INI STUDENT HANDBOOK

FOR STUDENTS ENTERING THE MASTER OF SCIENCE IN INFORMATION NETWORKING (MSIN),
THE MASTER OF SCIENCE IN INFORMATION SECURITY TECHNOLOGY & MANAGEMENT (MSISTM)
AND THE BICOASTAL MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT) PROGRAMS

2012-2013 ACADEMIC YEAR

INFORMATION NETWORKING INSTITUTE (INI)

CARNEGIE MELLON UNIVERSITY

Version 1.3

INI Student Handbook

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**Welcome to the Information Networking Institute (INI)
and Carnegie Mellon University.**

The purpose of the INI Student Handbook is to present guidelines for INI students, as well as some relevant College of Engineering (CIT) and university policies. It is also intended to set expectations for students who are pursuing graduate studies at the INI. These guidelines are not exhaustive and are subject to modification by the INI administration.

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

I. PRE-MATRICULATION

This section presents guidelines for accepted students prior to matriculation.

A. DEFERRAL

The INI generally does not allow admission deferrals because admission decisions are based on the current applicant pool. Therefore, students are offered admission into the program for a particular academic year only.

B. APPLICANT'S RESPONSIBILITY

It is the responsibility of the applicant to provide all required information on the program application.

Applicants admitted to any INI program must submit final official transcripts, properly sealed, upon completion of their undergraduate program from the institution conferring their degree as a condition of enrollment at Carnegie Mellon. Certificates of graduation and/or degree certificates should also be submitted if provided by the institution. Failure to provide such documents that confirm the completion of undergraduate requirements **by the first day of class** at Carnegie Mellon or failure to graduate will nullify admission to the INI programs.

C. 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. Please note that applicants are expected to comply with the confidentiality requirement as a condition of admission.

II. ENROLLMENT & REGISTRATION

A. OVERVIEW

After matriculating into the Information Networking Institute, students should create an academic plan and register for courses.

Students should actively engage in this process by reviewing degree requirements on the website, connecting with their program's academic advisor, conferring with a mentor or contacting the INI faculty and staff. Once plans are firm, students can proceed by accessing Student Information Online (SIO).

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

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

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

The INI Enrollment Services Office (INI ESO) is available to answer any questions that students may have during the registration process.

B. PREPARING AN ACADEMIC PLAN

1. Degree Requirements Timeframe

The INI degree programs are typically 16-month or 20-month programs that will result in the students graduating at the end of their second fall semester or second spring semester, respectively.

All students must take at least 36 units in order to have full-time status. However, students will not be able to graduate in 16 or 20 months if they are taking only 36 units every semester, so they should plan accordingly to avoid additional tuition charges. (See the Tuition & Fees section.)

Students must be physically present and attend class at the start of the semester. If extenuating circumstances exist, a student must notify the academic advisor immediately. Not attending class from the start of the semester will have a detrimental effect on a student's progress in the program. The INI will make an effort to verify all students have arrived to begin their program and will consider a student as "withdrawn from the university" if he or she is not here by the 10th day of class.

2. Statute of Limitations

Former INI students who did not fulfill graduation requirements and would like to return to complete a degree should refer to the statute of limitations in the CIT Graduate Student Policy, which is available at the following link: http://www.cit.cmu.edu/current_students/graduates/policies.html.

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

3. Course Sequence

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

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

In addition, students should not take an introductory level course after they have taken a more advanced course on a topic (unless the student needs to retake the course to improve his/her GPA or core GPA). For example:

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

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

4. Placing of Courses within Degree Requirements

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

For example, 15-410 is a popular course that can be considered as a core course or course option for MSIN and MSISTM students or as a restricted elective for all programs. If 15-410 is a core course for a student's program, it will be considered as such until it is either approved within the course option or another core course is completed and can replace it.

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

5. Overlapping Courses

Students will not receive credit toward degree requirements for redundant courses. However, every course taken will be factored into a student's cumulative GPA.

To view the list of courses that the INI considers to have overlapping topics, please visit the INI website at the following link: http://www.ini.cmu.edu/current_students/overlap.pdf.

6. Course Restrictions

a. Non-CIT Course Limitations

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

The INI faculty has vetted and compiled a list of Heinz College non-technical courses that satisfy degree requirements for INI students. To view this list, please visit the INI website at the following link: http://www.ini.cmu.edu/degrees/pgh_msin/ini_heinz.html. Course selections from the Tepper School are reviewed on a case-by-case basis.

