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The Word
In addition to the contents of this handbook, graduate students are expected to be familiar with The Word, Carnegie Mellon University Student Handbook. The Word contains additional information regarding University-wide policies, some of which are specific to graduate students, procedures, resources and opportunities. The Word can be found on-line at: http://www.cmu.edu/student-affairs/theword.

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 +1 412-268-2056.


Obtain general information about Carnegie Mellon University in Rwanda by calling +250(0)788 407 270.

Ethics Reporting 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 +1 877-700-7050 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.

Policy on Sexual Harassment
Carnegie Mellon is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place freely, the institution fosters a positive learning, working, and living environment that promotes the confidence to work, study, innovate and perform without fear of sexual harassment or sexual assault. As such, Carnegie Mellon specifically prohibits sexual harassment and sexual assault.
Graduate students are encouraged to review the university’s Policy Against Sexual Harassment and Sexual Assault, available at http://www.cmu.edu/policies/documents/SA_SH.htm.

**Code of Conduct**

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 acknowledgement 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.

**NOTE:** It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. This booklet highlights some of the key points of these policies and guidelines as they apply to CMU-R. It is expected that CMU-R faculty, students and staff will review this resource available at http://www.cmu.edu/student-affairs/theword/comm_standards/standards.html to understand the full set of Carnegie Mellon community expectations.

**Degree Program**

Carnegie Mellon University in Rwanda is currently offering a Masters degree in Information Technology (MSIT) and a Master's in Electrical and Computer Engineering (MSECE).

**MSIT**

The MSIT curriculum has the following main components:
<table>
<thead>
<tr>
<th>Component</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>60 Units</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>48 Units</td>
</tr>
<tr>
<td>Master's Seminar and Practicum</td>
<td>36 Units</td>
</tr>
<tr>
<td>Three-month Internship</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>144 Units</strong></td>
</tr>
</tbody>
</table>

**Core Courses**
All students are required to take the following core courses as part of the MSIT curriculum:

- Computer Science Principles for Practicing Engineers
- Fundamentals of Telecommunications and Computer Networks
- Wireless Networks
- Strategic Use of Digital Information in Enterprises
- Introduction to Information Security

**MSIT Seminars, Internship, and Practicum**

**MSIT First-Year Seminar**
In the MSIT first-year seminar, students select, investigate, discuss, and explore solutions for multi-disciplinary problems in information and communication technology. Students are assigned weekly reading assignments and each week different students (or student groups) prepare presentations and lead the discussions. Faculty and experts from local companies will also serve as guest lecturers on specific topics. Grades are determined by the quality of the presentations and participation in discussion.

**MSIT Internship**
In the MSIT internship, each student works full time in industry or in research and development with a CMU-R faculty member. This gives the student an opportunity to become familiar with a specific field in ICT, apply technical knowledge in a real-world setting, and gain experience working with ICT professionals.

**Master’s Practicum**
This course provides the opportunity to consolidate and apply the skills and knowledge developed in previous coursework in a team-based approach to a real problem. A team of students works with a real-world client on a real-world problem of value to the client. Most important, this is an opportunity to apply the team's advanced engineering and management skills, including the specialized knowledge and skills needed to solve a real problem. In particular, team members must learn to work effectively with clients, quickly understand their problem, negotiate deliverables and
then select, adapt and apply just the right amount of process and documentation to meet clients’ needs and effectively manage the project.

**Elective Courses**

Elective courses will be offered in a variety of areas related to the technology and business of information and communication technology. These courses will be offered by resident CMU-R faculty as well as by faculty from other CMU campuses through short-term visits and distance learning.

**MSIT Schedule**

The MSIT degree is designed to be completed in three or four semesters, plus a three-month internship. A typical four-semester schedule is outlined below. Only 24 units are required in the fourth semester of this sample schedule. The student would be a part-time student this final semester and the tuition would be prorated accordingly (tuition for full-time students corresponds to 36 units). Please note this is the only semester in which students may be part-time. The MSIT is designed to be a full-time program. Students can complete the program in three semesters by taking one additional 12-unit course in two of the first three semesters.

