



**Rensselaer**

Lally School of Management

# Graduate Student Advising Handbook

Fall 2019

## Table of Contents

CONTACTS .....	2
LALLY SCHOOL OF MANAGEMENT CONTACT LIST .....	2
RENSSELAER QUICK REFERENCE DIRECTORY .....	3
WHO TO SEE AND WHERE TO GO FOR ANSWERS .....	4
ADVISEMENT .....	5
ADVISER'S ROLE .....	5
STUDENT RESPONSIBILITIES .....	5
GENERAL INFORMATION .....	6
STUDENT RIGHTS AND RESPONSIBILITIES .....	6
OFFICE OF GRADUATE EDUCATION & LALLY SCHOOL EXPECTATIONS.....	7
ACADEMIC ADVISEMENT .....	9
OFFICE OF GRADUATE EDUCATION & LALLY SCHOOL DEGREE REQUIREMENTS .....	11
GRADUATE INTERNSHIPS/CO-OPS & PRACTICAL TRAINING .....	12
ACADEMIC DEADLINES.....	12
GRADING SYSTEM FOR GRADUATE STUDENTS.....	14

## Contact List - The Lally School of Management at Rensselaer

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### Admissions & Career Resources

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Center for Career & Professional Development (CCPD)  
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DCC, Suite 209  
[ccpd@rpi.edu](mailto:ccpd@rpi.edu)

**Charlieann Chacon**, Associate Director  
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[chacoc2@rpi.edu](mailto:chacoc2@rpi.edu)

**Jarrett L. Johnson**, Assistant Director  
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Pittsburgh Building, Room 3212  
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## Rensselaer Quick Reference Directory

Admissions	276.6216	<a href="mailto:admissions@rpi.edu">admissions@rpi.edu</a>
Ambulance (from on-campus phones only)	276.6611	
Bookstore	276.6555	<a href="http://www.bookstore.rpi.edu">www.bookstore.rpi.edu</a>
Bursar	276.6610	<a href="mailto:bursar@rpi.edu">bursar@rpi.edu</a>
Center for Career & Prof. Development	276.6234	<a href="https://www.rpi.edu/dept/cdc/">https://www.rpi.edu/dept/cdc/</a>
Colleen Smith, Dean Graduate Experience	276-8022	<a href="mailto:smithc15@rpi.edu">smithc15@rpi.edu</a>
Counseling Center	276.6479	<a href="mailto:counseling@rpi.edu">counseling@rpi.edu</a>
Chaplains	276.6518	<a href="mailto:chaplain@rpi.edu">chaplain@rpi.edu</a>
Dean of Students	276.6266	<a href="mailto:vienj@rpi.edu">vienj@rpi.edu</a>
D. Gornic, Assoc. Dean, OGE Ombudsman	276.6567	<a href="mailto:gornid@rpi.edu">gornid@rpi.edu</a>
Disabled Students Office	276.2746	<a href="mailto:hamild@rpi.edu">hamild@rpi.edu</a>
Mary Nellis, Director, International Office	276.6561	<a href="mailto:nellim@rpi.edu">nellim@rpi.edu</a>
English as Second Language Specialist	276.3241	<a href="mailto:barthb2@rpi.edu">barthb2@rpi.edu</a>
Financial Aid	276.6813	<a href="mailto:financial_aid@rpi.edu">financial_aid@rpi.edu</a>
Health Services	276.6287	<a href="mailto:doctors@rpi.edu">doctors@rpi.edu</a>
Library	276.8310	<a href="http://www.lib.rpi.edu">www.lib.rpi.edu</a>
Lost & Found	276.6516	
Public Safety (emergency calls only)	276.6611	<a href="http://www.rpi.edu/dept/public_safety">www.rpi.edu/dept/public_safety</a>
Public Safety (non-emergency calls)	276.6656	<a href="http://www.star.dps.rpi.edu">www.star.dps.rpi.edu</a>
Public Safety Information Line (closings)	276.6600	
Psychologist (Counseling Center)	276.6479	<a href="mailto:counseling@rpi.edu">counseling@rpi.edu</a>
Registrar	276.6231	<a href="mailto:registrar@rpi.edu">registrar@rpi.edu</a>
Student Activities Office	276.6505	<a href="mailto:union@rpi.edu">union@rpi.edu</a>
Student Records & Financial Services	276.6231	<a href="http://www.rpi.edu/dept/srfs">www.rpi.edu/dept/srfs</a>
Transportation/Parking	276.6616	<a href="mailto:parking@rpi.edu">parking@rpi.edu</a>
VCC Help Desk (computing services)	276.7777	<a href="mailto:consults@rpi.edu">consults@rpi.edu</a>
Writing Center	276.8983	<a href="http://www.rpi.edu/web/writingcenter">www.rpi.edu/web/writingcenter</a>

