

ini  
**STUDENT  
HANDBOOK**

*Applies to MS36 Students Enrolling in  
Academic Year 2024-25*

# THE INI STUDENT HANDBOOK

This handbook contains the most accurate information for INI students enrolling in Academic Year 2024-2025.

Please note that the information in this handbook may be amended at any time after initial publication. If major changes are made to the policies listed in this handbook, you will be notified.

Consult the version table to review post-publication edits made to this volume.

## VERSION TABLE

Version	Date	Description of edits
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# I. INTRODUCTION

## WELCOME TO CARNEGIE MELLON UNIVERSITY!

Students are at the core of the INI's mission, which is to educate and develop engineers through technical, interdisciplinary master's degree programs in information networking, security, artificial intelligence and mobile and IoT engineering that incorporate business and policy perspectives.

**You should read and understand the contents of this handbook.** You will have to consult other resources beyond this handbook throughout your time at CMU, and the INI administration may modify the information presented here at any time.

*Consult the INI Student Handbook for guidelines and expectations as you pursue your degree.*

### CMU GRADUATE STUDENT HANDBOOK SUITE

The INI Student Handbook is specific to your academic experience at the INI and is just one element of the CMU Graduate Student Handbook Suite. There are several other resources within the suite that you should consult:

- College of Engineering's Graduate Student Handbook
- University-Wide Graduate Student Handbook
- The Word Student Handbook

College of Engineering Graduate Student Handbook:  
<https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html>

University-Wide Graduate Student Handbook:  
<https://www.cmu.edu/graduate/resources/index.html>

The Word Student Handbook:  
<https://www.cmu.edu/student-affairs/theword/>

## ABOUT THE INI

Established in 1989, the INI has evolved over the past three decades to become an integral part of Carnegie Mellon University's College of Engineering, and home to over 300 students each year from around the world.

Our unparalleled student services and inclusive culture set the INI apart from other graduate programs. We strive to cultivate an environment that is welcoming, supportive and inspiring for all students, faculty, staff and alumni across our program locations in Pittsburgh and Silicon Valley.

INI graduates contribute to technological advancements, pioneer engineering solutions and lead enterprises in the global economy. The INI is proud to nurture an alumni community that is dedicated to the highest standards of ethics and provides mentorship and access to diverse opportunities for current INI students from around the world.

### INI MISSION, VISION & VALUES

#### Mission

We design and deliver exceptional, world-class engineering master's degree programs and transformative learning experiences enriched with diverse perspectives. The INI equips our graduates with distinct interdisciplinary knowledge and skills that set them apart from their peers.

#### Vision

Our graduates are driving innovation and having a positive impact on the world.

#### Values

*Interdisciplinarity:* We empower the next generation of leaders through programs developed by our world-class faculty who bring a rich set of perspectives and experiences from across disciplines. The INI curriculum is

complemented by meta-curricular activities to offer a framework for students to create their own paths.

*Innovation:* We evolve and adapt as our changing world demands by giving our faculty, students and staff the resources to investigate, the freedom to experiment and the encouragement to excel. As an organization, we are always innovating, adapting our curriculum and co-curricular activities to maintain relevance amidst rapid change.

*Resilience:* As we near the INI's 35th anniversary, we're proud to reflect on the ways we've grown. Our network of changemakers and collaborators has been our driving force in ensuring the success of our students, faculty, and alumni. Our adaptability has solidified our place as a leader in education innovation.

*Inclusivity:* Our people are our greatest asset. We provide a welcoming culture that cultivates inclusivity and values a diversity of opinions, intellectual perspectives and life experiences from all people while celebrating their ethnic origin, race, religion, gender, age, physical ability, sexual orientation, self-identity, and neurodiversity. Members of the INI community value, respect and trust one another, as evidenced by what we say and, more importantly, by what we do.

*Wellness:* We encourage our staff, faculty and students to prioritize their physical and mental health. By attending to our well-being, we show up with a full cup, primed and ready to be of service to others.

#### About the INI:

<https://www.cmu.edu/ini/about/index.html>

#### CMU's Mission, Vision and Values:

<https://www.cmu.edu/about/mission.html>

## DEGREE PROGRAMS OFFERED

All INI master's degree programs are designed to provide students with advanced, specialized training that

combines computer science, software engineering, electrical and computer engineering and information systems with coursework in business and policy:

- M.S. in Information Networking (MSIN)
- M.S. in Information Security (MSIS)
- M.S. in Artificial Intelligence Engineering – Information Security (MSAIE-IS)
- M.S. in Information Technology-Information Security (MSIT-IS)
- M.S. in Mobile and IoT Engineering (MSMITE)

All INI degree programs have two study options available:

- Standard (3 Semesters)
- Advanced Study (4 Semesters)

See [V. Degree Requirements](#) for more details on study options. Students must declare their study option at the start of their program and are expected to satisfy the course requirements and duration of the study option they elect in order to complete their degree.

**VISIT THE INI ACADEMICS PAGE** for more detailed information about your specific program's curriculum and degree requirements:

<https://www.cmu.edu/ini/academics/>

## ESSENTIAL GUIDELINES

You should consult the INI Student Handbook, along with the CMU Graduate Student Handbook Suite, for guidelines and expectations as you progress through your INI program. You also should frequently refer to the INI Student Services page (link below) for information and forms.

#### INI Student Resources:

<https://www.cmu.edu/ini/student-services/>

There are key offices at the university level for graduate student support, academic and research support, and health, wellness and safety needs. Go to [Appendix A: University Resources for Graduate Students](#) for more details.

### SEEKING ACADEMIC SUPPORT

We encourage you to seek support and assistance throughout your time at the INI. For academic guidance and personal issues, the INI faculty and staff members are available at the contact information on the website.

INI Faculty and Staff Contact Information:  
<https://www.cmu.edu/ini/about/team/>

### STUDENT COMMUNICATIONS

You are responsible for reading and understanding all communications that come from the INI regarding important updates, academic policies, processes and deadlines. Regularly check the following channels for these important communications:

#### The INI All-Student HUB (Canvas)

We use a Canvas site called the “INI All Student HUB” to share key information with you, such as:

- curricular and enrollment updates
- director’s announcements
- career services
- conferences and professional development opportunities
- workshops and events
- student volunteer opportunities
- other key updates and opportunities

#### Email and Slack

We also use email and Slack for additional student communication, including general university announcements, student organization messaging and

event reminders. It is your responsibility to access the INI HUB on Canvas, in addition to email and Slack, on a regular basis to stay informed.

### MAINTAINING COMMUNITY STANDARDS

We aim to cultivate an environment that supports every member of the INI community in achieving their full potential. Please adhere to CMU’s Community Standards and demonstrate your commitment to respect and integrity in all interactions with fellow students, faculty and staff.

Review CMU Community Standards:  
<https://www.cmu.edu/student-affairs/theword/community-standards/index.html>

### UNIVERSITY RESOURCES

The following resources are helpful in supporting your understanding of the university community’s expectations and policies. We provide descriptions and features of these resources in [Appendix A: University Resources for Graduate Students](#).

The Office of the Assistant Vice Provost for Graduate Education:  
[www.cmu.edu/graduate](http://www.cmu.edu/graduate) | email: [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of the Dean of Students:  
[www.cmu.edu/student-affairs/dean/](http://www.cmu.edu/student-affairs/dean/)

Assistance for Individuals with Disabilities:  
email: [eos@andrew.cmu.edu](mailto:eos@andrew.cmu.edu)

Eberly Center for Teaching Excellence:  
[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

Graduate Student Assembly (GSA):  
[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

Student Academic Success Center (SASC):  
<https://www.cmu.edu/student-success/index.html>

Office of International Education (OIE):  
<https://www.cmu.edu/oie/>

Counseling & Psychological Services (CaPS):  
<https://www.cmu.edu/counseling/>

Health Services:  
[www.cmu.edu/HealthServices](http://www.cmu.edu/HealthServices)

University Police:  
[www.cmu.edu/police](http://www.cmu.edu/police)

The Word (CMU student online handbook):  
<http://www.cmu.edu/student-affairs/theword>

CMU Academic Integrity Policy:  
[policies/student-and-student-life/academic-integrity](http://www.cmu.edu/policies/student-and-student-life/academic-integrity)

University Policies:  
[www.cmu.edu/policies/](http://www.cmu.edu/policies/)

## STUDENT RESPONSIBILITY

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Throughout your time at the INI, you are responsible for following the appropriate course sequence and study option requirements. You must make satisfactory progress through your degree program and complete all requirements to graduate.

Ensure that you are taking the necessary prerequisites and courses to complete all requirements on time by reviewing all curriculum and degree requirements, which can be found in [V. Degree Requirements](#). To support your successful completion of a degree, you will need to have a residence near campus and participate in person.

The INI director has the discretion to authorize and impose sanctions on students who exhibit inappropriate behavior or conduct, or regarding general issues that may arise as deemed necessary.



## II. PRE-MATRICULATION

In this section, you will find guidelines for accepted students prior to matriculation into the INI's programs.

### APPLICANT RESPONSIBILITIES

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You must 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 for us to rescind your offer of admission or continued enrollment at any time during matriculation or subsequent attendance. University application and enrollment fees associated with the application and matriculation process are non-refundable.

### PROOF OF GRADUATION

You must show the INI that you have attained a bachelor's degree by providing Proof of Graduation. Proof of Graduation is defined as submission of complete and final official undergraduate academic records showing all terms of attendance, as well as any documents issued to confirm both satisfactory completion of the program of study and conferral of a bachelor's degree.

You receive instructions by email as part of the admissions/enrollment process on how to submit the required academic records. You are required to demonstrate successful completion of a bachelor's degree program prior to the first day of classes in your admitted term of entry to maintain enrollment.

You are permitted to request a deadline extension by submitting an extension request for record submission. The INI must receive your completed *Extension Request Form* and your acceptable temporary proof of bachelor's degree qualification or conferral by the deadlines stated in the Proof of Graduation instruction email. The INI must formally approve your request for the extension to be in effect.

Failure to submit your records or apply for a deadline extension properly can result in, at minimum, a registration hold on your record and, at maximum, removal from your program.

Failure to follow the instructions provided or meet the stated deadlines can also result in a registration hold on your record or removal from your program.

If you are granted an extension, you must meet the approved extended deadline to complete Proof of Graduation. Also, if you are an international student and fail to demonstrate completion of a bachelor's degree you may not obtain post-completion Optional Practical Training (OPT).

We reserve the right to request paper documents or additional verification that meet Proof of Graduation requirements at any time if the provided documents are considered inauthentic or otherwise unacceptable.

The INI will nullify your admissions offer if you have not attained a bachelor's degree.

### INI GRADUATE ONBOARDING COURSE

*Please review the assigned modules and complete assignments in this course by the start of your first semester.*

You receive information relevant to your arrival shortly after being admitted and submitting an enrollment fee. The INI Graduate Onboarding course will convey the information you need to make a smooth transition to the INI. You will access it through modules and assignments on Canvas. You are responsible for reviewing and familiarizing yourself with important department and university resources included in the course. You must complete all assignments in the INI Graduate Onboarding course by the posted deadline.

## ACADEMIC INTEGRITY

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Academic integrity is a hallmark of Carnegie Mellon University and the INI. We expect all INI students to demonstrate academic integrity at all times throughout our program. We require you to review and acknowledge the policy prior to beginning any coursework.

**Familiarize yourself with the CMU Policy on Academic Integrity.** This policy includes university expectations around academic integrity and provides definitions of cheating, plagiarism and unauthorized assistance.

As part of the INI Graduate Onboarding course, you must complete an academic integrity module, as well as read, sign and submit the *Academic Integrity Form* to the INI Academic and Student Services team. Infractions that occur in the summer semester prior to matriculation will count as a first offense by the INI.

**The university also recommends that you review the University's Academic Integrity Actions procedures.** These procedures outline the process for investigating, reporting and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

Review the CMU Policy on Academic Integrity:

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

Review the CMU Academic Integrity Actions:

<https://www.cmu.edu/student-affairs/theword/academic-integrity-actions/index.html>

Email signed Academic Integrity Form to INI Academic and Student Services team:

[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu)

## SCHOLARSHIPS & FINANCIAL AWARDS

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All scholarships and financial awards provided by the INI upon admission are subject to eligibility requirements. Students must remain in good academic standing and adhere to Carnegie Mellon University's policy on Academic Integrity.

If you violate the CMU policy, you are no longer eligible for INI scholarships and/or financial awards. No additional scholarship will be posted to your student account for the remainder of your program. If the violation occurs in your final semester, the financial award posted for that semester will be rescinded.

Financial awards are determined based on the duration of the degree program and study option you select upon admission. Changes to these selections may have implications for your financial award.

## ADMISSION DEFERRALS

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The INI does not typically allow admission deferrals. Each year, we review and rank applicants within the current applicant pool. You are accepted for admission into the degree program and study option for a particular academic year and may not defer admission. However, exceptions may be made for extraordinary circumstances.

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

## CONFIDENTIALITY OF COMMUNICATIONS

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You are trusted to preserve the confidentiality of communications between you and the INI. Do not share, forward or communicate any confidential correspondence, including, but not limited to, your financial award.

### III. ENROLLMENT & REGISTRATION

After accepting the INI's offer of admission, you should create an academic plan for the entire duration of the program and register for courses for the immediate semester. The INI expects that you have already carefully reviewed and clearly understood your degree and study options before accepting admission. Petitions for changes to your academic plan are rarely approved.