<table>
<thead>
<tr>
<th>Semester 1 (late Aug - Dec)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Three core courses</td>
<td>36 units</td>
</tr>
<tr>
<td>First year MSIT Seminar</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2 (Jan - mid-May)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two core courses</td>
<td>24 units</td>
</tr>
<tr>
<td>One elective course</td>
<td>12 units</td>
</tr>
<tr>
<td>First year MSIT Seminar</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MSIT Internship (mid-May - Aug)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Practicum</td>
<td>24 units</td>
</tr>
<tr>
<td>One elective course</td>
<td>12 units</td>
</tr>
<tr>
<td>Second year MSIT Seminar</td>
<td>6 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3 (Aug - Dec)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two elective courses</td>
<td>24 units</td>
</tr>
</tbody>
</table>

| Semester 4 (Jan - May)       |  |
| Two elective courses         | 24 units |

| **Total Units**              | **144 units** |
MSECE

Electrical and computer engineering comprises a broad and diverse set of areas and permeates nearly all areas of application of importance in society today. Electrical and Computer Engineering ranges from nanotechnology to large scale systems and impacts areas such as communications, computing and networking, energy and cyber-physical systems, biotechnology, information storage and security, data analytics, distributed systems, and privacy. Faculty and students in Electrical and Computer Engineering seek to advance education and technology in all areas of this field and are engaged in teaching and research that advances both the fundamentals of the field through advances in materials, devices, circuits, signal processing, control, computer architecture, and software systems as well as through the design, building and demonstration of systems at all scales. This is a dynamic and exciting field to be a part of and the Department of Electrical and Computer Engineering offers the very best programs at all levels for students to engage in this field.

For detailed information on the MSECE program, including the course requirements and curriculum, please refer to the ECE website.

Computing Services

Computing Services has responsibility for the vision, policy making, planning, development, implementation and overall administration for computing, library, and related technologies in support of the University’s teaching, research, and administrative activities. Major features of that responsibility are coordinated with other institutional leaders, both academic and administrative to ensure that the University’s vision is realized.

Computing Policy

The purpose of this policy is to set forth guidelines so that members of our community may use the campus network and computing facilities in ways that are responsible and respectful of privacy. This policy sets forth the university's expectations of acceptable behavior on the part of computer systems users at Carnegie Mellon by providing guidelines for appropriate use of computing and related communication systems and examples of inappropriate use. These standards of acceptable behavior also extend beyond the campus community into the Internet. Just as it is unacceptable to violate others’ rights to privacy, property and resources within Carnegie Mellon, it is also unacceptable to violate those rights on systems that are not at Carnegie Mellon but are accessible through Carnegie Mellon’s connection to the Internet.

This policy applies to all users of Carnegie Mellon computing systems, including students, faculty and staff, and any others granted the use of university computing resources. It applies to the use of all computing facilities owned, leased, operated or contracted by Carnegie Mellon University. As used in this policy, terms such as “computing,” “computing/communications systems,” “computing resources,” etc., refer to all computers, communication systems, and peripherals, software, telephones and systems with similar functions, which are owned by Carnegie Mellon, or which utilize Carnegie Mellon infrastructure such as telephone lines or computer networks.
Although this policy does not attempt to deal specifically with legal issues, university members are responsible to act in compliance with the law, including any federal, state and local laws governing computer and telecommunications use, as well as all other applicable university policies.

Please review the policy in its entirety and return the acknowledgement form to the Student Services Coordinator by the end of the first week of orientation.

**Best Practices**
We ask that students commit themselves to the following best practices:

1. **Use a strong password or passphrase**
   
   Review the Guidelines for Password Management for the definition of a strong password and for recommended practices for safeguarding your password. Never write a password down or share it with anyone.

2. **Never leave your computer unattended in public locations**
   
   While security cable locks may serve as a theft deterrent, many have been shown to be ineffective against a determined thief. If you need to leave your computer unattended in your car, place it in the trunk or in some location where it is not visible to a passerby.

3. **Keep your computer's software up-to-date**
   
   Configure your computer to download and install security updates automatically. Due to the number of patches developed in a relatively short span of time, it can become quite cumbersome to manage patches manually.

