

**Carnegie
Mellon
University**
Information
Networking
Institute

ini
STUDENT
HANDBOOK
2020-2021

2020-21 ACADEMIC YEAR
INFORMATION NETWORKING INSTITUTE
COLLEGE OF ENGINEERING, CARNEGIE MELLON UNIVERSITY

VERSION 1.2

THE INI STUDENT HANDBOOK

This handbook contains the most accurate information for students enrolling in the INI in the 2020-21 academic year.

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.

SPECIAL NOTE: CONSIDERATIONS FOR COVID-19

The INI Student Handbook is intended to provide standard policies for the current year; however, in response to the evolving circumstances related to the COVID-19 pandemic, please be aware that there may be exemptions and modifications to the policies as they are stated in this handbook.

Therefore, we require students to consult the INI All-Student HUB for the latest updates and guidance related to the current situation in addition to this handbook.

VERSION TABLE

Version	Date	Description of edits
1.1	8/27/20	Initial publication
1.2	4/8/21	Updated content in: Waitlists (pg. 17); Internships and Academic Training Guidelines for International Students (pgs. 29-30); Part-Time Program (pg. 31); Student Leadership (pg. 35); Tuition & Fees (pg. 36); Appendix D Internships (pg. 62). Added the following content: Special Circumstances to Course Load (pg. 16); INI-specific protocol to university Maternity Accommodation Protocol (pg. 43); resources for CMU-SV students to Appendix A (pg. 56)

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I. INTRODUCTION

WELCOME TO CARNEGIE MELLON UNIVERSITY!

The INI welcomes our incoming MS32 class to the 2020-21 academic year!

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 and mobile and IoT engineering that incorporate business and policy perspectives.

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

All INI students should read and understand the contents of this handbook. Note that 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.

I-A. ABOUT THE INI

Established in 1989, the Information Networking Institute 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.

About the INI:

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

INI's Mission, Vision and Values:

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

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

For INI cohorts beginning in Fall 2020 and onward, all INI degree programs are three semesters and 122 units in length.

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

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

I-B. ESSENTIAL GUIDELINES

USING THIS HANDBOOK

Read and consult the INI Student Handbook for guidelines and expectations as you progress through your INI program. In addition to the handbook, you should also frequently refer to the Student Resources page (below) of the INI website for additional student resources and commonly used forms.

While this handbook is specific to your academic experience at the INI, there are several other resources and offices that you should consult during your time at Carnegie Mellon University (CMU). This includes CMU's student handbook *The Word*, the Graduate Education Office, the Office of the Dean of Student Affairs and others. Go to [Appendix A: University Resources for Graduate Students](#) for more details.

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

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 listed on the INI website.

As members of the INI community, you are a part of the College of Engineering and should be familiar with the policies and guidelines of the college, which are available online at the link below.

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

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

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)

The department utilizes a Canvas site called the "INI All Student HUB" to share key information with students, 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

The INI also uses 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

Each member of the CMU community is responsible for understanding and following university policies and guidelines.

While many university policies are included in this handbook in [Ch. IX, University Policies](#), you should visit the CMU website for full a full list of policies.

Review the following resources, as they are particularly helpful in supporting your understanding of community expectations and policies; you can find more information about these resources in [Appendix A: University Resources for Graduate Students](#).

The Office of the Assistant Vice Provost for Graduate Education:
www.cmu.edu/graduate | email: grad-ed@cmu.edu

The Office of the Dean of Student Affairs
www.cmu.edu/student-affairs/index.html

Assistance for Individuals with Disabilities
email: eos@andrew.cmu.edu

Eberly Center for Teaching Excellence
www.cmu.edu/teaching

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

Intercultural Communication Center (ICC)
www.cmu.edu/icc

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

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

Health Services
www.cmu.edu/HealthServices

University Police
www.cmu.edu/police

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

CMU Academic Integrity Policy
www.cmu.edu/academic-integrity

University Policies
www.cmu.edu/policies/

I-C. STUDENT RESPONSIBILITY

Throughout your time at the INI, you are responsible for following the appropriate course sequence in order to successfully 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 [Ch. V, Degree Requirements](#).

The INI director has the discretion to authorize and impose sanctions on students who exhibit inappropriate behavior or conduct, or with regard to 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.

II-A. APPLICANT RESPONSIBILITIES

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 to rescind your offer of admission or continued enrollment at any time during matriculation or subsequent attendance.

PROOF OF GRADUATION

Students admitted to the INI must submit proof of graduation in the manner stipulated by the INI. Proof of graduation is defined as submission of complete and final official undergraduate transcripts showing all terms of attendance, as well as official certificates confirming both the satisfactory completion of the program of study and conferral of the bachelor's degree. The INI provides instructions for meeting these requirements to admitted applicants who have accepted enrollment.

Your admission offer may be nullified if you fail to provide acceptable proof of graduation, submitted in the manner stated by the INI prior to the start of classes in your term of entry. The INI may grant extension of the proof of graduation deadline on a case-by-case basis.

II-B. INI GRADUATE ONBOARDING COURSE

Incoming students must complete the INI's graduate onboarding course, which provides important department and university information.

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

II-C. ACADEMIC INTEGRITY

Before matriculating into the INI, you must complete an academic integrity module and read, sign, and return the Academic Integrity form to the INI Academic Affairs Office (AAO). Infractions that occur in the summer semester prior to matriculation will count as a first offense by the INI.

Familiarize yourself with the University Policy on Academic Integrity, which is detailed in [Ch. IV-C, Academic Integrity](#). This policy includes university expectations around academic integrity and provides definitions of cheating, plagiarism and unauthorized assistance.

The University also recommends that students review the University's Academic Disciplinary 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 Disciplinary Actions:
<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>

EMAIL SIGNED ACADEMIC INTEGRITY FORM TO INI AAO: ini-academic@andrew.cmu.edu

II-D. SCHOLARSHIPS AND FINANCIAL AWARDS

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 the scholarship and/or financial award. The award will be rescinded in the semester the incident occurs, as well as for any remaining semesters of the program.

II-E. ADMISSION DEFERRALS

The INI does not typically allow admission deferrals. Each year, applicants are reviewed and ranked with the current applicant pool. Students are accepted for admission into the program for a particular academic year and may not defer admission. However, exceptions may be made for extraordinary circumstances, such as those imposed by the COVID-19 pandemic (see [Special Note: Considerations for COVID-19](#)).

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

II-F. CONFIDENTIALITY OF COMMUNICATIONS

All information provided to students as a result of their application, including subsequent correspondence about financial awards, is considered confidential and should not be communicated to other applicants. Applicants are expected to comply with the confidentiality requirement as a condition of admission.

III. ENROLLMENT & REGISTRATION

After accepting the INI's offer of admission, you should create an academic plan and register for courses.

