

Once you successfully complete all of your required coursework, you must register for Continuation of Thesis *every semester* until your final thesis is approved by your thesis committee.

If you have any questions, please see your academic advisor in the CAD Student Services Office.

**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.

**Continuation of Thesis (COT)**

- Once work has begun on a thesis, 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 certification.
- Students will be registered for COT by Student Services if they fail to register before the end of Add/Drop.
- 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/2123>.
- Tuition can be waived for a student's **first term** of COT. This one-time waiver *must be requested* through CAD Student Services. All other Fall and Spring 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 unless it is the student's final term.)
- 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>.
- International students must have full-time status every semester.

**Example (typical path)**

Final Term	Spring Semester Registration	Summer Term Registration	Fall Semester Registration	Spring Semester Registration
Spring of second year	Final coursework Obtain final approval of thesis paperwork before the deadline			
Summer	Final coursework	Register for COT in SIS →Tuition free in summer  Submit an FTE Form  Obtain final approval of thesis paperwork before the deadline		
Fall	Final coursework	Register for COT in SIS →Tuition free in summer	Register for COT in SIS →Submit request for one-time waiver of COT tuition here: <a href="https://docs.google.com/forms/d/1yV_u59118ZGK0_ZyibW-UlpIEQyy0R0xLRX8PzrTlic/edit">https://docs.google.com/forms/d/1yV_u59118ZGK0_ZyibW-UlpIEQyy0R0xLRX8PzrTlic/edit</a>  Submit an FTE Form  Obtain final approval of thesis paperwork before the deadline	
Spring of following year	Final coursework	Register for COT in SIS →Tuition free in summer	Register for COT in SIS → Submit request for one-time waiver of COT tuition here: <a href="https://docs.google.com/forms/d/1yVu59118ZGK0_ZyibW-UlpIEQyy0R0xLRX8PzrTlic/edit">https://docs.google.com/forms/d/1yVu59118ZGK0_ZyibW-UlpIEQyy0R0xLRX8PzrTlic/edit</a>  Submit an FTE Form	Register for COT in SIS →Tuition = 1 semester credit hour  Submit an FTE Form  Obtain final approval of thesis paperwork before the deadline