4. **Safeguard your computer with antivirus software and a personal firewall**
   
   Install Symantec Endpoint Protection, which is provided for free to all students, faculty and staff.

   Configure your computer's anti-virus software to update automatically every day. New viruses are being discovered on a regular basis, which puts your computer and information at risk if the anti-virus on your computer is not updated regularly.

5. **Safeguard institutional data and your own personal data**
   
   Avoid storing sensitive data on CDs, DVDs, USB thumb drives and other types of media that can be easily misplaced or stolen. If storing sensitive data on such media is necessary, ensure that the data is encrypted.

6. **Think before you click**
   
   Be cautious when clicking on hyperlinks. Learn how to recognize fraudulent or malicious URLs by playing Anti-Phishing Phil. Never open unexpected email attachments. If in doubt, verify
authenticity by phone or email. Don't get lured in by phishing emails. Learn how to recognize phishing traps in email by playing Anti-Phishing Phyllis.

7. **Treat your mobile device like any other computer**

Smartphones, tablets and other mobile device are just small computers and they experience many of the same security issues as a more traditional computer. Your pledge to cyber security should apply to your computer as well as your mobile devices.

8. **Report suspected security concerns immediately**

If you suspect your computer has been compromised, or if you suspect any other type of breach in the security of Carnegie Mellon's resources, contact the Help Desk at ITSupport@rwanda.cmu.edu.

9. **Not share copyright protected materials without authorization**

You might not like it, but copyrighted materials are protected by law. We all HAVE to obey the laws.

   It is **illegal** to share copyrighted material for which you do not have written distribution permission. Exercise caution when using file sharing P2P applications.

**The Help Center**

Location: A402

Phone: +250(0)788312445/ +250(0)789111096

Email: ITSupport@rwanda.cmu.edu

The Computing Services Help Center provides students, faculty, and staff members with technical assistance and information about computing at Carnegie Mellon University in Rwanda. Walk-in and phone hours are available Sunday through Thursday 8am-4pm. Students can contact the Help Center by phone, in person, or by sending e-mail to the contact information provided above.

**Andrew User ID and Password**

Your Andrew Account is your key to access many of the university's computing services such as the Carnegie Mellon Web Portal, computing clusters, and e-mail. Once this is assigned, you can learn what your account and e-mail address are by visiting the Carnegie Mellon directory webpage: [http://www.cmu.edu/computing/new-user/graduate/accounts.html](http://www.cmu.edu/computing/new-user/graduate/accounts.html). Contact the Help Center at ITSupport@rwanda.cmu.edu if you cannot find your Andrew User ID and password.

**Webmail**

Students can access their Carnegie Mellon-Rwanda Email account through [MyAndrew WebMail](http://www.cmu.edu/computing/new-user/graduate/accounts.html), a web-based email service, regardless of where they are. All they need is their Andrew account
information and an Internet connection. Computing Services on the campus supports the Microsoft Outlook 2007 mail client and welcomes students to try it out.

**Computing Security**

[www.cmu.edu/iso](http://www.cmu.edu/iso)

Computing Services' Information Security Office is responsible for directing efforts to maintain the security of data and integrity of computing devices on campus. The Information Security Office (ISO) strives to keep all University affiliates informed about the latest cyber security threats, safe computing practices and relevant information security policies and compliance issues.

**Securing your Windows Computer**

Viruses, worms, Trojans and break-ins are fairly commonplace and can wreak havoc on a student's computer's programs, operating system or data. Students must protect their machines (portable and at home). Antivirus software is available online at MyAndrew.

**Accessing the Network**

Students will be able to access network resources including the Internet, email, Blackboard and library resources through the campus wireless network. All the devices that need to use the wireless network will need to be registered by the CMU-R's IT support team. Students will be allowed to register only personal device in addition to any that will be provided by the university.

**VPN**

CMU-R uses Cisco AnyConnect Virtual Private Network (VPN) client to create a secure connection, called a tunnel, between your computer and the server. This tunnel allows secure communications and the ability to connect to Carnegie Mellon resources off-site.