You should actively engage in academic planning by reviewing degree requirements and study options on the website, researching courses, connecting with your faculty advisor and contacting the INI Academic and Student Services team. Once plans are firm, you may proceed to register for classes in Student Information Online (SIO).

#### ACADEMIC CALENDAR

The Academic Calendar provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Academic Calendar:

<https://www.cmu.edu/hub/calendar/index.html>

#### REGISTRATION DEADLINES

To be considered full-time, you must be enrolled or waitlisted for at least 36 units of courses that count towards degree requirements *by the first day of classes each semester*. **You must be registered for at least 36 units by the 10th day of classes to maintain full-time status.**

Registration time is determined by the Registrar's Office. Registration week is notated on the Academic Calendar. Note that if your account balance is greater than \$0.00, a hold will be placed on your registration.

### PREPARING AN ACADEMIC PLAN

#### MANAGING ACADEMIC PROGRESS

**As an INI student, you are solely responsible for managing your academic progression through your degree program.** You are expected to ensure that you are taking the necessary prerequisites and courses to complete your degree requirements on time. Curriculum and degree requirements can be found in [V. Degree Requirements](#).

The INI utilizes Stellic, an online degree audit tool, to track your progress and allow you to plan out your schedule and consult with your advising team before registering for courses. You will access Stellic using your Andrew ID. Your advisor and the INI Academic and Student Services team also have access to your student audit via the Stellic portal.

You should monitor your individual audit each semester to ensure you are progressing as expected. For questions about fulfilled course requirements, contact the INI Academic and Student Services team at [ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu).

If you are not progressing as expected, you must seek advice and counsel from your faculty advisor. If you are concerned that you may be unable to complete degree requirements, contact the INI Academic and Student Services team for assistance.

Stellic Online Degree Audit Tool:

<https://www.cmu.edu/es/stellic/index.html>

#### STUDENT INFORMATION ONLINE (SIO)

SIO is an important online tool to use during the registration process and throughout your graduate program. You can access SIO with your Andrew ID through the CMU HUB website.

Within SIO, you can view and modify your proposed schedule before registering for courses using the Course Planning Module. Once you develop your course schedule, you are responsible for registering for courses using SIO. You must register for every course that you plan to take for the semester, even if not taken for credit (e.g., audited courses).

Access SIO through the CMU HUB:  
<http://www.cmu.edu/hub/>

## DEGREE TIMEFRAME

Full-time students are expected to complete their degree requirements within either 16 months (three semesters) for the Standard or 20 months (four semesters) for the Advanced study option.

For full-time status, you must enroll in at least 36 units per semester, and up to 51 units per semester (considering the 3-unit Academic & Professional Development Course). You have the option to enroll in courses during the summer semester; however, this is not mandatory.

## EXPECTATIONS FOR PROGRAM START

Attendance from the start of the semester is crucial toward your degree progress. An extended absence, especially at the beginning of your program, will be detrimental.

The INI verifies that all students have arrived to begin their program. You will be withdrawn from the university if you are not at CMU by the tenth day of class. International students should refer to [VI. International Students](#) for details.

**IMPORTANT:** if any extenuating circumstances prevent you from arriving on campus by the start of the semester, notify the INI Academic and Student

Services team immediately by email:  
[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu)

## COURSE SEQUENCING

### COURSE AVAILABILITY

Refer to the **Schedule of Classes (SOC)** to determine course availability; course offerings may change even after the semester begins, so please monitor SOC regularly for changes.

Note that the INI cannot guarantee that courses will be offered each semester or in a specific semester. The INI reserves the right to cancel a course that has an enrollment of 10 students or less. In addition, the INI cannot guarantee that you will be offered a seat in a specific course. This applies to courses offered by the INI, as well as other departments at the University.

Refer to the online **Schedule of Classes (SOC)** for course availability: <https://enr-apps.as.cmu.edu/open/SOC/SOCServlet/search>

### COURSE SEQUENCE

You are required to take at least one core course each semester until all core course requirements have been satisfied. Specific details are provided in [V Degree Requirements](#).

If a core course or an elective course has a prerequisite, you must fulfill it first. If you do not have the prerequisite course or knowledge, then you should consult with the instructor. Instructors have the discretion to decide if a prerequisite course or knowledge can be waived.

**You should NOT take an introductory-level course after you have taken a more advanced course on a topic.**

It is critical that you reference the INI's course sequence list prior to the start of each semester to ensure you are following the appropriate sequence. If you select courses out of sequence, then you will not receive a prompt to change your selections. SIO or Stellic will notify you only if a pre-requisite is not met.

List of courses with issues related to course sequence:  
<https://www.cmu.edu/ini/academics/courses.html>

For questions about course sequence, contact the INI Academic and Student Services team:  
[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu)

You are responsible for complying with the appropriate course sequence; **not doing so may jeopardize your ability to graduate on time**. If you have any questions or concerns about course sequencing, consult with your faculty advisor prior to enrolling.

For more information, see Course Lists page:  
<https://www.cmu.edu/ini/academics/courses.html>

## COURSE PLACEMENT WITHIN DEGREE REQUIREMENTS

Courses taken will be applied to your degree requirements in the following order:

1. Core course
2. Advanced study option course, if not applicable as core course
3. Program elective, if not applicable as course option
4. Extra course that does not count towards degree requirements, if not applicable or needed as a program elective

For example, 14-642: Introduction to Embedded Systems is a popular course that can be considered as a core course for MSIN, MSIS or MSMITE, program elective for all programs, or as an Advanced course for students

electing an Area of Concentration. For programs in which it is considered a core course, 14-642 will be counted toward the core course requirements, unless it is approved within your Advanced study option or you received a higher letter grade for another core course that fulfills that same requirement.

We encourage you to meet with a member of the INI Academic and Student Services team to review how your courses have been applied to your degree requirements.

## OVERLAPPING COURSES

You will not receive credit towards degree requirements for a course that overlaps in content with another course you have completed. However, every course taken will be factored into your cumulative GPA.

The INI has developed a list of courses that have overlapping content, which can be viewed at the link below. This is not an exhaustive list, as departments add new courses every year.

If you are uncertain whether the courses you plan to take for degree requirements contain overlapping material, it is your responsibility to check with your faculty advisor and **clarify prior to enrolling**.

List of courses that the INI considers having overlapping content:  
<https://www.cmu.edu/ini/academics/courses.html>

For questions about overlapping courses, contact the INI Academic and Student Services team:  
[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu)

## COURSE RESTRICTIONS

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### NON-COLLEGE OF ENGINEERING COURSE LIMITATIONS

As a College of Engineering student, your course selections should reflect your advanced knowledge of

technology. We provide course selection guidelines in [V. Degree Requirements](#).

The INI faculty has vetted and compiled a list of Heinz College courses that satisfy degree requirements for INI students. This list is on the INI website at the link below.

Course selections from the Tepper School are reviewed on a case-by-case basis. If in doubt of course selections, you should consult with your faculty advisor.

A select few graduate courses cannot be counted towards degree requirements because the course content covers material that is prerequisite knowledge for admission to the INI. Furthermore, courses that are not listed should be discussed with your 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 in [Courses Outside of Degree Requirements](#).

List of Heinz College courses that satisfy degree requirements for INI students:

<https://www.cmu.edu/ini/academics/courses.html>

## UNDERGRADUATE COURSE LIMITATIONS

You are limited to 24 units of undergraduate coursework (courses numbered 300-599) that can be applied towards degree requirements.

Note that if there is an option to take a course at the 300 level (undergraduate) or 600+ level (graduate), then you must register for the 600+ level course.

## PETITION PROCEDURE

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You are required to submit an INI petition form for the following reasons:

- independent study

- course substitution considerations for course requirements
- updating approved list of courses under area of concentration
- enrollment above max. number of units (overload)
- course substitutions
- change in study option
- time conflict between two courses
- any deviation from the policies stated in this handbook

When preparing a petition, you should include specific and valid reasons for submitting the petition. If the petition is about a course, you must include the course syllabus in your petition.

### INI Petition Process:

1. Download the proper petition form at <https://www.cmu.edu/ini/student-services/resources.html>. Complete the form and submit it to the INI Academic and Student Services team, along with any other required documents as instructed.
2. The INI Academic and Student Services team 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 INI Director if necessary.
4. The INI Academic and Student Services team informs you of the outcome via email, typically within a week.
5. You 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](#) *within seven days of the initial decision for consideration*.
6. The INI Academic and Student Services team saves the finalized petition in your file.

**Timing:** You should seek approval for a petition prior to starting the course(s) or project(s) in question.

INI Petition Forms:

<https://www.cmu.edu/ini/student-services/resources.html>

Submit completed petition forms via email to the INI Academic and Student Services team:

[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu).

## RETAKING A COURSE

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If you do not pass a core course, you must either retake the course or take a different course that will fulfill the requirement. For example, if you are an MSIN student who does not pass 18-756, you must retake it or take either 14-740 or 14-760.

If your core GPA is lower than 3.0, you may need to retake courses that would help you satisfy this requirement. You may also have to retake a prerequisite course in which you did not receive the minimum grade required.

All grades are recorded on your 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.

## COURSES OUTSIDE DEGREE REQUIREMENTS

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You may take up to 12 units per semester outside of your degree requirements. Even if they do not fulfill degree requirements, all academic courses count towards the INI course load, with a maximum of 51 units (including the required Academic and Professional Development course).

You cannot prioritize a course that does not count towards degree requirements over one that does when finalizing your schedule. You are required to meet the minimum requirement of completing 36 units towards degree requirements each semester.

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

- Courses considered as pre-requisites to admission to the INI, such as:
  - 17-683 Data Structures for Application Programmers
  - 17-681 Java for Application Programmers
  - 17-615 Data Structures and Algorithms
  - Or any cross-listed version of the courses listed above
- Heinz courses that are not on the pre-approved list provided on the INI website
- Student Taught Courses (StuCo)
- Courses that fall outside of the requirements for your program electives
- Audited courses\*
- Pass/no pass courses\*

*\*Note that academic courses taken pass/no pass or for audit will still count towards your course load for the semester. Auditing and pass/no pass courses are described further in the next section.*

Non-academic courses, such as StuCo or physical education classes, are exempt from the 12-unit limit and their units *will not* count towards your course load for the semester.

## AUDITING & PASS/NO PASS

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If you request to complete a course as pass/no pass or audit, you must petition for approval to change the grade option. Refer to the following sections on **Auditing** and **Taking A Course Pass/No Pass** for details. If the course has not been approved via petition, the Academic and Student Services team will drop the course from your schedule or apply a withdrawal if the drop deadline has passed.

INI Course Audit, Pass/No Pass, Withdrawal Petition Forms: <https://www.cmu.edu/ini/student-services/resources.html>

## 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 your transcript and its units will count toward the maximum course load allotted per semester; however, they do not count toward your degree requirements.

Any student may request to audit a course. In order to audit a course, you must register for the course, obtain permission from the instructor and ask the instructor to sign the *Course Audit Approval Form*. Email this form along with an INI petition to the INI Academic and Student Services team for approval to [ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu) **within the first 10 days of classes**. If approved, the INI Academic and Student Services team will send the form to The HUB for processing. Once approved, the Course Audit declaration cannot be reversed.

If approved, you will be assigned a grade of 'O,' indicating an audit, for the course instead of a letter grade ('A' - 'R'). Note the deadline for submitting an audit form on the academic calendar. After the deadline, you will not be able to request to audit a course.

If you are auditing a course, you are expected to prepare for and attend class as if you are taking the class for a letter grade. You should talk to your course instructor to clarify the extent of your participation as arranged through the audit approval process. Those who do not attend the class regularly or prepare may receive a blank grade.

For billing purposes, an audited course is considered the same as the 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.

## TAKING A COURSE PASS/NO PASS

In order to take a course pass/no pass, you must register for the course and email the *Pass/No Pass Approval Form*, along with a completed INI petition to [ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu). The request will be reviewed by faculty committee, and in some cases the INI director. If approved, the INI will send the form to The HUB for processing. Once approved, the declaration cannot be reversed.

With the exception of units earned for an internship as an elective, pass/no pass courses do not count toward degree requirements. Courses taken as pass/no pass count toward the maximum course load units per semester.

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

Please note the deadline for *Pass/No Pass Approval Form* submission on the academic calendar. After the deadline, you will not be able to request the option to 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.



INI Course Audit, Pass/No Pass, Withdrawal Petition Forms: <https://www.cmu.edu/ini/student-services/resources.html>

## PROTOCOL FOR EVALUATION OF TRANSFER CREDIT

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You may transfer up to 24 units of courses\* taken at another university to count as electives. In order to count as an elective, the course must:

- fulfill an INI graduate program requirement
- be a graduate-level course at the university where it was taken
- not have been used to fulfill requirements for any previously earned degree

To transfer a course, you must have received a grade of 'B' or better. 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 your degree requirements. The transfer credits will appear on your transcript as an INI elective and are not factored into the core or cumulative GPAs.

You must have satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon University for your transfer credit to be approved by the INI and the College of Engineering. We cannot grant you transfer credit prior to admission to your graduate program. After matriculating to CMU, you should consult with your advisor before taking a course at another university.

You should submit a *Course Transfer Petition*, along with an official transcript and the course syllabus from the semester in which the course was completed, to the INI Academic and Student Services team.

