
INI STUDENT HANDBOOK - KOBE

FOR STUDENTS ENTERING THE KOBE MASTER OF SCIENCE IN INFORMATION TECHNOLOGY –
INFORMATION SECURITY PROGRAM (MSIT-IS SINGLE- AND DUAL-DEGREE)

2017-2018 ACADEMIC YEAR

INFORMATION NETWORKING INSTITUTE (INI)

College of Engineering, Carnegie Mellon University

Version 1.2

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I. INTRODUCTION

Welcome to the Information Networking Institute (INI) and Carnegie Mellon University (CMU)!

The INI is pleased to welcome the incoming class for fall 2017, the MS29s! Our students are at the core of the INI's mission "to educate and develop engineers through professional, interdisciplinary master's programs." The purpose of the INI Student Handbook is to present guidelines and set expectations for students as they pursue their degrees. This handbook is not exhaustive and its contents are subject to modification by the INI administration.

It is the responsibility of each student to read and understand this handbook. These guidelines are applicable to Kobe MSIT-IS students upon matriculation to Carnegie Mellon at the beginning of their first fall semester, while located at University of Hyogo (UH). The information included in this document refers to the Carnegie Mellon requirements for the MSIT-IS degree. Kobe MSIT-IS students must also adhere to UH Master of Applied Informatics guidelines and curriculum requirements.

Dual-degree students, as well as those sponsored by their employer, should consult with their UH advisor, or work supervisor, to ensure that the course and curriculum options they select as part of their CMU Kobe MSIT-IS degree will satisfy their requirements and not jeopardize their agreement.

It is the responsibility of each student to read and understand this handbook.

Essential Guidelines

The INI website provides an online version of the INI Student Handbook in its Student Resources section, available at: http://www.ini.cmu.edu/current_students/index.html. In addition to the handbook, commonly used forms, guidelines and links to web pages for students are also available there.

Students are encouraged to seek support and assistance. For academic guidance and personal issues, the INI faculty and staff members are available through the contact information at the following link: <http://www.ini.cmu.edu/people/index.html>.

As members of the INI community, enrolled students are a part of the College of Engineering, traditionally known as the Carnegie Institute of Technology (CIT), and should become familiar with the policies and guidelines of the college. The College of Engineering's policies for graduate students are available online: <https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html>.

It is the responsibility of students to follow the appropriate course sequence, progressing through their degree program and completing the necessary requirements in order to be successful.

Additional Important Student Resources

While this handbook is specific to the academic experience at the INI, there are several other resources and offices that graduate students are encouraged to consult during their tenure at Carnegie Mellon. 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.

It is the responsibility of each member in the Carnegie Mellon community to be familiar with university policies and guidelines.

Several pertinent university policies are included in this handbook, primarily found in section VIII, "University Policies." All university policies are available online at: <http://www.cmu.edu/policies>.

For additional assistance in understanding community expectations, the following resources are particularly relevant to INI students:

- The Office of the Assistant Vice Provost for Graduate Education. Website: www.cmu.edu/graduate. Email: grad-ed@cmu.edu.
- The Office of the Dean of Student Affairs. Website: www.cmu.edu/student-affairs/index.html.
- Assistance for Individuals with Disabilities. Email Disability Resources: eos@andrew.cmu.edu.
- Eberly Center for Teaching Excellence. Website: www.cmu.edu/teaching.
- Graduate Student Assembly. Website: www.cmu.edu/stugov/gsa/index.html.
- Intercultural Communication Center. Website: www.cmu.edu/icc.
- Office of International Education. Website: www.cmu.edu/oie
- Counseling & Psychological Service. Website: www.cmu.edu/counseling
- Health Services. Website: www.cmu.edu/HealthServices.
- University Police. Website: www.cmu.edu/police.
- The Word (student online handbook). Website: <http://www.cmu.edu/student-affairs/theword>
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/

Please refer to Appendix A for additional information about each of the aforementioned resources.

II. PRE-MATRICULATION

This section presents guidelines for accepted students prior to matriculation.

DEFERRAL

The INI generally 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.

Furthermore, students cannot request a 'Leave of Absence' prior to matriculation as this is considered as a deferral.

APPLICANT'S RESPONSIBILITY

Please note: it is the responsibility of the applicant to provide all requested information on the program application except where there is an option to decline to respond. Failure to do so, or submission of fraudulent or misleading information, will be grounds to rescind the offer of admission or continued enrollment at any time during matriculation or subsequent attendance.

Applicants admitted to any INI program must submit proof of graduation in the manner stipulated by the INI. Proof of graduation is defined as submission of complete and final official undergraduate transcripts showing all semesters of attendance, as well as official certificates confirming both the satisfactory completion of the program of study and conferral of the bachelor's degree. The INI provides instructions for meeting these requirements to admitted applicants who have accepted enrollment. Failure to provide acceptable proof of graduation prior to the start of classes in the term of entry will nullify the admission offer.

Extension of the proof of graduation deadline may be granted on a case-by-case basis.

CONFIDENTIALITY OF COMMUNICATIONS

All information provided to students as a result of their application, including subsequent correspondence about financial awards, 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.

CONDITIONAL ADMITS

Those students who fulfill the admissions criteria but need to improve their English language skills will be enrolled on a conditional basis, known as conditional admits. Conditional admits will work on improving their language skills at the beginning of the dual-degree program.

Conditional admits and traditional dual-degree students will start the program in April at UH. In October, a review of each student's academic achievement and language skills (TOEFL test score) will determine their eligibility to continue the program at CMU.

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, along with their shared commitment to the 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 as well as the professional and personal communities that we lead. Because of this, we hold a deep and abiding commitment to

academic integrity, as it 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 in all members of the Carnegie Mellon community.

Students enrolled in any course at Carnegie Mellon prior to matriculation to the INI are required to read, sign, and return the Academic Integrity form to the INI Academic Affairs Office (INI AAO). Infractions that occur in the summer semester prior to matriculation will count as a first offense by the INI.

The complete policy can be found at: <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>.

III. ENROLLMENT & REGISTRATION

OVERVIEW

Registration for the first fall semester as a Carnegie Mellon student will be handled by the INI AAO. The INI AAO will register each Kobe MSIT-IS student for 14-740 Fundamentals of Telecommunication Networks and 14-741 Introduction to Information Security.

Kobe MSIT-IS students should create an academic plan prior to course registration for their first spring semester. Students should actively engage in this process by reviewing degree requirements on the INI website, researching courses, connecting with their program's academic advisor, conferring with a mentor or contacting the INI AAO. Once plans are firm, students can proceed by accessing Student Information Online (SIO).