**IMPORTANT**: VPN does not eliminate the need for an Internet Service Provider (ISP). You must have a valid internet connection before you can connect to the VPN server.

For more detailed information on connecting to the VPN client, please visit the computing services website. Please also review the VPN usage guidelines that have been established to ensure that the Carnegie Mellon community has a clear understanding of proper procedure and usage.

**CMU-R Webpage**

[www.cmu.edu/rwanda](http://www.cmu.edu/rwanda)

This link gives students access to general information about CMU-R including academics, student life, event calendar and announcements.

**CMU-R Blackboard**

[http://blackboard.andrew.cmu.edu/](http://blackboard.andrew.cmu.edu/)

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials, discussion
boards, virtual chat, online quizzes, an academic resource center, and more. The degree to which Blackboard is used in a course varies.

Blackboard also allows students to view their entire listing of courses along with the Announcements, Course Information, Staff Information and Course Documents. This link also gives the students to upload their documents to submit assignments.

Students can use the set of communication tools provided within the "Communication" area to contact each other or the instructor via email, participate in a discussion board forum, view student pages found in the class roster, and work in groups.

Students will also be able to view their course grades using the online Grade book from within Blackboard.

For further information, please access the user guide for Blackboard online.

**Laptops**
Every student will be given the option of receiving a laptop from CMU-R on the first day of orientation. Students will be fully responsible for the laptops they receive and will have to return the laptop upon graduation or when they leave CMU-R. Students have the option of using personal laptops but they must be verified by IT support to make sure the specifications are up to the appropriate standards.

All students must sign an acknowledgement form upon receipt of the laptop, agreeing to the terms of the laptop policy as stated in the handbook.

**Policy on Lost, Stolen or Damaged Laptops**
If a laptop is lost, stolen or damaged, the student will not be given another laptop and the student must reimburse CMU-R for the cost of purchasing a comparable laptop. The student will be responsible for acquiring a personal laptop for the duration of the program and will also have access to the desktop PCs on CMU-R’s premises. If the cost of laptop has not been paid in full by the time of graduation, diplomas, degree verifications and transcripts will be held until the account is paid in full.

**Procedure for Returning Laptops Upon Graduation**
Upon graduation, students will be given the option of buying their laptops at a reduced price. The laptop must first be returned to IT support, and a written request must be submitted stating their intention to buy the laptop. The resell price will be calculated based on the length of time the student has had the laptop in their possession. The price will be communicated to students within one week after IT support has received the laptop.

Students who do not wish to purchase their laptops must return their laptops in good condition.
**Desktop PC lab**
Computing Services maintains one public computing lab. Altogether, three Windows computers are available for word processing, design, web browsing, reading email, programming and other computing tasks.

**Hours**
The computer lab is open 24 hours each day (24/7).

**Student Services**
The Associate Director of Operations, Ines Manzi, is available to assist students with enrollment matters including course registration, student accounts and billing, as well as general information about financial assistance and any other matter related to attendance at CMU-R that concerns student welfare.

The following online services have been established to improve our student services. All applications can be found by visiting the HUB's website.

**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. You can plan your schedule, register for classes, update your contact information, sign up for E-Check & E-Refund, authorize friends and family to receive your E-Bill, request verifications, and much more. To log on, go to www.cmu.edu/hub/sio and enter your Andrew User ID and password.

**Schedule of Classes (SOC)**
SOC is a real-time searchable database of course information, including course descriptions. To log on, go to https://enr-apps.as.cmu.edu/open/SOC/SOCServlet.

**Faculty Course Evaluations (FCE)**
The FCE system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors. To log on, go to http://www.cmu.edu/hub/fce/index.html.

**To access any of The HUB’s online services:**
- Go to www.cmu.edu/hub
- Choose the appropriate online service from the left-hand navigation
- Log into the system by entering your Andrew User ID and password

**Assistance for Individuals with Disabilities**
Equal Opportunity Services serve as links between individuals with disabilities and the campus community. Accommodations are determined on a case-by-case basis. In order to receive services/accommodations verification of a disability is required as recommended in writing by a
doctor, licensed psychologist or psycho-educational specialist. All information will be considered confidential and only released to appropriate personnel on a need to know basis.