You may be required to show proof that the course(s) you want to transfer were not used to fulfill requirements for any previously earned degree. In addition, you must complete the *Graduate Transfer Credit Request Form*,

located with the College of Engineering graduate student policies. The INI will forward the appropriate information to the Dean's Office for approval on your behalf.

(\*This policy may differ for the Integrated Program. Please refer to [Accelerated Program](#) for more information specific to Integrated Program students.)

University Policy on Transfer Credit Evaluation and Assignment:

<https://www.cmu.edu/hub/registrar/registration/transfer-transcripts.html>

College of Engineering Graduate Transfer Credit Request Form:

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

Information About INI Petitions:

<https://www.cmu.edu/ini/student-services/resources.html>

## PITTSBURGH COUNCIL ON HIGHER EDUCATION (PCHE) CROSS-REGISTRATION PROGRAM

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program, Pittsburgh Council on Higher Education (PCHE). Refer to the HUB website for details.

PCHE Registration:

[http://www.cmu.edu/hub/registrar/registration/cross/.](http://www.cmu.edu/hub/registrar/registration/cross/)

## INDEPENDENT STUDY

Please refer to [Appendix B: Independent Study](#).

## REGISTERING FOR COURSES

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### ACADEMIC CALENDAR

The INI adheres to the University's academic calendar, which provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Note that 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. You must adhere to these deadlines if you are taking courses from these colleges.

CMU Academic Calendar:

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

The Heinz College's Calendar:

<http://www.heinz.cmu.edu/academic-resources/academic-calendar/index.aspx>

The Tepper School's Calendar: <http://tepper.cmu.edu/>

### COURSE LOAD

You must register for at least 36 units per semester to be considered full-time. You also are required to take a minimum of 36 units towards degree requirements each semester, excluding summer, to make adequate progress toward your degree. **Full-time students are not permitted to drop below full-time course load (less than 36 units) in any semester other than summer.**

You can take a maximum of 51 units per semester (including the required 3-unit Academic & Professional Development course). If you exceed the maximum number of allotted units without an approved *Overload Petition*, the Academic and Student Services team will randomly remove a course (or courses) from your schedule after the 10th day of classes (excluding mini-2/mini-4 course work) to revert your course load to no

more than 48 units, or 51 units when taking APD. See section below on "Overloading" for further guidance.

**Physical education and StuCo courses are not included in the 48-unit maximum, or 51-unit maximum when taking an APD course.** The INI Academic and Student Services team will remove any course that exceeds the 12-unit maximum per semester for courses that fall in this category.

As a full-time INI student, you are expected to complete your degree requirements in 16 months (3 semesters) if you are in the Standard study option, or 20 months (4 semesters) if you are in the Advanced study option.

### Special Circumstances

If you have been approved for any alternative degree timeframe or course load adjustments, you may be required to follow special conditions that may further limit your course load in a given semester.

It's important to be aware of and comply with approved timeframe and course load adjustments made in special circumstances. Neglecting to do so may jeopardize your ability to graduate.

Add, Drop and View course status in SIO:

<https://www.cmu.edu/hub/sio/about.html>

### ADDING COURSES

Consult with your faculty advisor before adding or dropping courses to ensure your academic plan will not be jeopardized.

**Register for courses through SIO.** You have the option of adding courses to your schedule from the time of your assigned registration up until the semester's add deadline.

## DROPPING COURSES

Consult with your advisor before adding or dropping courses to ensure your course plan will not be jeopardized. Through SIO, you can drop courses from your schedule from the time of your assigned registration until the drop deadline in the semester.

**If you decide to drop a course, please do so as soon as possible within the first 10 days of class.** By doing so, you enable a waitlisted student to be enrolled and help to limit disruption to any team-based projects.

It is important to drop courses by the drop deadline so that the course(s) will be removed from your student record. If you do not drop a course by the drop deadline, you have the option to withdraw from the course, which will result in receiving a 'W' on your transcript.

Additionally, you have the option to utilize one drop voucher per year of study. If the drop deadline has passed, you can petition to use your drop voucher up until the last day of class. **If you do not drop or withdraw from a course on time, the instructor must assign you a letter grade.**

You are responsible for the tuition charge for any course dropped after the add/drop deadline to receive tuition adjustment.

*You are responsible for maintaining your degree progress and full-time status. If dropping a course jeopardizes either, you must consult with the INI Academic and Student Services team first.*

## WITHDRAWING FROM COURSES

You must request to withdraw from a course to remove it from your schedule after the add/drop deadline. The course will remain on your final transcript with a "W" (withdrawal) grade assigned. The procedure is to contact the INI Academic and Student Services team to discuss your circumstances. You will complete the *Audit, Pass/No Pass, Withdrawal Petition* and email the form to

[ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu). The form will be sent to your faculty advisor for review. The advisor will indicate whether they endorse or do not endorse the withdrawal. The INI Academic and Student Services team will forward the form to the University Registrar's office. The "W" grade will be on your academic record whether the advisor endorses or does not endorse the withdrawal.

INI Course Audit, Pass/No Pass, Withdrawal Petition Forms: <https://www.cmu.edu/ini/student-services/resources.html>

## 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 course instructor, all other students will be put on the waitlist and enrolled as space becomes available.

## WAITLISTS

It is common to be waitlisted for a course, from the time of registration until the 10<sup>th</sup> 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. Note that departments determine how their waitlists are managed, so there can be other considerations aside from department affiliation and order of the waitlist.

You should attend courses for which you have been waitlisted until your enrollment in the course has been finalized to ensure assignments and important information are not missed. You can only be waitlisted for a maximum of five courses. If you no longer intend to enroll, you should remove yourself from a waitlist as

soon as possible within the first 10 days of class. By doing so, you prevent from being enrolled in the course, enable a waitlisted student to be enrolled and help limit disruption to any team-based projects.

Check your schedule frequently on SIO as you 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.

## OVERLOADING

You must submit an *Overload Petition* and have it approved by the 10<sup>th</sup> day of classes if you want to exceed the course load limit, also known as overloading. If a petition has not been approved by the 10<sup>th</sup> day, the Academic and Student Services team will revert your course load to the course load limit of 48 units, or 51 units if taking APD, by randomly removing a course from your schedule.

The Academic and Student Services team completes an audit following the add/drop deadline to identify students with overloads. If your schedule has an overload after the add/drop deadline, you must withdraw from the course and receive a "W" for the withdraw on your final transcript.

## SUMMER COURSES

You have the option to complete courses during the summer semester. If you take summer courses, you will be charged additional tuition at the per unit rate (see [IX. Tuition & Fees](#) for more information).

## PROGRAM TRANSFER & STUDY OPTION CHANGE

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You should review this section carefully if you encounter exceptional circumstances leading you to consider a program transfer or study option change.

If you have F-1 or J-1 status, you must report this change to OIE within 10 days of the change.

## PROGRAM TRANSFERS

Requests for program transfers are strongly discouraged and only approved by the INI in rare circumstances.

If you wish to transfer from one INI program to another, you must discuss this with your faculty advisor first. Only after meeting with your advisor should you initiate a transfer request by submitting a petition with a compelling reason for the transfer.

Program transfer requests should be made as early as possible, so that you can successfully fulfill the appropriate sequence of courses and satisfy your degree requirements. A late transfer request could result in a longer program duration in addition to tuition ramifications. The INI will evaluate your academic performance in the first semester to make a decision. Financial aid and scholarships are awarded based on admission to a particular program and may not be transferable.

## CHANGING STUDY OPTIONS

Requests for study option changes are strongly discouraged once you are enrolled in the INI. A change in your study option affects the duration of your program in ways that have financial implications and could cause other issues

In the rare circumstance when a study option change is being considered, you need to consult with your academic advisor and the Academic & Student Services team. You must submit a petition, at minimum, 10 business days prior to the start of the semester, for review by the faculty and administration, and it must be processed by the start of classes in the semester for which the updated study option will be recorded. Students are not permitted to change their study options in their final semester. If approved, the change will be made formally in your student record. You will be

expected to complete your degree requirements under the new study option approved by the petition.

*International students should refer to [VI. International Students](#) for further details regarding program transfers and study options changes.*

Information regarding INI petitions:  
<https://www.cmu.edu/ini/student-services/resources.html>

## FINAL EXAMS

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All INI students must attend final exams as scheduled by the university and individual course instructors. If you believe that a final exam presents a scheduling conflict, you should 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; having purchased airline tickets is not considered a proper excuse for missing a final exam.

## RESPONSIBLE CONDUCT OF RESEARCH (RCR)

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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). If you fail to complete this training before arriving for the fall semester, you will be required to take the training during Orientation, as coordinated by the INI staff.

Visit the CITI website at the link below to access the appropriate online training courses. **Select "Carnegie Mellon University" as your participating institution when you create your account.**

The College of Engineering Graduate Student Policy recommends the CITI physical science module package for College of Engineering graduate students, rather than the module package for engineers, although both modules are acceptable.

This topic is described in full by the College of Engineering Graduate Student Policy at the link below.

Visit CITI's website to access the appropriate online training courses: <https://www.citiprogram.org/>

College of Engineering Graduate Student Policies: <https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html>

## RA / TA POSITIONS

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As a research institution, CMU offers many research assistant (RA) and teaching assistant (TA) opportunities for our students. You have the option to apply to faculty for RA or TA positions upon arrival to the INI. Throughout the onboarding process, you can learn more about how to apply for one of these positions and what these roles entail. The INI Business Operations Office and the INI Academic and Student Services team will provide more information on the RA and TA process to each candidate individually.

RAs may be required to complete additional training at the discretion of their supervisor in addition to completing the RCR training described in the previous section.

## TA MINIMUM REQUIREMENTS

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.

TAs for INI courses must be in good academic standing, which means having cumulative GPAs of at least 3.0. Additionally, TAs must not have any violations of the Carnegie Mellon University Policy on Academic Integrity on their record.

The INI Business Operations Office will communicate more information about the TA approval and other policies and procedures to each TA individually.

Additional requirements for TAs and RAs and job description details will be provided during the hiring process.

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

**Policy on English fluency for instructors:**  
<http://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>

## EMPLOYMENT ELIGIBILITY VERIFICATION

If you are a TA/RA or are planning to have a position with CMU, then Employment Eligibility Verification is Required.

## SERVICES AT THE HUB

The HUB is the primary contact to request a transcript, enrollment verification, skills verification letters or other information related to your studies.

**INI guide to transcript requests and verifications:**  
<https://www.cmu.edu/ini/student-services/enrollment/transcript.html>

**Additional information about transcripts and verifications is available via the HUB at:**  
<http://www.cmu.edu/hub/registrar/student-records/verifications/index.html>

## CHANGING YOUR ADDRESS

Update any change of your address in SIO. It is important to notify the INI and The HUB of all address changes in a timely manner. You are 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.**

## RECEIVING YOUR DEGREE

You must satisfy all degree requirements and achieve a minimum core and cumulative GPA of 3.0 to be eligible for degree certification. Your academic advisor and the INI Director must approve the degree certification as well.

Your student account must have a balance of \$0.00 to receive a diploma.

Prior to graduation, you should update your contact information in SIO, such as your mailing address and non-Andrew email address. You should also review a proxy of your diploma in SIO to verify the accuracy of the information displayed there, such as the spelling of your name.

## IV. ACADEMIC STANDARDS

### GRADING STANDARDS

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#### UNIVERSITY GRADING STANDARDS

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

#### COLLEGE OF ENGINEERING GRADING STANDARDS

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.

#### Grades lower than C:

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

#### "W" grades:

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

Carnegie Mellon University's Grading Policy:  
<http://www.cmu.edu/policies/student-and-student-life/grading.html>

The College of Engineering's Grading Policy:  
<https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html#transfer-credit-&-special-students>

### ACADEMIC PERFORMANCE

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#### GRADE POINT AVERAGE

In order to graduate, you must have a grade point average (GPA) of at least 3.0 for both:

- 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 towards graduate degree requirements; however, they will be calculated into your cumulative GPA.

#### ACADEMIC STANDING

You are in "good academic standing" if you have a core GPA and cumulative GPA of at least 3.0 or above. You will receive a warning letter for a GPA lower than 3.0 in the most recently completed semester. However, you will remain in good academic standing if core and cumulative GPAs meet the minimum requirement. If you are not in good academic standing, it is your responsibility to consult with your faculty advisor in a timely manner.

#### ACADEMIC PROBATION

You may be placed on academic probation if you do not meet minimum performance criteria. The purpose of academic probation is to provide you with the additional support and assistance necessary for adequate progress towards degree requirements.

The INI Academic and Student Services team reviews each student's academic performance and progress throughout the semester, including at 10<sup>th</sup> day of classes, mid-semester and end of semester. If you are not enrolled in and successfully completing 36 units towards degree requirements each semester (excluding summer), the INI may place you on academic probation until your performance in the program adheres with our stated course load policy.

Additionally, at the end of each semester, the INI Academic and Student Services team completes a review of each student's performance. GPA for academic review is computed based on the guidelines for graduation requirements. If you have any non-passing grade in a course counting towards your degree requirements or have a core and/or cumulative GPA of less than 3.0, you will be immediately placed on academic probation.

If you are notified that you are on academic probation, it is your responsibility to schedule a meeting with your faculty advisor within 14 days. During the meeting, you and your advisor must sign the letter and return it to the INI Director's Office within that 14-day timeframe.