You should actively engage in this process by reviewing degree requirements on the website, researching courses, connecting with your faculty advisor and contacting the INI Academic Affairs Office (INI AAO). Once plans are firm, you may proceed to register for classes in Student Information Online (SIO).

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).

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 have at least 36 units by the 10th day of classes to maintain full-time status.**

Students who do not follow the minimum enrollment requirements for their academic program may have a registration hold placed on their record until compliance is met.

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

Access SIO through the CMU HUB:

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

III-A. 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 [Ch. V. Degree Requirements](#).

The INI utilizes Stellic, an online degree audit tool, to track student progress. You can access Stellic using your Andrew ID. Your advisor and INI's Academic Affairs Office (AAO) 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 AAO at 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 AAO for assistance.

Stellic Online Degree Audit Tool:
<https://www.cmu.edu/es/stellic/index.html>

DEGREE TIMEFRAME

Full-time students are expected to complete their degree requirements within 16-months (3 semesters). All students in this cohort (MS32) must enter the INI with the expectation of graduating in December 2021 for fall starts, and May 2022 for spring starts.

In order to have full-time status, you must enroll in at least 36 units per semester, and up to 49 units per semester (includes required 1-unit Academic & Professional Development Courses). You have the option to enroll in courses during the summer semester; however, this is not mandatory.

You can complete the required 0-unit internship complete in the summer, fall or spring semesters. Please consult your faculty advisor regarding these internship options (international students should also refer to the Office of International Education [OIE] for further guidance).

EXPECTATIONS FOR PROGRAM START

If you are attending in-person at the CMU campus: You must be physically present and attending classes by the start of the semester. Attendance from the start of the semester is crucial towards 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. A student who is expected to be on campus will be considered “withdrawn from the university” if they are not at CMU by the tenth day of class.

For students beginning remotely under the university’s Fall 2020 hybrid model: we will verify class attendance through an alternate method.

IMPORTANT: if any extenuating circumstances prevent you from arriving on campus by the start of the semester, notify the Academic Affairs Office immediately by email:
ini-academic@andrew.cmu.edu

III-B. 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. 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, or prerequisite to a core course, each semester until all core course requirements have been satisfied. Specific details are provided in [Ch. 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.

In addition, you should not take an introductory-level course *after* you have taken a more advanced course on a topic.

Examples of taking an introductory course out of sequence include, but are not limited to:

- If you have already taken 18-756 Packet Switching and Computer Networks, then you should **not** take the following courses after the fact:
 - 14-740 Fundamentals of Telecommunications and Computer Networks, or
 - 18-345 Introduction to Telecommunication Networks
- If you have already taken 15-719 Advanced Cloud Computing, then you should not take 15-619 Cloud Computing in a following semester.

You are responsible for following the appropriate course sequence. **Consult with your faculty advisor to discuss course sequences.**

COURSE PLACEMENT WITHIN DEGREE REQUIREMENTS

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

1. Core course
2. Course option, 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, 14-814 Wireless Network Security is a popular course that can be considered as a core

course for MSIN, MSIS, or MSIT-IS, program elective for all programs, or as a course option course for MSIN and MSIS students. For programs in which it is considered a core course, 14-814 will be counted towards the core course requirements unless it is approved within the course option or another core course that fulfills that same requirement is completed with a higher letter grade.

We encourage you to meet with a member of the INI AAO 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 online at the link below. However, please note that 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 get clarification prior to enrolling.

List of courses that the INI considers to have overlapping content:

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

For questions about overlapping courses, contact the INI AAO: ini-academic@andrew.cmu.edu

III-C. COURSE RESTRICTIONS

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 [Ch. V. Degree Requirements](#).

The INI faculty has vetted and compiled a list of Heinz College courses that satisfy degree requirements for INI students. To view this list, please visit the INI website at the 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, questionable 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 [Section III-F. Courses Outside 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 36 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 or 600+ level, then you should register for the graduate (600+) level course.

III-D. PETITION PROCEDURE

You are required to submit an INI Petition Form for the following reasons:

- independent study
- course consideration for course requirements
- updating approved course option list
- enrollment above max. number of units
- course substitutions
- any other changes that are outside of 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. Complete a petition form and submit it to the INI Academic Affairs Office (AAO).
2. The INI AAO presents the petition to the INI Academic Advisor Committee at the next weekly meeting.
3. The INI Academic Advisor Committee will approve or deny the petition, with the advice of the INI Director if necessary.
4. The INI AAO 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 AAO saves the finalized petition in your file.

INI Petition Form:

https://www.cmu.edu/ini/student-services/enrollment/enrollment_docs/ini-petition-form_06-2020pdf.pdf

Submit completed petition forms via email to the INI Academic Affairs Office (AAO):
ini-academic@andrew.cmu.edu.

III-E. RETAKING A COURSE

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 an MSIN student does not pass 18-756, they 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 the transcript and factored into the cumulative GPA computation. However, only the new grade is factored into the core GPA computation if the course is a core course. The original grade remains in place as a core requirement until the new grade is published.

III-F. COURSES OUTSIDE DEGREE REQUIREMENTS

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 49 units (includes the required 1-unit Academic and Professional Development course).

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

- Courses considered as pre-requisites to admission to the INI, including:
 - 08-722/17-683 Data Structures for Application Programmers
 - 17-630 Data Structures and Algorithms for Engineers
- Heinz Courses that are not on the pre-approved list provided on the INI website
- StuCo courses (Student Taught Courses)
- Courses not directly related to your degree program
- 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.

III-G. AUDITING AND PASS/ NO PASS

If you request to complete a course as pass/no pass or audit, you must petition for approval to change the grade option within the first 10 days of classes. If the course has not been approved via petition, the AAO will drop the course from your schedule or, if the drop deadline has passed, apply a withdrawal.

Course Audit and Pass/No Pass forms are available on the HUB website:

<http://www.cmu.edu/hub/forms.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 the 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**. Submit this form along with a petition to the INI AAO for approval from the entire advisor committee and the INI Director. If approved, the INI AAO will send the form to The HUB for processing. Once approved, the Course Audit declaration cannot be reversed.

Once you submit a Course Audit Approval form to the HUB, 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. Your course instructor will arrange and approve the extent of your participation. Those who do not attend the class regularly or prepare will receive a blank grade.

For billing, 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 submit the **Pass/No Pass Approval Form**, along with a completed INI petition to your academic committee and the INI Director. If approved, the INI will send the form to The HUB for

processing. Once approved, the declaration cannot be reversed.

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

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.

Course Audit Approval and Pass/No Pass Approval forms are available on the HUB website:
<http://www.cmu.edu/hub/forms.html>

III-H. TRANSFER OF CREDIT

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.

In order for your transfer credit to be approved by the INI and the College of Engineering Dean's Office, you must have satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon University. 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 an **INI petition**, along with an official transcript and the course syllabus from the semester in which the course was completed, to the INI AAO.