## Who to See and Where to Go for Answers

TOPIC	WHO TO SEE	WHERE	EXT
Add/Drop Procedure (by deadline)	<a href="http://www.sis.rpi.edu">www.sis.rpi.edu</a>	Online	6231
Academic Dishonesty	Chanaka Edirisinghe	PI 3102	3336
<b>Academic Advisers:</b>			
MBA	Shyam Kumar	PI 1112	2961
M.S. – QFRA	Qiang Wu	PI 1208	3338
M.S. – TC&E	Hao Zhao	PI 2120	6818
M.S. – BSAN	Pindaro Demertzoglou	PI 1220	2753
M.S. – SPCM	T. Ravichandran	PI 1218	2035
Billing	Bursar	AC 3000	6231
Course Changes & Schedule	Sonja D. Francis	PI 3212	2033
Cross-Registration	Sonja D. Francis	PI 3212	2033
Co-ops & Internships	CCPD	DCC 209	6234
Degree Clearance	Sonja Francis	PI 3208	4800
Immigration/Visa Questions	International Student Office – Mary Nellis	AC 4631	6561
Leave of Absence/Withdrawal	Sonja D. Francis	PI 3212	2033
Personal Problems	Counseling Center Chaplains	AC 3200 Union	6469 6518
Ph.D. Program	Director: Bill B. Francis Stephanie DiPalma	PI 1108 PI 3216	3908 4800
Registrar (Transcripts & Diplomas)	Registrar	AC 271	6231

## **ADVISEMENT – ACADEMIC ADVISERS / PROGRAM DIRECTORS**

**Shyam Kumar – MBA**

**Qiang Wu – M.S. - QFRA**

**T. Ravichandran – M.S. – SPCM**

**Pindaro Demertzoglou – M.S. – BSAN**

**Hao Zhao – M.S. – TC&E**

### **Adviser's Role and Responsibilities**

Each program is run by a program director who also serves as the adviser for students in the program.

- To provide accurate information about the MBA and M.S. Management curricula.
- To assist students in selecting courses consistent with their educational and professional interests.
- To monitor and discuss issues of concern for the student's academic progress.
- To recommend opportunities for personal growth and academic development.
- To refer students to specific campus resources that can help with unique needs such as special learning conditions, study skills, or time management.
- To provide accurate information about institutional policies, regulations, procedures and resources.

### **Student Responsibilities**

- To complete and review a plan of study.
- To know your adviser's office hours and to meet with him/her at least once a semester during Consultation Week (see page 4 for adviser contact information).
- To understand that it is up to the student to fulfill all requirements necessary for him/her to graduate.

## GENERAL INFORMATION

### General Websites

Rensselaer Polytechnic Institute – <https://rpi.edu>

Lally School of Management - <https://lallyschool.rpi.edu/>

RPI Information Page - <https://info.rpi.edu>

Student Information System SIS - <https://sis.rpi.edu/>

### Student Rights and Responsibilities

Each student is expected to be familiar with the academic regulations of the Institute and the particular requirements for his or her educational program. The student has sole responsibility for complying with regulations and meeting degree requirements as set forth in the Rensselaer Catalog and as amended from time to time. Students should also consult the current edition of *The Rensselaer Handbook of Student Rights and Responsibilities*, which explains disciplinary regulations and related matters. This handbook is available from the [Office of the Dean of Students](#).

### Rensselaer Graduate Student Supplement

[The Graduate Student Supplement](#) to the Handbook of Student Rights and Responsibilities highlights information that apply uniquely to graduate students and graduate education.

