Integrated Innovation Institute
2017-2018 Graduate Student Handbook

Pittsburgh & Silicon Valley Campuses

Master of Integrated Innovation for Products & Services
Master of Integrated Innovation for Products & Services – Advanced Study
Master of Science in Software Management
Master of Science in Technology Ventures
Integrated Innovation Institute Graduate Student Handbook – Table of Contents

I. Introduction

A. Welcome
B. Background Statement
C. Degrees Offered
D. Mission Statement
E. Program Directors, Faculty & Staff

II. Pre-Matriculation

A. Deferral
B. Applicant’s Responsibility
C. Confidentiality of Communications
D. Academic Integrity
   1. Integrated Innovation Institute Expectations on Academic Integrity
   2. Policy Statement
   3. Policy Violations
   4. Procedures and Policies
E. Residency Requirements
F. Distance Learning Courses
G. Academic Calendar
   1. Practicum Course Registration
   2. Class Attendance Policy
H. Carnegie Mellon University - New Graduate Student Resources
   1. Computing Services
   2. The HUB
   3. Student Information Online (SIO)
   4. Enrollment Verification
   5. Carnegie Mellon Canvas

III. Enrollment & Registration

A. Overview
B. Preparing an Academic Plan
   1. Student Responsibility
   2. Degree Requirements Timeframe
   3. Statute of Limitations
   4. Course Availability and Waitlists
C. Registering for Courses
D. Double Counting Courses
E. Policy on Auditing Courses
F. Program Transfer
G. Final Exams
H. Enrollment Verifications
I. Change of Address
J. Graduation Certification and Degree Title

IV. Academic Standards

A. Grades
   1. University Grading Standards
   2. College of Engineering Grading Standards
B. Academic Performance
   1. Grade Point Average
   2. Academic Standing
   3. Retaking a Course
   4. Required Course Waiver Policy
   5. Course Overload Policy

V. Degree Requirements

A. Master of Integrated Innovation for Products and Services
   Master of Integrated Innovation for Products and Services - Advanced Study
      1. Full-time Status
      2. Part-time Status
      3. Registration Process and Procedures
      4. Academic Advising
      5. Elective Courses - MIIPS & MIIPS Advanced Study
      6. Curriculum of Study: MIIPS Degree
      7. Curriculum of Study: MIIPS - Advanced Study Degree
      8. MIIPS Degrees - Total Units

B. Master of Science in Software Management - 16 month, 12 month, and Part-Time
   1. Full-time Status
   2. Part-time Status
   3. Registration Processes and Procedures
   4. Academic Advising
   5. Elective Courses – Software Management Degrees
   6. Curriculum of Study: MISM - Full-Time Degree Program - 12 month
   7. Curriculum of Study: MISM - Full-Time Degree Program - 16 month
   8. Curriculum of Study: MISM - Part-Time Degree Program
   9. MISM Degree - Total Units
C. Master of Science in Technology Ventures (MSTV)/Dual-Degree Option
   1. Full-time Status
   2. Part-time Status
   3. Registration Process and Procedures
   4. Academic Advising
   5. Curriculum of Study: Master of Science in Technology Ventures
   6. Curriculum of Study: Master of Science in Technology Ventures - Dual Degree
   7. MSTV Degrees - Total Units

VI. Student Services and Resources

A. Student Support
B. Career Services
   1. Integrated Innovation Institute - Experiential Learning Requirement
   2. Working on Campus
   3. Off-Campus Employment
C. International Student Resources
   1. Office of International Education (OIE)
   2. Global Communication Center (GCC)
   3. International Communication Center (ICC)
D. Student Facilities
   1. Integrated Innovation Institute Building Policies
   2. Pittsburgh Campus
   3. Silicon Valley Campus
E. Health & Wellness
   1. Pittsburgh Campus
   2. Silicon Valley Campus
F. Student Groups
   1. Graduate Student Association
G. Mentoring Programs
H. Institute Financial Procedures and Resources
I. Travel/Conference Funding

VII. Tuition & Fees

A. Tuition Billing & Payments
B. University Financial Aid
C. Student Financial Obligation & Past Due Accounts

VIII. University Policies

A. Carnegie Mellon Code
B. Leave of Absence/Withdrawal
C. University Grievance Procedures & Contacts
D. Student Privacy Rights
E. Policy on Photo and Video Release
F. Intellectual Property
G. Pets
H. Alcohol & Drugs
I. Assistance for Individuals with Disabilities
J. Safeguarding Educational Equity
K. Maternity Accommodation Protocol

IX. Post-Matriculation Guidelines
   A. Return of University Property
   B. Alumni Email Contact

X. Grandfather Clause

XI. Statement of Assurance

Appendix A
I. Introduction

A. Welcome to the Integrated Innovation Institute!

On behalf of the Integrated Innovation Institute faculty and staff, we wish to welcome you to our master’s degree programs. We expect your experience at Carnegie Mellon University will be both productive and rewarding, and we look forward to getting to know you and to working with you.

This handbook is intended to supplement University information found in the Carnegie Mellon University and the College of Engineering Graduate Student Handbook. Please review both handbooks as soon as you have the opportunity to become familiar with institute and University policies. If you have any questions, please reach out to us directly or your primary campus contact.

Again, welcome aboard, and best wishes for a successful year.

Jonathan Cagan
George Tallman and Florence Barrett Ladd Professor in Engineering, Department of Mechanical Engineering
Associate Dean for Faculty and Graduate Affairs, College of Engineering
Co-Director, Integrated Innovation Institute
Faculty Co-Director, Swartz Center for Entrepreneurship

Peter Boatwright
Allan D. Shocker Professor of Marketing and New Product Development, Tepper School of Business
Co-Director, Integrated Innovation Institute

While this handbook is specific to the student’s academic experience at the Integrated Innovation Institute, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word (the student handbook), the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

B. Background Statement

The Integrated Innovation Institute is built on three primary disciplines, engineering, design, and business. Just like successful products or services, successful innovation covers technological performance (engineering), human interface (design), and economic value (business). The Integrated Innovation Institute focuses on education and research in innovation methods and practice, one of the few top educational institutions that unites the three disciplines to cross train students to become elite innovators, which enhances the effectiveness of thinking and generating results.
The Integrated Innovation Institute has homes at two of the Carnegie Mellon campuses (Pittsburgh and Silicon Valley). The Institute is administratively housed within the College of Engineering.

**C. Degrees Offered**

**Pittsburgh Campus**
The *Master of Integrated Innovation for Products & Services* (MIIPS) can be completed full-time in 9-months or part-time over two years. The part time option is available for students in the Pittsburgh region with a flexible work schedule. Residency is required in Pittsburgh to complete this degree.

The *Master of Integrated Innovation for Products & Services – Advanced Study* is a 16-month full-time degree. Students complete the core MIIPS degree during the first nine months and then expand their study with a required summer internship and additional fall term semester focusing on a master’s essay paper. Residency is required in Pittsburgh to complete this degree.

**Silicon Valley Campus**
The *Master of Science in Software Management* (MSSM) can be completed full time in one year (12- or 16-month option). There is also a part time option available that can be completed in two years. In the 12-month full-time option, students are expected to be enrolled in the fall, spring and summer semesters. In the 16-month full-time option, students are enrolled in the fall and spring semesters and then expand their study with a required summer internship and additional fall term. Residency is required in Silicon Valley to complete the full time 12 or 16-month degree options.

**Bi-Coastal Degree**
The *Master of Science in Technology Ventures* (MSTV) is a 16-month full-time degree. Students begin during the spring semester at the Pittsburgh campus then transition to the Silicon Valley Campus for a summer internship and full academic year of courses. MSTV is also offered in a dual degree format for Carnegie Mellon students earning a master’s degree in a traditional engineering discipline, including: biomedical, mechanical, civil and environmental, electrical and computer engineering, material science and chemical engineering. Residency is required at each campus during the designated semesters to complete this degree.

**D. Mission Statement**
The Integrated Innovation Institute combines the strengths of engineering, design and business to cross train students so they can become elite innovators, enhancing the innovation process and generating impact.
E. Program Directors, Faculty & Staff

Integrated Innovation Institute Directors

Peter Boatwright
Allan D. Shocker Professor of Marketing and New Product Development, Tepper School of Business
Program Director, Master of Integrated Innovation for Products & Services
Co-Director, Integrated Innovation Institute
Email: pbhb@andrew.cmu.edu

Jonathan Cagan
George Tallman and Florence Barrett Ladd Professor in Engineering, Department of Mechanical Engineering
Associate Dean for Faculty and Graduate Affairs, College of Engineering
Co-Director, Integrated Innovation Institute
Faculty Co-Director, Swartz Center for Entrepreneurship
Email: cagan@cmu.edu

Faculty
For a complete list of Integrated Innovation Institute Faculty, please visit our directory.

Program Directors and Staff

Pittsburgh Campus

Sarah Collins, Senior Recruiting & Admissions Coordinator
Email: scollin1@andrew.cmu.edu - Phone: 412-268-8673

Allison Hodsdon, Manager of Marketing
Email: allisonh@andrew.cmu.edu - Phone: 412-268-8672

Amanda Mitchell, Student Services Coordinator
Email: ajmitche@andrew.cmu.edu - Phone: 412-268-6800

Ben Walfish, Finance and Personnel Administrator
Email: ben13@cmu.edu - Phone: 412-268-8655

Emma Zink, Associate Director, Integrated Innovation Institute
Email: emmazink@andrew.cmu.edu - Phone: 412-268-6808
Silicon Valley Campus
Marfrisa Geronimo Gipner, Administrative Assistant, CMU-Emirates Innovation Lab & VentureBridge
Email: marfrisa.gipner@sv.cmu.edu - Phone: 650-335-2825

Leigh Mason, Student Services Coordinator
Email: leigh.mason@sv.cmu.edu - Phone: 650-335-2857

Gladys M. Mercier, Program Director, M.S. in Software Management
Email: gladys.mercier@sv.cmu.edu - Phone: 650-335-2820

Sheryl Root, Program Director, M.S. in Technology Ventures
Email: sheryl.root@west.cmu.edu - Phone: 650-335-2870

Chris Zeise, Director of Admissions & Alumni Relations
Email: chris.zeise@west.cmu.edu - Phone: 650-335-2810
II. Pre-Matriculation

This section presents guidelines for accepted students prior to matriculation into their programs.