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 [Section V-A, "Integrated Programs"](#) 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/enrollment/>

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).

See [CH. IX-D, Transfer Courses & PCHE](#) for more details about PCHE.

PCHE Registration:

<http://www.cmu.edu/hub/registrar/registration/cross/>

INDEPENDENT STUDY

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

III-I. REGISTERING FOR COURSES

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. In order to make adequate progress towards your degree, you are required to take a minimum of 36 units towards degree requirements each semester, excluding summer. 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 49 units per semester (including the required 1-unit Academic & Professional Development courses); physical education and StuCo courses do not count towards your course load. If you enroll in over the maximum number of allotted units without an approved petition, the AAO 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 49 units. See "[Overloading](#)" section for further guidance.

Physical education, StuCo and the INI Academic and Professional Development courses are not included

in the 48-unit maximum. The INI AAO 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).

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. You must consult with the INI AAO and your advisor prior to every registration period to get your course load approved; this is necessary to avoid potential conflicts that may interfere with meeting your degree requirements and completing your internship.

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, drop it 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 neither drop nor withdraw from a course on time, a letter grade will be assigned based on work completed.**

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

Remember: you are responsible for maintaining your degree progress and full-time status. If dropping a course jeopardizes either, you must consult with the INI AAO first.

WAITLISTS

It is common to be waitlisted for a course, from the time of registration until the 10th 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.

In order to ensure assignments and important information are not missed, you should attend courses for which you have been waitlisted until your enrollment in the course has been finalized. You can only be waitlisted for a maximum of five courses.

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.

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.

OVERLOADING

In order to overload, you must submit a petition and have it approved by the 10th day of classes. If a petition has not been approved by the 10th day, the AAO will revert your course load to 48 units (or 49 if taking the required Academic and Professional Development course) by randomly removing a course from your schedule.

The AAO completes an audit following the Add deadline. If the AAO identifies an overload on your schedule after this deadline, you will need to

withdraw from the course and a "W" will appear on your final transcript if it is after the drop deadline.

SUMMER COURSES

You have the option to complete courses during the summer semester. Summer courses, if taken are charged additional tuition at the per unit rate (see [Ch. VIII Tuition & Fees](#) for more information).

III-J. PROGRAM TRANSFER

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. After that first meeting, you should consult with the faculty advisor of the program you want to transfer to. Only after meeting with both advisors 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 make a decision after an academic performance evaluation of your first semester. Financial aid and scholarships are awarded based on admission to a particular program and may not be transferable.

International students: please refer to [Section V-E. International Students](#) for further details regarding program transfers.

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

III-K. FINAL EXAMS

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.

III-L. RESPONSIBLE CONDUCT OF RESEARCH (RCR)

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>

III-M. RA / TA POSITIONS

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

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 a core and 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.

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

For the full university policy on English fluency for instructional personnel, go to:
<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.

For instructions and more details, see [Ch. IX, University Policies](#).

III-N. ENROLLMENT VERIFICATIONS / TRANSCRIPT REQUESTS

The HUB is the primary contact for students or alumni who would like to request a transcript, enrollment verification or other information related to their time at the INI.

The INI may verify some limited information in the form of a letter. This may be suitable for select purposes, such as verifying skills students acquired through the INI programs.

For a complete understanding of what the INI can verify and/or which department can verify specific information, please visit the INI website at the link below.

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>

III-O. CHANGE OF ADDRESS

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.

You can update your address through SIO.

III-P. DEGREE CERTIFICATION

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

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

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

This section describes policies and procedures for grading, academic performance and academic integrity.

IV-A. GRADING STANDARDS

UNIVERSITY GRADING STANDARDS

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

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 student's GPA, they will appear on the student's transcript.

REVIEW GRADING STANDARDS POLICIES:

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>

IV-B. ACADEMIC PERFORMANCE

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 AAO reviews each student's academic performance and progress throughout the semester, including at 10th 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 AAO completes a review of each student's performance. GPA for academic review is computed based on the guidelines for graduation requirements. If you 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 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 (see 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>

Review the College of Engineering's academic standards policy:

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

IV-C. ACADEMIC INTEGRITY

Students at Carnegie Mellon University are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our

university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

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 Disciplinary 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:

REVIEW THE ACADEMIC INTEGRITY AND DISCIPLINARY ACTIONS POLICIES:

University Policy on Academic Integrity: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

University Academic Disciplinary Actions procedures: <https://www.cmu.edu/student-affairs/theword/academic-discipline/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 eligibility outlining the following: you will no longer be eligible for financial awards and/or scholarships awarded by the INI (per [II-D. Scholarships and Financial Awards](#)), Teaching Assistant positions (per [III-M. RA / TA Positions](#)), and metacurricular opportunities (per [Ch. VII Metacurricular Opportunities](#))

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.

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

If you commit a second violation, the INI will recommend to the Academic Review Board that you be permanently dropped from the INI and expelled from the university.

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

REVIEW THE ACADEMIC INTEGRITY POLICY AND APPEAL PROCESS:

Academic Integrity Policy and Appeal Process: <http://www.cmu.edu/academic-integrity/header/nav/policies.html>

V. DEGREE REQUIREMENTS

This section outlines the degree requirements for the INI's Pittsburgh-based programs, the MSIN, MSIS, Integrated MSIN and Integrated MSIS, as well as the bicoastal programs, the MSMITE and MSIT-IS.

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

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

V-A. PITTSBURGH-BASED PROGRAMS

MSIN & MSIS (FULL-TIME)

Each MSIN and MSIS candidate must complete 122 units of course work.

These units are made up of the following degree requirements:

- Core courses: 74 units
- Program electives: 24 units
- Curriculum option: 24 units

Students completing the MSIN & MSIS degrees are required to complete an internship. Further information regarding this requirement can be found in [Appendix D: Internships](#).

The next sections describe the MSIN and MSIS degree requirements in detail.

CORE COURSES

The MSIN and MSIS programs require 74 units of core courses that may not be waived or substituted. 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.

Please refer to each program's web page for specific core course information:

MSIN Curriculum (MS32):

https://www.cmu.edu/ini/academics/msin/curriculum_ms32.html

MSIS Curriculum (MS32):

https://www.cmu.edu/ini/academics/msis/curriculum_ms32.html

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 36 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.

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 [Section III-F](#) for courses that cannot count towards degree requirements.*

CURRICULUM OPTION

The MSIN and MSIS programs allow you to shape your degree according to your interests and career path by choosing one of the following curriculum options:

- **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.
- **Technical Report:** A development-based project that will allow you to build up knowledge and skills in delivering successful solutions for industry.
- **Course Option:** A set of courses that will equip you with the knowledge and skills you need to succeed in industry.