SIO is an important online 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 web site: <http://www.cmu.edu/hub/>.

Within SIO, there is a Course Planning Module that allows students to view and modify their proposed schedule before registering for courses. Once a schedule is developed, it is the student's responsibility to register for courses using SIO. Students must be registered for every course that they plan to take for the semester, even if it is not taken for credit (e.g., audited courses).

After the first semester, a student's registration time is determined by the Registrar's Office. If a student's account balance is greater than \$0.00, the student will not be able to register.

The INI AAO is available to answer any questions that students may have during the registration process.

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, "Degree Requirements."](#)

If a student is not progressing as expected, they must seek advice and counsel from their academic advisor. If the student is concerned that they may be unable to complete degree requirements, they should contact the INI AAO at ini-enrollment@andrew.cmu.edu for assistance.

2. Degree Requirements Timeframe

The Kobe MSIT-IS is a 16-month program. Dual-degree students pursue the program in tandem with UH's Master of Applied Informatics and must spend additional time at UH in Japan to fulfill the second degree's requirements.

International students are issued I-20s for 12 months without an option for extension. Students are expected to complete the program in the second fall semester.

In order to have full-time status, students must enroll in at least 36 units. Students will need to enroll in 36-48 units per semester. Students should plan accordingly to avoid additional tuition charges (See the [Tuition & Fees](#) section).

Students must be physically present and attend class at the start of the semester. 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. The INI verifies that all students have arrived to begin their program. A student is considered "withdrawn from the university" if they are not here by the tenth day of class.

3. Statute of Limitations

Former INI students who did not fulfill graduation requirements and would like to return to complete a degree should refer to the statute of limitations in the College of Engineering Graduate Student Policy, which is available at the following link: <https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html>.

The policy specifies that, "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."

4. Course Availability

The INI cannot guarantee that courses will be offered each semester or in a specific semester. Students must refer to the 'Schedule of Classes (SOC)' to determine course availability. In

addition, the INI cannot guarantee that a student will be offered a seat in a specific course. This applies to courses offered by the INI as well as other departments at Carnegie Mellon.

5. Course Sequence

Students are required to take at least one core course or prerequisite to a core course each semester until all core course requirements have been satisfied. Specific details are provided under the [Degree Requirements](#) section.

Students must first fulfill the prerequisite course if a core course or an elective course has one. If a student does not have the prerequisite course or knowledge, then they must consult with the instructor, as it is at the discretion of the instructor to decide if a prerequisite course or knowledge can be waived.

In addition, students should not take an introductory level course after they have taken a more advanced course on a topic. For example:

- A student who has already taken 18-756 Packet Switching and Computer Networks should not take the following courses after the fact:
 - 14-740 Fundamentals of Telecommunications and Computer Networks, or
 - 18-345 Introduction to Telecommunication Networks

It is the students' responsibility to ensure that they follow the appropriate course sequence. When in doubt, students should consult with their academic advisor.

6. Placing of Courses within Degree Requirements

Courses taken will be applied to the degree requirements in the following order: first as core; if not applicable, then as a course option course; if not applicable, then as a restricted elective; if not applicable, then as an extra course that does not count toward degree requirements.

Students may meet with a member of the INI AAO to review how their courses have been applied to their degree requirements.

7. Overlapping Courses

Students will not receive credit toward degree requirements for a course that overlaps in content with another course that the student completed. However, every course taken will be factored into a student's cumulative GPA.

To view the list of courses that the INI considers to have overlapping content, please visit the INI website at the following link: <https://www.cmu.edu/ini/academics/courses.html>. This is not an exhaustive list, as departments add new courses every year. If students have any uncertainty regarding this, they should contact the INI AAO via email: ini-enrollment@andrew.cmu.edu.

8. Course Restrictions

a. Non-College of Engineering Course Limitations

As College of Engineering students, course selections should reflect the students' advanced knowledge of technology. Guidelines to course selections are provided under the Degree Requirements section.

The INI faculty has vetted and compiled a list of Heinz College courses that satisfy degree requirements for INI students. To view this list, please visit the INI website at the following link: <https://www.cmu.edu/ini/academics/courses.html>. Course selections from the Tepper School are reviewed on a case-by-case basis. When in doubt of course selections, students should consult with their academic advisor.

There are a select few graduate courses that cannot be counted towards degree requirements because their course content covers material that is prerequisite knowledge for admission to the INI. Furthermore, courses that are questionable and not listed should be discussed with the student's academic advisor to determine if the course content is considered prerequisite knowledge that INI students should have studied at the undergraduate level. A list of these types of courses can be found below in the [Courses Outside Degree Requirements](#) section.

b. Undergraduate Course Limitations

Students are limited to 36 units of undergraduate coursework (courses numbered 300-599) that can be applied toward degree requirements.

c. Petition Procedure

INI students are required to submit an [INI Petition Form](#) for independent study, course consideration for track course requirements, updating approved course option list, increase in units, course substitutions, and any other changes that are outside of the policies stated in the student handbook. When preparing a petition, students should ensure that they include specific and valid reasons for submitting the petition. In addition, if the student's petition is about a class they must include the course syllabus.

1. The student completes a petition form and submits it to the [INI Academic Affairs Office \(AAO\)](#).
2. The INI AAO presents the petition to the INI Academic Advisor Committee at the next weekly meeting.
3. The INI Academic Advisor Committee will approve or deny the petition, with the advice of the Director if necessary.
4. The INI AAO informs the student of the outcome via email, typically within a week.
5. Students may appeal the petition outcome to the INI Director by submitting a new petition addressed to the INI Director. This petition should be submitted via email to ini-enrollment@andrew.cmu.edu.
 - a. *Please note: Petitions to the director must be submitted within seven days of the initial decision for consideration.*
6. The INI AAO saves the finalized petition in the student's file.

9. Retaking a Course

Passing a course is defined as having a 'C' or above. If students do not pass a core course, they must either retake the course or take a different course that will fulfill the requirement. For example, if a Kobe MSIT-IS student does not pass 14-740, they must retake it.

Retaking a course would also be necessary if students do not meet the core GPA requirement. If students have a core GPA that is lower than 3.0, they would need to retake courses that will help them satisfy this requirement.

Students may also have to retake a prerequisite course in which they did not receive the minimum grade required.

All grades are recorded on the transcript and factored into the cumulative GPA computation; however, only the new grade is factored into the core GPA computation if the course is a core course. The original grade remains in place as a core requirement until the new grade is published.

