

- Graduate Students must maintain a program cumulative grade point average of **3.00** (a **B** average). Students who drop below a 3.00 GPA may be suspended from the program.
- C-, D, and F** grades do not count toward the fulfillment of program requirements for graduate degrees.
- Full-time status for graduate students is **nine (9) credits hours**.
- RIT's Residency Requirement for Graduate Students states, "A minimum of 30 credit hours is required for the master's degree. At least two-thirds of semester credit hours of graduate level course work and research (courses numbered 600-900) are required to be earned in residence at the university."
- Transfer credit must be pre-approved graduate level courses from an accredited college and completed with a grade of "B" or better. This may adjust the graduate student's seven-year deadline.

The Seven-Year Rule

RIT and New York State Educational Policy require at the master's level, all requirements for the degree must be completed within **seven (7)** years of the date of the oldest course counted toward the student's master's degree.

Graduate Elective Courses

- Undergraduate courses **cannot** be used to fulfill graduate degree requirements, but students can take them as extra.
- A list of CAD graduate elective courses is available at: <https://inside.cad.rit.edu/current-students/academic-information/graduate-student-info/>.

Term Codes

Fall 2022-2023	2221	Fall 2023-2024	2231	Fall 2024-2025	2241
Spring 2022-2023	2225	Spring 2023-2024	2235	Spring 2024-2025	2245
Summer 2022-2023	2228	Summer 2022-2024	2238	Summer 2024-2025	2248

Independent Studies

- All independent study proposals must be initiated, approved, and processed **prior to the start** of the academic term.
- Graduate students in CAD must have a **GPA of 3.0 or higher**.
- Graduate students may take up to **6 credits** of approved Independent Study toward their degree; and **no more than one (1)** Independent Study per term (3-4 credits).
- Follow the guidelines located at: <https://inside.cad.rit.edu/current-students/academic-information/forms/>.

Degree Requirements

- Your academic requirements are found in "Academic Records" on SIS.
- Your academic planning sheet is available in Student Services.

Co-ops and Internships

- Please see the CAD Co-op Experiential Learning Minimum Hour Requirements and Process Handout.

Continuation of Thesis (COT)

- Once work has begun on a thesis/dissertation, it is seen as a continuous process until all degree requirements are met.
- It is the **student's responsibility** to register each term and **maintain continuous enrollment** until degree certification.
- Students will be registered for COT by Student Services if they fail to register before the end of the Add/Drop period.
- COT is zero (0) credits, but **costs one (1) credit hour** of tuition. There is no tuition charge for any summer term of COT.
- Tuition charges @ <https://www.rit.edu/fa/sfs/billing/tuitionandfees/2122>.
- Tuition can be waived for a student's **first term** of COT. This *must be requested* through CAD Student Services. All other F/S terms incur tuition.
- Students who are registered for only COT are considered **part-time status** (see "FTE" for full-time equivalency).
- Students who do not maintain continuous enrollment may be discontinued from the program and need to reapply.
- RIT's Policy: <https://www.rit.edu/academicaffairs/policiesmanual/d120>.

CAD Graduate Programs

School for American Crafts

- CCER-MFA Ceramics
- GLASS-MFA Glass
- METAL-MFA Metals and Jewelry Design
- WOOD-MFA Furniture Design

School of Art

- FNAS-MFA Fine Arts Studio
- VISART-MST Visual Arts-All Grades
- NTIPRT-ACT Non-toxic Printmaking CT

School of Design

- IDDE-MFA Industrial Design
- INTEGDE-MS Integrative Design
- VISCOM-MFA Visual Communication Design

School of Film and Animation

- FILMAN-MFA
- 3DANIMA-GR 3D Animation Option
- ANIMA-GR 2D Animation Option
- PRODTN-GR Production Option
- SCRPTWT-GR Scriptwriting Option

School of Photographic Arts and Sciences

- IMGART-MFA Photography & Related Media
- MEDART-MS Media Arts and Technology

Program Code: **GIAS**

Full-Time Equivalency (FTE)

- If a student is registered for COT (or Research & Thesis for Film and Animation Majors) and is also doing additional non-credit bearing work (non-credit research, teaching assistant, research assistant, lab assistant, or completing an “I” grade), he/she can submit an FTE form to bring him/her to full-time status for the term.
- Students can only submit a full-time equivalency form a **maximum of three (3) terms**. (Summer is often not required.)
- Students must register for the COT class (or R&T for Film & Animation Majors) **before** submitting the FTE form.
- The FTE form can be found at <https://www.rit.edu/academicaffairs/registrar/forms.html>.

CPT and OPT (for CAD International Graduate Students)

- Please see the CAD Graduate International Student Handout for information on **CPT** (Curriculum Practical Training) and **OPT** (Optional Practical Training).

Application for Graduation

- Students will receive an email inviting them to apply for graduation on SIS.
- Submission of the application for graduation will:
 - Place the student’s name on the certification list to be reviewed at the end of the term in which they applied.
 - Place the student’s name in the spring commencement book
 - Generate a pre-certification audit
 - The Associate Director in Student Services will email the student (and cc the Graduate Director) a letter that lists the student’s remaining degree requirements.
 - Audits are done in the order that applications are received.

Eligibility to Apply for Graduation	
Degree Type	Credits Earned
MFA	30+
MS	first active term
MST	first active term
Certificate	first active term

Academic Year	Term	Value	Term Deadline for <u>ALL</u> Degree Requirements	Ceremony Eligibility
2022-2023	Fall	2221	12/16/2021	May 2023
	Spring	2225	5/12/2023	May 2023
	Summer	2228	8/18/2023	May 2023
2023-2024	Fall	2231	tbd	May 2024

- To *change* your graduation term, you MUST submit a “Change to Expected Graduation Term Form” found at <https://www.rit.edu/academicaffairs/registrar/forms.html>. Be sure to email a copy to the Associate Director in CAD Student Services (kristie.gross@rit.edu) so that your file is up-to-date.

Walking in the Graduation Ceremony

- Students who will finish all of their degree requirements in the academic year (Fall, Spring, or Summer) are eligible to walk in the Spring Commencement Ceremony of that year.
- Students who will not finish their degree requirements until the following year will have to wait until the Commencement Ceremony for that year.
- Students can only walk in **one (1)** commencement ceremony.
- Students should see CAD Student Services to make sure their names are pronounced correctly.
- Walking in the graduation ceremony does not mean that you officially graduated. Please see “Degree Certification Checklist.”

Degree Certification Checklist

- A comprehensive graduate checklist can be found <https://inside.cad.rit.edu/current-students/academic-information/graduate-student-info/>.
- Verify that your contact information, including your “diploma address” is up-to-date in SIS.
- Successfully complete your coursework according to your academic planning sheet.
- Maintain continuous enrollment (see “Continuation of Thesis”) once coursework is complete.
- Submit your paperwork to the RIT Wallace Library: <https://infoguides.rit.edu/thesis-services>.
- **Your degree will NOT be certified if you skip this step!** Submit the following directly to cadthesisdocs@rit.edu on or before the last day of the semester (see above chart for “term deadline for ALL Degree Requirements”) for certification in that semester:
 - Copy of your completed & dated electronic CAD Thesis Sign-off Form.
 - Copy of the ProQuest receipt email (Subject: “*Your Thesis Title*” **has been accepted**).
- Diplomas are sent via regular US First Class Mail (no tracking information is available).