These options are explained in further detail at the end of this section.

You will declare which curriculum option you want to pursue via the [Curriculum Option form](#). The INI AAO will contact all students and ask you to submit the form during your first semester.

If you select either the thesis or technical report option, you must adhere to the timeline and complete the actions [listed in Appendix C: Thesis/Technical Report](#).

If you select the course option, you will be required to take 36 units of courses that make up an area of specialization. You can select from graduate-level courses (numbered 600 and above) in ECE, EPP, School of CS, SV and INI as well as approved courses offered in Heinz College and Tepper School. Your advisor will review and approve the selection.

If you want to make any adjustments to your approved course option list, you must submit a petition requesting permission to do so.

Submit a Petition:

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

INTERNSHIP

All INI students must complete an internship as part of their core requirements.

Please refer to [Appendix D: Internships](#) for detailed information.

COURSE LOAD LIMIT

There is a 49-unit maximum course load per semester for the MSIN and MSIS degree programs, which includes research units and any courses taken as pass/no pass or audit, and the 1-unit Academic and Professional Development course.

Non-academic courses, such as physical education and StuCo courses are not included in the 49-unit maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

INTEGRATED PROGRAMS

The INI's Integrated Program allows highly qualified students at Carnegie Mellon University to earn either a Master of Science in Information Networking (MSIN) or Master of Science in Information Security (MSIS) in one year after completing their undergraduate curriculum at CMU.

Integrated MSIN or MSIS students add a fifth year to a customized undergraduate curriculum, allowing them to earn their MS in two semesters.

The INI waives 36 units of the traditional MSIN and MSIS programs, based on successful completion of identical or equivalent classes as an undergraduate.

Please refer to the program's webpage for the most up-to-date curriculum information and application requirements:

Integrated Program Page:

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

V-B. BICOASTAL PROGRAMS

MSMITE AND MSIT-IS

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.

Please review the School Catalog (see link below).

BPPE School Catalog for Bicoastal Students:

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

REQUIREMENTS

Each bicoastal candidate (MSMITE, MSIT-IS) must complete 122 units of course work.

These units are made up of the following degree requirements:

- Core courses: 74 units
- Program electives: 24 units
- Practicum: 24 units

PRACTICUM

MSMITE and MSIT-IS students must complete the 24-unit practicum while at the Silicon Valley campus during the fall semester.

You will be assigned to a project based on your background skills and project preferences. You cannot drop the course or switch teams once assigned. 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 this does not involve employment with the sponsoring organization.

BICOASTAL RESIDENCY REQUIREMENT

As part of the bicoastal degree, you must fulfill a residency requirement for one semester in which you are enrolled at CMU Silicon Valley.

You begin your program in Pittsburgh and transition to Silicon Valley after your first summer. Residency is defined as being physically present on the Silicon Valley campus and physically attending classes.

INTERNSHIP

You must complete an internship as part of your core requirements. Please refer to [Appendix D: Internships](#) for detailed information.

COURSE LOAD LIMIT

There is a 49-unit maximum course load per semester. This includes research units and any courses taken as pass/no pass or audit, and the 1-unit Academic and Professional Development courses.

Non-academic courses, such as physical education and StuCo courses are not included in the 49-unit

maximum. You can take up to 12 units of non-academic courses that fall in these categories each semester.

V-C. CYBER FORENSICS AND INCIDENT RESPONSE (CYFIR) TRACK

The Cyber Forensics and Incident Response Track (CyFIR) is made up of the following courses:

- 14-761 Applied Information Assurance (prerequisite to all other track courses)
- 14-822 Host-Based Forensics
- 14-823 Network Forensics
- 14-832 Cyber Forensics and Incident Response Capstone

The track results in a CyFIR certificate issued from the CERT Division. The CyFIR certificate is available to INI students, and you must fit the courses into a combination of core, curriculum option and program elective requirements. You must successfully pass all of the CyFIR track courses in order to receive the certificate.

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

V-D. CYBER OPS CERTIFICATION

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).

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 available on the INI website (see link below).

CyberOps Certification:

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

V-E. CONSIDERATIONS FOR INTERNATIONAL STUDENTS

In order for international students to pursue an INI program in the United States, they must secure a student visa.

As the student, 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) Website:

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

MAINTAINING STATUS

COURSE LOAD

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

The student's eligibility certificate may be voided if they fail to maintain full-time status during the fall and spring semesters. International students in F-1 or J-1 status are not required to maintain a minimum course load during the summer semester.

Students studying remotely outside the U.S. do not require a visa and cannot be issued an eligibility certificate.

Refer to the OIE website for more information about maintaining status.

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

PROGRAM LENGTH

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

You may request an extension, but approvals are limited to specific circumstances. The rules governing the extension of an I-20 or DS-2019 and length of the program are outlined below.

If allowable, extension of the I-20 can only be processed in your final semester. Allowable reasons for an I-20 extension include:

- 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
- Delays caused by COVID-19 restrictions
- Other reasons for I-20 extension: Faculty advisors may provide information to describe compelling academic reasons that require a student to extend their 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* allowable reasons for a program extension.

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

POOR ACADEMIC PERFORMANCE

Students who fail to progress in their 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 begin regardless of if you file an appeal.

This process may impact your I-20 or DS-2019 status. You must contact OIE as soon as you have been notified, so that they can advise you of implications and you can take 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 [Section IX-G](#) for more information.

International students holding an F-1 or J-1 visa should consider the impact a Leave of Absence may have on their I-20/DS-2019 status. 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 (see 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

All INI students in a 122-unit degree program must complete an internship as part of their curricula. In order to work off-campus for any company located in the U.S., you must obtain work authorization. Work outside the U.S. is permitted and does not require work authorization. On-campus work at CMU in a Research or Teaching Assistant position is also permitted without work authorization. All internships require INI approval; you may not begin any type of

work without formal INI approval and, if necessary, work authorization, in order to receive credit for completing the internship requirement.

Students may not renege an accepted internship offer unless formally approved by the INI. Failure to obtain such approval may result in the inability to satisfy the internship requirement which will impact the ability to graduate.

The internship can be completed during the summer, fall or spring semesters. Students who complete their internships in the summer may work up to 40 hours per week. Students who complete their internship during the fall or spring semester may work up to 20 hours a week (unless otherwise restricted by funding or scholarship requirements).

Please consult your advisor if you have questions about the timing or requirements of your internship.

You must satisfy the internship requirement in order to graduate. **The following rules apply to internships undertaken by international students holding an F-1 or J-1 visa:**

- 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. In addition, CPT approval time takes as little as 2 weeks or less, while OPT processing may take up to 5 months.) CPT cannot be approved beyond the last day of final exams for the semester in which it's completed (with limited exceptions).
- Students choosing pre-completion OPT may work until the last day of the semester in which they are completing their internship.
- J-1 students sponsored through OIE must apply for Academic Training (AT) if working off-

campus in the U.S.. 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.