10. Courses Outside Degree Requirements

Courses that **cannot** satisfy degree requirements include:

1. Courses that cover material that INI students should have acquired prior to matriculating to the INI; specifically:
 - a. 08-722: Data Structures for Application Programmers
2. Heinz Courses that are not on the pre-approved list provided on the INI website, available at: <https://www.cmu.edu/ini/academics/courses.html>
3. StuCo courses (Student Taught Courses)
4. Courses not directly related to your degree program
5. Audited courses
6. Pass/no pass courses

Students must register for these other courses and the units will count toward their course load for the semester.

Students may take no more than one course per semester with a maximum of 12 units that cannot satisfy degree requirements and a maximum of three throughout the duration of their program.

Auditing and pass/no pass courses are described further in this section.

a. Auditing

Auditing is the act of being present in a classroom without receiving academic credit or a letter grade. An audited course will appear on a student's transcript.

A student who wants to audit a course is required to register for the course, obtain permission from the instructor and ask the instructor to sign the Course Audit Approval Form. Then, the student must submit the form to the INI AAO for approval from the student's academic advisor and the INI Director. If approved, the INI AAO will send the form to the HUB for processing. The

Course Audit Approval Form, as well as all other HUB forms, are available at the following link: <http://www.cmu.edu/hub/forms.html>.

Once a Course Audit Approval Form is submitted to the HUB, a letter grade ('A'-'R') will not be assigned for the course and the declaration cannot be reversed. There is a deadline for the audit form submission on the academic calendar. After the deadline, students will not be able to request the option to audit a course.

The extent of a student's participation must be arranged and approved by the course instructor. Students auditing a course are expected to attend class as though they are regular class members. Those who do not attend the class regularly or prepare themselves for class will receive a blank grade. Otherwise, the student receives the grade of 'O,' indicating an audit.

The units of audited courses count toward the maximum course load units per semester but do not count toward the degree requirements.

Any student may audit a course. For billing, an audited course is considered the same as traditional courses under the tuition charges. If a part-time student audits a course, they will be charged part-time tuition based on the per-unit tuition rate for the course.

b. Taking a Course "Pass/No Pass"

Students who want to take a course "pass/no pass" are required to register for the course and submit the Pass/No Pass Approval Form to the INI AAO for approval from their academic advisor and the INI Director. If approved, the INI AAO will send the form to the HUB for processing. The Pass/No Pass Approval Form, as well as all other HUB forms, are available at: <http://www.cmu.edu/hub/forms.html>.

The units of "pass/no pass" courses count toward the maximum course load units per semester but do not count toward the degree requirements.

Once a Pass/No Pass Approval Form is submitted to the HUB, a letter grade ('A'-'R') is not assigned for the course and the declaration cannot be reversed. Passing work is recorded as 'P' on the student's academic record; work with a grade lower than 'C' will not receive credit and will be recorded as 'N' on the student's academic record. No quality points will be assigned to 'P' or 'N' grade; the units of 'P' or 'N' grades will not be factored into the student's GPA.

There is a deadline for Pass/No Pass Approval Form submission on the academic calendar. After the deadline, students will not be able to request the option to "pass/no pass" a course.

Any student may take a course "pass/no pass." For billing, the "pass/no pass" course is considered the same as the traditional courses under the tuition charges. If a part-time student takes a course as "pass/no pass," they will be charged part-time tuition based on the per-unit tuition rate for the course.

11. Transfer of Credit

The INI Administration has vetted and approved the following UH courses as acceptable transfer courses:

- Telecommunications Management (12 units)
- Basics of Modern Cryptography (12 units)
- Economic Analysis (6 units)

No other courses will be considered for transfer at this time.

A grade of 'B' or better must be earned for the courses transferred. All transfer credits must be approved by the INI and the College of Engineering Dean's Office. The INI will determine how the transferred credits will be reflected in the student's degree requirements. The transfer credits will appear on the student's transcript as an INI elective and are not factored into the core or cumulative GPAs.

Transfer credit is not granted prior to admission to the graduate program and must be approved by the INI and the College of Engineering Dean's Office after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon. After matriculating to Carnegie Mellon, INI students should consult with their academic advisor before taking a course at another university.

In the spring semester, UH will send CMU the students' official transcripts, after which the INI will prepare the appropriate forms and will contact students directly when their forms are ready for them to sign. The INI, not the student, will forward the appropriate information to the CIT Dean's Office for approval. Once approved by the CIT Dean's Office, the transfer credits will appear in their SIO record.

The university's policy on Transfer Credit Evaluation and Assignment is available at the following link: www.cmu.edu/policies/documents/TransferCredit.html.

a. **Pittsburgh Council on Higher Education (PCHE) Cross-Registration Program**

Carnegie Mellon offers students the opportunity to take courses for credit through a cross-registration program, Pittsburgh Council on Higher Education (PCHE). The HUB provides PCHE registration information at the following link:

<https://www.cmu.edu/hub/registrar/registration/cross/index.html>.

12. Independent Study

The student may negotiate an independent study supervised by a Carnegie Mellon faculty member if there is a special topic relevant to their degree program that interests them. Through an independent study, students can focus on learning a topic area that is not otherwise available at Carnegie Mellon, or they can assist the faculty advisor and relevant partners in exploring research and/or development opportunities in new areas. The student must provide compelling justification as to why an independent study on this topic or project is relevant to their degree program and should be allowed, why the chosen faculty member is an appropriate independent study advisor, and the learning objectives and expected deliverables of the independent study.

An independent study can be worth a maximum of 12 units and a minimum of 6 units, and cannot be taken as pass/no pass/audit. An independent study can count as a general restricted elective but cannot count toward the specific 12-unit requirement within restricted electives that must be from INI, ECE, CSD, or the four EPP courses. In addition, bicoastal MSIT students may count a semester-long independent study towards residency as long as the independent study advisor is located in Silicon Valley. Students who are on probation will not be approved for an independent study.

An independent study must be approved by the course 'Add' deadline of the semester. Typically, an independent study that will be completed in a mini semester is worth 6 units and an independent study that will be completed in a full semester is worth 12 units. The units assigned may vary depending on the scope of the independent study.

When the student identifies a faculty member to advise their independent study, the student must submit a petition and a comprehensive project proposal, signed by their independent study advisor, to the INI AAO. Information regarding petitions can be found on our website: <https://www.cmu.edu/ini/student-services/enrollment/index.html>.