**Students on academic probation may be subject to the following penalties:**

- May have any existing 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

You will be removed from academic probation during the next end-of-semester academic review if your core and cumulative GPAs are 3.0 or higher at that time. Your scholarship or financial award will be reinstated for future semesters if you are removed from probation; however, the amount that was rescinded will not be reapplied to your account.

You may be permanently dropped from the INI if your core or cumulative GPA remains lower than 3.0 at the end of two consecutive full semesters. You will have an opportunity to appeal if this occurs. The first appeal must go to the Dean of the College of Engineering's office. **Please review a detailed summary of the graduate student appeals process at the link below.**

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.

**Graduate Student Appeal Process:**

<http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

**College of Engineering's Academic Standards Policy:**

<http://coursecatalog.web.cmu.edu/schools-colleges/collegeofengineering/#academicstandardstextcontainer>

## ACADEMIC INTEGRITY DEPARTMENTAL PROTOCOLS

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The INI adheres to Carnegie Mellon University's Policy on Academic Integrity. The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Integrity Actions procedures is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity, in addition to the appeal process.

*You are responsible for reviewing and understanding the University Policies below:*

**University Policy on Academic Integrity:**

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

**University Academic Integrity Actions Procedures:**

<https://www.cmu.edu/student-affairs/theword/academic-integrity-actions/index.html>



## ACADEMIC INTEGRITY VIOLATION

When the INI is notified that you have committed a violation of the Carnegie Mellon University Policy on Academic Integrity, you will be subject to course-level action imposed by the instructor.

Additionally, the INI will send you a notice of change in eligibility outlining the following: you will no longer be eligible for financial awards and/or scholarships awarded by the INI (per [Scholarships and Financial Awards](#)), Teaching Assistant positions (per [RA / TA Positions](#)), and metacurricular opportunities (per [VIII. Metacurricular Opportunities](#)). No additional scholarship will be posted to your student account for the remainder of your program. Please note that if the violation occurs during the student's final semester, the financial award for the final semester will be rescinded.

In accordance with university policy, you will not be permitted to drop the course in which your academic integrity violation occurred in order to avoid penalty. A withdrawal may be possible by a series of requests which includes: 1. course instructor, 2. academic advisor, 3. associate dean in the College of Engineering.

The INI may recommend additional sanctions beyond course-level action.

The Office of Community Responsibility notifies the INI Director who will then recommend an outcome to the Academic Responsibility Board.

*Review details related to the academic integrity policy and the appeal process, below.*

Academic Integrity Policy and Appeal Process:

<http://www.cmu.edu/academic-integrity/headernav/policies.html>

# V. DEGREE REQUIREMENTS

## OVERVIEW

This chapter outlines the degree requirements for the INI's degree programs:

- M.S. in Information Networking (**MSIN**)
- M.S. in Information Security (**MSIS**)
- M.S. in Artificial Intelligence Engineering – Information Security (**MSAIE-IS**)
- Bicoastal M.S. in Information Technology- Information Security (**MSIT-IS**)
- Bicoastal M.S. in Mobile and IoT Engineering (**MSMITE**)

Degree requirements for each program are provided in further detail in the subsequent sections.

**Disclaimer:** The INI cannot guarantee that courses will be offered each semester or in a specific semester. Students must refer to the Schedule of Classes to determine course availability. The INI cannot guarantee that a student will be offered a seat in a specific course. These apply to courses at the INI as well as other departments at Carnegie Mellon. In addition, it is the sole responsibility of the student to read and understand the following information regarding this program and its requirements. Should an individual have any further questions, they are encouraged to contact INI Academic and Student Services team at [ini-academic@andrew.cmu.edu](mailto:ini-academic@andrew.cmu.edu) for assistance.

*Please visit the INI website for the program descriptions, curricula, course descriptions and other details for all programs (link below).*

INI Program and Curriculum Descriptions:  
<https://www.cmu.edu/ini/academics/>

## STUDY OPTIONS

Within your degree program, you must select a study option. Your curricular requirements and program duration will depend on which study option you choose.

All students **must** declare their study option upon admission into the degree program.

The table below lists the key features for each study option, which are described in further detail in this chapter:

Study Option	# Semesters	# Units	Required Internship?
<b>STANDARD</b>	3	123	No
<b>ADVANCED</b>	4	159	No

### STANDARD

Students who elect the Standard option will not complete a master's thesis, master's project or additional coursework in an area of concentration as part of their 3-semester program.

### ADVANCED

Students who elect the Advanced study option complete their degrees in four semesters (instead of the standard three) and elect to complete one of the following:

- **Master's Thesis:** A traditional master's thesis will allow you to delve deeply into a problem and create a solution for a research-based project, offering you the opportunity to gain significant knowledge and skills in a particular area (see [Appendix C](#) for more details).
- **Master's Project [MSIN/MSIS/MSAIE-IS only]:** This development-based project allows you to build up

knowledge and skills in delivering successful solutions for industry. Culminates in a technical report (see [Appendix C](#) for more details).

- **Area of Concentration:** Specialize your skills and gain in-depth knowledge by pursuing a set of courses in a specific area.

Advanced study option students will declare their curriculum option choice via the **Advanced Study Declaration form** after their first semester.

## GENERAL REQUIREMENTS

You must complete all required units of core courses specific to your degree program; core courses may not be waived or substituted. In addition, all 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.

You must also complete program electives and the Academic and Professional Development (APD) course as required by your specific degree program and study option. If you elect the Advanced study option, you are also required to complete a master's thesis, master's project or additional coursework in an area of concentration.

## INTERNSHIP AS ELECTIVE

An internship is counted as an elective in the Standard or Advanced study options for domestic and CPT-eligible international students. Please pay attention to this detail if you are interested in an internship to select the right start term and/or study option. If you choose to complete an internship as an elective, you will be required to register for a three-unit internship course as an elective and pay additional tuition.

## M.S. INFORMATION NETWORKING (MSIN)

The MSIN degree provides an advanced, specialized curriculum combining computer science, electrical and

computer engineering, software engineering, and information systems that incorporates business and policy perspectives.

## REQUIRED UNITS FOR DEGREE ATTAINMENT

MSIN Curriculum:

<https://www.cmu.edu/ini/academics/courses.html>

## CORE COURSES

The MSIN program requires 75 units of core courses that may not be waived or substituted. Students are required to take at least one core course each semester until all core course requirements have been satisfied.

## PROGRAM ELECTIVES

Program electives allow you to pursue a wide range of courses in which you have a special interest.

When selecting program electives, you should choose courses that complement the core curriculum. Note that you cannot take program electives as pass/no pass or for audit, and you can only take up to 24 units of undergraduate courses (300-599) towards degree requirements (and only within program elective course requirements).

You may fulfill the 48 units of program electives with courses in the INI, Electrical and Computer Engineering (ECE), Computer Science (CS), Engineering & Public Policy (EPP), Entertainment Technology Center (ETC) or Integrated Innovation Institute (III), and/or approved courses in the Heinz College or Tepper School.

The list of approved Heinz College courses for INI students can be found on the website.

List of Approved Heinz College Courses:

<https://www.cmu.edu/ini/academics/courses.html>

\*Some exceptions apply. Please see [Courses Outside Degree Requirements](#) for courses that cannot count towards degree requirements.

## COURSE LOAD LIMIT

There is a 51-unit maximum course load per semester. This includes research units and any courses taken as pass/no pass or audit, and the 3-unit Academic and Professional Development course. In semesters that students are not enrolled in an APD course, the maximum course load is 48 units.

Non-academic courses, such as physical education and StuCo courses are not included in the course load maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

If you were approved for an alternate course load or degree completion time frame, please review the information in [Registering for Courses](#).

## MSIN STUDY OPTIONS

All MSIN candidates must declare their study option upon admission into the degree program.

The study options for the MSIN program are as follows:

### MSIN Standard Study Option

The MSIN Standard study option is 123 units of course work completed in three semesters.

MSIN STANDARD STUDY OPTION: UNIT BREAKDOWN

Core Courses	75 units
Program Electives	48 units

Information on internships can be found in Appendix D.

### MSIN Advanced Study Option

The MSIN Advanced study option is 159 units of course work completed in four semesters.

MSIN ADVANCED STUDY OPTION: UNIT BREAKDOWN

Core Courses	75 units
Program Electives	48 units
Advanced Study	36 units

The MSIN Advanced Study option allows you to shape your degree according to your interests and career path by completing one of the following:

- **Master's Thesis:** Delve deeply into a problem and create a solution for a research-based project, gaining significant knowledge and skills in a particular area.
- **Master's Project:** This development-based project will allow you to build up knowledge and skills in delivering successful solutions for industry.
- **Area of Concentration:** Specialize your skills and gain in-depth knowledge by pursuing a set of courses in a specific area.

You will declare which option you want to pursue via the *Advanced Study Declaration form* after your first semester.

Whether you elect to complete a master's thesis or master's project, you must adhere to the timeline and complete the actions listed in [Appendix C](#).

Information on internships can be found in [Appendix D](#).

## M.S. INFORMATION SECURITY (MSIS)

The Master of Science in Information Security (MSIS) program offers a technical focus in security and computer systems that combines business and policy perspectives.

## REQUIRED UNITS FOR DEGREE ATTAINMENT

MSIS Curriculum:

<https://www.cmu.edu/ini/academics/courses.html>

## CORE COURSES

The MSIS program requires 75 units of core courses that may not be waived or substituted. Students are required to take at least one core course each semester until all core course requirements have been satisfied.

## PROGRAM ELECTIVES

Program electives allow you to pursue a wide range of courses in which you have a special interest.

When selecting program electives, you should choose courses that complement the core curriculum. Note that you cannot take program electives as pass/no pass or for audit, and you can only take up to 24 units of undergraduate courses (300-599) towards degree requirements (and only within program elective course requirements).

You may fulfill the 48 units of program electives with courses in the INI, Electrical and Computer Engineering (ECE), Computer Science (CS), Engineering & Public Policy (EPP), Entertainment Technology Center (ETC) or Integrated Innovation Institute (III), and/or approved courses in the Heinz College or Tepper School.

The list of approved Heinz College courses for INI students can be found on the website:

List of Approved Heinz College Courses:

<https://www.cmu.edu/ini/academics/courses.html>

*\*Some exceptions apply. Please see [Courses Outside Degree Requirements](#) for courses that cannot count towards degree requirements.*

## COURSE LOAD LIMIT

There is a 51-unit maximum course load per semester. This includes research units and any courses taken as pass/no pass or audit, and the 3-unit Academic and Professional Development courses. In semesters that students are not enrolled in an APD course, the maximum course load is 48 units.

Non-academic courses, such as physical education and StuCo courses are not included in the course load maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

If you were approved for an alternate course load or degree completion time frame, please review the information in the [Registering for Courses](#).

## MSIS STUDY OPTIONS

All MSIS candidates must declare their study option upon admission into the degree program.

The Study Options for the MSIS program are as follows:

### MSIS Standard Study Option

The MSIS Standard study option is 123 units of course work completed in three semesters.

MSIS STANDARD STUDY OPTION: UNIT BREAKDOWN

<b>Core Courses</b>	75 units
<b>Program Electives</b>	48 units

Information on internships can be found in Appendix D.

### MSIS Advanced Study Option

The MSIS Advanced study option is 159 units of course work completed in four semesters.

#### MSIS ADVANCED STUDY OPTION: UNIT BREAKDOWN

<b>Core Courses</b>	75 units
<b>Program Electives</b>	48 units
<b>Advanced Study</b>	36 units

The MSIS Advanced Study option allow you to shape your degree according to your interests and career path by choosing one of the following:

- **Master's Thesis:** Delve deeply into a problem and create a solution for a research-based project, gaining significant knowledge and skills in a particular area.
- **Master's Project:** A development-based project that will allow you to build up knowledge and skills in delivering successful solutions for industry.
- **Area of Concentration:** Specialize your skills and gain in-depth knowledge by pursuing a set of courses in a specific area.

You will declare which option you want to pursue via the *Advanced Study Declaration form* after your first semester.

Whether you elect to complete a master's thesis or master's project, you must adhere to the timeline and complete the actions listed in [Appendix C](#).

Information on internships can be found in [Appendix D](#).

## M.S. IN ARTIFICIAL INTELLIGENCE ENGINEERING – INFORMATION SECURITY (MSAIE-IS)

The Master of Science in Artificial Intelligence Engineering - Information Security (MSAIE-IS) students will gain a deep understanding of AI methods, systems, tool chains and cross-cutting issues, including security,

privacy and other ethical, societal and policy challenges. Students will apply AI to the design and implementation of information security systems, including networks, software and services.

The INI MSAIE-IS program is part of a college-wide initiative focusing on artificial intelligence.

### REQUIRED UNITS FOR DEGREE ATTAINMENT

#### MSAIE-IS Curriculum:

[https://www.cmu.edu/ini/academics/msaie-is/curriculum\\_ms36.html](https://www.cmu.edu/ini/academics/msaie-is/curriculum_ms36.html)

#### College of Engineering MS in AI Engineering:

<https://engineering.cmu.edu/education/graduate-programs/ai/index.html>

### CORE COURSES

The MSAIE-IS program requires 96 units of core courses that may not be waived or substituted. Students are required to take at least one core course each semester.

### PROGRAM ELECTIVES

Program electives allow you to pursue a wide range of courses in which you have a special interest.