- In order for an internship to be approved, the position and work responsibilities must be aligned with your program of study.
- Internships may be paid or unpaid.
- J-1 students sponsored by outside organizations such as Fulbright, must obtain Academic Training (AT) approval through their J-1 Responsible Officer in order to work on- or off-campus. Work authorization from the INI is not required, unless requested by the J-1 Officer. However, all other requirements stated by the INI for satisfying the internship must be met.
- The internship must be 9-12 weeks in length. If the student wishes to accept an internship of less than 9 weeks, they must petition for approval.
- All students must have their primary or secondary supervisor/contact submit a summary form upon completion of their internship in order to obtain a P/NP grade.

For more details about the general internship requirement, see [Appendix D](#).

WORK AUTHORIZATION

In order to fulfill the internship requirement, we recommend that F-1 students obtain CPT work authorization to work off-campus in the U.S.

All CPT and OPT documents require processing by the INI and must include the appropriate signatures. You may only obtain required signatures for department approval of work authorization from designated staff. You may not obtain signatures

from your faculty advisor or any INI staff not approved to sanction offers of employment unless directed to do so.

Please review general rules governing CPT/OPT on the OIE website (see link below). *Note that policies expressed by the OIE are general and may be superseded by 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 working into the next semester. Processing times for pre-completion OPT may take up to 5 months; therefore, we recommend you begin the application process at least three (3) months prior to your intended start date.

If you receive offers from companies that hire by cohorts (fixed, non-negotiable start and end dates), you may be approved for a CPT end date beyond the semester final exam date. When submitting your offer letter, you should request review of a company's cohort status to be considered for an extended internship end date.

PRACTICUM

MSMITE and MSIT-IS students cannot obtain CPT or OPT for their fall practicum because the practicum is a separate core course requirement and is not intended for individual remuneration nor designated as satisfying the internship requirement.

PROGRAM TRANSFER

Program transfers are strongly discouraged and rarely approved by the INI.

In addition to the process detailed in [Section III-D](#), international students approved for program transfer must complete a **program transfer form** to be submitted to OIE. This will involve an update to your I-20, which will require submission of new financial documents to demonstrate sufficient funds to cover the program you will be entering.

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

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

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

Intercultural Exchange Center (ICC):
<http://www.cmu.edu/icc/>

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

V-F. PART-TIME PROGRAM

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 or MSIS programs on a part-time basis will take 12-25 units per semester, with an optional summer semester. During the admissions process, you will establish a degree completion plan with your faculty advisor in order 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 AAO (see [Section III-D, Petition Procedure](#)).

The College of Engineering Statute of Limitations (See [V-G, 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 would 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 an annual basis versus 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 [Ch. IV-B, Academic Probation](#) for details.

INTERNSHIP

Your INI degree program requires you to complete an internship; however, part-time students may petition to have their internship requirement waived based on relevant work experience.

TUITION AND FEES

Please refer to the Tuition and Fees section of the INI website for all other information pertaining to tuition (see link below).

The current INI tuition rate and other university fees are on the INI website.

Part-time Program Website:

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

Tuition and Fees:

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

V-G. STATUTE OF LIMITATIONS FOR MASTER'S DEGREE STUDENTS – COLLEGE OF ENGINEERING POLICY

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.

College of Engineering Statute of Limitations for Master's Degree Students:

<https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html#statute-of-limitations-for-master's-degree-students>

University Policy for Master's Students:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

VI. CAREER SERVICES

INI Career Services provides students with individualized guidance during your internship and job searches. Through 1:1 coaching, you can receive assistance with tailoring application materials, interview preparation, offer negotiations and overall career consulting.

Additionally, the Director of Career Services & Employer Relations offers professional development training on a variety of topics. The director also collaborates with employers and alumni to create connections and opportunities that are specific to your recruiting needs.

Learn More About INI Career Services:

https://www.cmu.edu/ini/student-services/career_services/

Make a 1:1 Career Appointment:

<https://cmu.joinhandshake.com/login>

VI-A. UNIVERSITY RESOURCES

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. Access handshake through the CPDC website using your Andrew ID.

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

Handshake:

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

VI-B. JOB & INTERNSHIP SEARCH GUIDELINES

The policies and guidelines on conducting a job search are available on the CPDC website (see 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. Students who do not follow these guidelines may forfeit their 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

Once you officially accept an offer, it is considered final. You cannot continue searching, applying and interviewing for a different position after accepting an offer. If you renege an offer, you will lose access to Handshake for at least one semester. You will also

be prohibited from participating in the TOC in the fall semester.

This policy will be enforced regardless of whether the department confirms you have reneged (whether it be notification from the CPDC, the company, or the student).

VII. METACURRICULAR OPPORTUNITIES

VII-A. INI STUDENT ORGANIZATIONS

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 during their time in graduate school.

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. 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.

VII-B. CONFERENCE FUNDING

GSA / PROVOST CONFERENCE FUNDING

You may apply for conference funds from the Graduate Student Assembly (GSA) and the Provost's

Office. Awards are managed by the Graduate Education Office.

The INI may match GSA/Provost conference funding* for eligible students who are 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.

Additionally, the INI offers eligible students the opportunity to apply for conference funding in the form of departmental scholarships. In order to be eligible to receive conference funding, 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. Note that availability of funding varies year-to-year.

** Per academic year, there are limited funds available for matching by the department.*

GSA / Provost Office Conference Funding:

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

VII-C. INI GRADUATION AWARDS

Staff and faculty may nominate graduating INI students to receive an award upon graduation. 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, and have not violated the Carnegie Mellon University Policy on Academic Integrity (see [IV-C. Academic Integrity](#)).

VIII. TUITION & FEES

VIII-A. TUITION RATES

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.

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 you are enrolled. Any previously awarded funding may be reassessed.

VIII-B. BILLING AND PAYMENTS

The university HUB handles the tuition billing and payment process for all INI students.

Internships do not accrue additional charges, even though students are registered for units.

Billing and Payments Policy:

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

VIII-C. UNIVERSITY FINANCIAL AID

Graduate students should refer to the Graduate Financial Aid Guide on the HUB website for information about funding options and how to apply for financial aid as well other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs to inquire about an Emergency Student Loan (see link below).

Graduate Financial Aid Guide:

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

Emergency Student Loans

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

VIII-D. STUDENT FINANCIAL OBLIGATION

INI students are subject to Carnegie Mellon University policy regarding student financial obligation and past due accounts.

Review SFO policy:

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

IX. UNIVERSITY POLICIES

Each member of the Carnegie Mellon University (CMU) community is responsible for familiarizing themselves with university policies and guidelines.