A. Deferral
The Integrated Innovation Institute does not allow admission deferrals because admission decisions are based on the current applicant pool. Students are only offered admission into the program for a particular academic year. Students cannot request a ‘Leave of Absence’ prior to matriculation as this is considered as a deferral.

B. Applicant's Responsibility
It is the responsibility of the applicant to provide all required information on the program application.

Applicants admitted to an Integrated Innovation Institute program must submit final official transcripts upon completion of their undergraduate or master’s degree program from the institution conferring their degree as a condition of enrollment at Carnegie Mellon. Failure to provide official transcripts confirming the conferral of an undergraduate degree one week before the first day of class at Carnegie Mellon, or failure to graduate, will nullify admission to the Integrated Innovation Institute.

Additionally, if an applicant is an international student, all required documents must be submitted to the Office of International Education in a timely manner prior to student orientation. All students attending classes at the Silicon Valley campus must submit complete additional paperwork to comply with California Private Postsecondary Education Act, prior to arriving in California.

It is the applicant’s responsibility to arrive for student orientation, the week prior to course beginning. Attendance at orientation is required for all Integrated Innovation Institute students.

C. Confidentiality of Communications
All information provided to students as a result of their application is considered confidential and should not be communicated to other applicants. Applicants are expected to comply with the confidentiality requirement as a condition of admission.

D. Academic Integrity

Please review the University expectations on Academic Integrity.

1. Integrated Innovation Institute Expectations on Academic Integrity

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to
overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our University community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

2. Policy Statement
In any manner of presentation, it is the responsibility of each student to produce original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q) unless specifically prohibited by the course instructor(s). Any additional sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required for material that is not the student’s original work. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q), the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student’s responsibility to seek additional information and clarification.

3. Policy Violations
Cheating occurs when a student avails her/himself of an unfair or disallowed advantage, which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.
Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of referenced sources include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Passages of music, existing either as sound or as notation.
- Mathematical proofs.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.
- Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

The complete policy can be found at on the University’s Policy Website.

4. Procedures and Penalties
When a concerning event occurs, the faculty investigates and determines if a violation has been committed. Most likely, the faculty will request a meeting with the student to present their concern. If the faculty decides that a violation occurred, they will inform the student’s program head, department head (if different), dean, dean of college that the course is offered in, dean of student affairs and the provost and include the course level penalty that they have the authority to impose (up to and including failure in the course). In addition, the Integrated Innovation Institute has the authority to impose penalties at the department level.
Upon the first academic integrity violation, in addition to the course-level action imposed by the instructor, Integrated Innovation students who commit an academic integrity violation will be placed on academic probation for the remainder of their academic program and will be subject to the following penalties:

- Any scholarships and/or financial awards awarded by the Integrated Innovation Institute will be rescinded immediately, including those received in previous semesters.
- The student will become ineligible to receive awards, fellowships or scholarships for the duration of the program.
- The student may not formally represent the Integrated Innovation Institute as an officer or other position in a student club or campus organization for the duration of the program.

If a second violation occurs, the Integrated Innovation Institute has the authority to permanently drop the offending student from the Integrated Innovation Institute. In order to keep this process just, students have the right to request an appeal to the provost’s office. The specific process to do so will be included in the student’s academic integrity violation letter.

In accordance with the University’s policy, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty. If a student attempts to drop the course, they will be re-enrolled.

**E. Residency Requirements**

All full-time degrees require residency at their primary campus of origin. While some courses are taught via distance learning, a complete degree cannot be attained without residency. The MSTV degree requires residency at the Pittsburgh campus for the first spring term semester and the remaining 3-semesters (including summer) are completed in California in connection with the Silicon Valley campus. 

*NOTE: Part time students in the MS in Software Management program are exempt from the residency requirement.*

**F. Distance Learning Courses**

The Integrated Innovation Institute embraces distance learning opportunity courses for students between the Pittsburgh and Silicon Valley campuses. These courses are taught via synchronous modes of course facilitation. This requires students to be present in the classroom in Pittsburgh and Silicon Valley for courses as part of our full-time degree curriculum. Exams and/or final presentations are held during the scheduled course time or posted final schedules.

Students enrolled in the part-time Software Management program are required to attend courses during their scheduled time, either in person or via remote access. When attending a course via remote access, students are required to join via headset. This headset and computer is an additional cost to students in the part-time Software Management program.
Note: F-1 students have an immigration restriction of no more than “one online course” per semester. An “online course” is considered to be an asynchronous course that does not hold a regular class meeting (Building/Room = DNM, aka 'does not meet').

G. Academic Calendar & Class Attendance Policy
Carnegie Mellon University manages the official University calendar on The Hub website. Please note that colleges and schools within CMU often release their own individual academic calendars and students must meet the course add/drop deadlines for each specific college/school. To support the varied calendars around the University, the Integrated Innovation Institute will release an academic calendar for students in Pittsburgh and Silicon Valley each fall term. Integrated Innovation tries to respect scheduled holiday breaks and special events within the University’s Academic Calendar, but reserves the rights to adjust the Academic Calendar to impact the specific needs of the Integrated Innovation Institute.

Please note the different add/drop deadlines for Mini courses vs. Full semester courses could impact tuition charges. It is the student’s responsibility to meet appropriate deadlines for registration.

1. Practicum Course Registration
Starting in the Spring 2017 term, all students must register for any practicum courses at the beginning of the semester per Carnegie Mellon University Academic Calendar add deadlines. Late adds will not be approved for course numbers: 49-748, 49-792 & 49-859.

2. Class Attendance Policy
Students are expected to attend all classes outlined in a course syllabus as part of their Integrated Innovation Institute degree. All absences must be approved and arranged with the course professor on an individual basis. Please note that the Integrated Innovation Institute does not support excessive course absences for job interviewing and networking events. Excessive course absences may influence a student’s ability to pass a course and/or complete their degree.

H. Carnegie Mellon University - New Graduate Student Resources
As a new student at Carnegie Mellon and the Integrated Innovation Institute, review the following resources prior to the first day of classes.

1. Computing Services - New Graduate Student Checklist

2. The HUB
The HUB is Carnegie Mellon’s one-stop student service center. The staff in The HUB provide services related to enrollment, including billing and payments, financial aid, course registration and scheduling, transcript and verification requests, diplomas, grades, ID Cards and more. The HUB assists currently
enrolled students, parents/guardians of currently enrolled students, faculty, staff and departments with all of the above.

3. **Student Information Online (SIO)**
SIO is a secure site where you can find important, personalized information, including E-Bills and student account information, financial aid status/eligibility, grades and QPA, and course schedule.

Within SIO, you can register for classes and make modifications to course schedules, update contact information, enroll in Online Banking, authorize friends and family to receive your E-Bill, request verifications, and much more. To begin using SIO, log on with your Andrew User ID and password. When you first log in, be sure to update your information under the My Info tab.

4. **Carnegie Mellon Canvas - A Course Management Tool**
Canvas is a course management tool for faculty to communicate with students, distribute course documents, assignments and other resources.

5. **Box File Storage and Collaboration at Carnegie Mellon**
Box is an enterprise-level file storage and basic collaboration service. It provides an easy-to-use and protected way for you to consolidate your files into 1TB of personal online storage. You can upload and manage your content using a browser or supported app from any web-enabled device. For collaborating you can grant Box users, from anywhere, role-based permissions to your content, and associate tasks and comments with your files.
III. Enrollment & Registration

A. Overview
After accepting the Integrated Innovation Institutes’ offer of admission, students should create an academic plan and review required courses on the Institute’s website.

B. Preparing an Academic Plan

1. Student Responsibility
It is the sole responsibility of the student to manage the academic progression of their program. Students are expected to ensure that they are taking the necessary prerequisites and courses to complete degree requirements on time. Curriculum and degree requirements can be found in Section V. If a student is not progressing as expected, students are expected to seek advice and counsel from their Program Director and Student Services Coordinator.

2. Degree Requirements Timeframe
Students must complete their degree requirements within the elected time frame outlined by their admissions letter.

Students must be physically present and attend class at the start of the semester. For remote students within Software Management, physically present is defined by actively participating by transmitting both video and audio, in class virtually at the specified time that class is held.

If extenuating circumstances exist that prevent a student from arriving to campus at the start of the semester, the student must notify their academic advisor immediately. Attendance from the start of the semester is crucial towards a student’s progress in their program and an extended absence, especially at the beginning, will have a detrimental impact. If a student has not arrived to begin their program by the 10th day of class, a student is withdrawn from the University.

3. Statute of Limitations
All units required for a master’s degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date on which the student enrolled in the program. This statutory period can be extended by the college's Associate Dean for Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master’s degree studies must be approved by the head of the department or program offering the master’s degree, and by the college's Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program. See more at the College of Engineering website.
4. Course Availability and Waitlists
The Integrated Innovation Institute cannot guarantee that courses will be offered each semester or in a specific semester. Students may refer to the Schedule of Classes website to determine course availability each semester. In addition, the Integrated Innovation Institute cannot guarantee that a student will be offered a seat in a specific course. This applies to courses offered by the Institute as well as other departments at Carnegie Mellon. The Integrated Innovation Institute will provide required courses needed for students to maintain academic progress with their degree each semester.

If a student is on a Waitlist for a course, the student must attend the first week of classes and speak directly with a faculty member to determine if there is availability to register from the wait list. Material in the course is covered quickly and every course meeting is required.