When in doubt of course selections, students should consult with their advisor.

b. Undergraduate Course Limitations

Students are limited to 36 units of undergraduate coursework that can be applied toward degree requirements.

7. Retaking a Course

If students do not pass a core course, they must either retake the course or take a different course that will fulfill the requirement. For example, if an MSIN student does not pass 18-756, he or she must retake it or take 14-740 or 15-441.

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

Students may also have to retake a prerequisite course in which he or she 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. Note that the original grade remains in place as a core requirement until the new grade is published.

Any student who retakes a course or completes another course to fulfill a requirement will be required to pay the tuition charges assessed for the repeated or additional course. There will be no exceptions.

8. Courses Outside Degree Requirements

Courses that do not satisfy degree requirements include StuCo courses (offered from the Student College), audited courses, and pass/no pass courses. Similar to courses taken for degree requirements, students must register for these other courses, and the units will count toward their course load for the semester.

Students may take no more than one course per semester that does not count toward degree requirements and a maximum of three throughout the duration of their program.

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

a. Auditing

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

A student who wants to audit a course is required to register for the course, obtain permission from the instructor and ask the instructor to sign the Course Audit Approval Form. Then, the student must submit the form to the INI ESO for approval from the student's academic advisor and the INI Director. If approved, the INI ESO will send the form to The HUB for processing. The Course Audit Approval Form as well as all other HUB forms are available at the following link: http://www.cmu.edu/hub/forms.html.

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

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

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

Any student may audit a course. If a part-time student audits a course, he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

b. Taking a Course "Pass/No Pass"

Students who want to take a course "pass/no pass" are required to register for the course and submit the Pass/No Pass Approval Form to the INI ESO for approval from their academic advisor and the INI Director. If approved, the INI ESO will send the form to The HUB for processing. The

Pass/No Pass Approval Form, as well as all other HUB forms, are available at: http://www.cmu.edu/hub/forms.html.

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

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

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

Any student may take a course "pass/no pass." If a part-time student takes a course as "pass/no pass," he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

9. Transfer of Credit

Up to 24 units of courses taken at another university, whether taken before or after entering the INI graduate program, may be transferred and count as electives, providing:

a) they fulfill an INI graduate program requirement;
b) they are graduate-level courses at the university where they were taken; and
c) they have not been used to fulfill requirements for any previously earned degree.

A grade of 'B' or better must be earned for the courses transferred. All transfer credits must be approved by the INI and CIT Dean's Office, and the INI will determine how the transferred credits will be reflected in the student's degree requirements.

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

Students should submit a petition for advisor approval, along with an official transcript and detailed course description to the INI ESO. In addition, the student must complete the Graduate Transfer Credit Request Form, located with the CIT graduate student policies at the following link: http://www.cit.cmu.edu/current_students/graduates/policies.html. The INI, not the student, will forward the appropriate information to the Dean's Office for approval.

10. Independent Study

If there is a special topic that interests a student, and if there are no courses covering the topic in-depth, the student may negotiate an independent study with a faculty member. For independent study, approval will be granted only for topics that are clearly and demonstrably different from a student's master's project topic.

Students can take a maximum of 12 units of independent study that cannot be taken as pass/no pass/audit. Students who are on probation will not be approved for an independent study.

If the student can find a faculty member who agrees and provides a signature to supervise an independent study, the student must submit a petition for advisor's approval and a comprehensive project proposal to the INI ESO.

The project proposal must include the following information:

1. Introduction and reasoning: The student describes the topic to be studied and why an independent study is the best way to learn about this particular topic.

2. What the student will do: The student states specifically what will be accomplished from the project work. Will the student produce a final paper? A presentation? Will the independent study count for 6 units or 12 units? Who will advise the student on the project and why did the student select this faculty member?

3. Evaluation of the student's work: Address two important issues here: (1) how will the student be satisfied that the work is completed, and (2) how will the student and the advisor evaluate how well the student has done?

4. Expected timetable: When does the student expect to be done with the independent study? Are there any milestones that the student will meet along the way?

C. REGISTERING FOR COURSES

1. Academic Calendar

The INI adheres to the CMU academic calendar, available at the following link:
http://www.cmu.edu/hub/calendar.html

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

The Heinz College's calendar is available at the following link:
http://www.heinz.cmu.edu/academic-resources/academic-calendar/index.aspx

The Tepper School's calendar is available at the following link:
http://www.tepper.cmu.edu/current-students/current-graduate-students/academic-information/academic-calendar-ay-2012-13/index.aspx

2. Course Load

Students generally take 36-48 units per semester. Students who want to drop below a full-time course load or to take more than the maximum course load in a semester must submit a petition for advisor approval to the INI ESO. If a student exceeds their maximum course load

without an approved petition, a course (or courses) will be dropped from the student's schedule at random.