### The Rensselaer Academic Integrity Policy:

<http://doso.rpi.edu/update.do?artcenterkey=676>

### The Lally School's Academic Integrity Rules and Procedures

1. First infraction: Faculty members set and apply their own consequences. These can range from a stern warning to a grade consequence on the assignment to a grade consequence for the course, including failure. These consequences are set at the faculty's discretion, and are stated in the syllabus for each course.
  - a. Once an infraction is identified, the faculty member will report the incident to the associate dean of academic affairs, including the penalty that is assessed. The associate dean will work with the faculty member to assess the evidence of academic dishonesty and meet with the student, if necessary, to learn more about the circumstances of the situation.
  - b. Once the incident is reported by the faculty member and confirmed, the associate dean's office will record the incident and identify whether or not this is the first infraction reported for the student. If it is, the student will receive a letter from the associate dean explaining that a first infraction is noted, the consequence as given by the faculty member of the specific course, and the consequences of subsequent infractions. That letter will be entered into the student's file in the Lally Student Services Office.
2. The consequence for the second infraction will be failure for the course, whichever course that may be and, depending on the severity of the infraction, may include recommendation of dismissal from the Lally School. It may be a different course from the one in which the first infraction was reported. This consequence will supersede the consequences listed on the specific course syllabus. The student will receive a letter from the associate dean's office indicating that the second offense has been recorded and that the consequence is failure of the course, or dismissal from the Lally School.

3. If there is a third infraction, the student is recommended for dismissal from the program. The Office of Graduate Education or Office of Undergraduate Education, will perform the due diligence necessary to assess whether to accept the recommendation, in accordance with the Graduate Student Supplement to/or the Handbook of Student Rights and Responsibilities.
4. The student may appeal in accordance with the Handbook of Student Rights and Responsibilities and Graduate Student Supplement thereto, sections of which are appended to this document.

## **Office of Graduate Education & Lally School Expectations**

### **Forms for Graduate Students**

The registration forms, which must be filed to process various student requests described in the following pages, can be found on the Registrar's website or the Office of Graduate Education's website.

Registrar:

Main Site - <http://registrar.rpi.edu>

Forms - <http://registrar.rpi.edu/update.do?catcenterkey=29>

Office of Graduate Education (OGE):

Main Site - <http://gradoffice.rpi.edu/setup.do>

Forms - <http://gradoffice.rpi.edu/update.do?catcenterkey=20>

### **Academic Load for Graduate Students**

The full-time course load is 12 to 15 credit hours per term (fall/spring/summer). A graduate student must be registered for a minimum of 12 credits to be considered full-time. Students are not allowed to register for more than 15 credit hours per semester.

### **Part-time Academic Load for Graduate Students**

A student may request part-time study for the final semester if less than 12 credits of coursework will be needed to meet graduation requirements. Part-time study goes from 1 credit up to 11 credits. A part-time student does not enjoy all the privileges that come with full-time study. There are restrictions. Part-time students are: not eligible for any cooperative education programs, not eligible to add an additional degree using the change of status process, not eligible to audit courses without paying an auditing tuition, and not allowed later to request a reversal, that is to go back to full-time status. The required paperwork is an updated plan of study and a change-of-status form. Tuition per credit is charged. There are no additional fees. The deadline to apply is June 1 for December graduation and November 1 for May graduation.

### **Office of Graduate Education Courses and Grade Requirements**

Courses offered for graduate credit bear the suffix numbers 4000-9990. However, those designated by 4000-4990 are open for credit to both graduate and advanced undergraduates, and there are limitations on the number of such courses that may be applied to a graduate degree. Fifteen credit hours of 4000 level course work can apply to a graduate degree. Undergraduate courses below the 4000 level may **not** be used for credit toward graduate degrees. Graduate students are not permitted to take course on a pass/no credit basis.



The minimum average of all grades used for credit toward an advanced degree must be “B” or better. If a student’s grades fall below a “B” average, the Office of Graduate Education may request that the department conduct a formal review to determine whether continuation is warranted. The student’s adviser, committee, or department may recommend to the Office of Graduate Education that the student whose performance is unsatisfactory be dropped from the graduate program. A student who has accumulated two failing grades will be dropped from the graduate program.

### **Lally School Course and Grade Requirements**

In addition to the Office of Graduate Education’s Course and Grade Requirements, the Lally School requires that students work at or above graduate-level work, which is defined as grades of “B” or better. If a student should receive a “C” grade or lower, the Office of Graduate Education will review the student’s academic progress to determine if the student should continue in the program. In most cases, students are not dismissed for an isolated incidence of poor performance; however, if the student receives more than two “C” grades, or an “F” grade at any point during their residency in the Lally School, it is considered grounds for dismissal at their discretion.