C. Registering for Courses
As a new student, your advisor team will register you for your first semester of courses. After required student orientation, it is the student’s responsibility to register for courses through Student Information Online (SIO).

SIO is an important tool to use during the registration process, as well as throughout graduate school (for updating address information, etc.) Students can access SIO with their Andrew ID. SIO is available through the Hub’s website: http://www.cmu.edu/hub/.

D. Double Counting Courses
No course that has been counted toward another degree can be counted toward fulfilling course requirements in graduate programs, unless explicitly authorized for a particular program as set forth in the specified requirements for the program, or by the department head(s) of the primary department(s) of the graduate student. See more at the College of Engineering website.

E. Policy on Auditing Courses
Auditing courses is not permitted within the Integrated Innovation Institute. Students must register for a course through SIO for the units allocated in order to sit in a course.

F. Program Transfer
Program Transfer is not feasible within the Integrated Innovation Institute and externally. Students must reach out to their Program Director if there are questions about this policy.

G. Final Exams
All Integrated Innovation Institute students must attend final exams and project presentations as scheduled by the University and individual course instructors. If a student believes that a final exam or presentation presents a scheduling conflict, they must discuss the issue with the course instructor. Please keep this in mind when arranging travel at the end of a semester; having purchased airline tickets is not a proper excuse for missing a final exam.
H. Enrollment Verifications
Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB.

I. Change of Address
Integrated Innovation Institute students are responsible for updating their address through their student account on SIO in a timely manner. Students can change their address using SIO, which is accessible via The HUB’s website: http://www.cmu.edu/hub/index.html

Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

J. Graduation Certification Process and Degree Title
Degree Titles offered from the Integrated Innovation Institute:

Master of Integrated Innovation for Products & Services
Certification Process
- Awarded from the Pittsburgh Campus
- May Graduation Certification Only
- Certified by: MIIPS Program Director

Master of Integrated Innovation for Products & Services – Advanced Study
Certification Process
- Awarded from the Pittsburgh Campus
- December Graduation Certification Only
- Certified by: MIIPS Program Director

Master of Science in Software Management
Certification Process
- Awarded from the Silicon Valley Campus
- Full-Time Students: August & December Graduation Certification Only
- Part-Time Students: May, August & December Graduation Certification
- Certified by: MSSM Program Director

Master of Science in Technology Ventures
Certification Process
- Awarded from the Silicon Valley Campus
- May Graduation Certification Only
- Certified by: MSTV Program Director
IV. Academic Standards

A. Grades

1. University Grading Standards
The general grading policy is described on the University grading policy page. This policy offers details concerning the University’s grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also outlines graduate grading standards.

2. College of Engineering Grading Standards
The College of Engineering’s grading policy is described below and on the Graduate Policies page.

Project work may be given an S (Satisfactory) grade on a semester-by-semester basis, but a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or R) must be given in the final semester for a multi-semester project. The units with an S grade are counted toward degree requirements but are not included in computing the average grade.

Coursework or graduate project grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement.

B. Academic Performance

1. Grade Point Average
In order to graduate, each student must have a grade point average (GPA) of at least 3.0 in all required coursework and total units for the degree. Additionally, the cumulative GPA for all units taken as a graduate student at Carnegie Mellon University must be at least a 3.0 GPA.

Coursework or graduate project units with a grade below a C (2.0 GPA) will not be considered toward graduate degree requirements; however, they will be calculated into the student’s cumulative GPA.

2. Academic Standing
Good academic standing is defined by having a GPA of at least 3.0 or above. A student will receive a warning letter for a GPA lower than 3.0 in the most recently completed semester. Students will have one semester to improve their GPA above a 3.0 to return good academic standing. If a student is not in good academic standing, it is their responsibility to consult with their academic advisor in a timely manner. Students not in good academic standing for more than one semester could be subject to academic suspension or dismissal from the Integrated Innovation Institute/Carnegie Mellon University.
A student can be in good academic standing and on probation at the same time due to incidents unrelated to their academic performance.

3. Retaking a Course
If a student does not pass a required course, they must either retake the course or take a different course that will fulfill the requirement. Retaking a course would also be necessary if students do not meet the GPA requirement for the degree or specific course.

All grades are recorded on the transcript and factored into the cumulative GPA computation.

4. Required Course Waiver Policy
For students who have significant work experience or academic background within a specific skill or topic area, a required course waiver may be requested. If a required course is waived, students will register for a replacement course to maintain the overall unit requirements per degree.

To request this consideration, the student must show significant evidence that they have completed a similar course and/or mastered topics outlined in the course. A substitute course will be determined as part of the approval process and should be within the Integrated Innovation Institute. Discretion for substitute course is at the responsibility of the Program Director.

As a general note, the curriculums within the Integrated Innovation Institute are designed to be completed as a cohort to develop a common language and knowledge set within a specific degree area. The majority of students complete the required curriculum as outlined within each specific degree.

To request a waiver of a required course, the student will need to submit a written (email or physical) request to the degree Program Director.

5. Course Overload Policy
The Integrated Innovation Institute offers students a rich curriculum of courses that allow for mastery of knowledge and skill sets across its disciplines. Such mastery cannot be achieved if students are overburdened with the demands of too many courses. The Integrated Innovation Institute supports an ideal of a well-rounded, balanced student life and education.

Integrated Innovation expects and encourages a broad and diverse co-curricular college experience and has set limits on how many courses a student should be allowed to take in a given semester. This policy on overloading is designed to allow students the time for course content mastery as well as the personal reflection on and integration of knowledge that makes for successful intellectuals, professionals, and citizens.
A permitted course overload does not accelerate a student’s timeline for graduation. Students are still required to maintain their full-time unit status each semester as defined for each degree within Section V in the Graduate Student Handbook.

**Policy**
Overloading is defined as taking more than the defined maximum units in a single semester as defined by the student’s degree program. Under certain circumstances, students may overload (up to 60 units) with approval of their advisor and program director.

Eligibility for overloading is defined by a specific QPA per degree in the last completed semester **AND** current cumulative QPA. Overloading is **never** permitted in the first semester of enrollment.

- **MIIPS**: 3.75 QPA (or higher)
- **MSSM**: 3.6 QPA (or higher)
- **MSTV**: 3.75 QPA (or higher)

Eligibility does not automatically allow the student to register for more than 48 units; eligible students must be granted special permission through the following:

1. Complete the **Petition to Carry an Overload Request Form**
2. Meet with the primary academic advisor to discuss overloading.
3. If permission is granted, online processing of the unit increase is through the primary academic advisor.
4. Request forms must be submitted one week prior to the Add deadline per each mini/semester.

All petitions approved before the posting of final grades for the semester preceding the overload semester are subject to revocation if the student does not achieve required semester QPA (or higher). It is the student’s responsibility to discuss this matter with their primary academic advisor.

If approval for overloading is granted after the deadline for adding courses, a [Late Add Form](#) must be completed after the advisor increases the maximum units on the student’s record.

**Notes for specific degrees:**
- **MIIPS Degrees**: Students can petition for overload, up to 54-units maximum in their spring and, for MII-PS Advanced Study students, final fall term.
- **MSSM Degrees**: Students can petition for overload, up to 60-units maximum in the spring and final term of the program.
- **MSTV Degrees**: Dual Degree students must have approval from their home engineering department, along with the Integrated Innovation Institute for the first two semesters in Pittsburgh. Students are not permitted to overload during the first fall semester at the Silicon Valley campus. Students can petition for overload, up to 60-units maximum in the final spring term.
V. Degree Requirements

A. Master of Integrated Innovation for Products and Services
   Master of Integrated Innovation for Products and Services Advanced Study

1. Full-time Status
Full-time degree requirements for the MIIPS & MIIPS Advanced Study curriculum are outlined below. All full-time students are required to maintain full-time student status as defined by the University (36 units per semester) throughout their degree. Total unit minimum/maximums per semester for the MIIPS degree are outlined below.

2. Part-time Status
Part-time students are only eligible to consider the MIIPS degree option. Part-time student status must be defined at the point of enrollment or with approval from the Program Director. This degree will take 2-3 years to complete depending on plan of study determined with advisor. Part-time students are expected to make work accommodations to attend classes when they are offered during the standard meeting times. Course times will vary from each semester/year. International students considering a part-time student status must maintain their visa/sponsorship status outside of the University. Per Carnegie Mellon University’s Office of International Education, F-1 visa status requires enrollment as a full-time student (36 units minimum).

3. Registration Process and Procedures
Students work closely with III staff in Pittsburgh to confirm registration for the fall and spring terms. Fall term registration is completed during the summer prior to entering the program. Spring term registration is completed during mid-November.

Students are automatically registered for the required courses in the MIIPS & MIIPS Advanced Study degrees, prior to the start of their programs.

4. Academic Advising
Students receive various levels of academic support through the Integrated Innovation Institute. The primary advisor for the MIIPS & MIIPS Advanced Study degrees is Emma Zink. Students can receive advice regarding courses and career development from the Institute Co-Directors, faculty, or other Institute support staff as well.

5. Elective Courses - MIIPS & MIIPS Advanced Study
Students are required to complete a minimum number of elective units per degree programs as noted below. Recommended elective lists will be provided during advising appointments with students each semester. If selecting a new elective course, students must request approval prior to registration. All electives are required to complement the curriculum and goals of the MIIPS degrees.
Please note elective offerings change every semester and each academic year. Placement in recommended electives is not guaranteed.

**MIIPS Elective Requirement:** Minimum: 18 units*/ Maximum: 24 units
*Minimum of 6 units of electives in Integrated Innovation Institute courses (49-xxx)

**MIIPS Advanced Study Elective Requirement:** Minimum: 42 units*/ Maximum: 60 units
*Minimum of 12 units of electives in Integrated Innovation Institute courses (49-xxx)

### a. Elective Unit Distribution within other Schools/Colleges

MIIPS & MIIPS Advanced Study students are limited to a maximum of 24 elective units* per department in Schools/Colleges outside of the Institute throughout the degree.