When selecting program electives, you should choose courses that complement the core curriculum. Note that you cannot take program electives as pass/no pass or for audit, and you can only take up to 24 units of undergraduate courses (300-599) towards degree requirements (and only within program elective course requirements).

You may fulfill the 24 units of program electives with courses in the INI, Electrical and Computer Engineering (ECE), Computer Science (CS), Engineering & Public Policy (EPP), Entertainment Technology Center (ETC) or Integrated Innovation Institute (III), and/or approved

courses in the Heinz College or Tepper School. Some exceptions apply.

The list of approved Heinz College courses for INI students can be found on the website:

List of Approved Heinz College Courses:  
<https://www.cmu.edu/ini/academics/courses.html>

*\*Some exceptions apply. Please see [Courses Outside Degree Requirements](#) for courses that cannot count towards degree requirements.*

### COURSE LOAD LIMIT

There is a 51-unit maximum course load per semester. This includes research units and any courses taken as pass/no pass or audit, and the 3-unit Academic and Professional Development courses. In semesters that students are not enrolled in an APD course, the maximum course load is 48 units.

Non-academic courses, such as physical education and StuCo courses are not included in the course load maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

If you were approved for an alternate course load or degree completion time frame, please review the information in the [Registering for Courses](#).

### MSAIE-IS STUDY OPTIONS

All MSAIE-IS candidates must declare their study option upon admission into the degree program.

The Study Options for the MSAIE-IS program are as follows:

#### MSAIE-IS Standard Study Option

The MSAIE-IS Standard option is 123 units of course work completed in three semesters.

#### MSAIE-IS STANDARD STUDY OPTION: UNIT BREAKDOWN

Core Courses	96 units
Program Electives	24 units
Academic & Professional Development I	3 units

Information on internships can be found in Appendix D.

#### MSAIE-IS Advanced Study Option

The MSAIE-IS Advanced study option is 159 units of course work completed in four semesters.

#### MSAIE-IS ADVANCED STUDY OPTION: UNIT BREAKDOWN

Core Courses	96 units
Program Electives	24 units
Academic & Professional Development I	3 units
Advanced Study	36 units

The MSAIE-IS Advanced Study option allow you to shape your degree according to your interests and career path by choosing one of the following:

- **Master's Thesis:** Delve deeply into a problem and create a solution for a research-based project, gaining significant knowledge and skills in a particular area.
- **Master's Project:** A development-based project that will allow you to build up knowledge and skills in delivering successful solutions for industry.

- **Area of Concentration:** Specialize in your skills and gain in-depth knowledge by pursuing a set of courses in a specific area.

You will declare which option you want to pursue via the *Advanced Study Declaration form* after your first semester.

Whether you elect to complete a master's thesis or master's project, you must adhere to the timeline and complete the actions listed in [Appendix C](#).

Information on internships can be found in [Appendix D](#).

## BICOASTAL PROGRAMS: MSIT-IS AND MSMITE

Students in the bicoastal degree programs divide their studies between Carnegie Mellon's Pittsburgh and Silicon Valley campuses.

The INI offers two degrees through bicoastal delivery:

- M.S. in Mobile and IoT Engineering (MSMITE)
- M.S. in Information Technology-Information Security (MSIT-IS)

## REQUIRED UNITS FOR DEGREE ATTAINMENT

Bicoastal Curriculum Pages:  
<https://www.cmu.edu/ini/academics/courses.html>

## CORE COURSES

Students in the MSIT-IS and MSMITE programs must take 75 units of core courses that may not be waived or substituted. Students are required to take at least one core course each semester until all core course requirements have been satisfied.

## PROGRAM ELECTIVES

Program electives allow you to pursue a wide range of courses in which you have a special interest. When selecting program electives, you should choose courses that complement the core curriculum. Note that you cannot take program electives as pass/no pass or for audit, and you can only take up to 24 units of undergraduate courses (300-599) towards degree requirements (and only within program elective course requirements).

You may fulfill the 36 units of program electives with courses in the INI, Electrical and Computer Engineering (ECE), Computer Science (CS), Engineering & Public Policy (EPP), Entertainment Technology Center (ETC) or Integrated Innovation Institute (III), and/or approved courses in the Heinz College or Tepper School. Additionally, you will fulfill 12 units of [restricted electives](#), for a total of 48 units toward your degree requirements.

The list of approved Heinz College courses for INI students can be found on the website.

List of Approved Heinz College Courses:  
<https://www.cmu.edu/ini/academics/courses.html>

*\*Some exceptions apply. Please see [Courses Outside Degree Requirements](#) for courses that cannot count towards degree requirements.*

## CALIFORNIA BPPE SCHOOL CATALOG

Per the California Bureau for Private Postsecondary Education Act of 2009, the INI is required to provide bicoastal students with a school catalog, as these programs partially take place in California.

All bicoastal students will be required to sign and submit an Enrollment Agreement (EA) and School Performance Fact Sheet (SPFS) prior to the beginning of any semester of study on the Silicon Valley Campus. EA and SPFS are specific to the program degree and study option and will



be updated each semester to reflect current program and tuition data. You MUST complete the SPFS and EA forms assigned based on your program and study option in order to complete your enrollment. Instructions for signing and submitting these documents will be provided to you via email.

BPPE School Catalog for Bicoastal Students:  
<https://www.cmu.edu/ini/academics/bicoastal/bppeact.html>

## BICOASTAL RESIDENCY REQUIREMENT

As part of the bicoastal degree, you must fulfill a residency requirement at CMU Silicon Valley. Residency is defined as being present on the Silicon Valley campus and attending classes in person.

You begin your program in Pittsburgh and transition to Silicon Valley to complete degree requirements. Your study option determines the duration of your residency. The Standard study option requires a one semester residency in Silicon Valley. The Advanced study option requires two semesters.

You must let us know through SIO where you will live when you move from Pittsburgh. Navigate to the "My Info" page in SIO and update your off-campus residence address to reflect where you will be living while taking classes in Silicon Valley. It is important that you make sure your addresses stored in SIO are current and accurate.

For international students, you must update SIO with your new off-campus residence address in Silicon Valley. You should abide by the most up-to-date guidelines from the [CMU OIE website](#), as well as refer to [VI. International Students](#) for more detailed guidance.

**INTERNATIONAL STUDENTS:** If you receive a request to verify your attendance, please refer directly to OIE before formally submitting verification. For more

information on frequently asked questions, please follow OIE guidelines: <https://www.cmu.edu/oie/faq/>

## PRACTICUM

MSMITE and MSIT-IS students must complete the 24-unit Practicum in their final semester.

You will be assigned to a project based on your background skills and project preferences. The course's overall goal is to provide experience working as a team on a technical, real-world problem while incorporating a variety of technical and non-technical skills in supporting the project and team.

Each Practicum has an industry, academic or government sponsor, but does not involve employment with the sponsoring organization. You cannot drop the course or switch teams once assigned.

## COURSE LOAD LIMIT

There is a 51-unit maximum course load per semester. This includes research units and any courses taken as pass/no pass or audit, and the 3-unit Academic and Professional Development courses. In semesters that students are not enrolled in an APD course, the maximum course load is 48 units.

Non-academic courses, such as physical education and StuCo courses are not included in the course load maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

If you were approved for an alternate course load or degree completion time frame, please review the information in the [Registering for Courses](#).

## MSIT-IS / MSMITE STUDY OPTIONS

Each MSIT-IS and MSMITE candidate must declare their study option at the start of their degree program.

### Bicoastal Standard Study Option

The Standard study option for MSIT-IS and MSMITE students is 123 units of course work completed in three semesters.

BICOASTAL STANDARD STUDY OPTION: UNIT BREAKDOWN

Core Courses	75 units
Program Electives	24 units
Practicum	24 units

Information on internships can be found in Appendix D.

**Bicoastal Advanced Study Option**

The Advanced study option for MSIT-IS and MSMITE students is 159 units of course work completed in four semesters.

BICOASTAL ADVANCED STUDY OPTION:  
UNIT BREAKDOWN

Core Courses	75 units
Program Electives	24 units
Practicum	24 units
Advanced Study [Master's Thesis or Area of Concentration]	36 units

The Advanced study option allows you to shape your degree according to your interests and career path by choosing one of the following:

- **Master's Thesis:** Delve deeply into a problem and create a novel solution for a research-based project, gaining significant knowledge and skills in a particular area.
- **Area of Concentration:** Specialize your skills and gain in-depth knowledge by pursuing a set of courses in a specific area.

You will declare which option you want to pursue via the Advanced Study Declaration form after your first semester.

If you elect to complete a master's thesis, you must adhere to the timeline and complete the actions listed in [Appendix C](#).

Information on internships can be found in [Appendix D](#).

**ACCELERATED PROGRAM**

The INI's Accelerated Master's Program allows highly qualified CMU students to earn a master's degree in as little as two semesters after completing undergraduate curriculum at CMU.

If you are an Accelerated student, you must meet with the INI Academic and Student Services team to evaluate coursework and create an individual plan. Up to 36 units of core courses and up to 12 units of elective courses that you take as an undergraduate student may count toward your graduate degree. These units must be earned beyond what is counted toward any undergraduate major or minor.

You should work with INI Admissions to submit an application to an INI degree program. You will need to apply as an Accelerated student. Applicants may be considered for funding by submitting the *Request for Funding form* during the admissions process. Funding consideration will be based on the semesters needed to complete degree requirements as an Accelerated student. Changes to your program's duration after you have been admitted will impact the financial award the INI provided you.

The program's page has the most up-to-date curriculum information and application requirements.

Accelerated Master's Program Page:  
<https://www.cmu.edu/ini/academics/accelerated/index.html>

## PART-TIME PROGRAM

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Part-time students will complete the same degree requirements as full-time students and are encouraged to take advantage of departmental and university resources to fully engage with their full-time peers.

### PART-TIME COURSE LOAD

Students entering the MSIN and MSIS on a part-time basis will take 12-27 units per semester, with an optional summer semester. During the admissions process, you will establish a degree completion plan with your faculty advisor to determine the length of time and number of units per semester it will take to complete your degree.

### PART-TIME PROGRAM DURATION

You will establish your program duration in consultation with your faculty advisor. The program duration can vary between a minimum of one and a half years up to a maximum of six years, depending on your course plan. The expected graduation semester will be reflected in your student record. In order to adjust your expected graduation semester, you must submit a petition to the INI Academic and Student Services team (see [Petition Procedure](#)).

The College of Engineering Statute of Limitations (See [Statute of limitations for master's degree students – College of Engineering](#)) specifies that students must complete their degree within six years from original matriculation as a master's student. For example, if you enroll in a minimum of 12 units each fall and spring semester, you will complete your degree in five years. In order to graduate in a shorter period of time, you must take 12 units or more per semester, or take courses during the summer semester.

## EVALUATION OF PART-TIME PROGRESS

The INI will evaluate part-time students on a per-semester basis.

If you fail to progress in your academic program, you will be placed on academic probation. The INI may drop you from the program if you fail to make progress over multiple consecutive semesters and consistently remain below 3.0 in both Core and Cumulative GPA.

All other INI academic probation policies and standards apply to part-time students. Please refer to [Academic Probation](#) for details.

## TUITION AND FEES

Please refer to the Tuition and Fees page for all other information pertaining to tuition (link below), including the current INI tuition rate and other university fees.

Part-time Program:  
<https://www.cmu.edu/ini/admissions/parttime.html>

Tuition and Fees:  
<https://www.cmu.edu/ini/admissions/financial/tuition.html>

## SPECIALIZED LEARNING TRACKS

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### CYBER FORENSICS AND INCIDENT RESPONSE TRACK (CYFIR) TRACK

The CyFIR track prepares students in information security and digital investigations through a skill-based curriculum using state-of-the-art software.

The track is open to students in all programs and is taught by instructors from the CERT Division at Carnegie Mellon's Software Engineering Institute (SEI).

The CyFIR is made up of the following courses:

- 14-761 Applied Information Assurance (14-761 is a co-requisite to 14-822 and 14-823)
- 14-822 Host-Based Forensics
- 14-823 Network Forensics
- 14-832 Cyber Forensics and Incident Response Capstone (The capstone's pre-requisite courses are 14-761, 14-822 and 14-823.)

The track results in a CyFIR certificate issued from the CERT Division, which is available to INI students. Your degree program and study option determine how courses apply to degree requirements. You must take all of the CyFIR track courses for a letter grade and successfully pass with at least a C or better in order to receive the certificate.

You may take some of these courses concurrently to successfully complete the certificate in 3 semesters.

Learn more about the CyFIR Track:  
<https://www.cmu.edu/ini/academics/cyfir.html>

## CYBER OPERATIONS (CYBEROPS) CERTIFICATION TRACK

Cyber Operations (CyberOps) is a specialization of information security that is in high demand within areas of the government and military, including the National Security Agency (NSA). To participate, students must be enrolled in the M.S. in Information Security (MSIS) or M.S. in Information Technology – Information Security (MSIT-IS) degree programs.

Students enrolled in the INI's MSIS program are able to earn the CyberOps certificate without taking additional coursework. In order to do so, you must fulfill both sets of requirements and take all courses used to satisfy requirements for a letter grade.

The full curriculum for CyberOps certification, as well as sample course sequences, is on the INI website.

