RIT | College of Art and Design — Graduate Student Advising Information

- 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.

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 2024-2025	2241	Fall 2025-2026	2251	Fall 2026-2027	2261
Spring 2024-2025	2245	Spring 2025-2026	2255	Spring 2026-2027	2265
Summer 2024-2025	2248	Summer 2025-2026	2258	Summer 2027-2027	2268

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/graduate-student-info/.

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/sfs/graduate-students.
- 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.

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:

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

  ▪ 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.

Academic Year	Term	Value	Term Deadline for ALL Degree Requirements	Ceremony Eligibility
2024-2025	Fall	2241	12/20/2024	May 2025
	Spring	2245	5/09/2025	May 2025
	Summer	2248	8/15/2025	May 2025
2025-2026	Fall	2251	tbd	May 2026

▪ 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 to the **Assignment Dropbox in MyCourses: College of Art and Design – Graduate Advising** *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 *see example in MyCourses*
  ▪ Copy of the ProQuest receipt email (Subject: "*Your Thesis Title*" **has been accepted**). *see example in MyCourses*

▪ Diplomas are sent via regular US First Class Mail (no tracking information is available).