Example Elective Unit Scenario:
- Tepper School of Business – 18 units
- School of Design – 12 units
- Integrated Innovation Institute – 12 units

* No undergraduate courses are permitted as elective units for degree requirements.
* School of Computer Science – 12-unit total throughout degree; HCII courses can reach 24-unit degree cap.
* Tepper School of Business -- Limit 3 mini courses per semester; overall total of 24 units throughout degree.
* 1-unit courses with pass/fail grading do not count toward elective unit requirement or total semester course requirement and can be considered as needed/available per degree.

### b. Total Courses Per Mini

Carnegie Mellon University divides each semester into 2-mini sessions each semester. The mini sessions are defined as the following:
- Fall Term: Mini 1; Mini 2
- Spring Term: Mini 3; Mini 4
- Summer Term: Mini 5; Mini 6

The Integrated Innovation Institute coursework is offered throughout these mini semesters. In order to maintain a balanced curriculum/course load during the MIIPS & MIIPS Advanced Study degrees, the following total mini course restrictions are in place:
- Fall Term: Mini 1; Mini 2 – 5 course limit per Mini
- Spring Term: Mini 3 – 5 course limit; Mini 4 – 4 course limit
6. Curriculum of Study for Master of Integrated Innovation for Products & Services Degree

a. Fall Term
   Required Course Units: 54 units
   Minimum Term Units: 54 units
   Maximum Term Units: 60 units

   Two of Three Fundamentals Courses
   (based on undergraduate degree/work experience)
   49-700 - Engineering Design Fundamentals – 6 units
   49-701 - Industrial Design Fundamentals – 6 units
   49-702 - Business Fundamentals – 6 units

   One of the Following Entrepreneurship Courses/Sequences
   49-800 - Commercializing Intellectual Property – 12 units
   49-802 & 49-803 - Innovation & Entrepreneurship I & II – 12 units
   49-854 - Business Models and Strategy – 6 units

   All of the Following Required Courses:
   49-712 - User Research Methods – 6 units
   49-720 - Product and Brand Management – 6 units
   49-730 - Design for Manufacture – 6 units
   49-731 - Design for the Environment – 6 units
   49-740 - Integrated Product Development Methods – 6 units

   Professional Development Courses:
   49-703 - Career Planning for Integrated Innovators – 6 units
   49-704 - Integrated Innovation Seminar & Workshop Series – 0 units

   Electives Courses
   Based on availability and unit requirements after required courses are registered.

b. Spring Term
   Required Course Units: 30 units
   Minimum Term Units: 42 units
   Maximum Term Units: 48 units

   All of the Following Required Courses:
   49-710 - Visual Processes – 6 units
   49-713 - Designing for the Internet of Things – 6 units
   49-741 - Integrated Product Development Capstone – 12 units
49-804 - The Leadership Challenge – 6 units

**Professional Development Courses:**
49-704 - Integrated Innovation Seminar & Workshop Series – 0 units

**Electives Courses**
12-18 units of electives, based on required course schedule and available total units.

7. **Curriculum of Study for Master of Integrated Innovation for Products & Services**
   **Advanced Study Degree**

   **a. Fall Term #1**
   Required Course Units: 54 units
   Minimum Term Units: 54 units
   Maximum Term Units: 60 units

   **Fundamentals Courses - Two of Three following courses:**
   (based on undergraduate degree/work experience)
   49-700 - Engineering Design Fundamentals – 6 units
   49-701 - Industrial Design Fundamentals – 6 units
   49-702 - Business Fundamentals – 6 units

   **Entrepreneurship Course Requirement - One of the following:**
   49-800 - Commercializing Intellectual Property – 12 units
   49-802 & 49-803 - Innovation & Entrepreneurship I & II – 12 units
   49-854 - Business Models and Strategy – 6 units

   **Required Courses - All of the following:**
   49-712 - User Research Methods – 6 units
   49-720 - Product and Brand Management – 6 units
   49-730 - Design for Manufacture – 6 units
   49-731 - Design for the Environment – 6 units
   49-740 - Integrated Product Development Methods – 6 units

   **Professional Development Course(s) - All of the following:**
   49-703 - Career Planning for Integrated Innovators – 6 units
   49-704 - Integrated Innovation Seminar & Workshop Series – 0 units

   **Electives Courses**
   Based on availability and unit requirements after required courses are registered.
b. Spring Term
   Required Course Units: 30 units
   Minimum Term Units: 42 units
   Maximum Term Units: 48 units

   All of the Following Required Courses:
   49-710 - Visual Processes – 6 units
   49-713 - Designing for the Internet of Things – 6 units
   49-741 - Integrated Product Development Capstone – 12 units
   49-804 - The Leadership Challenge – 6 units

   Professional Development Course(s):
   49-704 - Integrated Innovation Seminar & Workshop Series – 0 units

   Electives Courses
   12-18 units of electives, based on required course schedule and available total units.

c. Summer Term
   Required Course Units: 3 units
   49-747 - Integrated Innovation Institute Internship/Practica – 3 units

   Students completing an internship, may also take 12 units of coursework during summer term. Students are responsible for the additional tuition costs during summer term. Additionally, students must maintain full time student status during subsequent semesters.

d. Fall Term #2
   Required Degree Units: 12 units
   Minimum Term Units: 36 units
   Maximum Term Units: 48 units

   Required Course
   49-748 - Integrated Innovation Institute Masters Essay – 12 units

   Electives Courses
   24-36 units of electives, based on required course schedule and available total units
8. MIIPS Degrees - Total Units

a. Total Units for MIIPS Degree
Students must complete a minimum of 102 units and successfully complete all required courses to be eligible for graduation. The average grade of 102 units applied to the degree shall be at least a B (3.0 GPA). Individual course grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement. At least 18 units of the total must be used toward electives relevant to the product development process and be approved by an advisor.

Please note registering for minimum units each semester will not successfully complete the degree on time. Students are responsible for meeting all degree requirements for on-time graduation.

b. Total Units for MIIPS Advanced Study Degree
Students must complete a minimum of 141 units and successfully complete all required courses to be eligible for graduation. The average grade of 141 units applied to the degree shall be at least B (3.0 GPA). Individual course grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement. At least 42 units of the total must be used toward electives relevant to the product development process and be approved by an advisor.

Please note registering for minimum units each semester will not successfully complete the degree on time. Students are responsible for meeting each degree requirements for on-time graduation.
B. Master of Science in Software Management – 16 month, 
   Master of Science in Software Management – 12 month 
   Master of Science in Software Management – Part Time

1. Full-time Status
Full-time students must attend courses and complete the degree on campus. Some courses may be 
offered during evening hours. In order to complete the required 144 units, full time students are 
typically enrolled for 48 units each semester. In the 12-month full-time option, students are expected to 
be enrolled in 48 units in the fall, spring and summer semesters. In the 16-month full-time option, 
students are enrolled in 48 units for the fall and spring semesters and then expand their study with a 
required summer internship (3 units) and additional 48 units in the final fall term. All students are 
required to maintain full-time status as set by the degree requirements at 48 units per semester. If a 
student is permitted to overload courses one semester for individual academic progress, the 48 unit 
requirement still applies in subsequent semesters.

2. Part-time Status
Students registered below 36 units are considered part-time status. Students can complete the program 
part-time in two years (6 academic semesters, including summer terms). Part time students take one 12-
unit course at a time, in the evenings. If schedule permits, day-time courses could be considered by 
advisor recommendation.

Part-time students may petition for Leave of Absence (LOA) only if they are in "good academic standing" 
(3.0 GPA). At least one course must be completed with B or better before a student will be considered 
for LOA. See University policy in Section VIII.

3. Registration Process and Procedures
Students work closely with Leigh Mason, Student Services Coordinator, to confirm registration for the 
fall, spring and summer terms. For incoming students, fall term registration is completed during the 
summer prior to entering the program. Spring term registration is completed during the last week in 
November by the student. Students are automatically registered for the required courses in the SM 
program prior to start of their degree. Students are responsible for subsequent registration during the 
semesters to complete the 144 units required for the degree.

4. Academic Advising
Students receive various levels of academic support through the Integrated Innovation Institute. The 
primary advisor for the MSSM degrees is Gladys Mercier. Students can receive additional advice 
regarding courses and career development from the Institute Co-Directors, faculty, Chris Zeise or other 
Integrated Innovation staff as well.
5. Elective Courses – Software Management Degrees
Students will receive specific electives options offered by the Integrated Innovation Institute or approved University electives prior to course registration each semester. Based on placement into electives at New Student Orientation, some electives options could be restricted to student enrollment.

When registering for 12-unit mini electives offered by the Integrated Innovation Institute, students are only permitted to register for two 12-unit courses per mini due to the high time commitment for each course. Additionally, no undergraduate courses are permitted as elective units for degree requirements.