Learn more about the CyberOps Certification:  
<https://www.cmu.edu/ini/academics/cyberops.html>

## TECHNICAL ENTREPRENEUR COACHING HUB (TECH) FELLOWSHIP

The TECH Fellowship is intended to infuse entrepreneurship into the INI bicoastal experience, offering selected students the chance to deepen their engagement with the startup and venture capital community in Silicon Valley and learn skills critical to being a successful technical founder of a company.

### ELIGIBILITY

To participate, you must apply and be selected for the TECH Fellowship. A limited number of spots are available for students in the INI's MSIT-IS and MSMITE degree programs, both Standard and Advanced study options. The application will become available in the Fall semester.

If selected, you must meet attendance requirements, including attending in person in Pittsburgh for Spring 2025; working in person at your startup location for a Summer 2025 internship; and attending in person in Silicon Valley for Fall 2025.

To remain eligible, you must maintain good academic standing, with core and cumulative GPAs of at least 3.0 or above, abide by the Carnegie Mellon University Policy on Academic Integrity and complete all TECH Fellow requirements.

### REQUIREMENTS

There are three requirements for completing the TECH Fellowship:

- Selection by the TECH Admissions Committee.
- Successful completion of the INI Technical Entrepreneurship course in the spring semester.

Seats in the course will be reserved for TECH Fellows.

- Internship at a startup company in the summer after taking the INI Technical Entrepreneurship course. The internship must be reviewed and approved by the TECH Internship Committee, including TECH's Directors.

If a student takes a leave of absence or otherwise does not complete the Technical Entrepreneurship course or the internship in the expected timeframe, they will be removed from the TECH Fellows cohort. Removed students are eligible to reapply to a later cohort.

*More information will be shared during the Fall 2024 semester when the application for the TECH Fellowship opens.*

## SERVICES FOR INTERNATIONAL STUDENTS

The Office of International Education (OIE) offers services for immigration/ visa/ I-20 processing, as well as workshops on cultural adjustment, reentry issues, career planning, tax filing and other topics.

The Student Academic Success Center (SASC) offers language support and cross-cultural training to help all students who are non-native English speakers succeed in their academic programs. The SASC also helps teaching assistants who are non-native English speakers develop the fluency and cultural understanding to teach successfully at Carnegie Mellon.

Various student-run organizations exist at Carnegie Mellon to provide support for students from diverse cultures, religions and backgrounds.

More information for International Students will be included in the next chapter.

OIE: Office of International Education (OIE):  
<https://www.cmu.edu/oie/>

Student Academic Success Center (SASC):  
<https://www.cmu.edu/student-success/index.html>

SASC Language and Cross-cultural Support:  
<https://www.cmu.edu/student-success/programs/language-support/index.html>

CMU Student Organizations:  
<http://www.cmu.edu/graduate/international-students/orgs.html>

## STATUTE OF LIMITATIONS

### STATUTE OF LIMITATIONS FOR MASTER'S DEGREE STUDENTS IN THE COLLEGE OF ENGINEERING

All units required for a master's degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date on which the student enrolled in the program.

This statutory period can be extended by the college's Associate Dean for Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period.

Any request for a waiver of the statute of limitations for master's degree studies must be approved by the head of the department or program offering the master's degree, and by the college's Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

University's Statute of Limitations Policy:  
<http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>



## VI. INTERNATIONAL STUDENTS

International students must secure a visa to pursue an INI program in the United States.

**You are responsible for being aware of visa limitations, specifically concerning your ability to remain in the country.** You may be required to return to your home country within a short period of time if unforeseen circumstances cause you to leave your graduate program, either temporarily or permanently.

For additional information and important updates for international students, please refer to the Office of International Education (OIE) website:

Office of International Education (OIE):  
<https://www.cmu.edu/oie/>

### MAINTAINING STATUS

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#### COURSE LOAD

The OIE only will issue a "Certificate of Eligibility for Nonimmigrant Student Status" to students admitted to a full-time graduate program at the INI, which is defined as requiring a minimum of 36 units per regular semester (fall/spring).

The eligibility certificate may be voided if you fail to maintain full-time status during the fall and spring semesters. If you are in F-1 or J-1 status, you are not required to maintain a minimum course load during the summer semester.

Refer to OIE for details about maintaining status.

OIE Guidelines for Maintaining Legal Status:  
<https://www.cmu.edu/oie/foreign-students/maintain-legal-status/index.html>

#### PROGRAM LENGTH

You must properly maintain your F-1 or J-1 visa status, which includes making normal progress through your program. Normal progress is defined as maintaining a passing GPA and avoiding activities that would delay graduation in the time allotted for the program. If you fail to maintain your status or complete the units necessary to graduate in the time allotted for your program of study, you cannot be granted an extension and must find other approved means to complete the course requirements and obtain the degree.

If you believe you may qualify for an extension of your I-20 or DS-2019 certificate, you first need to discuss your situation with the INI Academic and Student Services team and the INI Foreign Student Coordinator. If they believe your situation may be warranted, then you will be issued an extension form to submit to OIE. Approvals are reserved only for a limited number of extenuating circumstances specified by OIE. The rules governing an extension approval are outlined below.

Extension of a certificate of eligibility — I-20 or DS-2019 — can only be processed in your final semester, and are limited to the following circumstances:

- Delay caused by a change in major field of study (*change/addition of a minor is NOT a reason for an extension*)
- Delay caused by a change in research topic
- Delay caused by lost credits upon transfer to CMU
- Delay caused by unexpected research problems
- Delay caused by previously authorized or currently authorized OIE approved medical Reduced Course Load
- Other reasons for I-20 extension: Faculty advisors may provide information to describe compelling academic reasons that require a student to extend the I-20, but OIE will not be able to extend a student's I-20 or DS-2019 if no regulatory basis can be found.

*Note that delays caused by failing or dropping classes, not taking a required course in the time allotted, or academic probation or suspension are not accepted reasons for a program extension.*

Additional information about I-20 extensions can be found on OIE's Maintaining Legal Status page: <https://www.cmu.edu/oie/foreign-students/maintain-legal-status/index.html>

## ACADEMIC PERFORMANCE

If you fail to progress in your academic programs will receive formal notification from the INI.

If you receive formal notification, the INI will start administrative proceedings that drop you from your program of study following notification. The INI will also notify the University Registrar and OIE regarding your change of status. This process will be initiated even if an appeal is filed.

This process may impact your I-20 or DS-2019 status. You must contact OIE as soon as you have been notified, so they can advise you of any implications and guide you through the necessary next steps.

## LEAVE OF ABSENCE

Leave of Absence (LoA) is defined as leaving the university temporarily, with the firm and stated intention to return. See [Leave of Absence / Withdrawal](#) for more information.

If you hold an F-1 or J-1 visa, you should consider the impact a Leave of Absence may have on your I-20/DS-2019 status. If you are in the U.S., you must consult with OIE as part of any LoA proceedings.

Further information regarding Carnegie Mellon University's policy on student leave is available online. To request Leave of Absence, students must complete a LoA form (link below).

CMU Policy on Student Leave:

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

Leave of Absence Form:

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

## INTERNSHIPS / ACADEMIC TRAINING

Internships are optional and not required to graduate. Students who choose to do an internship will register for a three-unit internship course as an elective and pay additional tuition.

You must obtain INI approval before accepting an employment offer by meeting the INI's internship requirements, outlined in [Appendix D](#), and submitting your offer letter to the INI Academic and Student Services team.

You must adhere to the deadlines and process for offer letter submission and approval. The INI will not review late submissions. For the INI's internship policies and procedures, including the offer letter process, see [Appendix D](#) and refer to the Internship course in Canvas.

Off-campus work within the U.S. requires that international students obtain work authorization.

International students seeking off-campus employment in the U.S. must have qualified for Curricular Practical Training (CPT) work authorization prior to the summer they wish to complete an internship. USCIS regulations require that students in F-1 status complete two consecutive semesters at full-time registration to obtain the work authorization benefit.

In certain limited circumstances students may qualify for CPT if they have completed only one semester prior to the summer they wish to do an internship. Students should consult with OIE, their I-20 sponsor, to determine if they would be eligible. Note this generally only will apply to students who have recently attended a U.S.



university at the undergraduate or graduate level prior to entering the INI.

In general, F-1 students in the Standard study option who enter in the spring term will not earn their CPT benefit by their first summer. Further details about work authorization can be found on OIE's website. *Consult the INI Internship Team if you have questions about the timing or requirements of your internship.*

Curricular Practical Training (CPT) is a type of work authorization that requires a curricular component in order to be issued by the INI department. The INI will issue CPT only once and only for summer employment. Additional employment must be pursued through use of pre-completion Optional Practical Training (OPT)

Guidelines for F-1 and J-1 students seeking work authorization are as follows:

- F-1 students may apply for either Curricular Practical Training (CPT) or pre-completion Optional Practical Training (OPT) to obtain work authorization for off-campus internships in the U.S. CPT is designed for use as work authorization to satisfy curricular requirements and will not impact students OPT allowance. Students should allow at least two weeks for CPT approval. CPT cannot be approved for work that takes place after the last day of final exams for the semester in which it is completed (with limited exceptions). Students considering using OPT for summer employment should consider USCIS processing times, normally 60-90 days after an application is submitted.
- Extended summer calendar: CMU Enrollment Services often implements an extended summer calendar to permit students to work beyond the posted summer class end date. Students will be notified when the extension is in effect and may seek employment and CPT approval up to the week prior to the start of the fall semester.
- J-1 students sponsored through OIE must obtain department approval for Academic Training (AT) if working off-campus in the U.S. J-1 students may also work outside the U.S. with proper approval as stipulated by the INI internship guidelines, or at CMU, which may require on-campus work authorization.
- J-1 students sponsored by outside organizations such as Fulbright, must obtain Academic Training approval through their J-1 Responsible Officer to work on- or off-campus. Work authorization from the INI is not required, unless requested by the J-1 Officer. However, you must adhere to all other requirements stipulated by the INI for satisfaction of the internship.
- Internship must be completed in the summer semester.
- Internship duration must be specified in your offer letter as full-time (more than 20 hours per week) or part-time (less than 20 hours). In addition, your internship duration must meet the INI's requirement of a minimum of 300 hours. The offer letter you submit to the INI for approval of the internship must show this 300-hour minimum.
- To obtain internship approval, among other requirements, the submitted position and work responsibilities must align with your degree program.
- Internships may be paid or unpaid.
- Details regarding final deliverables for the internship course will be outlined in the course syllabus.

For more details about internships, see [Appendix D](#) and refer to the Internship course in Canvas.

## WORK AUTHORIZATION

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Off-campus employment (paid or unpaid) with any company located in the U.S., or remote work undertaken in the U.S. for a company outside the country, requires work authorization issued by OIE or USCIS. Work authorization for F-1 students includes Curricular Practical Training (CPT) and Optional Practical Training (OPT). Work authorization is not required for employment outside the U.S. nor for on-campus work that is paid through CMU Workday, including Research Assistant positions.

All internships completed in the U.S. require a Social Security Number (SSN) for tax purposes, whether on- or off-campus work. Off-campus employment in the U.S. requires application for an SSN through the Social Security Administration (SSA). An SSN for on-campus work may be obtained through the [Office of International Education \(OIE\)](#).

Students seeking CPT authorization must obtain a department-signed form from a designated INI staff member. The INI Foreign Student Coordinator is the primary designee at the INI. Note that INI Faculty Advisors, though referenced in work authorization form instructions, are not “designated staff” and may not sign or otherwise approve any OIE forms for work authorization. Refer to the INI Foreign Student Coordinator instead.

Please review general rules governing CPT/OPT on the OIE website ([link below](#)). *Note that policies expressed by OIE are general and may be superseded by INI department policies and rules.*

OIE CPT/OPT Guidelines:  
<https://www.cmu.edu/oie/foreign-students/employment.html>

## EXTENSIONS

You may apply for pre-completion OPT if you wish to continue your summer employment. Be aware that processing times for USCIS approval of OPT and issue of an EAD card generally can be 60-90 days, but can take longer; therefore, you should begin the application process at the earliest allowable time prior to the intended OPT start date.

## PRACTICUM

MSMITE and MSIT-IS students may not obtain CPT or OPT work authorization for the fall practicum. The practicum is a core course requirement separate from the internship core requirement and cannot include remuneration as part the course.

## PROGRAM TRANSFERS & STUDY OPTION CHANGES

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Program transfers and study option changes are strongly discouraged and rarely approved by the INI. For example, program transfers from a Pittsburgh-only to a Bicoastal program (ex. transferring from the MSIN to the MSMITE), require additional logistical considerations. In the rare circumstance when either a program transfer or study option change is being considered, you need to consult with your academic advisor and the Academic & Student Services team. You must request approval by submitting a petition to the department, at minimum, 10 business days prior to the start of the semester, and it must be processed by the start of classes in the semester for which the updated study option will be recorded. Students are not permitted to change their study options in their final semester.

In addition to the process detailed in [Petition Procedure](#), international students approved for a program transfer and/or study option change must obtain a *Program Change form* from the INI to submit to OIE. This will result in an update to your I-20 certificate, which may require submission of new financial documents to

demonstrate sufficient funds to cover any additional tuition and expenses. This may also require an update to the SEVIS record.

## VII. CAREER SERVICES

INI Career Services provides you with guidance throughout your program. Through career coaching, you can receive assistance with tailoring application materials, interview preparation, offer negotiations, networking advice and overall career consulting.

Additionally, INI Career Services offers professional development training on a variety of topics and collaborates with employers and alumni to create connections and opportunities that are specific to your recruiting needs.