To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). The university makes available memorandums of introduction for students to give to professors, which document disability and describe the accommodations. Accommodations prescribed only apply to Carnegie Mellon and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance. For more information or to initiate a request for accommodations, please contact Larry Powell, Equal Opportunity Services Manager, eos@andrew.cmu.edu, +1412-268-2012 and copy Associate Director of Operations at CMU-R, Ines Manzi, imanzi@andrew.cmu.edu.

**Enrollment**

Enrollment is the process whereby students notify Student Services of their intent to attend Carnegie Mellon University in Rwanda. This is done by 1) registering for courses and 2) settling/paying their semester charges. These two requirements must be met before the first day of classes each semester. Most students register well in advance of the semester and a student account invoice is sent that states a payment due date.

**Enrollment Services Forms**

Enrollment Services forms for various policies and procedures (Leave of Absence, Withdrawal, Change of Name, Transcript Request, etc.) can be found at [www.cmu.edu/hub/forms.html](http://www.cmu.edu/hub/forms.html).

**Registering for Courses**

Contact your department to register or to change your course schedule. Visit the Schedule of Classes (SOC) online to view the most accurate listing of course offerings. You may also use the Plan Course Schedule feature in Student Information Online (SIO) to plan your schedule for upcoming semesters. Students are encouraged to meet with their academic advisor prior to finalizing their course selections.

The registration process can be completed within SIO in 4 easy steps:

- Plan your course schedule
- Review your planned schedule with your advisor
- Check your registration time on SIO
- Register for classes
- Learn how to complete these 4 easy steps.

**Academic Advisors**

Each incoming student will be assigned an academic advisor that will help with curriculum decisions. When assigning students to advisors we consider their work experience and declared area of interest; we try to fit each student with an appropriate advisor.
You will find out who your advisor is during orientation. Each student will have an individual meeting scheduled with their advisor during orientation week, prior to the start of their first semester.

**Academic Calendar**
The official Academic Calendar for CMU-R can be found on our [website](#). The calendar includes class schedules, payment deadlines, add/drop deadlines and other important deadlines.

**Billing & Payments**
Carnegie Mellon Rwanda accepts payments wire transfer or bank deposit. The account information needed for a wire transfer is included at the bottom of each invoice. The name of the student must be included in the wire transfer message.

Student Services is able to work with students to set up manageable payment plans. Students with a large student account balance will have a hold put on their accounts that prevents them from adding or dropping courses and registering for the next semesters courses. For graduating students, any balance greater than zero will cause diplomas, degree verifications and transcripts to be financially held until the account is paid in full.

For more information regarding billing and payments, including electronic student account invoices (E-Bills), E-Pay/E-Refund, past due accounts, and more, visit [www.cmu.edu/hub/billing](http://www.cmu.edu/hub/billing).

**Sponsorship**
Students with government, business or company sponsorship must provide Student Services a copy of their sponsorship letter and/or financial guarantee from their sponsor. Additionally, the student must sign a release form to allow Carnegie Mellon to share grade and academic progress information with their sponsor. The sponsorship letter should be returned to Student Services Office. For inquiries, please send email to [imanzi@andrew.cmu.edu](mailto:imanzi@andrew.cmu.edu).

**Grading Policy**
The general grading policy used by Carnegie Institute of Technology (CIT) is described on the [university grading policy page](#). The following are CIT-specific policies for graduate grading.

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.

Course work or graduate project units with a grade of C- or lower are not acceptable toward graduate degree requirements.
Course Audit Information
Auditing is presence in a classroom without receiving academic credit or a letter grade. The extent of participation must be arranged and approved by the course instructor. Students wishing to audit a course are required to register for the course, get the permission of the instructor and advisor, and complete and return the Course Audit Approval (.pdf) form to the Student Service's Office prior to the tenth day of classes.

NOTE: Once a Course Audit Approval form or a Pass/Fail form is submitted to the Student Services Office, a letter grade will not be assigned for the course. Students choosing to audit a course or take a course pass/fail are required to pay their student account by the payment deadline.