6. Curriculum of Study for the Master of Science in Software Management
   Full-Time Degree - 12 month Degree Requirements

   a. Fall Term #1
      Required Courses Units: 48 units

      49-752 - Product Definition & Validation (PDV) – 12 units
      49-760 - Foundations of Software Management (FSM) – 12 units
      49-786 - Software Engineering Management (SEM) – 12 units
      Restricted Elective (Placement at New Student Orientation) – 12 units

      Professional Development Course(s) - All of the following:
      39-669 - Career & Professional Development for Eng. Master’s Students – 3 units

   b. Spring Term Requirements
      Required Course Units: 48 units
      Maximum Course Units: 60 units, per course overload approval

      49-762 - Software Product Strategy (SPS) – 12 units
      49-763 - The Business of Software (BSW) – 12 units
      49-771 - Process and Project Management (PPM) – 12 units
      Elective Requirement – 12 units

   c. Summer Term Requirements
      Required Course Units: 48 units
      Maximum Course Units: 60 units, per course overload approval

      Electives Courses:
      48 units of electives
7. **Curriculum of Study for the Master of Science in Software Management**  
**Full-Time Degree - 16 month Degree Requirements**

**a. Fall Term #1**  
Required Courses Units: 48 units

- 49-752 - Product Definition & Validation (PDV) – 12 units
- 49-760 - Foundations of Software Management (FSM) – 12 units
- 49-786 - Software Engineering Management (SEM) – 12 units
- Restricted Elective (Placement at New Student Orientation) – 12 units

Professional Development Course(s) - All of the following:
- 39-669 - Career & Professional Development for Eng. Master’s Students – 3 units

**b. Spring Term**  
Required Course Units: 48 units  
Maximum Course Units: 60 units, per course overload approval

- 49-762 - Software Product Strategy (SPS) – 12 units
- 49-763 - The Business of Software (BSW) – 12 units
- 49-771 - Process and Project Management (PPM) – 12 units
- Elective Requirement – 12 units

**c. Summer Term Requirements**  
Required Course Units: 3 units
- 49-793 - Practical Training in Software Management – 3 units (Summer All)

Students completing an internship, may also take 12 units of coursework during summer term. Students are responsible for the additional tuition costs during summer term. Additionally, students must maintain full time student status during subsequent semesters.

Prior to Fall 2016, students enrolled in the 1 unit internship course; 49-793.  
Beginning in Fall 2017, students enroll in the 3 units internship course, 49-793.

**d. Fall Term #2**  
Required Course Units: 48 units  
Maximum Course Units: 60 units, per course overload approval

Required Courses - One of the following:
- 49-792 - Software Management Practicum – 12 units
- 49-807 - Integrated Innovation for Large Scale Problems – 12 units
Elective Courses:
36 units of electives

8. Curriculum of Study for Master of Science in Software Management Part-Time

a. 1st year – Fall Term – 24 units
   49-761 - Elements of Software Management (ESM) – 12 units
   49-770 - Metrics for Software Managers (MfSM) – 12 units

b. 1st year – Spring Term – 24 units
   49-771 - Process and Project Management (PPM) – 12 units
   Elective Requirement – 12 units

c. 1st year – Summer Term – 24 units
   Electives – 24 units

d. 2nd year – Fall Term – 24 units
   49-750 - Software Product Definition (SPD) – 12 units
   49-751 - Requirements Analysis (RA) – 12 units

e. 2nd year – Spring Term – 24 units
   49-762 - Software Product Strategy (SPS) – 12 units
   49-763 - The Business of Software (BSW) – 12 units

g. 2nd year – Summer Term – 24 units
   Electives – 24 units

9. MSSM Degree – Total Units
Students must complete a minimum of 144 units and successfully complete all required courses to be eligible for graduation. This unit total does not include the summer internship or other professional development course units as noted as degree requirements. The average grade of 144 units applied to the degree shall be at least B (3.0 GPA). Individual course grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement.
C. Master of Science in Technology Ventures (MSTV)
   MSTV (Spring Term start)
   Dual Degree Option (Fall Term start)

1. Full-time Status
Full-time degree requirements for the MSTV & MSTV Dual Degree curriculums are outlined below. Full-time students must attend courses and complete the degree as defined per campus location. All students are required to maintain full-time student status as defined by the University (36 units) throughout their degree. Total unit minimum/maximaums per semester are outlined below.

2. Part-time Status
At this time, all students connected to the MSTV degree(s) must be registered at full-time student status. Part-time degree options are not available at this time.

3. Registration Process and Procedures
MSTV students are automatically registered for required courses in the MSTV degree each semester. Students work closely with Leigh Mason, Student Services Coordinator, to confirm registration for the fall, spring and summer terms. Additionally, students will work with closely with Leigh Mason and advisors in their home engineering department (if applicable for dual degree students), to define approved applied technology/engineering electives as part of the degree requirements.

4. Academic Advising
Students receive various levels of academic support through the Integrated Innovation Institute. The primary advisor for the MSTV degree is Sheryl Root. Students can receive additional advice regarding courses and career development from Integrated Innovation Co-Directors, faculty, and Integrated Innovation staff as well.

Dual degree students will also be assigned a specific academic advisor within their home core engineering department.

5. Curriculum of Study for Master of Science in Technology Ventures

a. Spring Term #1 – Pittsburgh
   Required Courses Units: 48 units

   49-850 - Grand Challenge Innovation – 12 units
   Applied Technology/Engineering Courses* – 3, 12-unit courses

   Current List of Applied Technology/Engineering Courses will be provided to student each semester.
b. Summer Term -- Silicon Valley
   49-859 - Master of Science in Technology Ventures - Internship/Practica – 3 units

c. Fall Term – Silicon Valley
   Required Course Units: 36 units
   Minimum Term Units: 48 units
   Maximum Term Units: 48 units, overload not approved this term

   49-802 & 49-803 - Innovation & Entrepreneurship I & II –12 units
   49-853 - Product Management – 6-unit mini
   49-854 - Business Models and Strategy – 6-unit mini
   49-855 - Venture Governance – 6-unit mini
   49-856 - Legal Issues in New Venture Creation – 6-unit mini

   Elective Course - 12 units

d. Spring Term #2 – Silicon Valley
   Required Course Units: 36 units
   Minimum Term Units: 48 units
   Maximum Term Units: 60 units, per approval

   49-801 – Enterprise Innovation – 12 units
   49-804 – The Leadership Challenge – 6-unit mini
   49-851 – Financial Fundamentals for New Ventures – 6-unit mini
   49-852 – Agile Marketing for New Ventures – 6-unit mini
   49-857 – Dynamic Global Teams – 6-unit mini

   Elective Course – 12 unit

   Example electives at the Silicon Valley campus:
   49-800, Commercializing Intellectual Property (Fall - Semester)
   49-781 - Data Analytics – 12 units (Spring - Mini 2)
   49.-*** - Building Brands in Early Stage Ventures - 12 units
   49.-*** - Start Up Creation in Practice - 12 units

6. Curriculum of Study for Master of Science in Technology Ventures, Dual Degree
   The MSTV degree can be completed in connection with master’s degrees offered in 6 departments in
   the College of Engineering. These departments include: Biomedical Engineering (BME), Chemical
   Engineering (ChemE), Civil & Environmental Engineering (CEE), Electrical & Computer Engineering (ECE),
   Mechanical Engineering (MechE) and Materials Science & Engineering (MSE).
   Students admitted to the dual-degree program with MSTV will follow the semester sequence.
a. Fall Term #1 – Pittsburgh – Home Dept. Engineering Discipline
Degree requirements for MS in Engineering Discipline degree are outlined per department. All partner departments can be found here: [https://www.cmu.edu/integrated-innovation/degrees/mstv/dual.html](https://www.cmu.edu/integrated-innovation/degrees/mstv/dual.html)

b. Spring Term #1 – Pittsburgh – Home Dept. Engineering Discipline
Required Courses Units: 48 units

49-850 - Grand Challenge Innovation – 12 units
Applied Technology/Engineering Courses* – 3, 12-unit courses

Current [List of Applied Technology/Engineering Courses](https://www.cmu.edu/integrated-innovation/degrees/mstv/dual.html) will be updated on the Integrated Innovation Institute website each semester.

These course units (48 units) will double-count towards the MS in Engineering & MSTV degree requirements. 48 units are the maximum courses that can double-count between the MS in Engineering & MSTV degree requirements. Additionally, no undergraduate courses are permitted as elective or double counting units for degree requirements.

At the end of the spring term, students should complete all MS degree requirements within their home engineering department. Link to partner department requirements can be reviewed [here](https://www.cmu.edu/integrated-innovation/degrees/mstv/dual.html).

c. Summer Term -- Silicon Valley
49-859 - Master of Science in Technology Ventures - Internship/Practica – 3 units

d. Fall Term – Silicon Valley
Required Course Units: 36 units
Minimum Term Units: 48 units
Maximum Term Units: 48 units, overload not approved this term

49-802 & 49-803 - Innovation & Entrepreneurship I & II –12 units
49-853 - Product Management – 6-unit mini
49-854 - Business Models and Strategy – 6-unit mini
49-855 - Venture Governance – 6-unit mini
49-856 - Legal Issues in New Venture Creation – 6-unit mini

Elective Course - 12 units
e. Spring Term #2 – Silicon Valley

Required Course Units: 36 units
Minimum Term Units: 48 units
Maximum Term Units: 60 units, per approval

49-801 – Enterprise Innovation – 12 units
49-804 – The Leadership Challenge – 6-unit mini
49-851 – Financial Fundamentals for New Ventures – 6-unit mini
49-852 – Agile Marketing for New Ventures – 6-unit mini
49-857 – Dynamic Global Teams – 6-unit mini

Elective Course – 12 unit

Example electives at the Silicon Valley campus:

49-800 – Commercializing Intellectual Property (Fall - Semester)
49-781 – Data Analytics – 12 units (Spring - Mini 2)
49-880 – Building Brands in Early Stage Ventures - 12 units
49-881 – Start Up Creation in Practice - 12 units

7. MSTV Degrees – Total Units

a. MSTV Degree – Total Units

Students must complete a minimum of 147 units and successfully complete all required courses to be eligible for graduation. The average grade of 147 units applied to the degree shall be at least B. Individual course grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement.

b. MSTV Dual Degree – Total Units

Students must complete a minimum of 147 units and successfully complete all required courses to be eligible for graduation. For dual-degree students, 48 units are double counted between MS in Engineering and 99 units are unique to the MSTV degree. The average grade of 147 units applied to the MSTV degree shall be at least B average (3.0 GPA). Individual course grades below a C (2.0 GPA) are considered unsatisfactory for the degree requirement. Both degrees will be certificated at the end of the MSTV degree requirements.
VI. Student Services and Resources

A. Student Support
There are multiple resources for student support throughout the Integrated Innovation Institute.

The following individuals are available to assist students with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful.