Lally School graduate programs are highly competitive and students work very hard to be successful. It is not uncommon for a student to be disappointed with an assessment at some point in the program. When a student has questions regarding a grade, the student is expected to discuss the grade with the faculty member first. If a grading error has been made, a change of grade can be submitted. However, it is **not** appropriate for a student to petition a faculty member for a higher grade which they did not earn.

If a student is not satisfied with the outcome regarding his or her grade and has spoken with the instructor and still feels he or she was graded unfairly, the student must then speak with the associate dean. The associate dean will provide the student with the information necessary to appeal the grade.

### **Satisfactory Performance**

Continuation in the graduate program requires satisfactory performance on the part of the student. Satisfactory performance is not limited to the academic record, but includes other appraisals of the student’s record and ability.

### **Graduate Academic Suspension or Dismissal**

The Lally School and the Office of Graduate Education will review records of students each term to verify satisfactory performance. In cases where the Lally School recommends a student for academic suspension or dismissal, the student will be notified in writing.

If a student is not meeting satisfactory performance in any course, or when a student’s GPA drops below a 3.0, review for academic suspension, probation, or dismissal is necessary. A student who is dismissed from a graduate program is not eligible for readmission or change of curriculum except under the conditions stated in the letter of dismissal.

Students placed on academic probation will be closely monitored and reasonable support measures will be provided to ensure academic success. In cases when a student is placed on Academic Probation and not able to improve their academic performance, the Office of Graduate Education determines if the student will be dismissed from the program.

## **Leave of Absence**

A graduate student who decides to spend a period of time away from Rensselaer may request a leave of absence. In order to be considered for a leave, a student must submit a letter to the dean of the graduate school stating his or her reasons for the request and the length of leave desired. Graduate leaves are normally given for up to one semester. However, given the format of our graduate programs, students are discouraged from taking a leave of absence unless there are extenuating circumstances. Students who take leave from the program will be required to modify their plan of study and should anticipate studying for more than the normal period required semesters to complete their degree.

For numerous reasons a leave of absence is limited. Once the allowable period of time has expired, a student is considered withdrawn.

Leaves of absence are usually only granted during the first eight weeks of the semester and no grades are recorded. Exceptions to this rule are medical reasons, or when, in the dean's judgment, other extremely extenuating circumstances exist. Students who are granted a leave of absence after the eighth week will receive grades of "W" in all courses.

Students may request an extension of their leave of absence by writing to their program director/academic adviser and the dean of the graduate school.

## **Contact Information**

Students are required to self-update their contact information via the web using Student Information Systems (also used for registration). If a student's address, phone, and/or e-mail address changes at any point during his or her studies, the student must update the information via <http://sis.rpi.edu/>. Students should also notify Lally Graduate Student Services of changes in contact information in writing.

## **Rensselaer E-mail**

It is the responsibility of the student to check their Rensselaer e-mail account on a regular basis, as this is the account that will be used for all electronic communication from both the Institute and the Lally School.

# **Academic Advisement**

## **Graduate Academic & Student Services**

Graduate Student Services' primary function is to support program directors/academic advisers in providing quality academic advisement for students enrolled in the MBA and M.S. programs. An overview of the curriculum is outlined in detail in the Catalog and online. Each semester, a scheduled advising session is held during Consultation Week, which students are required to attend. Students are encouraged to schedule individual appointments to discuss questions, concerns, and thoughts regarding their course of study.

Beyond supporting program directors in academic advisement, Student Services (located in Suite 3200 of the Pittsburgh Building) serves as "true north" for students as they navigate through their degree program and the Institute. The Student Services' staff are available to direct students to resources within the Lally School and on campus. They also aid students in interpreting Institute policies and procedures.

## **Faculty Area Coordinators**

Within the Lally School, there are six areas of research, which include Business Analytics, Finance, Management Information Systems, Marketing and New Product Development, Supply Chain Management, and Technological Entrepreneurship. Faculty area coordinators are: Bill Francis - Room PI 1108, ext. 3908 (Finance & Accounting), Tim Golden – Room PI 2106, ext. 2669 (Technological Entrepreneurship), and Chris McDermott – Room 2114, ext.4861 (Business Analytics, Management Information Systems, Marketing and New Product Development, and Supply Chain Management). They provide governance over the curriculum for the associated areas. Students are encouraged to seek the advice of faculty area coordinators regarding curricular issues.