Policy on Course Drop and Withdrawal by Graduate Students
CIT graduate students may drop a course on-line on or before the deadline published in the official university calendar. This deadline is two weeks after mid-semester grades are due. The deadline to drop a half-semester mini course is the last day of the fourth week of the mini course. When a course is dropped by the deadlines, the course is removed entirely and disappears from a student’s academic record. After the official university deadline to drop, graduate students may withdraw from a course on-line on or before the last day of classes, excluding final examinations. The deadline to withdraw from a half-semester mini course is the last class day of the mini course. When a CIT graduate student withdraws from a course between the official university deadline to drop a course and the last day of classes, a “W” (Withdrawal) is assigned as a grade, which appears on the student’s academic record. This “W” grade does not affect a student’s QPA. A graduate student can petition the department head to remove a W grade from their transcript if there are extenuating circumstances.

Academic Performance
Good academic standing is defined by having a cumulative GPA of at least 3.0 or above. A student will be put on academic probation if the student’s GPA is lower than 3.0 in the most recently completed semester. A student on academic probation will be removed from probation after the following semester if the student’s semester GPA is 3.0 or better for that semester. If a student has a semester GPA lower than 3.0 at the end of two consecutive full semesters, the student may be permanently dropped from the MSIT program at the discretion of the Director of CMU-Rwanda. If this occurs, the student will have an opportunity to appeal per the guidelines provided in Summary of Graduate Student Appeal and Grievance Procedures.

Statute of Limitations for Masters Degree Studies
All units required for a masters 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 CIT 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 masters degree studies must be approved by the head of the
department or program offering the masters degree, and by the CIT 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.

**Graduation Requirements**

A candidate for the CMU-R Master of Science of Information Technology degree must complete satisfactorily the following requirements: five core courses (60 units), 48 units of elective courses, the 24 unit master’s practicum, 12 units of master’s seminar, and a three-month internship. Up to 15 units of independent study and up to 12 units of undergraduate courses (courses numbered XX-499 or lower) can be applied to the 48 elective units.

The average grade of the 144 units applied to the degree shall be at least B (or 3.0), and the student may choose any 144 units of the first 168 units attempted to compute the grade average.

**Policy on Cheating and Plagiarism**

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

*Cheating* includes but is not necessarily limited to:

- Plagiarism, explained below.
- Submission of work that is not the student's own for papers, assignments or exams.
- Submission or use of falsified data.
- Theft of or unauthorized access to an exam.
- Use of an alternate, stand-in or proxy during an examination.
- Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.
Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A phrase, written or musical.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

Academic Disciplinary Actions Overview for Graduate Students

The procedures and penalties described in the university Academic Disciplinary Actions Overview for Graduate Students are applied when there are academic integrity violations by graduate students.

Summary of Graduate Student Appeal and Grievance Procedures

www.cmu.edu/graduate/policies/graduate-student-appeal-and-grievance-procedures.pdf

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. 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 the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. 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, on issues of process or concerns as they navigate conflicts.

Accessing Library Resources

Carnegie Mellon University's digital library provides access to full-text databases, online journals, books, music and video and online subject-specific search. You can access the digital library resources at http://search.library.cmu.edu. A customized guide has been created for CMU-R students. You can access this guide at http://guides.library.cmu.edu/Rwanda which provides students with an overview of how to access resources most effectively.
**Lockers**

Every student will be assigned a locker and a key on the first day of orientation. Students are responsible for the contents of the locker and keeping the key in a safe place for the duration of the program. Students must clear the contents of the locker and return the key upon graduation.

**Policy on Lost or Stolen Locker Keys**

If the key is lost or stolen, the student will not be given another key. The student will have to pay for the cost of reproducing another key, or in an extreme case, installing a new lock and key for the locker. The student will be responsible for the contents of the locker at all times while the locker is assigned to them. CMU-R assumes no liability for loss, damage, or theft of the contents of the locker.

**Facilities Management & Campus Security**

**On-Site Emergencies**

CMU-R has 24-hour security provided by Intersec Security Rwanda. One security guard is present at all times. If you have a problem that requires immediate attention, please contact the security guard on duty. If you have a security incident to report, please submit a written statement to the Associate Director of Operations, Ines Manzi, at imanzi@andrew.cmu.edu.