The project proposal must include the following information:

- **Introduction and reasoning:** The student describes the topic to be studied and why an independent study is the best way to learn about this particular topic. Specifically, the student must supply reasoning as to why this topic of study is best learned through an independent study versus a Carnegie Mellon course.
- **What the student will do:** The student states specifically what will be accomplished from the project work. Will the student produce a final paper or presentation? Will the independent study count for 6 units or 12 units? Will the independent study take place over the course of a mini-semester or the entire semester? Who will advise the student on the project and why were they selected?
- **Evaluation of the student's work:** The faculty advisor will monitor and evaluate the student's work to ensure that the work being done is sufficient towards the credit they will receive for completing the independent study.
- **Expected timetable:** The student should indicate milestones that will be met through the process either by week or dates. The student should be as specific as possible to assist in the progression and evaluation of the project.
- **Advisor's signature:** The independent study advisor must sign the proposal to verify that they have support the proposal and to agree to advise the independent study itself.

REGISTERING FOR COURSES

1. Academic Calendar

The INI adheres to the university's academic calendar, available online at: <http://www.cmu.edu/hub/calendar.html>.

The Heinz College and the Tepper School follow their own calendars with dates that differ from the university's calendar for add, drop and pass/no pass/audit deadlines. INI students must adhere to these deadlines if they are taking courses from these colleges.

The Heinz College's calendar is available online at: <http://www.heinz.cmu.edu/academic-resources/academic-calendar/index.aspx>.

The Tepper School's calendar is available online at:

<http://tepper.cmu.edu/>

- Click on the 'My Tepper' link at the top of the page

2. Course Load

Students must register for at least 36 units per semester, as that is considered full-time. The maximum number of units they can take in a semester is 48 units.

Completing more than 48 units per semester, or "overloading," is generally discouraged due to the rigor of the INI curriculum. Second-year bicoastal MSIT students are discouraged from taking more than 48 units during their second fall semester while they complete the practicum. Additionally, students on academic probation are generally not approved to take more than 48 units. A course (or courses) will be dropped from the student's schedule after the tenth day of classes (excluding mini-2/mini-4 course work) Students must adhere to the course load policy on the add deadline for mini-2/mini-4. A course will be dropped from the student's schedule if a petition to overload has not been approved by that date.

All students in this cohort (MS29) must enter the INI with the expectation of graduating in December 2018.

Students are not permitted to drop below full-time course load (carry less than 36 units), excluding in the summer semester. However, students are required to be enrolled during the summer semester in coursework that applies toward their INI degree requirements. Students may be automatically enrolled in core courses during the summer semester by the INI AAO. These courses are determined each year and will be added to students' schedules prior to the start of the summer semester.

3. Adding Courses

Students should consult with their academic advisor before adding or dropping courses to ensure their academic plan will not be jeopardized. Students have the option of adding courses to their schedule from the time of their assigned registration until the add deadline in the semester. Students may register for courses through [SIO](#).

4. Dropping Courses

Students should consult with their academic advisor before adding or dropping courses to ensure their course plan will not be jeopardized. Students have the option of dropping courses

to their schedule from the time of their assigned registration until the add deadline in the semester. Students may do this through [SIO](#).

Students should drop a course as soon as they decide not to take it, especially within the first 10 days of class, as this will allow a waitlisted student to be enrolled and limit disruption to any team-based projects. It is imperative that students drop the courses they will not pursue by the drop deadline so that the courses will be removed from their student record. If a student does not drop a course by the drop deadline, they have the option to withdraw from the course, but should note that it will result in the student receiving a 'W' on their transcript. If a student neither drops nor withdraws from a course on time, a letter grade will be assigned based on work completed.

Students will be responsible for the tuition charge for any course dropped after the add/drop deadline to receive tuition adjustment.

5. Waitlists

It is common to be waitlisted for a course from the time of registration until the tenth day of class. This ensures that students within the course's department have the opportunity to take the courses they need. The INI secures an allotment of seats in certain core courses offered by other departments, but they are reserved for those who need the course to graduate and then opened up on a first-come, first-serve basis if space permits.

Students should attend courses for which they have been waitlisted until their enrollment in the course has been finalized to ensure that assignments are not missed. Students may only be waitlisted for a maximum of five courses.

Students should check their schedules frequently on SIO as they may be enrolled into a waitlisted course without notification.

In addition, during the registration process, the Registrar's Office will require students to "tag up" on their waitlist in order to confirm the desire to remain on the waitlist for a course.

6. Courses with Restricted Enrollment

Faculty members may set a limit on the number of students permitted to enroll in their courses. If the number of pre-registered students for a course exceeds the class size, as specified by the instructor of the course, all other students will be put on the waitlist and enrolled as space becomes available.

FINAL EXAMS

All INI students must attend final exams as scheduled by the university and individual course instructors. If a student believes that a final exam presents a scheduling conflict, they must discuss the issue with the course instructor. The INI does not have control over the university exam schedule. Please keep this in mind when arranging travel at the end of a semester and note that having purchased airline tickets is not a proper excuse for missing a final exam.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) EDUCATION

The [Office of Research Integrity and Compliance website](#) describes the university's position on ethical research: "Carnegie Mellon University promotes the responsible conduct of research through high standards of ethics and accountability in planning, conducting and reporting research. The responsible conduct of research is demonstrated through behavior that meets generally accepted standards. These standards are set forth by state and federal regulations, institutional policies, professional codes of conduct and personal convictions."

In support of the university's position, the INI requires **all incoming students** to take the appropriate online training offered by the Collaborative Institutional Training Initiative (CITI). Kobe students who fail to complete this training before arriving for the spring semester will be required to take the training during Orientation, as coordinated through the INI staff.

The College of Engineering Graduate Student Policy provides the following instructions, "For College of Engineering graduate students, the CITI physical science module package is recommended rather than the module package for engineers, although both are acceptable." "The courses are available at CITI's website at <https://www.citiprogram.org/>. Select Carnegie Mellon University as your participating institution when you create your account."

This topic is described fully in the College of Engineering Graduate Student Policy at the following link: <https://engineering.cmu.edu/education/academic-policies/graduate-policies/general-policies.html>.

RESEARCH ASSISTANT/TEACHING ASSISTANT POSITIONS

A limited number of INI Research Assistant (RA) positions are assigned to incoming students every year. These assignments are made during the admission process and a letter will notify the selected students. In addition to completing the Responsible Conduct of Research (RCR) training, as described in the previous section, RAs may be required to complete additional training at the discretion of their supervisor. The INI Business Operations Office and the INI AAO will provide more information on the RA process to each candidate individually.

Some INI courses require student Teaching Assistants (TA). Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, 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 and interns. The full university policy can be reviewed at: <http://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>. All students who are selected for TA positions 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. The INI Business Operations Office will communicate more information about the ITA test and other TA policies and procedures to each TA individually.