## **Substitutions for Required Courses**

Substitutions for required courses are permitted only with the approval of the heads of the departments concerned and the Office of Graduate Education. Where substitutions are granted, written notice must be filed with the Registrar. The Lally MBA program does not allow for course substitutions given the cross-functional design and cohort structure of the curriculum. Course substitutions in the M.S. programs are considered only when a student's previous academic experience supports consideration.

## **Graduate Credit by Transfer**

Credit for graduate work completed at other accredited institutions may be offered in partial fulfillment of the requirements for a degree at Rensselaer when the work is appropriate to the student's program. This credit will have been earned prior to admission at Rensselaer. Students already enrolled at Rensselaer who wish to take courses elsewhere must obtain the prior approval of his or her adviser and the dean of graduate education. MBA students can transfer a maximum of six graduate level credit hours from an accredited institution. Transfer credit will be considered for elective credits within the MBA when the course(s) taken fit within the student's plan of study, course credit was awarded within the last 5 years, and a grade of "B" or better was earned.

A transfer credit request must be submitted for review within the first semester of study. The transfer credit approval form, along with course syllabi, should be submitted to the associate dean and graduate program director for review. In most cases, the course information will be submitted for review to appropriate faculty who will determine course equivalencies. If approval is given by the Lally School, the request is then forwarded to the Office of Graduate Education, which makes the final determination on whether the request will be approved. Students will be notified in writing with the decision. Any approved transfer credit will appear on the plan of study.

## **Graduate Credit by Examination**

The Lally School does not offer credit by examination.

## **Course Pre-requisites**

When registering for courses, students are responsible for ensuring that they have met the necessary pre-requisites for elective courses. Pre-requisites are identified in the Catalog at the conclusion of each course's description. Not all courses have pre-requisites and are therefore, open to all students. Any student who feels they have had the equivalent pre-requisite course work in their undergraduate studies or in another master's degree program should consult with the instructor for the course. The student should be prepared when they meet with the faculty member by bringing a copy of the authorization form

from Student Records & Financial Services to be signed so they may be registered for the course. The instructor has final authority to waive pre-requisites for their course.

### **Independent Study**

The faculty for the Lally School of Management endorse the principle of independent study. The following guidelines have been established for independent study. Individual faculty may have expectations beyond this general set of guidelines.

1. The student is prepared to study independently and has the needed pre-requisites as agreed to by the student, academic adviser, and the professor.
2. There is no Rensselaer or consortium course that will meet the student's need already offered.
3. A professor, identified by the student, is available in the area in which the study will be undertaken, and he or she will devote time to such a project.
4. A study outline is established, in writing, which is equivalent to the intellectual demands for a regular course.
5. An independent study form, available on the Student Records & Financial Services forms page, must be completed and signed by the professor. Please provide a copy of the independent study form and a copy of the study outline to Graduate Student Services.

### **Office of Graduate Education & Lally School Degree Requirements**

MBA & M.S. degree candidates must:

- Complete a plan of study, approved by the department with satisfactory grades. Credit hours presented toward the degree will typically have the suffix numbers 6000-7990. However, 4000-4990 courses are allowed. The MBA program requires the completion of 45 credits. The M.S. programs require the completion of 30 credits.
- A grade point average of 3.0 is required.
- Satisfy residence requirements; that is 3 or 4 semesters depending on whether or not a student takes 12 or 15 credits per semester.
- File a degree application (on SIS) with the Registrar's Office by the date specified in the academic calendar for the semester in which he or she plans to graduate. If a degree application was filed for a previous semester, but the requirements were not fulfilled, a new degree application must be filed for the semester in which the student actually graduates.

A student pursuing more than one master's degree at Rensselaer must meet requirements of both departments to receive both degrees.

M.S. degree candidates must choose between three options for pacing their programs, each providing different benefits:

1. Two semesters, 5 courses per semester, with a May graduation.
  - a. Allows students to finish quickly.
  - b. Two semesters of tuition is relatively inexpensive compared to the MBA.
2. Three semesters, 4 courses each in fall and spring, summer off, and 2 courses in the second fall semester, with a December graduation.