In addition to this departmental graduate student handbook, you are strongly advised to review the following resources to better understand CMU community expectations:

The Word/Student Handbook:

www.cmu.edu/student-affairs/theword//index.html

Academic Integrity Policy:

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

University Policies Website:

www.cmu.edu/policies/

Graduate Education Website:

<http://www.cmu.edu/graduate/policies/index.html>

Please see [Appendix A](#) for additional information about these resources.

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

IX-A. CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not

to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

CMU Statement of Assurance:

<https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>

Learn more about Title IX policies:

www.cmu.edu/title-ix

Contact the Title IX coordinator:
tix@cmu.edu

IX-B. THE CARNEGIE MELLON CODE

Students at Carnegie Mellon University, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

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

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

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

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

IX-C. DROP/ADD/WITHDRAW PROCEDURES

Students taking undergraduate and master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar.

Drop/ Add/ Withdraw procedures:
<https://www.cmu.edu/hub/registrar/course-changes/index.html>

IX-D. TRANSFER COURSES & PCHE

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions.

The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors or QPA calculations.

Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.

For departmental protocols regarding transfer courses, please refer to [Chapter III, Enrollment](#).

IX-E. UNIVERSITY POLICIES ON GRADING

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

PROCESS FOR APPEALING FINAL GRADES

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

CMU Grading Policies:

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

Final Grades Appeal Process:

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

IX-F. UNIVERSITY POLICY ON ACADEMIC INTEGRITY

Please review the University 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 Disciplinary Actions procedures is also recommended. 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 FOLLOWING POLICIES ON ACADEMIC INTEGRITY

University Policy on Academic Integrity:

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

University's Academic Disciplinary Actions:

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

IX-G. LEAVE OF ABSENCE / WITHDRAWAL

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

"Withdrawal" means leaving the university with no intention to return.

Withdrawals or leaves taken on or before the university deadline to drop classes without receiving a 'W' (withdrawal) grades will result in all courses or grades removed for that semester. Withdrawals or leaves taken after the university deadline to drop classes without receiving a 'W' grade but before the last day of classes will result in 'W' grades assigned to all classes. Withdrawals or leaves taken after the

last day of classes will result in permanent grades assigned by the instructors for each class. After the last day of class, courses cannot be removed from a student's transcript.

Students who would like to withdraw or take a leave of absence must complete the appropriate form, available on The HUB website. If a student goes on leave of absence after accepting an internship offer, they must notify the company of their current academic status. The student must provide documentation that the company has been properly notified to the INI AAO and Career Services staff prior to going on leave of absence.

Further information about Carnegie Mellon University's policy on student leave go to: <http://www.cmu.edu/policies/documents/StLeave.html>

Leave of Absence form available on HUB website: <http://www.cmu.edu/hub/forms.html>

WITHDRAWAL/ TUITION REFUND POLICY

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

For additional information and the tuition adjustment schedules, go to: <http://www.cmu.edu/sfs/tuition/adjustment/index.html>

RETURNING TO CARNEGIE MELLON UNIVERSITY

A student must complete the Application for Return form (available from the HUB) when they plan to

return after a leave of absence, at least one month prior to the start of the semester.

The student must also meet any conditions that were set by the INI at the time the leave was granted.

For more information about Carnegie Mellon University's policy on student return, go to: <http://www.cmu.edu/policies/documents/StReturns.html>

SUSPENSION/REQUIRED WITHDRAWAL POLICY

University suspension is a forced, temporary leave from the university. A student may be suspended for academic, disciplinary and administrative reasons. The INI adheres to Carnegie Mellon University's policy on student suspension/required withdrawal.

Carnegie Mellon University's policy on student suspension/required withdrawal: <http://www.cmu.edu/policies/documents/Suspension.html>

IX-H. WITHDRAWAL OF DEGREE

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

University policy on Degree Withdrawal: <http://www.cmu.edu/policies/documents/DegreeWithdrawal.html>

IX-I. SUMMARY OF GRADUATE STUDENT APPEAL AND GRIEVANCE PROCEDURES

You can find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes.

When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to this handbook for information about the administration and academic policies of the INI and College of Engineering.

A graduate student who seeks further review of the matter is to follow the formal procedures outlined at the link provided below when an informal resolution cannot be reached. These appeal and grievance procedures shall apply to students in all graduate programs of the university.

Summary of Graduate Student Appeal and Grievance Procedures:
<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

IX-J. STUDENT PRIVACY RIGHTS

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to:

- Inspect and review their education records

- Request an amendment to their education records if they believe they are inaccurate or misleading
- Request a hearing if their request for an amendment is not resolved to their satisfaction
- Consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without their consent
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated

Student Privacy Rights Policy:

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

IX-K. INTELLECTUAL PROPERTY

Intellectual property includes any patentable invention, any copyrightable subject matter, or trade secret. It also includes works of art, and inventions or creations that might normally be developed on a proprietary basis.

To understand how the intellectual property policy applies to student work, refer to:

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

IX-L. PETS & OTHER ANIMALS

Pets are permitted outside on campus grounds when leashed and properly attended. No animal may be left tied to trees or other objects on campus. In all cases the owner of the animal is responsible for the animal's behavior and any damage caused by the animal.

With the exception of service animals, students and their guests are not permitted to bring dogs, cats or other pets inside any university buildings, including residence facilities, fraternities and sororities, classrooms, and other academic or administrative facilities.

For protocol regarding service animals and emotional support animals, please refer to the full policy online at the link below.

Carnegie Mellon's policy on pets:
<https://www.cmu.edu/student-affairs/theword/community-policies/pets.html>

IX-M. ALCOHOL AND DRUGS

Unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Carnegie Mellon University property or as part of any of its activities is prohibited.

In addition, all university social activities, on and off campus, that serve alcoholic beverages are subject to the social host policy.

ALL STUDENTS SHOULD BE AWARE OF CARNEGIE MELLON UNIVERSITY'S POLICY ON ALCOHOL AND DRUGS:
<http://www.cmu.edu/policies/documents/DrugAlcohol.html>

IX-N. ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon University community. We work to ensure that qualified individuals receive reasonable

accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with 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 Catherine Getchell, 412-268-6121, getchell@cmu.edu

CMU Office of Disability Resources website:
<http://www.cmu.edu/education-office/disability-resources/>

IX-O. SAFEGUARDING EDUCATIONAL EQUITY / SEXUAL MISCONDUCT POLICY

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy and The University's Policy Against Retaliation is available at the links below. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives,
<https://www.cmu.edu/title-ix/>
412-268-7125, tix@cmu.edu
- University Police, 412-268-2323

Additional resources can be found at:
<https://www.cmu.edu/title-ix/resources-and-information/resources.html>.

Please note that certain employees identified as [Responsible Employees](#) must report information to the Title IX Coordinator so that the university can offer support and resolution options to the Complainant.