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

ENROLLMENT VERIFICATIONS

The HUB is the primary contact for students or alumni who would like to request a transcript, enrollment verification or other information related to their time at the INI. Additional information about transcripts and verifications is available online at:

<https://www.cmu.edu/hub/registrar/student-records/transcripts/index.html>.

The INI may verify some limited information in the form of a letter, which may be suitable for some purposes, such as the verification of skills students acquired through the INI programs. For a complete understanding of what the INI can verify and/or which department can verify specific information, please visit the INI website at the following link:

http://www.ini.cmu.edu/current_students/requests/index.html.

CHANGE OF ADDRESS

INI students are responsible for notifying the INI and the HUB of all address changes in a timely manner. 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.

Students can change their address using SIO, which is accessible via the HUB website:

<http://www.cmu.edu/hub/index.html>.

DEGREE CERTIFICATION

A student must satisfy all degree requirements and achieve a minimum core and cumulative GPA of 3.0 in order to be eligible for degree certification. The student's academic advisor and the INI Director must approve the degree certification as well.

In addition, a student account must have a balance of \$0.00 in order for a student to receive a diploma.

Students should update their contact information, such as mailing address and email address, within SIO **before graduation**. Students should also review a proxy of their diploma in SIO to verify the information displayed there, such as the spelling of their name.

IV. ACADEMIC STANDARDS

Kobe MSIT-IS students are subject to the same academic standards as other INI students. These standards are applicable upon matriculation at the beginning of the first fall semester.

GRADES

The INI will not release any student records to an unauthorized party. No grades will be released to any student, verbally or written.

1. University Grading Standards

This policy offers details concerning the university's grading principles for students taking courses and covers the specifics of assigning and changing grades, process for incomplete grades, grading options, drop/withdrawals and course repeats. It also outlines the undergraduate and graduate grading standards.

Carnegie Mellon's grading policy is available at the following link:

<http://www.cmu.edu/policies/student-and-student-life/grading.html>.

2. College of Engineering Grading Standards

The College of Engineering's grading policy is available at the following link:

<https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html#transfer-credit-&-special-students>.

a. College of Engineering Grading

The letter grade scale is 'A' (highest), 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-', 'D+', 'D' and 'R' (lowest). Engineering students cannot receive an 'A+' grade on their transcript, even if a course is taken from another college where 'A+' is given.

b. Grades Lower than 'C'

Grades lower than 'C' are considered failure in the College of Engineering and will not count toward degree requirements.

c. 'W' Grades

'W' grades are assigned if students withdraw from a course by the withdrawal deadline. While 'W' grades do not affect a student's GPA, they will appear on the student's transcript.

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:

- Core GPA (average of all core course units taken)
- Cumulative GPA (average of all units taken)

Course work or graduate project units with a grade lower than 'C' 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 both a core and cumulative 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 but will remain in good academic standing if core and cumulative GPAs meet the minimum requirement. If a student is not in good academic standing, it is their responsibility to consult with their academic advisor in a timely manner.

A student can be in good academic standing and on probation at the same time due to incidents unrelated to their academic performance.

3. Academic Probation for Poor Performance

At the end of each semester, the academic performance of each student is reviewed after final grades have been posted. The GPA for academic review is computed based on the guidelines for graduation requirements.

It is the sole responsibility of the student to set up a meeting with their academic advisor after receiving notification that they have been placed on academic probation. This meeting should occur within 14 days after receipt of the letter. The student and advisor are required to meet and sign the letter. The signed letter must be returned to the INI Director's Office within that timeframe.

Any student with a core and/or cumulative GPA of less than 3.0 is immediately placed on academic probation and may be subject to the following penalties:

- May have any INI scholarships and/or financial awards awarded by the INI rescinded
- Cannot be selected to receive awards, fellowships or scholarships
- May not formally represent INI as an officer or other position in a student club or campus organization

A student on academic probation will automatically be removed from probation during the next academic review if their core and cumulative GPAs are 3.0 or better at that time, unless the student has committed an academic integrity violation. The student's scholarship or financial award will be reinstated for the future semesters if they are removed from probation; however, the amount that was rescinded will not be reapplied to the student's account.

A student may be permanently dropped from the INI if they have a core or cumulative GPA lower than 3.0 at the end of two consecutive full semesters. They will have an opportunity to appeal if this occurs. The first appeal must go to the Dean of the College of Engineering's office. The student is not entitled to a refund of tuition or student fees unless the decision is overturned. A detailed summary of the graduate student appeals process can be found here: <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

Courses that negatively affect the core GPA cannot be moved from the core requirement unless another completed course can replace the course with the lower grade.

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, along with their shared commitment to the 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 as well as the professional and personal communities that we lead. Because of this, we hold a deep and abiding commitment to academic integrity, as it 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 in all members of the Carnegie Mellon community.

The INI adheres to Carnegie Mellon's policy on academic integrity. The complete policy can be found at the following link: <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>.

The INI adheres to the College of Engineering's policy on graduate student academic integrity violations. The complete policy can be found at the following link: <https://engineering.cmu.edu/education/academic-policies/academic-integrity.html>.

1. INI Student Penalties for Violating Academic Integrity

A student at the INI will be placed on academic probation for the remainder of the INI program and will be subject to the following penalties, in addition to course-level action imposed by the instructor:

- Any INI-specific scholarships and/or financial awards will be rescinded immediately **including** those received in previous semesters
- Cannot be selected to receive awards, fellowships or scholarships
- May not formally represent INI as an officer or other position in a student club or campus organization

In accordance with university 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.

Students who want to appeal an academic disciplinary action must state in writing to the Provost their intention to do so within one week of the penalty date in question, and then must submit their written appeal to the Provost no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation.

Details related to the academic integrity policy and the appeal process can be found here: <http://www.cmu.edu/academic-integrity/headernav/policies.html>.

A student may be permanently dropped from the INI in extreme cases where a first violation is particularly deplorable, as determined by the INI Director.

A student will be permanently dropped from the INI after a second academic integrity violation, even if an earlier offense has not yet been fully processed.

V. DEGREE REQUIREMENTS

This section outlines the degree requirements for the CMU portion of the Kobe MSIT-IS degree. Dual-degree students, as well as those sponsored by an employer, should consult with their UH advisor, or work supervisor, to ensure that the course and curriculum options they select as part of their CMU Kobe MSIT-IS degree will satisfy their requirements and not jeopardize their agreement.

A full description, curriculum, course descriptions and other details for the program can be found on the INI website at <https://www.cmu.edu/ini/academics/msitkobe/index.html>.

PROGRAM CURRICULUM

Each Kobe MSIT-IS candidate must complete 144 units of course work.