- a. Allows the student to proceed through the program at a slower pace, thereby increasing academic performance and allowing the student to participate in extra-curricular activities.
  - b. Students can apply for a change to part-time status by June 1, and take advantage of substantial financial savings.
  - c. Co-ops will not be supported by RPI. Students must be full-time in the third semester to obtain clearance for a summer co-op.
3. Three semesters with a summer co-op.
    - a. Pace is 4 (fall), 4 (spring), and 4 (fall), for a total of 36 credits, which is the maximum allowable for a M.S. degree.
    - b. Can accommodate either one degree, or the addition of a second degree.
      - i. If one degree (i.e. M.S. QFRA, or M.S. BSAN), all courses must be relevant to the degree, and an approved plan of study for 36 credits must accompany the co-op request form. An additional plan of study showing the 30 credits applied toward the degree must be approved for OGE's purposes.
        1. All courses must be graduate-level courses, or 4000-level courses appropriate for the degree.
      - ii. If adding a degree,
        1. The second master's degree must have been added by the 7<sup>th</sup> week of the student's second semester (i.e. spring semester).
        2. The second fall semester should incorporate two courses to finalize the first degree, and two courses to start the second degree.
          - a. ITWS as a second degree requires ITWS 2000 Data Structures as a pre-requisite for application for the degree. It must be successfully completed prior to application for the 2nd degree.
        3. The request for co-op signoff should include two plans of study; one for each degree.

## **Graduate Internships/Co-ops & Practical Training**

The Lally School encourages internship and co-op experiences. International students must register any work experience as a co-op (even if it is referred to as an internship) with the [Center for Career and Professional Development](#) (CCPD) and [International Services for Students and Scholars](#) (ISSS). The academic adviser must "sign-off" and verify any work experience before an international student commits to any offer from a company. Work experiences during the regular academic term cannot exceed 20 hours per week. International students are required to file for extension of any work assignment beyond the summer term. International students may be allocated time upon graduation to obtain additional practical training. Details regarding optional practical training should be discussed with the ISSS office on campus. Your Academic Adviser will need to approve optional practical training.

## **Academic Deadlines**

### **Academic Plan of Study Deadline**

All students are required to submit a completed plan of study to Student Services before the end of the first semester. The deadline for submission is **October 31**. Your plan of study must be approved and signed by your faculty adviser. It will be kept on file in Student Services and the Office of Graduate Education.

### **Course Registration Deadline**

Full-time students must register within the registration window following Consultation Week, which typically falls in the last week in October for spring registration and the third week in March for fall registration. The registration window runs the first two weeks of November for the spring term and the first two weeks in April for the summer and fall terms. If you do not register in the designated timeframe, you will be assessed applicable fees. Registration dates are published in the Academic Calendar, which is available online. Prior to the registration period, you will receive an e-mail from your rpi.edu account providing you with your “time ticket” and information pertinent to registration. **Be sure to save the email for reference.** If you don’t get a “time ticket” then email the Registrar ([registrar@rpi.edu](mailto:registrar@rpi.edu)) to request one. Provide your name and RIN (Rensselaer ID number).

### **Add/Drop Deadlines**

Students have two weeks from the first day of classes to add a course, eight weeks from the first day of classes to drop a course, and five weeks from the first day of classes to receive a refund for credits they have dropped. Deadline dates are published in the Academic Calendar, which is available online. If you do not add or drop your course by the deadline, you will have to stick with it permanently. There are no exceptions. The deadline is strictly adhered to by the Office of Graduate Education. This information is posted on the Registrar’s website, and communicated to you by the Office of Graduate Education and the Student Services’ staff during orientation.

If you registered electronically for the course you plan to drop, use SIS to drop it. You’ll have until 11:59 p.m. on the deadline date to drop. If you registered for the course using paper registration, send a note to the registrar before 5 p.m. on the deadline date to authorize the removal of the course from your registration record. The email address is [registrar@rpi.edu](mailto:registrar@rpi.edu). Provide the following information: your name, your RIN, and the course name.

### **Degree Application Deadline**

The degree application must be filed on SIS early in the final semester of study prior to Commencement. There are 3 degree application deadlines; mid-September for December graduates, mid-February for May graduates, and mid-June for August graduates. The exact deadline dates are published in the Academic Calendar, which is available online. The degree application is necessary to expedite the degree clearance process. If you fail to provide a degree application by the deadline, your degree may not be conferred. For more information, visit <http://www.rpi.edu/dept/srfs/degreeAppWithMajorCodes.pdf>.