If you are in an emergency situation such as a fire, assault, feel physically endangered, or are witnessing a crime, you should call Rwanda Police at the following toll free numbers:

**General Emergency**- 112

**Gender Based Violence**- 3512

**CMU Alert Emergency Notification Service**

All students, faculty and staff are encouraged to register for the CMU-R Alert Emergency Notification Service, which sends text messages and emails to registered phones and email accounts in the event of a campus emergency.

Registrants will be contacted by the CMU Alert system only if there is a campus emergency. Questions regarding the CMU Alert service should be sent via email to imanzi@andrew.cmu.edu.

**Access to Facilities**

Students will be provided with individual cards for secure access to the facilities and are responsible for their individual use. Any person invited by students to enter facilities should be registered prior to entry. Students are responsible for reporting any security related incident that they are aware of.

Once a student completes the program, or if a student takes a leave of absence, their access card should be returned immediately to Flavia Mugire, Administrative Coordinator. Lost or stolen cards should be reported immediately Flavia Mugire as well.
Requests for Maintenance
If you have a request for maintenance to any area of the facility or equipment such as the photocopier, power sockets, leakages, etc; you should submit a request for maintenance in writing to Flavia Mugire, Administrative Coordinator at flavia@andrew.cmu.edu.

Annual Security Report
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. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report is also available online at www.cmu.edu/police/annualreports.

Student Leave Policy
Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence must first contact their department advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.

A student may leave Carnegie Mellon by either withdrawing from the university (this means leaving the university with no intention of returning) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention of returning).

The complete policy on Student Leave is available at www.cmu.edu/policies/documents/StLeave.html.

Student Suspension/Required Withdrawal Policy
University Suspension is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students:

*Academic Suspension* is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department (see university and college academic policies).

*Disciplinary Suspension* is the result of serious personal misconduct and is imposed by the Office of Student Affairs (see The Word/Student Handbook).

*Administrative Suspension* is the result of failure to meet university financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Services. (See Student Accounts Receivable Collection Policy and Procedures for financial obligations. Contact Student Health Services for information about health regulations.)

Suspended students may not:
- register for courses
- attend classes
- use campus facilities
- participate in student activities
- be members of student organizations
- have student jobs

The complete Student Suspension/Required Withdrawal Policy is available at http://www.cmu.edu/policies/documents/Suspension.html.

**Withdrawal of a Degree**
The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

**Intellectual Property Policy**
This policy should be reviewed in its entirety on-line: http://www.cmu.edu/policies/documents/IntellProp.html

The following is a summary of the policy. This policy attempts to:

- Create an environment that encourages generation of new knowledge by members of the campus community.
- Facilitate wide transfer of useful inventions and writing to society.
- Motivate the development and dissemination of intellectual property by providing appropriate financial rewards to the creators and the university, and administrative assistance to creators.
- Ensure that financial return from the development of intellectual property does not distort decisions and operations of the university contrary to the university's mission.

**Health Insurance**
All CMU-R students are encouraged to subscribe to a suitable health insurance plan to insure that they have access to health care and are protected from significant financial loss in the event of a serious illness or injury. Students should obtain insurance before the first day of classes.

Rwandans are eligible for Community Based Health Insurance (Mutuelle de Sante).

All students attending CMU-Rwanda are eligible to join Carnegie Mellon’s medical insurance plan. A link to our page with full year premiums can be found here. The policy runs from August 1 through July 31.
Students transferring from Carnegie Mellon’s Pittsburgh campus can maintain their insurance while they are in Rwanda. The Blue card Worldwide coverage is existing coverage in the current policy with a travel benefit. Details about the travel benefit are accessible here.

**Complete CMU Policies**

For a complete reference to graduate education policies at Carnegie Mellon University, please visit this website: [http://www.cmu.edu/graduate/policies/index.html](http://www.cmu.edu/graduate/policies/index.html)

For a complete reference to all Carnegie Mellon University policies, please visit this website: [http://www.cmu.edu/policies/index.html](http://www.cmu.edu/policies/index.html)