These units are made up of the following degree requirements:

- Core course requirements: 60 units
- Restricted electives: 48 units
- Master's project or course option: 36 units

These degree requirements are described in more detail on the pages that follow.

1. Core Courses

The Kobe MSIT-IS program requires 60 units of core courses that may not be waived or substituted. Please refer to the INI's website for specific core course information:

https://www.cmu.edu/ini/academics/msitkobe/curriculum_ms29.html.

2. Restricted Electives

The Kobe MSIT-IS program requires 48 units of restricted electives. Restricted electives can be fulfilled by any approved courses in [the Heinz College](#) or Tepper School or any courses* in ECE, EPP, School of Computer Science, INI or III that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum. Note, only up to 36 units of undergraduate courses (300-499) can be considered toward degree requirements (between core and restricted elective courses).

A list of [approved Heinz College courses](http://www.ini.cmu.edu/degrees/kobe_msit-is/ini_heinz.html) for INI students is available online at:
http://www.ini.cmu.edu/degrees/kobe_msit-is/ini_heinz.html.

Kobe MSIT-IS students may transfer up to 36 units from courses taken at UH toward the MSIT-IS. Carnegie Mellon must approve the courses.

3. Master’s Project or Course Option

Students choose either a Master's Project or Course Option:

- **Master's Project:** *Choose from one option below.:*
 - Thesis research paper that will allow students to delve deeply into a problem and create a solution for a research-based project, providing the opportunity to gain significant knowledge and skills in a particular area; or
 - Development-based project that will allow students to build up knowledge and skills in delivering successful solutions for industry.
- **Course Option:** A set of courses that will equip students with the knowledge and skills they need to succeed in industry.

Thesis/Technical Report Timeline for Kobe MSIT-IS Students

Timeframe	Action
By the “Curriculum Option declaration” deadline in the spring semester	Acquire the project advisor’s approval (signature); then submit the Signature Page and the Proposal for approval by the academic advisor to the INI AAO
3 weeks before the last day of class in defending semester (2 nd Fall)	Submit Defense Scheduling Form and Video Consent Form to the INI AAO.
1 week before the last day of class in defending semester	Defend
10 days before the final grades deadline for graduating students	Acquire the project advisor's approval and then submit Thesis/Tech Report and Signature Page to the INI AAO for approval by the INI and/or college.

i. Master's Project: Academic Research-Based (Thesis) or Development-Based Project (Technical Report)

Students who select this option must complete their work with a Carnegie Mellon faculty advisor and reader. Students may work with faculty on the faculty member’s current research/projects **or** on a project devised by the student, with the support of their advisor and reader.

For detailed information, please refer to the MSIN, MSIS and MSIT-IS Thesis and/or Technical Report Guidelines: https://www.cmu.edu/ini/student-services/enrollment/graduate_project.html.

ii. Course Option

A student who selects this option will be required to take 36 units of courses that make up an area of specialization. Students can select from graduate-level courses (numbered 600 and above) in ECE, EPP, School of CS, SV and INI as well as approved courses offered in Heinz College and Tepper School. The academic advisor will review and approve the selection.

If a student wants to make any adjustments to their approved course option list, they must submit a petition requesting permission to do so. Information regarding petitions can be found on our website: <https://www.cmu.edu/ini/student-services/enrollment/index.html>.

Dual-degree students may be required to submit a thesis as part of their UH degree and should consult with their UH advisor before selecting the course option to ensure their status with UH will not be jeopardized.

CONSIDERATIONS FOR INTERNATIONAL STUDENTS

International students are able to pursue an INI program in the United States because they secure a student visa. Students should be aware of visa limitations, specifically concerning their ability to remain in the country. A student may be required to return to their home country within a short period of time if unforeseen circumstances cause a student to leave their graduate program, either temporarily or permanently.

1. Course Load

Carnegie Mellon will only issue student visa paperwork for full-time student status, which is defined as at least 36 units per semester. The student visa and permit of stay will become null and void if a student fails to maintain full-time status in the fall and spring semesters. International students with F-1/J-1 visas are not required to register for a full-time course load during the summer unless stipulated by their curricular requirement.

For additional information about maintaining status, please refer to the Office of International Education (OIE) website: <https://www.cmu.edu/oie/foreign-students/maintain-legal-status/index.html>.

2. Length of Program

The Kobe MSIT-IS is a 16-month program. Dual-degree students pursue the program in tandem with UH's Master of Applied Informatics and must spend additional time at UH in Japan to fulfill the requirements for the second degree.

Since the first fall semester of the Kobe MSIT-IS program is completed at UH in Kobe, Japan, the length of the I-20 for international students in this program is 12 months and based on the time necessary to complete degree requirements. There is not an option to extend. Students are expected to complete the program in the second fall semester.

3. Poor Academic Performance

As with all students, international students who fail to progress in their academic program will receive formal notification from the INI. The INI will start administrative proceedings that drop the student from their program of study following notification. The INI will also notify the University Registrar and OIE regarding the student's change of status. This process will begin regardless of whether or not a student files an appeal.

This process may impact a student's I-20 status. The student must contact OIE **as soon as they have been notified**, so that they can be advised of implications and take the necessary next steps.

4. Leave of Absence

A Leave of Absence Form, available at the following link, must be completed: <http://www.cmu.edu/hub/forms.html>. International students holding an F-1 or J-1 visa should consider the impact a leave of absence may have on their I-20/DS-2019 status. Students must consult with OIE as part of any LOA proceedings. Further information regarding Carnegie Mellon's policy on student leave is available at: <http://www.cmu.edu/policies/student-and-student-life/student-leave.html>.

5. Work Authorization

Students in the Kobe MSIT-IS dual- and single-degree programs do not have the option of doing a summer internship, but will qualify for post-graduate employment in the U.S. once they have fulfilled their program requirements at CMU.

To be eligible to obtain work authorization under Curricular Practical Training (CPT) or Optional Practical Training (OPT), international students attending CMU under an F-1 or J-1 visa must be registered full-time for two consecutive semesters. Students attending one of the Kobe MSIT-IS programs will not obtain their F-1 or J-1 status until the spring semester when they move to the U.S. to complete their INI courses at CMU. As this is not a sufficient amount of time in which to gain eligibility for summer employment in the U.S., students in these programs will be ineligible for CPT.

Upon completion of their INI degree requirements, students in both the dual- and single-degree programs may apply for post-completion OPT.

Department approval for OPT is obtained from the INI Foreign Student Coordinator who will provide any required signatures. Students cannot obtain signatures from their academic advisor or any other INI staff unless directed to do so by the Foreign Student Coordinator.