### **Commencement Registration Deadline**

There is Commencement once a year in May at Rensselaer. Register on the Rensselaer Commencement website in March to participate in the Commencement ceremony.

***This list is not intended to be a complete listing of all academic deadlines for all students. International students will have other deadlines relative to visa, co-ops, and optional practical training, and should consult with the ISSS Office for these deadlines.***

## Grading System for Graduate Students

Please note that Rensselaer has adopted a plus and minus grading policy. The grades and their meanings are:

**A (4.00)**      Excellent

**A- (3.67)**

**B+ (3.33)**

**B (3.00)**      Good

**B- (2.67)**

**C+ (2.33)**

**C (2.00)**      Average (below average for graduate students)

**C- (1.67)**

**D**              Passed (not available to graduate students)

The letter grade "D" does not apply to graduate students. Thus, when a graduate student takes course that is also open undergraduates and performs at a level equivalent to a "D" grade, this grade cannot be recorded. Such grades are automatically converted to "F."

**F**              Failed

**FA**             Failed (due to administrative reasons)

This letter grade is assigned by the Registrar to students who withdraw from a course, but do not submit a drop/add form or an official notice of withdrawal from the university.

**I**              Incomplete course work

The grade "I" (incomplete coursework) is given when, due to illness or other extenuating circumstances, such as a personal emergency beyond the student's control, a student has been unable to complete the required coursework. The "I" grade is given only after the contract form, Authorization for Grade of Incomplete, has been completed and signed by both the instructor and the student and received by the registrar.

The "I" grade is given only in instances of incomplete coursework, such as laboratory exercises, course projects, term papers, etc. Under no circumstances may the "I" be given for the following situations:

- *Absence from a final examination*
- *Student on a class list who has never attended class*
- *Student who wishes to do additional post-semester work in order to improve a grade*
- *Student who wishes to repeat the course as an auditor, retaking examinations, etc., in order to improve a grade*

The "I" grade must be completed within one semester. If facilities (i.e. laboratory) are required to complete the outstanding work, but are not available during the next semester, then one year is the maximum time limit, subject to approval by the instructor.

If the agreements made in the "I" grade contract are not observed, or if the "I" grade is not cleared in the time specified in the contract, the grade automatically becomes a "WI." Once the "I" grade is changed to "WI," no other grade change will be accepted. The "WI" grade will be calculated as an "F" in the student's QPA.

The grade of "I" is considered a penalty grade in the calculation of the term QPA. The grade of "I," until it is changed, is calculated as if it were the grade of "F."

**IP**             In Progress (multiple-term course)

The "IP" (in progress) grade is given at the end of preliminary semesters of multiple-term courses such as a thesis, project, or research.

**NE** Not Examined

The "NE" grade is given only by the dean of students or the director of graduate services to students who have been excused from taking a final exam at its scheduled time. In each case, the course instructor is to be informed. If the examination is not taken by the date specified, the grade automatically becomes an "F." Once the "NE" grade is changed to an "F," no other grade change will be accepted. Grades of "NE" given in the fall semester must be made up during the spring semester. "NE" grades given at the end of the spring semester must be made up during the summer recess and no later than two weeks after the beginning of the fall semester. The grade of "NE" is not considered in the calculation of the term QPA.

**S** Satisfactory in a Satisfactory/Unsatisfactory graded course  
**U** Unsatisfactory in a Satisfactory/Unsatisfactory graded course

These grades can only be assigned in courses specifically approved for such grading by the Faculty Senate Curriculum Committee. Examples of such courses include a seminar, thesis, or certain general electives, such as *Tour of the Solar System*, and others.

**W** Withdrawn

The grade of "W" is assigned when a student is permitted to withdraw from a course after the deadline to drop a course. Only the dean of the Office of Graduate Education or the Academic Standing Committee can permit a student to drop a course after the deadline. If permission is granted, the Registrar will assign a grade of "W."

**WI** Failed (course that previously graded "I" and the student did not meet the deadline to complete coursework)

This letter grade is assigned by the Registrar to students who received an Incomplete ("I") and failed to meet the criteria or the deadline specified in the "I" contract. It is calculated as an "F" in the student's QPA.

**Z** Grade Unknown – see instructor

The grade of "Z" is assigned by the Registrar if the course grade is not submitted by the instructor in time to print the semester grade reports. The student should see his or her instructor for a grade.