INI Career Services conducts annual surveys of the internship and career placements of your cohort. We encourage your prompt participation in these surveys to help us collect, maintain and report accurate data on our program outcomes.

Learn More About INI Career Services:  
[https://www.cmu.edu/ini/student-services/career\\_services/](https://www.cmu.edu/ini/student-services/career_services/)

Be sure you are utilizing Handshake to the fullest:  
<https://cmu.joinhandshake.com/login>

### UNIVERSITY CAREER RESOURCES

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You also have access to resources offered by Carnegie Mellon University's central Career & Professional Development Center (CPDC). These resources include workshops, company information sessions and Tech Talks, and job fairs.

Handshake is CMU's online recruiting system. Employers can post jobs, request interviews 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. You can access handshake through the CPDC website using your Andrew ID.

CMUniverse is the university's alumni and student networking platform. You can chat, email or schedule virtual meetings with INI alumni in the INI group or network more broadly with CMU alumni on the platform. You can request virtual meetings with alumni or formally be matched through the INI mentoring program.

CPDC: <https://www.cmu.edu/career/>

Handshake: <https://www.cmu.edu/career/handshake/>

CMUniverse: <https://cmuniverse.peoplegrove.com>

### JOB & INTERNSHIP SEARCH GUIDELINES

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*The policies and guidelines on conducting a job search are available on the CPDC website (link below).*

We expect you to follow these guidelines and ethical practices, such as arriving on time for interviews, being truthful about your qualifications and honoring agreements with recruiters. Once you have accepted a job offer, you should stop searching, applying and interviewing for other positions.

The CPDC reserves the right to limit access to Handshake for any users that do not follow job search guidelines. If you do not follow these guidelines, you may forfeit your on-campus interviewing and/or resume submission privileges.

While the INI strives to play a supportive role in your career pursuits, we consider academics your top priority. Your job search should not impede your academic progress. Attending job fairs or interviews are not acceptable reasons to skip classes or miss assignments.

CPDC Ethical Job / Internship Search Policy:  
<https://www.cmu.edu/career/students-and-alumni/ethical-job-search-policy/index.html>

## ACCEPTING AN OFFER

Submission of an employment offer letter to the INI for approval indicates your intention to accept it, as does your formal acceptance of that offer. You should end your internship search after submitting your offer letter to the INI. The INI will not consider additional offers for approval. Students may not renege on an accepted internship offer unless formally approved by the INI. For details on job seeker expectations, review the CMU Ethical Job/Internship Search Policy linked above.

If you renege on an offer without consulting with the INI, you will lose access to Handshake for at least one semester and be prohibited from participating in the job fairs. Reneging on an offer violates CMU's Ethical Job/Internship Search Policy and can affect other students adversely.

## VIII. METACURRICULAR OPPORTUNITIES

### INI STUDENT ORGANIZATIONS

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The INI's two student organizations, Women@INI (WINI) and Graduate Organization@INI (GOINI), plan and host events throughout the academic year and provide a community of support for students.

Learn more about GOINI and WINI:

<https://www.cmu.edu/ini/student-services/organizations.html>

### LEADERSHIP POSITIONS

Eligible INI students may be nominated and elected to serve as student officers for GOINI and WINI after completing one semester of studies at the INI. Incoming GOINI and WINI officers are elected on a rolling basis when an officer position becomes available. Students can serve up to three semesters in an officer role and their position will be open for new nominations in the semester prior to the current officer's graduation semester.

#### Student Officer Eligibility

In order to be eligible to serve as a GOINI and/or WINI student officer, you must be in good academic standing, with core and cumulative GPAs of at least 3.0, and have not violated the Carnegie Mellon University Policy on Academic Integrity.

### CONFERENCE FUNDING

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#### GSA / PROVOST CONFERENCE FUNDING

Interested students may apply for conference and professional development funds from the Graduate Student Assembly (GSA) and the Provost's Office. Awards

are managed by the Office of Graduate and Postdoctoral Affairs.

Additionally, the INI offers eligible students the opportunity to apply for conference funding in the form of departmental scholarships. You must be in good academic standing, with core and cumulative GPAs of at least 3.0, and have not violated the Carnegie Mellon University Policy on Academic Integrity in order to be eligible to receive conference funding. The availability of funding varies year to year.

GSA / Provost Office Conference Funding:

<https://www.cmu.edu/graduate/professional-development/conference-funding/index.html>

### INI GRADUATION AWARDS

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Staff and faculty may nominate graduating INI students to receive an award. Nominations are reviewed by an award committee, and the awards are presented at the INI Diploma Ceremony.

In order to be eligible to receive an INI Graduation Award, you must be in good academic standing, with core and cumulative GPAs of at least 3.0, have successfully met all degree requirements by the final grade deadline in your graduating semester and have not violated the Carnegie Mellon University Policy on Academic Integrity (see [Academic Integrity](#)).

## IX. TUITION & FEES

### TUITION RATES

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The tuition rate is set in the spring for the upcoming academic year. The tuition for your second year in the program will likely increase; the new tuition rate will be published in the spring.

You will be charged tuition for each semester in which you are enrolled. Summer courses, if taken, are charged additional tuition at the per unit rate.

Students who complete internships for credit during the summer will be enrolled in and assessed tuition for the 3-unit internship course at the per-unit tuition rate.

Please refer to the INI's website for detailed information regarding tuition and additional fees.

#### Current Tuition and Fees:

<https://www.cmu.edu/ini/admissions/financial/tuition.html>

### TUITION ASSESSMENT FOR LEAVE OF ABSENCE

If you go on a Leave of Absence (LOA), you will be assessed tuition based on the current academic year upon your return. You will be charged tuition for each semester in which you are enrolled. Any previously awarded funding may be reassessed.

### BILLING & PAYMENTS

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The university HUB handles the tuition billing and payment process for all INI students. Students are subject to the university policy regarding student financial obligation and past due accounts.

#### Billing and Payments Policy:

<http://www.cmu.edu/sfs/billing/index.html>

#### Student Financial Obligation Policy:

<http://www.cmu.edu/sfs/billing/sfo.html>

### UNIVERSITY FINANCIAL AID

Students should refer to the HUB's Graduate Financial Aid Guide to understand funding options and how to apply for financial aid as well as other helpful links.

### ACCEPT, REDUCE, DECLINE FEDERAL LOANS

In order for any financial aid funds (scholarships and/or loans) to disburse to your account, you must accept, reduce or decline all federal loans included in your financial aid award. The Graduate Financial Aid Process is detailed on the Student Financial Services website.

#### Graduate Financial Aid Process:

<https://www.cmu.edu/sfs/financial-aid/graduate/index.html>

### OFFICE OF THE DEAN OF STUDENTS EMERGENCY SUPPORT FUNDING

If you are in need of immediate funds for emergency situations, you should contact the Office of the Dean of Students (see [Appendix A](#)) to inquire about the types of emergency funding available to enrolled students.

#### Office of the Dean of Students:

<https://www.cmu.edu/student-affairs/dean/>

#### Graduate Financial Aid Guide:

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

#### Emergency Student Loans

<http://www.cmu.edu/student-affairs/dean/loans/>

## X. COMPUTING SERVICES

CMU provides all students with campus-wide, single-sign-on accounts (Andrew accounts). You are required to use your Andrew account to access campus-wide and INI-specific computing resources. *Andrew accounts can be managed from the CMU Computing Services website.*

You also receive 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, you should consult CMU Computing Services.

For computing support, you can contact the Computing Services Help Center by going to the website, emailing [it-help@cmu.edu](mailto:it-help@cmu.edu), or calling 412-268-4357 (HELP).

All INI students must abide by Carnegie Mellon University's policy on computing.

CMU Computing Services:  
<https://www.cmu.edu/computing/index.html>

Computer Services Help Center:  
<https://www.cmu.edu/computing/support/index.html>

CMU Policy on Computing:  
<https://www.cmu.edu/policies/information-technology/computing.html>

## LAPTOPS

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You are required to own a laptop for your INI degree program. The INI does not provide personal computing resources to students. Computers may be purchased through Carnegie Mellon University's bookstore (located in the basement of the Cohon University Center) and online at the link below.

CMU Computing Services:  
<https://www.cmu.edu/computing/start/students.html>

CMU Tech Store:  
<https://bookstore.web.cmu.edu/computerstore>

## CAMPUS PRINTING

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The Campus Printing service allows you to print from your computer or mobile phone to printers across campus. Some locations offer color printing, special paper sizes, scanning and copying. Within the INI building, there are two printing stations – one located on the Winthrop level and the other one located on the Student Floor. Staff printers are not available for student use.

Instructions on printer setup and information on printing quotas and printing station locations are available online:

Campus Printing:  
<https://www.cmu.edu/computing/services/endpoint/printing-kiosks/campus-printing.html>

## ADDITIONAL RESOURCES

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### SOFTWARE AND COURSE SPECIFIC TOOLS

As a CMU student, you have access to a large selection of software titles. Some titles are free of charge, some limit eligibility or have a cost associated with them, and some have university approval or guidance for use. See the online catalog below.

Software at CMU:  
<http://www.cmu.edu/computing/software/access.html>

### COURSE-SPECIFIC TOOLS

Some courses may require students to access specific resources not described above. In these cases, the instructor will provide directions and support for access and use.

## XI. BUILDING POLICIES

INI building policies are located online in the document below. Please contact [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu) with any questions.

INI Building Policies:

<https://www.cmu.edu/ini/student-services/resources.html>

Email questions to:

[ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu)

## XII. 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 Carnegie Mellon University property—prior to departure from the program.

### EXIT INTERVIEWS

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



## XIII. ACRONYMS

- APD:** Academic and Professional Development
- CMU-SV:** Carnegie Mellon University – Silicon Valley
- CPDC:** Career and Professional Development Center
- CSD:** Computer Science Department
- DEC:** Distributed Education Center
- ECE:** Electrical and Computer Engineering Department
- EPP:** Engineering and Public Policy Department
- III:** Integrated Innovation Institute
- INI:** Information Networking Institute
- MSIN:** Master of Science in Information Networking
- MSIS:** Master of Science in Information Security
- MSAIE-IS:** MS in Artificial Intelligence Engineering-  
Information Security
- MSIT-IS:** MSIT-Information Security
- MSMITE:** MS in Mobile and IoT Engineering\*
- SCS:** School of Computer Science
- SIO:** Student Information Online
- SV:** Silicon Valley
- TECH:** Technical Entrepreneur Coaching Hub

# APPENDIX A: UNIVERSITY RESOURCES

## KEY OFFICES FOR GRADUATE STUDENT SUPPORT

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### OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS

[www.cmu.edu/graduate](http://www.cmu.edu/graduate) | [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at CMU. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serves as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

### OFFICE OF THE DEAN OF STUDENTS

<https://www.cmu.edu/student-affairs/dean>

The Office of the Dean of Students provides central leadership of the metacurricular experience at CMU including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on the website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- [Athletics, Physical Education and Recreation](#)
- [Career and Professional Development Center \(CPDC\)](#)
- [Center for Student Diversity and Inclusion](#)
- [Cohon University Center](#)
- [Counseling & Psychological Services \(CaPS\)](#)

- [Dining Services](#)
- [Office of Community Responsibility \(OCR\)](#)
- [Office of Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#)
- [University Health Services \(UHS\)](#)
- [Wellness Initiatives](#)

### **CENTER FOR STUDENT DIVERSITY & INCLUSION**

<https://www.cmu.edu/student-diversity/>

Diversity and inclusion have a singular place among the values of CMU. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

### **ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES**

<http://www.cmu.edu/disability-resources/>

The Office of Disability Resources at CMU has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations.

Any questions about the process can be directed to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu), or call (412) 268-6121.

### **EBERLY CENTER FOR TEACHING EXCELLENCE & EDUCATIONAL INNOVATION**

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

The Eberly Center offers a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at CMU and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists

departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at <https://www.cmu.edu/teaching/graduatestudentsupport>.

### **GRADUATE STUDENT ASSEMBLY**

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html) | [gsa@cmu.edu](mailto:gsa@cmu.edu)

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center—a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Office of Graduate and Postdoc Affairs. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at [gsa@cmu.edu](mailto:gsa@cmu.edu) to get involved, stop by our office in the Cohon University

Center Room 304 or become a representative for your department.

### **OFFICE OF INTERNATIONAL EDUCATION (OIE)**

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

CMU hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; 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 and pre-departure programs.

### **VETERANS AND MILITARY COMMUNITY**

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

Military veterans are a vital part of the CMU community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resources in the Pittsburgh community.

The ROTC and Veteran Affairs Coordinator can be reached at [uro-vaedbenefits@andrew.cmu.edu](mailto:uro-vaedbenefits@andrew.cmu.edu) or 412-268-8747.

### **CARNEGIE MELLON ETHICS HOTLINE**

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law.

*Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.*

*The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.*

### **POLICY AGAINST RETALIATION**

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

It is the policy of CMU to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

## **KEY OFFICES FOR ACADEMIC & RESEARCH SUPPORT**

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### **COMPUTING AND INFORMATION RESOURCES**

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

### **SAFE COMPUTING**

<https://www.cmu.edu/computing/safe/>

### **UNIVERSITY'S COMPUTING POLICY**

<https://www.cmu.edu/policies/information-technology/computing.html>

Computing Services maintains and supports computing resources for the campus community, including the

campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Review the University Computing policy and Computing Services website, including Safe Computing. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or [it-help@cmu.edu](mailto:it-help@cmu.edu).

