

Graduate Student Handbook

Rochester Institute of Technology,
Master of Science in Information Technology & Analytics 2021-2022,
Delivered at

RIT | **Croatia**

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY & ANALYTICS

Overview

The Master of Science (MS) degree program in Information Technology & Analytics at RIT consists of a set of foundation courses, courses from a specialty track, and a culminating experience, which may be an independent project or an independent thesis. The foundation provides students with the basics in data analytics, non-relational data management, and information retrieval/text mining.

This program has been designed to support three essential outcomes for our graduates.

Program Outcomes

- Engage with data analytics academic or professional communities and contribute to the knowledge bases of the field.
- Apply specialized analytical and technical skills to a domain of work.
- Design information services to enhance the value of information.

Program Structure

The graduate program of study consists of 30 credits. You will either pursue an independent project or thesis.

Typical Course Sequence:

Course Number	Course Name	Sem. Cr. Hrs.
ISTE-600	Foundations of Data Mining	3
ISTE-605	Scholarship In Information Sciences And Technologies	3
ISTE-610	Non-Relational Data Management	3
ISTE-612	Information Retrieval and Text Mining	3
ISTE-724	Data Warehousing	3
ISTE-740	Geographic Information Science and Technology	3
ISTE-764	Project Management	3
ISTE-780	Data Driven Knowledge Discovery	3
ISTE-782	Visual Analytics	3
Capstone Project		3
	TOTAL SEMESTER CREDIT HOURS	30

GRADING

For each credit hour earned, the following number of quality points will be awarded based upon the grade received; these points will then be calculated into grade point averages:

Grade of: A (Excellent)	4.00 quality points
Grade of: A-	3.67
Grade of: B+	3.33
Grade of: B (Good)	3.00
Grade of: B-	2.67
Grade of: C+	2.33
Grade of: C (Satisfactory):	2.00
Grade of: C- (Failure)	1.67
Grade of: D (Failure)	1.00
Grade of: F (Failure):	0.00

“C-”, “D” and “F” grades do not count toward the fulfillment of program requirements for a graduate degree.

Graduate students are expected to receive a grade of B or better in all of their coursework. All students must maintain an overall cumulative grade point average of B (3.0) or higher. Having an overall cumulative GPA of 3.0 or higher is also a requirement for graduation.

Any grade lower than “C” is considered failing. If a student receives a “D” or “F” they should meet with the graduate advisor as soon as possible to discuss the repercussions and create a recovery plan.

The 7-year Rule for Completing a Degree

You may not use any courses for graduation that were taken more than seven years ago (this rule does not apply to Bridge Program courses).

Guidelines for Petitioning for an Extension Beyond the 7-year Limit

In cases where the fulfillment of degree requirements extends beyond the 7-year limit, the Director of Graduate Programs must petition the Graduate Council for a formal extension.

Please note the following important requirements for these petitions:

Application for an extension should be submitted to the Graduate Program Director at least one full semester prior to the expiration of the seven-year time limit.

When a student's program is projected to exceed the seven-year limit, he/she should not be encouraged to take courses or work on a thesis or final project until a decision has been made by the Graduate Council.

A student can apply through the Director of Graduate Programs for an extension of the 7-year rule.

The student has the following options to prove that the student's knowledge of the course(s) beyond the seven-year limit is current:

- A student can retake the course(s) at RIT and pass the course with a passing grade.
- A student can retake the course(s) at another institution and pass the course with a passing grade. The Director of Graduate Programs must approve the course selection, before the student is allowed to register.
- The student has to pass an exam of the course(s) in writing at RIT. The exam will be similar to a final of the course(s).

Documents included in the petition submitted to the chair of Graduate Council by the Director of Graduate Programs should include the following:

- Petition support signed by Dean's office.
- Detailed plan for completion of degree, addressing each unmet requirement. Generally, no more than one calendar year's extension will be granted.
- Circumstances that delayed completion of degree.
- RIT graduate transcript (and, where relevant, undergraduate transcript).
- Current résumé.
- A copy of the thesis description or final project proposal (if completed).
- A list of courses that will be older than seven years (and by how much) at the projected date of graduation. At the time of certification, the Director of Graduate Programs will provide written documentation of the currency of overdue courses.
- Letter of support from the Director of Graduate Programs or faculty advisor.

Probation and Suspension

Any matriculated graduate student whose Program Grade Point Average falls below a 3.0 (B average) after 12 semester credit hours have been completed will be placed on probation and counseled by the departmental advisor concerning continuation in the graduate program. Those students placed on probation must raise their Program Cumulative GPA to the 3.0 level within 9 semester credit hours or risk suspension from the graduate program. Should it be necessary to suspend a graduate student for academic reasons, the student may apply for readmission to the dean of the college or designee (department head, program director, etc.) upon demonstration of adequate reason for readmission. Re-admission is **not** guaranteed.

ACADEMIC POLICIES AND PROCEDURES

Academic Honesty

Academic honesty is an expectation of all students at RIT. Any act of improperly representing another person's work, as one's own is an act of academic dishonesty. The RIT code of academic conduct is documented in the university's Policies and Procedures manual:

<http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D8.html>

<http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C0.html>

LEAVE OF ABSENCE

A student who is considering taking a leave of absence is required to meet with Tereza Buša who will assist them with the process. In most cases, a leave of absence is not to extend beyond 3 consecutive terms including summer, but excluding intersession. The advantage of taking a 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 three semesters, a student must reapply for admission to the Institute.