University's Sexual Misconduct Policy:
<https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The University's Policy Against Retaliation:
<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

IX-P. CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

Review the policy in its entirety at:
<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

IX-Q. MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research

responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

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

Note regarding INI department protocol: All INI students who are going to become parents are eligible for parental accommodations and should consult with relevant university faculty and staff as early as possible. The following resources are available for students who are expecting:

Email INI Academic Affairs Office (INI-AAO): ini-academic@andrew.cmu.edu

GSA Partner & Family Resources:
<https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/Partner-and-Family-Resources.html>

Review the full university protocol at:
<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

IX-R. EMPLOYMENT ELIGIBILITY VERIFICATION

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

Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment).

To ensure compliance with federal law, Carnegie Mellon University maintains the Employment [Eligibility Verification \(I-9\) Policy \[pdf\]](#) covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.

For more information, please see [CMU's Guidance for Completing the Form I-9 \[pdf\]](#) and E-Verify Requirements at CMU, or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

Employment Eligibility Verification (I-9) Policy:
<https://www.cmu.edu/hr/assets/hr/restrict/employment-eligibility-verification-policy.pdf>

CMU's Guidance for Completing the Form I-9:
<https://www.cmu.edu/hr/assets/recruiting/restrict/i-9-guidance.pdf>

Human Resources Service website:
<https://www.cmu.edu/hr/service-center/>

X. COMPUTING SERVICES

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

X-A. COMPUTING POLICIES AND RESOURCES

You are provided with campus-wide, single-sign-on accounts (Andrew accounts), which are required to access campus-wide and INI-specific computing resources. Andrew accounts can be managed from the CMU Computing Services website.

All students are provided with access to centrally managed resources, such as wired/wireless network access, email, calendar, VPN, storage, Web publishing and more. For specific technical and policy details on any of these resources, consult CMU Computing Services.

For computing support, contact the Computing Services Help Center through their website below; by emailing it-help@cmu.edu; or by calling 412-268-4357 (HELP).

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

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

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

X-B. LAPTOPS

You are required to own a laptop in order to attend an INI degree program. The INI does not provide personal computing resources (such as desktop PCs)

to students. Computers may be purchased through Carnegie Mellon University's bookstore (located in the basement of the Cohon University Center) and online at the link below.

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

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

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

X-C. PRINTING SERVICES

The INI uses the campus-wide Andrew print system. Black-and-white laser printers are provided for student use. Within the INI building, there are two printing stations located on the Winthrop level and one printing station located on the 2nd 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:

Printing Services:
<https://www.cmu.edu/computing/services/endpoint/printing/>

X-D. ADDITIONAL RESOURCES

SOFTWARE AND COURSE SPECIFIC TOOLS

As a CMU student, you have access to a large selection of software titles available campus wide. See the online catalog below.

CMU Software Catalog:

<http://www.cmu.edu/computing/software/>

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.

X-E. CONSIDERATIONS FOR REMOTE STUDY

We strongly recommend that remote students have access to high-speed, low-latency internet connections in order to support online collaboration, streaming video and other services involved with CMU coursework and project work. Additionally, you should also have access to a reliable printer.

If you have any questions or concerns about accessing required technology for remote study, please contact the INI at ini-academic@andrew.edu.cmu.

For remote learning tech guidelines, visit:

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

XI. BUILDING POLICIES

INI building policies are located online in the document below. Please contact ini-help@andrew.cmu.edu with any questions.

INI Building Policies:

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

Email questions to:

ini-help@andrew.cmu.edu

XII. POST-MATRICULATION GUIDELINES

XII-A. 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.

XII-B. EXIT INTERVIEWS

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

XIII. ACRONYMS

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

INI AAO: INI's Academic Affairs Office

MSIN: Master of Science in Information Networking

MSIS: Master of Science in 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

**Originally established as the MSIT-Mobility (MSIT-MOB). Program name was changed in 2020.*

XIV. APPENDIX A: UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

KEY OFFICES FOR GRADUATE STUDENT SUPPORT

GRADUATE EDUCATION OFFICE

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

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)

Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting

in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally, we partner 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 Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Emergency Student Loan (ESLs) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

Additional resources for graduate students include College Liaisons and the Student Support Resources team. 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 student SIO page in the Important Contacts list. 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 Standards and Integrity \(OCSI\)](#)
- [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 Carnegie Mellon University. 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 Carnegie Mellon University 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 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, or call (412) 268-6121.

EBERLY CENTER FOR TEACHING EXCELLENCE & EDUCATIONAL INNOVATION

www.cmu.edu/teaching

We offer 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 Carnegie Mellon University 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 [here](#).

GRADUATE STUDENT ASSEMBLY

www.cmu.edu/stugov/gsa/index.html | 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 Graduate Education Office. 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 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/>

Carnegie Mellon 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 and advisement. 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 Carnegie Mellon University 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 resource in the Pittsburgh community.

The ROTC and Veteran Affairs Coordinator can be reached at 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 at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to

confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (username: tartans; password: plaid). All submissions are reported to appropriate university personnel.

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 Carnegie Mellon University 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

COMPUTING AND INFORMATION RESOURCES

www.cmu.edu/computing

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. Be sure to [review the Safe Computing section](#) and the [University Computing Policy](#).

[Visit the Computing Services website](#) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or it-help@cmu.edu.

STUDENT ACADEMIC SUCCESS CENTER

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

Below is a list of academic support programs available at CMU:

TARTAN SCHOLARS

The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self - authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.

There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at ddhight@andrew.cmu.edu for more details.

LEARNING SUPPORT

Supplemental Instruction: Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.

Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio-conferencing technology to provide all students with support.

"Just in Time" Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that

would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

Study Partners: Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

LANGUAGE AND CROSS-CULTURAL SUPPORT

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.

Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

UNIVERSITY LIBRARIES

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

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 at Carnegie Mellon website.

OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

www.cmu.edu/research-compliance/index.html

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

KEY OFFICES FOR HEALTH, WELLNESS & SAFETY

COUNSELING & PSYCHOLOGICAL SERVICES

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

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 Carnegie Mellon, 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.

UNIVERSITY HEALTH SERVICES

www.cmu.edu/HealthServices/

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

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. 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 Carnegie Mellon, 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. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter via <https://bit.ly/BeWellNewsletter> or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

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.

Please call or email the Student Affairs team:

CMU Silicon Valley Student Affairs

Email: student-services@sv.cmu.edu

Phone: (650) 335-2844

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 to get started: 412-268-2922 or reach out to a member of the CMU-SV Student Affairs team and request to be connected to CaPS (student-services@sv.cmu.edu).

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. Click [here](#) for more information about Mental Health services at One Medical. To enroll, please:

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

Thriving Campus

CMU is a part of the Thriving Campus community. Thriving Campus 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.