### **STUDENT ACADEMIC SUCCESS CENTER**

<https://www.cmu.edu/student-success/>

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

### **UNIVERSITY LIBRARIES**

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

The University Libraries offers a wide range of information resources and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and

management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

### RESEARCH AT CMU

[www.cmu.edu/research/index.shtml](http://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 can be found on the research page.

### OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

[www.cmu.edu/research-compliance/index.html](http://www.cmu.edu/research-compliance/index.html)

The Office of Research Integrity & Compliance (ORIC) is designed to support research at CMU. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulations. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

## KEY OFFICES FOR HEALTH, WELLNESS & SAFETY

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### COUNSELING & PSYCHOLOGICAL SERVICES

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

### TIMELYCARE

<https://www.cmu.edu/wellbeing/resources/timely-care.html>

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at CMU, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Counseling and Psychological Services has partnered with TimelyCare to offer virtual wellbeing services and programs for students. As an addition to the wide range of mental health services that CaPS provides, TimelyCare will expand availability of mental health services to a wider range of days, times and locations, offer on-demand self-care content through its app, and provide emotional support services with professional counselors 24/7. All of this will be available 24/7 from anywhere in the United States, with no cost to visit.

### UNIVERSITY HEALTH SERVICES

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

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who

provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

### **CAMPUS WELLNESS**

<https://www.cmu.edu/wellness/>

At CMU, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

### **RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RSLI)**

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

CMU creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They also offer programs and initiatives that

cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. RSLI staff are available to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

### **UNIVERSITY POLICE**

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

EMERGENCY ONLY: 412-268-2323

NON-EMERGENCY: 412-268-6232

The University Police Department is located at 300 South Craig Street (the entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

CMU 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.

### **SHUTTLE AND ESCORT SERVICES**

<https://www.cmu.edu/parking/shuttle/index.html>

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students,

faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

### FOR CMU-SILICON VALLEY STUDENTS

If you or anyone you know experiences academic stress, difficult life events, or feelings of anxiety or depression, we encourage you to seek support. Student Affairs at CMU-SV is here to help and can also connect you to additional local resources if needed.

#### Contact CMU Silicon Valley Student Affairs:

Email: [student-services@sv.cmu.edu](mailto:student-services@sv.cmu.edu)

Phone: (650) 335-2844

#### Emergency Contact Information:

<https://sv.cmu.edu/about/emergency-information.html>

From on-campus office phone: 911

From cell phone: 650-604-5555

After reporting, immediately contact Steven Rosenberg, 650-302-3284 or Stacy Marshall, 408-306-9417.

#### Counseling and Psychological Services:

Due to licensure laws and limitations across different states, clinicians at Counseling and Psychological Services (CaPS) cannot provide distance counseling to students outside the state of Pennsylvania. However, CaPS does provide phone consultations for students who reside outside of the state of Pennsylvania for the purpose of assessing your current needs, learning your location, identifying resources around you, and providing guidance as you secure these resources.

You can call 412-268-2922 to contact Counseling and Psychological Services or reach out to TimelyCare at <https://www.cmu.edu/wellbeing/resources/timely->

[care.html](#). You also are encouraged to reach out in person to members of the CMU-SV Student Affairs team.

#### One Medical:

As a CMU-SV student, you are also given a membership to One Medical. This will greatly assist you in navigating local health care. To enroll, please visit:

<https://sv.cmu.edu/student-services/student-health.html>.

#### Thriving Campus:

CMU is a part of the Thriving Campus community. Thriving Campus, <https://cmu.thrivingcampus.com/>, is a search tool that is specific to clinical providers interested and experienced in working with the higher education population in the United States. Students can search for specialty, insurance, demographic preferences, etc. and contact clinical providers directly to obtain appointments.

#### THE WORD STUDENT HANDBOOK

<http://www.cmu.edu/student-affairs/theword>

The WORD is the university's student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. 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 CMU community.

#### University policies in full text:

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



## APPENDIX B: INDEPENDENT STUDY

The INI Independent Study course allows you to expand and enhance your educational experience and professional preparation beyond the scope of existing courses, projects, and experiences at CMU.

### APPROVAL PROCESS

If you identify a topic or project that is relevant to your degree but is not covered in-depth by any other course, project, practicum, internship or curricular program component, you may negotiate an Independent Study with a suitable CMU faculty member. *(Note: any CMU faculty member can serve as your Independent Study advisor, as long as you register under the INI's Independent Study Course.)*

After you have identified a faculty member to advise your Independent Study, you must submit a petition and a comprehensive project proposal (signed by your Independent Study advisor) to the INI Academic and Student Services team. The petition must be submitted by the first week of the semester or mini term and be approved by the course 'Add' deadline of the semester or mini term. *Therefore, students should submit their petition prior to the start of the semester in which they plan to complete the independent study so they can start work on the project during the first week of class.*

Your project proposal must include an overview of the technical goals and expected outcomes of the Independent Study, as well as compelling explanations of:

- 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
- The learning objectives, **timeline** and expected deliverables of the Study

Information Regarding INI Petitions:  
<https://www.cmu.edu/ini/student-services/resources.html>

### PROJECT PROPOSAL

The project proposal must include the following components:

**Overview and justification:** Describe your project topic and the expected outcomes. In addition, you must provide justification as to why an Independent Study is the best way to study this topic, what specific learning objectives are targeted, why the expected outcomes demonstrate achievement of the learning objectives and why these outcomes justify the requested number of units. You must also justify your choice of faculty to serve as the advisor/mentor for the Independent Study. Include sufficient details to convince INI that this Independent Study proposal should be approved.

**Milestones and deliverables:** Provide a preliminary list of the tasks or milestones that you expect to accomplish through your Independent Study. In addition, you must briefly describe the deliverables and justify their value toward the specified number of units and duration of the Independent Study (e.g., mini or full semester). In particular, you should specify what presentations, papers or other artifacts will be delivered to the faculty advisor.

**Evaluation of the student's work:** Provide a detailed plan for how the faculty advisor will monitor and evaluate your work. This plan must address:

- How you and your faculty advisor will track progress toward deliverables
- How the work done will match the number of units being earned
- How your grade will be determined

**Expected timetable:** You should indicate milestones that will be met through the process either by week or dates.

You should be as specific as possible to assist in the progression and evaluation of the project.

**Letter of support from advisor:** The independent study advisor must provide a signed letter to verify that they agree:

- To advise the independent study,
- To oversee your work and provide relevant feedback and evaluation to you and the department; and
- To other content provided in the independent study proposal.

## RESTRICTIONS

You can complete an Independent Study for up to 12 units and no less than 6 units in a 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.

*You are allowed to take a maximum of 18 total units of Independent Study credit during your degree program.*

An Independent Study can only count as a general program elective.

MSIT-IS and MSMITE students may count a semester-long Independent Study towards residency only if the student and faculty advisor are both located in Silicon Valley for the duration of the independent study.

*Please note that the Independent Study course cannot be taken pass/no pass or for audit.*

Additionally, students who are on probation will not be approved for Independent Study.

## APPENDIX C: MASTER'S THESIS / PROJECT

### GUIDELINES

Students who select the Advanced study option and choose a master's thesis or a master's project that culminates in a thesis or technical report should follow these guidelines. You complete these curriculum options under the guidance of a project advisor and a reader. Either your project advisor or reader must be a full-time CMU faculty member. The other is subject to departmental approval. **Note that this study option requires a significant level of independent work; students are responsible for obtaining the commitment of two CMU faculty members to be an advisor and a reader and identifying a research area and topic.**

You should discuss your timeline and time commitment with the faculty advisor during the proposal stage to determine how many units of work will be completed in a given semester. The total units (36) are typically distributed across the third and fourth semester, for example, by completing 12 units in the third semester and 24 units in the fourth semester. The unit assignment should be directly addressed in the proposal.

If completing a master's thesis (MSIN, MSIS, MSAIE-IS, MSIT-IS, MSMITE) or master's project (MSIN, MSIS, MSAIE-IS), we encourage students to complete this requirement over two semesters. If students want to complete all 36 units in one semester, they must do so in consultation with their INI faculty advisor and project advisor.

For detailed information, please refer to the master's thesis and master's project guidelines page:

[https://www.cmu.edu/ini/student-services/enrollment/graduate\\_project.html](https://www.cmu.edu/ini/student-services/enrollment/graduate_project.html)

### MASTER'S THESIS / MASTER'S PROJECT TECHNICAL REPORT TIMELINE:

<i>Timeframe</i>	<i>Action(s)</i>
<i>Proposal Preparation phase</i>	Identify a research topic and subject area/s of interest, as well as potential project advisors.
<i>By the 'Semester Course Add Deadline' (10<sup>th</sup> day) of the second semester</i>	Acquire the project advisor's approval (signature)
<i>Two weeks prior to the end of the second semester</i>	Submit the Signature Page and Proposal to Academic and Student Services team
<i>3 weeks before the last day of class in defending semester</i>	Submit Defense Scheduling Form and Video Consent Form to Academic and Student Services team
<i>1 week before the last day of class in defending semester</i>	Defend
<i>10 days before the Final Grades deadline for graduating students</i>	Acquire the project advisor's approval and then submit Thesis/Technical Report and Signature Page to Academic and Student Services team for approval by the INI and/or college.

## APPENDIX D: INTERNSHIPS

An internship as an elective is allowed in the Standard or Advanced study options for domestic and [CPT-eligible](#) international students. Please pay attention to selecting the right start term and/or study option. You will register for a three-unit internship course as an elective and pay additional tuition. Tuition is assessed for the units at a per-unit rate.

An internship is considered employment, paid or unpaid, related to your degree program.

The following employment opportunities are acceptable for an internship as an elective:

- an off-campus company anywhere in the U.S.
- a company in another country
- an RA supervised by a faculty researcher at a U.S. university (e.g., performing research)

*You must obtain prior approval from the INI Academic and Student Services team following the stipulated guidelines in order to accept any internship, inside or outside the U.S.*

Volunteer work must also be reviewed to obtain formal department approval as a suitable internship. Volunteer work rarely meets internship requirements. All relevant internship guidelines, processes and policies will apply.

### GENERAL GUIDELINES

All internships require formal INI approval. **Before formally accepting any type of work intended for the internship as an elective, you first should obtain formal INI approval.** Otherwise, if you accept a position that is later determined unacceptable, you would not be able to complete the internship. All internship employment offers must meet INI standards to receive credit.

Students must complete the internship during the summer. The internship duration must be a minimum of 300 hours to be eligible for INI approval.

Internships must comprise work relevant to your degree program. You will demonstrate this relevance by submitting a comprehensive offer letter meeting INI requirements, detailed below, from the company, faculty member or other representative offering the position.

Once approved, students will be eligible to register for the three-unit summer INI Internship course, as well as for work authorization if needed.

Submission of your offer letter to the INI for approval indicates that you intend to accept the offer, as does your formal acceptance of that offer. You should end your internship search after submitting your offer letter to the INI. The INI will not consider additional offers for approval. **Students may not renege on an accepted internship offer unless formally approved by the INI.** This would be a violation of CMU's Ethical Job/Internship Search Policy. If you have extenuating circumstances that prevent you from working at an internship that you have accepted, you must talk to a member of the Academic and Student Support team promptly.

*Consult the INI Internship Team if you have questions about the timing or requirements of your internship.*

### INTERNATIONAL STUDENTS

As an international student, if you accept off-campus internships in the U.S., you may obtain work authorization for Curricular Practical Training (CPT) provided eligibility requirements have been met. You may also choose to apply for Pre-Completion Optional Practical Training (OPT), though it is not recommended due to longer than normal estimated USCIS processing times.

For additional information about CPT and OPT, international, refer to [VI. International Students](#).

### INTERNSHIP OFFER LETTER

You must submit a **comprehensive letter (either as an initial or supplemental offer letter) provided by the**

**employer on company letterhead** to receive full department approval, work authorization, course registration and credit for completion of the internship.

The letter must meet the following requirements:

- Student name (first/last) and current address
- The company's name
- Start date (for CPT authorization this may be no earlier than the first day of the internship semester; does not apply to domestic students)
- End date (for CPT authorization this may be no later than the last day of final exams unless a formal exception is applied by the INI; or the last day of the semester for domestic students, work outside the U.S., or other employment not requiring work authorization)
- Number of work hours to meet the 300-hour minimum requirement. (Be specific, for example, 37.5 hours per week for eight weeks.) If your letter only states "full-time" or "part-time" without specifying the number of hours, you must provide a supplemental letter from the employer that states the average number of work hours per week.)
- Work location address (street address, city, state, zip code; note should be made if student will work remotely)
- Internship job title
- Brief description of a student's position/responsibilities
- A signature on the letter, with the title of the person who signed it

### ADDITIONAL REQUIREMENTS

The Canvas Internship Course includes assignments that must be completed as part of satisfaction of the internship as an elective.

Details regarding the final deliverables for the INI Internship course will be provided in the course syllabus. All deliverables must be met to receive a passing grade.

All internships will be taken as a pass/no pass, 3-unit course. This course will be counted toward your program electives. A grade will be assigned upon receipt and review of all submitted documents, including all documents required for internship approval, confirmation of course registration, an internship summary form, the final deliverable set forth in the INI Internship course syllabus and completion of all assignments in the Internship Canvas Course.