- MIIPS/MIIPS Advanced Study/MSTV-Pittsburgh: Emma Zink, Associate Director
- MSSM: Gladys Mercier, MSSM Program Director, & Leigh Mason, Student Services Coordinator
- MSTV: Sheryl Root, MSTV Program Director, & Leigh Mason, Student Services Coordinator

Helen Wang, Student Affairs Liaison for the Integrated Innovation Institute & Director of First-Year Student Life, is available to assist all students with Carnegie Mellon University resources to help with student support needs.

Sari Smith, Director of Student Affairs, is available to assist students with additional Silicon Valley Campus resources to help with student support needs.

Lindsay Pelz Luciano, Foreign Student & Scholar Advisor, Office of International Education, is available to support any international students at the Integrated Innovation Institute prior to arrival and during their time at Carnegie Mellon University. See additional resources for international students from the Office of International Education in Section C below.

Examples of situations where students are encouraged to seek advice or assistance include:
- Difficulty in communications with an advisor or faculty member, particularly when those difficulties may lead to leaving the program
- Conflict with other group members that is difficult to resolve within the group
- Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science
- Personal concerns that interfere significantly with the ability to make timely progress in program requirements. These might be due to health, family or financial challenges.

If additional help is desirable, the student would be asked before sharing information with other parties.

B. Career Services
Carnegie Mellon’s central Career and Professional Development Center (CPDC) organizes career development workshops, events and company information sessions and is heavily involved in organizing campus-wide job fairs and bringing employers to campus. The CPDC’s website is available at the following link: http://www.cmu.edu/career/about-us/meet_the_team/cpdc_staff.html.
Additionally, students at the Silicon Valley campus receive support from the SV Campus Career Services team, which works closely with the CPDC in Pittsburgh.

Handshake is Carnegie Mellon’s online recruiting system. Through Handshake, employers can request accounts to post jobs, request interviews and information sessions, and review student resumes. Students and alumni can apply to positions, sign up for interviews and find contact information for thousands of recruiters. Handshake may be accessed through the CPDC website.

1. Integrated Innovation Institute - Experiential Learning Requirement

The Experiential Learning Requirement at the Integrated Innovation Institute is predominantly completed by students through a summer internship. Depending on flexibility within specific degrees, students might find alternative experiences through a summer project on campus, practicum experience or applying as a summer team to VentureBridge.

Please note MSTV students can only complete the Experiential Learning Requirement with an internship.

Students will register for one of the following courses to complete this requirement:
- 49-746 Integrated Innovation Institute Internship
- 49-792 Software Management Practicum
- 49-793 Practical Training in Software Management
- 49-859 Master of Science in Technology Ventures – Internship

To complete this requirement, students must work for a minimum of 9 weeks, with at least 20 hours of work per week at an experiential learning opportunity related to their degree.

All students must complete the Experiential Learning Requirement Form for departmental approval. After the internship is approved, students will be registered for summer internship units in their SIO account.

Specific guidelines and deadlines for students applying for internships will be released to all students in degrees with required internships at the beginning of the fall semester. As a general reference, all students should work to secure their internship by the Friday before first day of summer courses. Please note this deadline might need to be sooner for students applying for Curricular Practical Training.

The Integrated Innovation Institute works closely with all students during their internship search and is supportive to explore alternative placement opportunities to complete this degree requirement if needed for specific students. Students are encouraged to be proactive throughout the internship search process and notify their Program Director/Student Services Coordinator if any concerns or issues arise during their search.
a. Ethical Job/Internship Search Policy
Accepting an offer is a commitment to the employer, just as they have made a commitment to you. Reneging reflects poorly on the candidate and potentially damages Carnegie Mellon’s reputation and relationships with employers. Instances of reneging that are reported by employer will be investigated by the CPDC and may result in loss of recruiting privileges for the student. See the CPDC policy on ethical job/internship searches.

b. Curricular Practical Training (CPT) Application Process
For students on an F-1 or J-1 visa, the internship placement might require the appropriate work authorization for eligibility with the US. If required, the student should work with the Office of International Education to apply for a Curricular Practical Training (CPT) with the steps outlined below.

STEP 1: Explore career services resources for internship opportunities in your local area; interview; and secure a job offer. Meet with your academic advisor or CPDC Career Consultant for additional support and advice.

NOTE: Per regulations for the Office of International Education, all offer letters MUST include the following information:

a) whether the position is full-time or part-time;
b) start and end dates – these MUST align with the summer academic term;
c) physical address of location you will work.
d) The offer letter must include a description of the work you will be hired to perform and
e) the name & contact information of your immediate supervisor.

STEP 2: Submit the two-page CPT form, with the first page completed, to your department administrator (Emma Zink for MIIPS/MIIPS Advanced Study; Leigh Mason for MSSM and MSTV). You and your employer should select a start date that allows a minimum of 5 business days for processing paperwork. The end date may not go beyond the end of the summer term.

STEP 3: During the spring semester, attend a CPT application session with OIE (virtual sessions will be provided to Silicon Valley students). Each campus will notify students how to prepare in advance of attending the CPT application session.

STEP 4: International students will pick up the new CPT I-20 prior to the first day of work with the internship. In Pittsburgh, students pick up their CPT I-20 from the Office of International Education in Warner Hall. In Silicon Valley, students pick up their CPT I-20 from Sari Smith. International students may NOT start working until they receive their new CPT I-20 with work authorization.
c. Pre-completion Optional Practical Training (OPT)
Find additional details on the [OIE – Pre-Completion OPT Application](#).

- Students carrying a full load of courses may be permitted to take on the additional employment (work) of pre-completion OPT during the last semester of their degree, based on prior academic performance.
- It is the student’s responsibility to maintain academic performance to successfully fulfill degree requirements.
- If a student is also carrying course overload, the advisor may choose to decline pre-completion OPT based on prior academic performance.
- Keep in mind that applications for pre-completion OPT may take up to 90 days to be processed (also pre-completion OPT can only be authorized if a student has completed two consecutive semesters enrolled full time).
- Please meet with your OIE advisor for additional questions or eligibility for Pre-completion OPT.

2. Working on Campus
Integrated Innovation Institute students are eligible to work on campus during the semester. There may be opportunities for students to work as Teaching Assistants (TAs), Technology Course Assistants (TCAs), Research Assistants (RAs), or Graduate Student Workers (GSWs) for the Integrated Innovation Institute. The majority of positions will be posted in Handshake; occasionally students may find positions directly from a faculty member without a job posting. A limited amount of RA/TA/TCA positions are filled each semester.

Graduate students are required to have a certain level of fluency in English before they can instruct, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel including teaching assistants. The full policy for Carnegie Mellon University can be reviewed [here](#). All students who are selected for a TA position and are non-native English speakers must take the International Teaching Assistant Test (ITA Test) conducted by the Intercultural Communication Center (ICC) before they start working as a TA.

RA, TA, and TCA positions may be available with other departments. Students who fulfill these positions should follow the guidelines of the department in which the position resides.

In each of these roles, the graduate student is to perform tasks related to the academic course and project. Students are not permitted to enroll in the course they are working as RA, TA, TCA within the Integrated Innovation Institute.

F-1 and J-1 students may work on campus 20 hours or fewer per week while school is in session and full-time during vacation terms or any official school breaks. The full guidelines for on-campus employment can be viewed [here](#).
If a student is interested in an on-campus job, it is recommended to look for only one position (TA, RA or TCA) that ranges from a maximum of 10-12 hours of work per week. This will allow students to successfully manage the academic demands and expectations of the Integrated Innovation Institute coursework.

3. Off-Campus Employment

Full-time students are not encouraged to consider employment outside of the University during the academic year due to the demanding academic expectations of our degrees. International students please contact the Office of International Education regarding any questions or eligibility to consider employment outside of Carnegie Mellon.

C. International Student Resources

1. Office of International Education (OIE)

The Office of International Education is the primary resource for any questions regarding international student status as students at Carnegie Mellon University.

It is important that all students on F-1 or J-1 visa status at Carnegie Mellon review the following links:
- Settling In Guides
- Maintaining Legal Status
- Foreign Student Documentation
- Leaving Carnegie Mellon University
- US Tax Requirements

2. Global Communication Center (GCC)

The Global Communication Center provides free communication consulting for the CMU community. Trained communication consultants help CMU students, faculty, and staff convey their ideas logically, clearly, and effectively in one-on-one sessions, and classroom workshops.

3. International Communication Center (ICC)

The International Communication Center provides support to help non-native English speakers (NNES) improve the language and cultural skills needed to succeed in their academic programs. Additionally, the ICC helps international teaching assistants (ITAs) and faculty develop the skills they need to provide effective instruction in the US.

The ICC website indicates opportunities for trainings and workshops to attend throughout the academic year.

Students interested in working as a teaching assistant or technology classroom assistant should complete the ITA Testing Requirement prior to starting any TA or TCA position at CMU.
For students at the Silicon Valley Campus, there are specific campus resources in communication and language available throughout the academic year.

If specific questions or concerns arise as students at Carnegie Mellon University, please contact the Office of International Education or staff within the Integrated Innovation Institute directly.

D. Student Facilities

1. Integrated Innovation Institute Building Policies

   a. Integrated Innovation Institute Building Policies - Pittsburgh Campus
      4612 Forbes Avenue & 311 S. Craig Street

   b. NASA Research Park - Silicon Valley Campus
      Building 19 & 23

Please contact iii@cmu.edu with any questions not outlined in these resources.