To see and access clinicians near you in the United States, go to the [CMU Thriving Campus website](#) and click "Use My Location" in the top left corner of the page, or click change and type in your City/State and click update in the bar on the right.

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RSLI)

www.cmu.edu/student-affairs/spirituality

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We 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. Our RSLI staff are here 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 (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.

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

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.

THE WORD STUDENT HANDBOOK

The WORD is Carnegie Mellon University's student online handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community.

Access the The WORD (online student handbook)
<http://www.cmu.edu/student-affairs/theword//>

Information about the following is included in The WORD (not an exhaustive list); graduate students are encouraged to bookmark this site and refer to it often.

- Carnegie Mellon Vision, Mission
- Statement of Assurance
- Carnegie Code
- Academic Standards, Policies and Procedures
 - Educational Goals
 - Academic and Individual Freedom
 - Statement on Academic Integrity
 - Standards for Academic & Creative Life
 - Assistance for Individuals with Disabilities
 - Master's Student Statute of Limitations
 - Conduct of Classes
 - Copyright Policy
 - Cross-college & University Registration
 - Doctoral Student Status Policy
 - Evaluation & Certification of English Fluency for Instructors
 - Final Exams for Graduate Courses
 - Grading Policies
 - Intellectual Property Policy
 - Privacy Rights of Students
 - Student's Rights
- Research
 - Human Subjects in Research
 - Office of Research Integrity & Compliance
 - Office of Sponsored Programs
 - Policy for Handling Alleged Misconduct of Research
 - Policy on Restricted Research
- Tax Status of Graduate Student Awards
- Campus Resources and Opportunities
 - Alumni Relations
 - Assistance for Individuals with Disabilities
 - Athletics, Physical Fitness & Recreation
 - Carnegie Mellon ID Cards and Services
 - Cohon University Center
 - Copying, Printing & Mailing
 - Division of Student Affairs
 - Domestic Partner Registration
 - Emergency Student Loan Program
 - Gender Programs & Resources
 - Health Services
 - Dining Services
 - The HUB Student Services Center
 - ID Card Services
 - Leonard Gelfand Center
 - LGBTQ Resources
 - Multicultural and Diversity Initiatives
 - Opportunities for Involvement
 - Parking and Transportation Services
 - Shuttle and Escort Services
 - Spiritual Development
 - University Police
 - Student Activities
 - University Stores
- Community Standards, Policies and Procedures
 - Alcohol and Drugs Policy
 - AIDS Policy
 - Bicycle/Wheeled Transportation Policy
 - Damage to Carnegie Mellon Property
 - Deadly Weapons
 - Discriminatory Harassment
 - Disorderly Conduct
 - Equal Opportunity/Affirmative Action Policy
 - Freedom of Expression Policy
 - Health Insurance Policy Immunization Policy
 - Missing Student Protocol
 - Non-Discrimination Policy
 - On-Campus Emergencies
 - Pets

- Political Activities
- Recycling Policy
- Riotous and Disorderly Behavior
- Safety Hazards
- Scheduling and Use of University Facilities
- Sexual Harassment and Sexual Assault Policy
- Smoking Policy
- Student Accounts Receivable and Collection Policy and Procedures
- Student Activities Fee
- Student Enterprises
- Workplace Threats and Violence Policy

University policies can also be found in full online at: <http://www.cmu.edu/policies/>

XV. 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 Carnegie Mellon University (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 Affairs Office (AAO). 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 and expected deliverables of the Study

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

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 credit 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 towards the specified number of credit 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 credit units being earned
- How your grade will be determined

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

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. 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 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.

XVI. APPENDIX C: THESIS / TECHNICAL REPORT

Students who select this option must complete a traditional INI master’s project with a Carnegie Mellon University faculty advisor and reader. You may either work with faculty on the faculty member’s current research/projects or work on a project you devised with the support of your advisor and reader.

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 (24) are generally divided by completing 12 units in the second semester and 12 units in the third semester. The unit assignment should be directly addressed in the proposal.

If completing a thesis or development-based project, we encourage students complete the research over two semesters.

If students want to complete all 24 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 MSIN and MSIS Thesis and/or Technical Report Guidelines: https://www.cmu.edu/ini/student-services/enrollment/graduate_project.html

THESIS / TECHNICAL REPORT TIMELINE FOR MSIN & MSIS STUDENTS:

<i>Timeframe</i>	<i>Action(s)</i>
<i>By the 'Semester Course Add Deadline' in the first semester</i>	Acquire the project advisor's approval (signature) Submit the Signature Page and Proposal to the INI AAO
<i>3 weeks before the last day of class in defending semester</i>	Submit Defense Scheduling Form and Video Consent Form to the INI AAO
<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/Tech Report and Signature Page to the INI AAO for approval by the INI and/or college.

XVII. APPENDIX D: INTERNSHIPS

An internship is considered employment, paid or unpaid, related to the student's academic program.

The following entities are eligible for internships:

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

You must obtain prior approval from the INI AAO in order to accept an internship, especially if the offering company is outside of the United States. Students who accept or begin an internship without prior INI approval will not be registered or receive course credit, which will impact your ability to graduate.

Volunteer internships will require additional review for the internship requirement.

INTERNATIONAL STUDENTS

International students accepting off-campus internships in the U.S. must obtain work authorization and are eligible to apply for Curricular Practical Training (CPT), but may also choose to apply for Pre-Completion Optional Practical Training (OPT).

For additional information about CPT and OPT, international, refer to [Ch. V-E. Considerations for International Students](#).

INTERNSHIP OFFER LETTER

The primary criterion of all internships is that the work to be done is relevant to your program of study. You are required to obtain a job offer letter

from the company, faculty member or other representative offering the position.

In order to receive full department approval, work authorization and credit for completion of the internship, you must submit a **comprehensive letter provided by the employer** on company letterhead, which **must** have all of the following information (required):

- Student name (first/last) and current address
- The company's name
- Start date (no earlier than the first day of the semester)
- End date (no later than the last day of the semester unless approved for a later date)
- Number of hours of work per week (specific hours, e.g., 40/week or part-time, full-time)*
- Work location address (street address, city, state, zip code)
- Internship job title (required)
- Brief description of a student's position/responsibilities (required)
- Name of student's supervisor (required)
- Supervisor's phone number and email (both are required)
- Secondary company contact: full name, phone number, and email (all three required)
- A signature on the letter, with the title of the person who signed it

**If you complete your internship in the fall or spring semester, you are only allowed to work up to 20 hours a week (unless otherwise restricted by your funding or scholarship requirements).*

ADDITIONAL REQUIREMENTS

Your supervisor will complete an internship summary form one week before the internship end date.

All internships will be taken as a Pass/No Pass, 0-unit course. The grade will be assigned upon receipt and

review of the internship summary form completed by the internship supervisor.