For general rules governing OPT see the following website: <https://www.cmu.edu/oie/foreign-students/employment.html>. Note that rules that may apply to international students in general may be affected by the policies of their academic department.

6. Other Assistance

OIE offers services for immigration/visa/I-20 processing, workshops on cultural adjustment, reentry issues, career planning, tax filing, and other topics. The OIE website is available at the following link: www.cmu.edu/oie.

The International Cultural Center (ICC) offers language support and cross-cultural training to help all students who are non-native English speakers succeed in their academic programs. The ICC also helps teaching assistants who are non-native English speakers develop the fluency and cultural understanding to teach successfully at Carnegie Mellon. The ICC website is available at the following link: <http://www.cmu.edu/icc/>.

Various student-run organizations exist at Carnegie Mellon to provide support for students from various cultures, religions and backgrounds. A list of organizations is available at the following link: <http://www.cmu.edu/graduate/international-students/orgs.html>.

VI. CAREER SERVICES

INI Career Services provides students with guidance during their job search. The services available to students include: resume reviews, career exploration consultation, internship and job search strategies, workshops/events and employer relations. Students should check the office hours and schedule time with the INI's career consultant accordingly.

Students may also take advantage of the university's central Career and Professional Development Center (CPDC) with regard to workshops, job/internship interviewing and other resources. The 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: <https://www.cmu.edu/career/>.

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

JOB SEARCH GUIDELINES

The INI supports the career pursuits of students but maintains academics as the top priority. It is not acceptable for students to skip classes or assignments in order to attend job interviews. Students should conduct job searches in a manner that does not impede their academic progress.

It is also important for students to have an understanding of how to conduct a job search. Students are expected to exhibit certain ethical behavior, such as arriving on time for interviews, being truthful about their qualifications, and honoring their agreements with recruiters when applying for jobs. Students should not continue searching, applying and interviewing for a position after they have accepted an offer.

The CPDC reserves the right to limit access to Handshake for any users that do not follow job search guidelines. The Handshake policies and guidelines on conducting a job search are available at the following link: <http://www.cmu.edu/career/>.

Students who do not follow such guidelines may forfeit their on-campus interviewing and/or resume submission privileges.

VII. TUITION & FEES

Unless otherwise arranged and approved in advance, Kobe MSIT-IS students are full-time students.

TUITION BILLING & PAYMENTS

1. Dual-degree Program (DDP)

The tuition of the dual-degree students is assessed through UH, and therefore students should adhere to its tuition policy. CMU will charge DDP students the standard university fees, including: student technology, activity, transportation, and the cost of health insurance for the semesters in which they are in the United States.

2. Single-degree Program (SDP)

SDP students will be charged the full-time INI tuition. The tuition rate for single-degree Kobe MSIT-IS students is set in the spring for the class entering in the following fall. The tuition for a student's second fall semester will likely increase in accordance with the tuition increase for the new academic year.

For SDP students, the current INI tuition rate and other university fees are on the INI website at the following link: <https://www.cmu.edu/ini/admissions/financial/index.html>. In addition, the HUB handles the tuition billing and payment process for all INI students. For the university's billing and payment policy, please refer to the Billing and Payments section on The HUB website: <http://www.cmu.edu/hub/billing/index.html>.

COURSE LOAD AND BILLING

Students are considered full-time if they are taking at least 36 units in a semester and will be charged the full-time tuition rate. All INI students are expected to carry a full-time course load, with the exception of students taking courses in the summer. SDP students taking fewer than 36 units (e.g. summer semester) will be charged at the per-unit rate.

UNIVERSITY FINANCIAL AID

Graduate students should refer to the graduate student financial aid information found on the HUB website, at the following link: <http://www.cmu.edu/finaid/>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid as well 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 to inquire about an Emergency Student Loan, at the following link: <http://www.cmu.edu/student-affairs/dean/loans/>.

STUDENT FINANCIAL OBLIGATION & PAST DUE ACCOUNTS

INI students are subject to, and must be aware of, the Carnegie Mellon policy regarding student financial obligation: <http://www.cmu.edu/hub/billing/sfo/index.html>.

VIII. UNIVERSITY POLICIES

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

The INI Student Handbook presents some university policies within this section that are particularly relevant to INI students.

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.

The Carnegie Mellon Code can also be found online at:
<http://www.cmu.edu/student-affairs/theword/code.html>.

LEAVE OF ABSENCE/WITHDRAWAL

“Leave of Absence” means leaving the university temporarily, with the firm and stated intention to return.

“Withdrawal” means leaving the university with no intention to return.

Leaves or withdrawals taken on or before the university deadline to drop classes without receiving a ‘W’ (withdrawal) grades will result in all courses or grades removed for that semester. Leaves or withdrawals taken after the university deadline to drop classes without receiving a ‘W’ grade but before the last day of classes will result in ‘W’ grades assigned to all classes. Leaves or withdrawals taken after the last day of classes will result in permanent grades assigned by the instructors for each class. After the last day of class, courses cannot be removed from a student’s transcript.

Further information about Carnegie Mellon’s policy on student leave is available at the following link: <http://www.cmu.edu/policies/documents/StLeave.html>.

Students who would like to withdraw or take a leave of absence must complete the appropriate form, available on the HUB website, available at the following link:
<http://www.cmu.edu/hub/forms.html>.

1. Withdrawal/Tuition Refund Policy

The HUB will determine if a student should receive a tuition refund if an INI student withdraws or takes a leave of absence, as this is governed by Carnegie Mellon’s policies and not the INI.

Additional information, as well as the tuition adjustment schedules, is available at the following link: <https://www.cmu.edu/sfs/tuition/adjustment/index.html>.

2. Returning to Carnegie Mellon

A student must complete the Application for Return form (available from the HUB) when they plan to return after a leave of absence, at least one month prior to the start of the semester. The student must also meet any conditions that were set by the INI at the time the leave was granted.

Further information about Carnegie Mellon's policy on student return is available at the following link: <http://www.cmu.edu/policies/documents/StReturns.html>.

3. Suspension/Required Withdrawal Policy

University suspension is a forced, temporary leave from the university. A student may be suspended for academic, disciplinary and administrative reasons. The INI adheres to Carnegie Mellon's policy on student suspension/required withdrawal policy. The complete policy is available at the following link: <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. The complete reference to this university policy is available at: <http://www.cmu.edu/policies/documents/DegreeWithdraw.html>.

UNIVERSITY GRIEVANCE PROCEDURES & CONTACTS

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage, which is available at: <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

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.