2. Pittsburgh Campus

   a. Receiving Mail on Campus

If students are ordering materials for a class related project or assignment, items can be shipped to the Pittsburgh address listed below:

   Student’s Name
   Integrated Innovation Institute
   Carnegie Mellon University
   4612 Forbes Avenue
   Pittsburgh, PA 15213

   b. University Computer Clusters

Public computer labs are available across campus and offer a variety of Windows, Mac and Linux computers, peripherals and an extensive complement of software. Most are open and available to students 24/7 during the academic year. A list with locations can be viewed here.

   c. Printing/Copying - Integrated Innovation Institute

Students will have access to limited black & white printing at 311 South Craig Street. Students interested in printing professional-grade or higher quality color prints should consider other resources on campus.
or use Tartan Ink on campus. Tartan Ink is the on-campus printing resource similar to FedEx Kinkos. Students may incur additional costs for color printing.

d. Video Conferencing
The classroom space at 4612 Forbes Avenue is equipped with video conferencing equipment for class and Integrated Innovation project based usage. To reserve the video conferencing space, email iii@cmu.edu at least 48 hours before the event. Instructions for using the video conferencing equipment are located at 4612 Forbes Avenue. Classroom availability depends on class schedules, Institute and University programs and events, and other space requirements.

e. Student Work Space
Students have access to 4612 Forbes Avenue and 311 South Craig Street, 24 hours/7 days a week with their Andrew ID Card. Only students connected to the Integrated Innovation Institute are permitted in the building. If students invite a guest to the building, they are responsible for escorting the guest throughout the space. A full list of building rules and policies can be found here.

During the week, 4612 Forbes Avenue is primarily a teaching/classroom facility. Outside of class hours, students can use the space for short projects, prototyping or meetings. Friday evening through Sunday evening, students can work and meet for extended hours at 4612 Forbes Avenue. As a shared space, any whiteboard or tabletop projects could be cleaned for a class or meeting with limited notice. Students must label any project work and take pictures of any whiteboard materials they wish to save. Physical materials are not expected to be stored there without prior approval.

311 S. Craig Street is a dedicated space with team meeting rooms, tabletop prototyping* and a student lounge for MIIPS students. Students will be assigned lockers at 311 S. Craig Street as needed throughout the academic year.

*Students considering larger prototyping projects should discuss the project scope with Emma Zink or Amanda Mitchell before proceeding at 4612 Forbes Avenue or 311 S. Craig Street. If needed, additional arrangements for larger prototyping projects can be reviewed on a case-by-case basis.

f. Facilities Management
Students should report all non-emergency building issues, such as burned out lights, shortage of supplies, damage to furniture or fixtures, etc., by sending an email to iii@cmu.edu or notifying an Integrated Innovation Institute staff member.

Building emergencies during regular business hours – such as leaks, electrical faults, flooding, power outages, etc. – should be reported to the nearest Integrated Innovation Institute staff member or by calling 412-268-6800. After regular business hours, students should report any emergencies to Campus Police at 412-268-2323.
Both buildings are cleaned nightly by the University’s FMS Services. In support of the efforts of FMS, students must clean up project materials and properly store supplies each day.

2. Silicon Valley Campus

a. Room Assignments
All students will be provided with a key for shared student spaces in Building 19 at required student orientation.

b. Receiving Mail on Campus
If a student is ordering materials for a class related project or assignment, items can be shipped to the Carnegie Mellon University, Silicon Valley at the address listed below:

Carnegie Mellon University Silicon Valley
STUDENT'S NAME
NASA Ames Research Park
Building 23
Moffett Field, CA 94035

When the student's package arrives, the Campus Administrative Coordinator or Facilities and Events Manager will notify the student that their package has arrived via email and where to pick it up.

c. Printing/Copying
There are multiple black and white printers/copiers for students’ use at no cost in Building 19 and Building 23 at the Silicon Valley campus. There are posters with instructions next to the printers/copiers, which are located in the Building 19 kitchen and in the PhD wing. In Building 23, there is a printer/copier located on the first floor near classroom 110 and in the second-floor mailroom.

d. Telephone Usage
Phones at the Integrated Innovation Institute in Silicon Valley are equipped for local phone calls only.

e. Video Conferencing
Rooms in both Buildings 19 & 23 are equipped with video conferencing equipment for class and team meetings. Please view the room usage policy here for Silicon Valley campus. To reserve rooms with video conferencing capability, check the Google Calendar for availability and schedule your meeting. During required student orientation, there will be an overview of how to add calendars to your personal calendar and how to reserve rooms. Instructions for using the video conferencing equipment are located in each room. Questions about IT/AV issues should be sent to: Help Center, help@sv.cmu.edu.
f. Student Work Spaces
Students have access to Buildings 19 & 23, 24 hours/7 days a week with their Andrew ID Card. Only students connected to CMU-SV are permitted in the building. If students invite a guest to the building, they are responsible for escorting the guest throughout the space.

During the week, many of the rooms in Buildings 19 & 23 are used primarily as teaching/classroom facilities. Outside of class hours, students can use the space for meetings as long as they schedule the time on the Google Calendar. Instructions on how to access Google Calendars can be found here. Friday evening through Sunday evening, students can schedule rooms to work and meet for extended hours. Any whiteboard or tabletop should be cleaned for a class or meeting with limited notice. Students must label any project work and take pictures of any whiteboard materials they wish to save.

g. Facilities Management
Please report any damages, repairs, security concerns for the facilities to Stacy Marshall, Building 19, Room 1052, 650-335-2852, Facilities Help, facilities@sv.cmu.edu.

Both buildings are cleaned nightly by the NASA’s Flagship Services. In support of the efforts from Flagship, students must cleanup project materials and properly store supplies each day.

E. Health & Wellness
Carnegie Mellon University and the Integrated Innovation Institute believe that individual and the collective well-being of our community is rooted in healthy connections, to each other and to campus resources. There are a wide variety of resources available to students at both campuses, detailed in the sections below.

To protect their health and others within the campus community, all students at Carnegie Mellon University are required to carry health insurance. Incoming students must meet these requirements before the deadlines for their first semester of enrollment. Students are notified about insurance and required immunization requirements via email prior to the start of their first semester of enrollment.

1. Pittsburgh Campus

A list of University sponsored or promoted wellness resources can be found at the links below:

- Campus Wellness - List of Resources
  - Paws to Relax - dogs to cuddle on campus
- Stress Management Resources - includes links to various campus programs
- CaPs - Counseling and Psychological Services (no cost services)
- Academic Development - articles and suggestions
- University Health Services offers individual stress management consultations at no cost to students. Visit Health Connect to schedule an appointment with a Health Promotion Specialist to create a personal plan to improve your stress management skills.
University Health Services is open and available to all students at the Pittsburgh campus. Information about hours and specific services can be found [here](#).

2. Silicon Valley Campus
The CMU Silicon Valley website maintains a detailed list of health & wellness activities and resources [here](#).

Students at the Silicon Valley campus have access to health and wellness resources through One Medical 24/7. Important information about this health care resource to the Silicon Valley student community can be found [here](#).

F. Student Groups
1. Graduate Student Association (GSA)

   a. Pittsburgh
   Each year an Integrated Innovation Institute graduate student representative is elected from the class to participate in GSA meetings at the Pittsburgh campus and host GSA events for Integrate Innovation students. Selected representatives will receive a copy of the complete by-laws as Integrated Innovation Institute GSA representative. These by-laws will include detailed instruction for finances, budget management, and event organization as GSA rep.

   b. Silicon Valley
   Students in the Integrated Innovation Institute at the Silicon Valley campus are encouraged to participate in student organization supported by GSA funding throughout the year.
   Current Student Organizations associated with the Integrated Innovation Institute:
   - Design Dojo
   - Product Management Club
   - Drone Club

   During student orientation, students will have an opportunity to sign up to join an existing student organization or create their own.

G. Mentoring Programs
New Integrated Innovation students have an opportunity to opt in to having a peer mentor who is further along in their master’s degree within the Integrated Innovation Institute. During student orientation, students will learn more about opportunities to become a mentee or mentor to connect with regarding internship/job search and expanding students’ network.
H. Institute Financial Procedures and Resources

Some Integrated Innovation courses may require the purchase of items for or by students that can be refunded. Course professors and Institute staff will inform students if this is the case.

There are two methods of purchasing at the Integrated Innovation Institute. Staff orders supplies directly (preferred) and students purchase items and seek reimbursement. Detailed information including policies and procedures can be found within the links below:

- Purchasing Request – staff orders supplies (preferred)
  - Related: Travel Request Form
- Expense Reimbursements – Student purchases supplies (tax will not be reimbursed)

Students must receive approval before purchasing goods, services, and equipment using University funds, including restricted accounts and research grants and contracts. If approval is not received, the Integrated Innovation Institute may not approve the request. Email finance-iii@andrew.cmu.edu to seek approval for all purchases. An attempt should be made to source materials from the Integrated Innovation Institute prior to purchasing or requesting a purchase.

I. Travel/Conference Funding

Integrated Innovation Institute students can apply for the conference-funding lottery provided by GSA and the Provost’s Office for students. Students may apply for funding individually or in a group to attend a conference, whether as a participant or as a presenter. The Office of the Assistant Vice Provost for Graduate Education manages the process. Students can find more information about the application process and deadlines at: http://www.cmu.edu/graduate/professional-development/conference-funding/.
VII. Tuition & Fees
The current Integrated Innovation Institute tuition rate and other University fees are on the Integrated Innovation Institute [website](#).

A. Tuition Billing & Payments
The tuition rate for students entering Integrated Innovation Institute programs is set in the spring for the class entering in the following fall. In accordance with the tuition increase for the new academic year, the tuition for a student’s second fall semester will likely increase.

Full-time students will be charged tuition per semester, for each semester in which they are enrolled. Part-time students will be charged tuition at the per unit rate.

The HUB handles the tuition billing and payment process for all Integrated Innovation Institute students. For the University’s billing and payment policy, please refer to the Billing and Payments section on [The HUB website](#).