WITHDRAWING FROM RIT

A student who is contemplating officially withdrawing from RIT is **required** to meet with Tereza Buša, who will assist them with the process. An official withdrawal form must be completed which will notify several key Institute offices.

NOTE: Non-attendance does not constitute an official withdrawal; official withdrawal from courses is required even if the student is not eligible for a tuition refund.

Withdrawal and Refund Policy

If a student decides to withdraw from the program, the following refund policy will apply:

- Student will not be charged for courses that have not started yet.
- Student will be charged for all of the courses that started prior to the moment of withdrawal from the program.
- If a student withdraws from the course during the first week of a course, he/she will not be charged for that course.

Academic Reasons - Students sometimes register before their grades for the previous semester are available. If such a student is later subject to academic suspension, or has failed prerequisites, a full refund will be given upon withdrawal. It remains the student's responsibility to contact the advisor or department head to assure that the withdrawal form and refund are properly processed.

IMPORTANT ACADEMIC CONTACTS

- In order to ensure that students are completing the program as required and have received all needed information, all students should be in contact with Tereza Buša, Academic Advisor. **Tereza can be reached at 01-6439- 100 or tereza.busa@croatia.rit.edu**
- **The Academic Affairs and Student Services Manager** for students enrolled in the program at RIT Croatia is **Marija Šušak Mišetić** and you can reach her at marija.susak@croatia.rit.edu or 01-6439-100.

GRADUATION REQUIREMENTS

1. A minimum of 30 semester hour credits beyond the bachelor's degree level is required. These should include the successful completion of, or demonstrated proficiency in, the professional concentration as well as the successful completion of the final project or thesis.
2. Any required undergraduate courses will not count toward the overall GPA or the accumulation of 30 credits.
3. Undergraduate courses taken elsewhere or as part of any undergraduate degree cannot apply toward the graduate program.
4. Students must receive a final grade of „C” or higher in all courses in order to be certified for graduation. Any grade lower than this will require the student to repeat the course.
5. An overall minimum cumulative grade point average of 3.0 is required for the successful completion of the program. The GPA calculation includes all courses taken for credit as part of the program. Transfer credits cannot apply toward the GPA. If the student took graduate courses before being matriculated as a student, or outside of the program of study, only the first 9 credit hours are factored into the GPA.

DEGREE CERTIFICATION

Upon completion of the requirements for the student's program, the **student must apply for graduation in SIS.**

ELECTRONIC RESOURCES

E-mail

When beginning the graduate program, students will be asked to set up an e-mail account through RIT. It is important to check your e-mail frequently, as this is the primary means of communication at RIT.

MyCourses

MyCourses is an online learning platform utilized by the RIT community. Most, if not all of your courses will use My Courses in some way. The site is easy to use and provides endless opportunities for shared learning.

Any questions can be directed to the course faculty member or Tereza Buša; for technical questions, contact the ITS staff at the Zagreb campus.

Student Information System (SIS)

The Student Information System is the main online information system for the RIT community. Through SIS you can search for and register for courses, view final grades and GPA statistics, and do much more. The SIS can be accessed at

<https://sis.rit.edu/>

STUDENT SERVICES

Student Services Reception Desk

Donika Kristaj	Student Services Assistant	Reception, Zagreb campus	donika.kristaj@croatia.rit.edu
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Finance

Jelena Tolić	Director of Finance	Room 20, Zagreb campus	jelena.tolic@croatia.rit.edu
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Tanja Jandžel	Finance & Accounting Specialist	Room 20, Zagreb campus	tanja.jandel@croatia.rit.edu
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Academic Affairs

Tereza Buša	Graduate Academic Advisor	Room 25, Zagreb campus	tereza.busa@croatia.rit.edu
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Marija Šušak Mišetić	Academic Affairs and Student Services Manager	Room 32, Zagreb campus	marija.susak@croatia.rit.edu
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Career Services and Alumni Relations

Marina Drmač	Career Services & Alumni Manager	Room 32, Zagreb campus	marina.andros-drmac@croatia.rit.edu
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Marketing, Recruitment and Enrollment

Ivana Silić	Recruitment & Enrollment Manager	Room 34, Zagreb campus	ivana.silic@croatia.rit.edu
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Information and Technology Services (ITS)

Marko Baričević	ITS & Facility Manager	Room 8, Zagreb campus	marko.baricevic@croatia.rit.edu
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Student Services Reception Desk office hours, contact information and general services are as follows:

RIT Croatia Zagreb Campus

OFFICE HOURS: Ground floor: Monday – Friday, 8:00 AM – 8:00 PM

PHONE: (01) 643-9100

FAX: (01) 643-9103

ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10000 Zagreb, Croatia

RIT Croatia Dubrovnik Campus:

OFFICE HOURS: Ground floor: Monday – Friday, 8:00 AM – 8:00 PM

PHONE: (020) 433-000

FAX: (020) 433-001

ADDRESS: Don Frana Bulića 6, 20 000 Dubrovnik, Croatia

