Failure to obtain prior approval could render the course unacceptable for transfer credit.

Students need to submit official transcripts from the other school directly to the Registrar's Office in order for transfer credit to be awarded. RIT will grant credit for applicable courses in which a grade of C or better has been earned.

INTER-INSTITUTIONAL (CROSS) REGISTRATION

RIT, in conjunction with several Rochester Area Colleges, participates in a cross-registration program designed to afford students an opportunity to register for courses at selected Rochester colleges. Additional information and the forms necessary to initiate the inter-institutional registration can be obtained in the Student Services Office. This cross-registration is available every quarter except summer.

TRANSFERRING TO OTHER UNIVERSITIES

The Counseling and Career Development Center has college catalogues on microfiche and CD ROM as well as reference books on colleges and graduate schools in its Career Resource Center. The Center, located in the Student Life Center, is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

Before you decide to transfer from RIT, you might want to consult with your academic adviser, a counselor in the Student Services Office, and a counselor in the Career Advisement Center. Explore all of your options.

WITHDRAWING FROM THE INSTITUTE

A student who is contemplating officially withdrawing from the Institute is required to meet with an adviser in the Student Services Office to assist them with the process. An official withdrawal form will be completed and the student will be asked to check out with several key Institute offices.

WRITING COMPETENCY POLICY

All students graduating from the Saunders College of Business must demonstrate basic writing competency as required by RIT. To insure this, the College has established the following writing policy.

A student can meet the basic writing competency requirements if he or she receives a grade of C or better in Professional Communication in Business (0535-352) or Written Argument (0502-443) or Technical Writing (0502-444) or Writing about the Disciplines (0504-319) at RIT **and** a grade of C or better in Writing (0502-227) at RIT (hereafter the SCB Writing Requirements).

- A student is eligible to waive the requirement on Writing (0502-227) if he or she has more than 560 in SAT verbal and receives a grade of 3 or higher in AP English Composition w/essay as established by the College of Liberal Arts.
- A student is eligible to take Writing (0502-227) at RIT if one of the following conditions is met:
 - a) The student receives more than 560 in SAT verbal
 - b) The student receives a grade of 2 or above in the Qualifying Examination administered by the College of Liberal Arts.
 - c) The student receives a C or better in 0502-100 (a non-credit bearing course).
- Students who seek to waive the SCB Writing Requirements by transferring English Composition from another College must take the Writing Competency Exam administered by the Saunders College of Business within 2 quarters of entering the College.

NTID students are subject to this policy as well, but may be allowed a longer amount of time to complete the exam.

ACADEMIC ACCOMODATIONS

The Academic Accommodations Office is federally funded program available to work with students who are first generation, 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 liaison is Kathy Estabrooks, located in Bldg. 12, Room A300. Her phone number is 475-6085.

ACADEMIC SUPPORT CENTER

The Academic Support Center provides a variety of services to 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. 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 or on-line at <http://www.rit.edu/studentaffairs/asc/>.

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

The Saunders College of Business is proud to provide you with a state-of-the-art IBM PC (personal computer) lab which houses IBM personal computers for instructional and student use. All Business students and students taking a Business course 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 available on-line at http://www.rit.edu/its/services/computer_labs/labs/BML.html . We recommend that students view the schedule prior to making a special trip to campus as the hours are subject to change.

COMPUTING FACILITIES

All DSS-managed computing labs and smart classrooms have network connections that allow access to the VMScluster, Grace DCE, Wallace Library resources and the Internet. In addition, three operating systems are supported for in-lab use: Macintosh, SGI IRIX (UNIX), and Windows.

For specific lab hours, please refer to the Distributed Support Services web site at the following address: http://www.rit.edu/its/services/computer_labs/ .

COPY MACHINES

Copy machines are available for student use in the Wallace Memorial Library, HUB Printing and Postal Center, SAU RITreat, and the Fine Arts Media Center.

COUNSELING CENTER

The Counseling Center, located in August Center, Building 23A, provides both personal (individual and group) counseling as well as career counseling. Walk-ins are accepted on an emergency basis only; but an appointment for an initial interview is easily scheduled. Hours of operation are available on-line at <http://www.rit.edu/studentaffairs/counseling/contactinfo.php> .

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. Hours of operation are available at <http://www.rit.edu/academicaffairs/etc/mediaResourceCenter.php> .

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). 475-6684

ESCORT SERVICE AND EMERGENCIES

The Public Safety Department provides an escort service during the evening seven days a week. If you need an escort across campus or to your vehicle at night, contact Public Safety 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 OCSA 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. 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.

FINANCIAL AID AND SCHOLARSHIPS

In order to assist students in the most efficient manner possible, the counseling staff is divided into alphabet sections based on the first letter of the student's last name. A counselor is also solely dedicated to NTID students. The counseling staff is here to assist you: appointments can be scheduled with your financial aid counselor by calling our office at 585-475-2186. Please refer to the web for specific information <http://www.rit.edu/emcs/financialaid/contact.html> .

FOOD SERVICES

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

The Student-Alumni Union: Cafeteria-style in the main floor dining room.

The Ritz Sports Zone: (lower level of Student Alumni Union) Cafeteria style, subs, and grills.

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

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

Ben and Jerry's Ice Cream: (Located in Lobby of Student Alumni Union) Ice cream and ice cream drinks.

Sandellas: (Located on the first floor the Golisano College of Computing and Information Sciences) Wraps, pizzas, and quesadillas

HEALTH SERVICES

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. General information including hours of operation are available on-line at http://www.rit.edu/studentaffairs/studenthealth/about_hours.php .

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

A Student Health fee-per-quarter is mandatory for all full-time students. 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 OFFICE

The International Student Office is the resource center for all 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.

General information and hours of operation are available on-line at <http://www.rit.edu/emcs/ptgrad/international.php3> .

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 Office of Public Safety Monday - Friday between the hours of 8:30a.m. - 7:00p.m. Printed material regarding parking regulations will be distributed at the time of

registration. There is no charge for obtaining a parking permit. RIT, however, offers reserved parking permits for a fee. Contact the Parking Office at 475-2074 or at <https://finweb.rit.edu/campussafety/pandt/parking/> for more information.

RECREATION/STUDENT LIFE CENTER

The Hale-Andrews Student Life Center is available to students and is a multi-faceted facility with racquetball courts, a weight room, multi-purpose courts, running track, etc.

General information and hours of operation are available on-line at http://www.rit.edu/studentaffairs/ciar/facilities_slc.php.

REGISTRAR'S OFFICE

The Office of the Registrar maintains the official academic records for current and former students. The office publishes the quarterly Schedule of Courses; coordinates registration; issues ID cards; schedules classrooms; produces the final exam schedule; handles all corrections to student data; verifies enrollment and degrees; processes transcript requests; and prepares and mails diplomas. The home page is located at <http://www.rit.edu/academicaffairs/registrar/index.html>.

STUDENT FINANCIAL SERVICES

All billing issues and questions should be directed to the Student Financial Services Office. Specific information is available on-line at <http://finweb.rit.edu/sfs/>.

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 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.

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.

Hours of operation are available on-line at <http://wally.rit.edu/>.

SUMMARY

This handbook does not constitute a contract between the Institute and its students on either a collective or individual basis. It represents RIT's best academic, social, and financial planning at the time of its 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 Student Handbook.

For further information, consult the RIT Institute Policies and Procedure Manual available through the office of Academic Affairs.

August 2009