Please note there are different add/drop deadlines for Mini courses vs. Full semester courses. This could impact tuition charges. It is the student’s responsibility to meet appropriate deadlines for registration within all Colleges/Schools at Carnegie Mellon.

B. University Financial Aid
Students should refer to the graduate student financial aid information found on [The Hub website](#). Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid as well as other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the [Office of the Dean of Student Affairs](#) (Warner Hall, 3rd floor, x8-2075), to inquire about an [Emergency Student Loan](#).

C. Student Financial Obligation & Past Due Accounts
Integrated Innovation Institute students are subject to, and must be aware of, the Carnegie Mellon policy regarding [student financial obligation](#).
VIII. University Policies

A. Carnegie Mellon Code
Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University. Please review the Carnegie Mellon Code of Conduct here.

B. Leave of Absence/Withdrawal
Review the University’s policy on Student Leave.

Definitions:
- Leave of Absence - leaving the University temporarily, with the firm and stated intention of returning.
- Withdrawal - leaving the University with no intention of returning.

Students should discuss their plans to leave the University with the corresponding contact for their program. Together, graduate students, staff and Institute directors will help to develop a plan for departure and potential return to the Integrated Innovation Institute.

Contacts to discuss University departure plan:
- MIIPS & MIIPS Advanced Study: Emma Zink, zink@cmu.edu
- MSSM: Gladys Mercier, gladys.mercier@sv.cmu.edu
- MSTV: Sheryl Root, sheryl.root@sv.cmu.edu
International students must notify the Office of International Education at oie@andrew.cmu.edu of their departure from the University. OIE will evaluate how a graduate student’s departure will impact their visa status with the University.

If taking a Leave of Absence from the Integrated Innovation Institute, return plans should be discussed and noted in the student’s academic file. Please note the Statutes of Limitation for a Masters degree (Section III.B.3).

Forms for Departure or Return from Leave of Absence with the University are housed on the University Registrar’s website, under the Student Records.

C. University Grievance Procedures & Contacts
Students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource website.

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally graduate students are expected to seek informal resolution of all concerns within their department.

When an informal resolution cannot be reached, a graduate student who seeks further review of the matter is to follow the formal procedures outlined at the link provided above. These appeal and grievance procedures shall apply to students in all graduate programs at Carnegie Mellon. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

D. Student Privacy Rights
Under the Family Education Rights and Privacy Act (FERPA), students have the right to:
- Inspect and review their education records
- Request an amendment to their education records if they believe they are inaccurate or misleading
- Request a hearing if their request for an amendment is not resolved to their satisfaction
- Consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure with their consent
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated.

The complete policy is available at: http://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html
E. Policy on Photo and Video Release
Students at the Integrated Innovation Institute will be asked to sign a photo and video release form at student orientation each year. Student photos and videos may be used in internal and external communications regarding the Integrated Innovation Institute.

F. Intellectual Property
Students enrolled at the Integrated Innovation Institute are expected to adhere to the Intellectual Property guidelines as set forth by the University. During student orientation, Integrated Innovation students will sign the Intellectual Property agreement form.

G. Pets
Dogs, cats, and other pets are not permitted in any University buildings with the only exception being guide dogs. Carnegie Mellon’s policy on pets is available at: http://www.cmu.edu/student-affairs/theword/comm_standards/pets.html

H. Alcohol & Drugs
Unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Carnegie Mellon property or as part of any of its activities is prohibited. In addition, all University social activities, on and off campus, that serve alcoholic beverages are subject to the social host policy. All students should be aware of Carnegie Mellon’s policy on alcohol and drugs.

The complete policy is available at: http://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html

I. Assistance for Individuals with Disabilities
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form to access@andrew.cmu.edu to begin the interactive accommodation process.

Catherine Getchell, Director of the Office of Disability Resources, getchell@cmu.edu

For more additional information please see review the Office of Human Resource’s website for Disability Resource. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting, eos@andrew.cmu.edu to access the services available at the University and initiate a request for accommodations.

J. Safeguarding Educational Equity – Policy against Sexual Harassment & Sexual Assault
Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety here. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

K. Maternity Accommodation Protocol
Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant University faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean’s Office staff to determine resources and procedures appropriate for the individual student. Planning for the student’s discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.
IX. Post-Matriculation Guidelines

A. Return of University Property
Integrated Innovation Institute students must return all borrowed department equipment and University materials - such as software, manuals, library books/materials, tech and Internet of Things (IoT) items, or any other Carnegie Mellon University property - prior to their departure from the program.

B. Alumni Email Contact
After graduation, the Integrated Innovation Institute will encourage that alumni create an @alumni.cmu.edu email or provide us with some other permanent email to foster communication and keep the Institute alumni community strong and well informed about updates at the Institute.

Graduating students can learn more about the email transition process from Carnegie Mellon University on the Computing Services website.
X. Grandfather Clause
When policies are changed it is because the department believes the new rules offer an improvement; any such changes that affect currently enrolled students will be discussed at a meeting with those graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will find some alternative courses that allows those students to satisfy the original requirements.
XI. Statement of Assurance
Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Appendix A

Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Offices for Graduate Student Support

Office of the Assistant Vice Provost for Graduate Education

www.cmu.edu/graduate; grad-ed@cmu.edu

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master’s students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: http://www.cmu.edu/graduate/.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)
Office of the Dean of Student Affairs  
www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

Assistance for Individuals with Disabilities  
http://www.cmu.edu/education-office/disability-resources/

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form [pdf] to access@andrew.cmu.edu to begin the interactive accommodation process. For more information, please see http://www.cmu.edu/education-office/disability-resources/. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.
Eberly Center for Teaching Excellence & Educational Innovation
www.cmu.edu/teaching

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found at: www.cmu.edu/teaching/graduatetestudentsupport/index.html.

Carnegie Mellon Ethics Hotline
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions will be reported to appropriate university personnel. The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Graduate Student Assembly
www.cmu.edu/stugov/gsa/index.html

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, http://www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and receives funding directly from GSA’s use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.
Intercultural Communication Center (ICC)
www.cmu.edu/icc/

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

Office of International Education (OIE)
http://www.cmu.edu/oie/

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

Veterans and Military Community
http://www.cmu.edu/veterans/

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veteran’s groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, uro-vaedbenefits@andrew.cmu.edu, 412-268-8747.
Key Offices for Academic & Research Support

Computing and Information Resources
www.cmu.edu/computing

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

Research at CMU
www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university’s major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance
www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.
Key Offices for Health, Wellness & Safety

Counseling & Psychological Services
http://www.cmu.edu/counseling/index.html

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

Health Services
www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student’s responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS’s website or by telephone, 412-268-2157.

Campus Wellness
http://www.cmu.edu/student-affairs/wellness/

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. There are a wide variety of resources, opportunities and people that help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.
University Police
http://www.cmu.edu/police/

412-268-2323 (emergency only), 412-268-6232 (non-emergency)
The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department’s services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department’s website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

For Silicon Valley Campus emergencies, call NASA Dispatch at 650-604-555.

Shuttle and Escort Services
University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found online at: http://www.cmu.edu/police/shuttleandescort/

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university’s security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at www.cmu.edu/police/annualreports.

The WORD
http://www.cmu.edu/student-affairs/theword/

The WORD is Carnegie Mellon University’s student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: http://www.cmu.edu/policies/.

Carnegie Mellon Vision, Mission
Carnegie Code
Academic Standards, Policies and Procedures
Educational Goals
Academic and Individual Freedom
Statement on Academic Integrity
Standards for Academic & Creative Life
  Assistance for Individuals with Disabilities
  Master’s Student Statute of Limitations
  Conduct of Classes
  Copyright Policy
  Cross-college & University Registration
  Doctoral Student Status Policy
  Evaluation & Certification of English Fluency for Instructors
  Final Exams for Graduate Courses
  Grading Policies
  Intellectual Property Policy
  Privacy Rights of Students
Research
  Human Subjects in Research
  Office of Research Integrity & Compliance
  Office of Sponsored Programs
  Policy for Handling Alleged Misconduct of Research
  Policy on Restricted Research
  Student’s Rights
  Tax Status of Graduate Student Awards

Campus Resources & Opportunities
  Alumni Relations
  Assistance for Individuals with Disabilities
  Athletics, Physical Fitness & Recreation
  Carnegie Mellon ID Cards and Services
  Cohon University Center
  Copying, Printing & Mailing
  Division of Student Affairs
  Domestic Partner Registration
  Emergency Student Loan Program
  Gender Programs & Resources
  Health Services
  Dining Services
  The HUB Student Services Center
    ID Card Services
    Leonard Gelfand Center
  LGBTQ Resources
    Multicultural and Diversity Initiatives
  Opportunities for Involvement
  Parking and Transportation Services
  SafeWalk
  Survivor Support Network
  Shuttle and Escort Services
  Spiritual Development
  Student Activities
  University Police
University Stores

Community Standards, Policies and Procedures
   Alcohol and Drugs Policy
   AIDS Policy
   Bicycle/Wheeled Transportation Policy
   Damage to Carnegie Mellon Property
   Deadly Weapons
   Discriminatory Harassment
   Disorderly Conduct
   Equal Opportunity/Affirmative Action Policy
   Freedom of Expression Policy
   Health Insurance Policy
   Immunization Policy
   Missing Student Protocol
   Non-Discrimination Policy
   On-Campus Emergencies
   Pets
   Political Activities
   Recycling Policy
   Riotous and Disorderly Behavior
   Safety Hazards
   Scheduling and Use of University Facilities
   Sexual Harassment and Sexual Assault Policy
   Smoking Policy
   Student Accounts Receivable and Collection Policy and Procedures
   Student Activities Fee
   Student Enterprises
   Workplace Threats and Violence Policy

Statement of Assurance