A graduate student who seeks further review of the matter is to follow the formal procedures outlined at the link provided above when an informal resolution cannot be reached. These appeal and grievance procedures shall apply to students in all graduate programs of the university. Students should refer to this handbook for information about the administration and academic policies of the INI and College of Engineering. 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.

STUDENT PRIVACY RIGHTS

Under the Family Educational 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 without 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/documents/StPrivacy.html>.

INTELLECTUAL PROPERTY

Intellectual property includes any patentable invention, any copyrightable subject matter, or trade secret. It also includes works of art, and inventions or creations that might normally be developed on a proprietary basis. To understand how the intellectual property policy applies to student work, students should refer to Carnegie Mellon's policy, which is available at: <http://www.cmu.edu/policies/documents/IntellProp.html>.

PETS

Dogs, cats, and other pets are not permitted in any university building, including residence halls and fraternities and sororities, with the only exception being guide dogs. Specifically, pets are prohibited from being in offices, classrooms, hallways, and other areas at all times.

Dogs are permitted on campus grounds when leashed and properly attended. Dogs may not be left tied to trees or other objects on campus.

Carnegie Mellon's policy on pets is available at: http://www.cmu.edu/student-affairs/theword//comm_standards/pets.html.

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/documents/DrugAlcohol.html>.

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The Office of Disability Resources at Carnegie Mellon 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.

For more information please see <http://www.cmu.edu/hr/eos/disability/index.html>.

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 at: http://www.cmu.edu/policies/documents/SA_SH.htm. 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

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 course work 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. INI COMPUTING SERVICES

The INI requires that all students abide by Carnegie Mellon's policy on computing, which is available at: <http://www.cmu.edu/policies/documents/Computing.htm>.

Students are provided with campus-wide, single-sign-on accounts (Andrew accounts), which are required to access campus-wide and INI-specific computing resources. Andrew accounts can be managed from the CMU Computing Services website at: <https://www.cmu.edu/computing/accounts/index.html>.

All students are provided with access to centrally managed resources, such as wired/wireless network access, email, calendar, VPN, storage, Web publishing and more. For specific technical and policy details on any of these resources, please consult CMU Computing Services, at: <http://www.cmu.edu/computing>.

Students may receive help with any of the above topics by sending an email to advisor@andrew.cmu.edu or by calling the Computing Services helpdesk at (412) 268-4357.

LAPTOPS

Students are required to own a laptop in order to attend an INI degree program. The INI does not provide personal computing resources (such as desktop PCs) to students. Computers may be purchased through Carnegie Mellon's bookstore (located in the basement of the University Center) and online at the following link: <http://www.cmu.edu/stores/computer>.

In order to meet minimum technical requirements, student-owned computers should have at least the following specifications:

- 64-bit capable x86_64 (Intel or AMD) CPU
- 8 GB RAM (16 GB recommended)
- 500 GB Disk drive (725 GB recommended)

The INI strongly recommends Apple, Dell or Lenovo machines with on-site extended warranty in order to prevent extended down time and other risks associated with hardware failure and the requirements of less mainstream brands to ship the laptop to and from a manufacturer's repair facilities, often located outside the U.S.

PRINTING

Black-and-white laser printers are provided for student use. Within the INI building, there are two printing stations located on the Winthrop level and one printing station located on the second floor. The INI uses the campus-wide Andrew print system. Common instructions, such as how to configure your laptop to print to Andrew, information on printing quotas, and how to find additional campus-wide printing stations, are available at the following link: <https://www.cmu.edu/computing/services/endpoint/printing/>.

The staff printers are not available for student use.

SOFTWARE

A large selection of software titles is offered campus-wide through the following link: <http://www.cmu.edu/computing/software/>. These offerings include a new campus-wide subscription to Microsoft Dreamspark (formerly known as MSDN Academic Alliance), available online at: <http://www.cmu.edu/computing/software/all/dreamspark/>.

OTHER COMPUTING RESOURCES

Students may be required to access specific resources not described above as part of their course work. The instructor, as necessary, will provide access to and support for any such resources.

X. INI BUILDING RULES

Our building policies are located in a separate document. You may access the policies at the following link: <https://www.cmu.edu/ini/student-services/enrollment/handbook.html>.

Please contact ini-help@andrew.cmu.edu with any questions you may have.

XI. POST-MATRICULATION GUIDELINES

RETURN OF UNIVERSITY PROPERTY

INI students must return all borrowed INI and university materials—such as software, manuals, library books/materials, or any other CMU property—prior to their departure from the program.

EXIT INTERVIEWS

Students may request an exit interview with the INI Director prior to leaving the program.

XII. GRANDFATHER CLAUSE

The INI will make a serious effort to see that all students are informed of any changes to the policies, procedures or operations. In general, when such revisions and additions increase degree requirements, said changes will be instituted for the next entering class.

XIII. STATEMENT OF ASSURANCE

Carnegie Mellon 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, CMU 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.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:

<http://www.cmu.edu/policies/documents/SoA.html>.

XIV. ACRONYMS

CPDC	Career and Professional Development Center
CIT	Carnegie Institute of Technology (former name of the College of Engineering)
CSD	Computer Science Department
DEC	Distributed Education Center
ECE	Electrical and Computer Engineering Department
EPP	Engineering and Public Policy Department
INI	Information Networking Institute
INI AAO	INI's Academic Affairs Office
MSIN	Master of Science in Information Networking
MSIS	Master of Science in Information Security
MSIT	Master of Science in Information Technology
MSIT-IS	MSIT-Information Security
MSIT-MOB	MSIT-Mobility
SCS	School of Computer Science
SIO	Student Information Online
SV	Silicon Valley

XV. VERSION TABLE

A notice of any policy changes that occur over the course of the current academic year will be recorded here along with the date and a short description of the change.

DATE	VERSION	CHANGE DESCRIPTION
08-25-17	1.0	Created for the 2017-18 Academic Year
01-22-18	1.1	Updated INI links, Division of Student Affairs links, and CIT links.
5-8-18	1.2	Updated language per INI Academic Affairs Office request

XVI. APPENDIX A

1. 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

<http://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 Dean of Student Affairs Gina Casalegno, include:

- Career and Professional Development Center
- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Orientation & First Year Programs (*note: for undergraduate students*)
- Office of International Education (OIE)
- Student Activities
- Student Life

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 the Dean of Student Affairs 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

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchell, 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/graduatestudentsupport/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 in 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. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, 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 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 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)

<https://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.

2. 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 works 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.

3. Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

<http://www.cmu.edu/counseling/>

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 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.

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.

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:

<https://www.cmu.edu/police/Shuttle%20and%20Escort/index.html>

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

<https://www.cmu.edu/police/Resources/index.html>

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/>.