International students who want to drop below the full-time course load should refer to the Considerations for International Students section.

3. Adding Courses

Students have the option of adding courses to their schedule, starting at their assigned registration time up until the add deadline. Students may do so through SIO.

4. Dropping Courses

Students have the option of dropping courses from their schedule, starting at their assigned registration time up until the drop deadline. Students may do so through SIO.

As a courtesy to others, students should drop a course as soon as they decide not to take it. This will allow a waitlisted student to be enrolled and will limit the disruption to any team-based projects.

It is imperative that students drop the courses they will not pursue by the drop deadline or else receive a 'W' grade on their transcript.

5. Waitlists

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

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

Students should check their schedules frequently on SIO as they may be enrolled from a waitlist without being notified.

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

6. Courses with Restricted Enrollment

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

D. PROGRAM TRANSFER

A student wishing to transfer from one INI program to another must submit a formal petition stating the reasons for transfer. Such requests are reviewed on a case-by-case basis and are subject to the approval of the current advisor, the advisor of the new program and the INI Director.

All program transfer requests should be made early in order to fulfill the appropriate sequence of courses and satisfy degree requirements accordingly. Transfers occurring later in the program could result in a longer program duration and tuition ramifications. A decision will not be rendered until after an academic performance evaluation is made of the student's first semester.

Financial aid and scholarships are awarded based on admission to a particular program and are not necessarily transferrable.

E. FINAL EXAMS

All INI students must attend final exams as scheduled by the university and individual course instructors. If a student believes that a final exam presents a scheduling conflict, he or she must discuss the issue with the course instructor. The INI administration 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 a proper excuse for missing a final exam.

F. RESPONSIBLE CONDUCT OF RESEARCH (RCR) EDUCATION

The Office of Research 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 students who participate in research to take the appropriate online training offered by the Collaborative Institutional Training Initiative (CITI). The CIT Graduate Student Policy provides the following instructions, "For CIT graduate students, the CITI physical science module package is recommended rather than the module package for engineers, although both are acceptable. Please check with your department for which Responsible Conduct of Research (RCR) course(s) it requires. The courses are available at CITI's website at https://www.citiprogram.org/. Select Carnegie Mellon University as your participating institution when you create your account.

This topic is described fully in the CIT Graduate Student Policy at the following link: http://www.cit.cmu.edu/current_students/graduates/policies.html#rcr.

G. RESEARCH ASSISTANT/TEACHING ASSISTANT POSITIONS

A limited number of INI Research Assistant (RA) positions are assigned to incoming students every year. These assignments are made during the admission process and the selected students will be notified by letter. Before they can begin work on their assignments, all RA's are required to complete a Responsible Conduct of Research (RCR) training, as described in the previous section. More information on RCR training and the rest of this RA process will be provided to each candidate individually by the INI Business Operations and the INI ESO.

Some INI courses require student Teaching Assistants (TA). All students who are selected for TA positions and are non-native English speakers must take the International Teaching Assistant Test (ITA Test) conducted by the Intercultural Communication Center (ICC) before they start working as TA. More information about the ITA test and other TA policies and procedures will be communicated to each TA individually by the INI Business Operations.

H. CONSIDERATIONS FOR INTERNATIONAL STUDENTS

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

1. Course Load

United States federal law requires international students maintain full-time student status. At Carnegie Mellon, full-time status is defined as carrying at least 36 units in a full semester. The student visa (and, therefore, permit of stay) becomes null and void if a student is not registered for at least 36 units during a semester.

If an international student must stay into the second Spring semester in order to complete his or her degree requirements and will be registered for less than 36 units, he or she must submit a Reduced Course Load Form to the INI ESO, available at the following link: http://www.cmu.edu/hub/forms.html.

2. Leave of Absence

A Leave of Absence Form must be completed, which is available at the following link: http://www.cmu.edu/hub/forms.html. Also, international students must consider the implications, if any, that the leave would have on his or her visa. Students should consult with the Office of International Education (OIE). Further information about the Carnegie Mellon's policy on student leave is available at the following link: http://www.cmu.edu/policies/documents/StLeave.html.

3. Internships

The following rules apply to international INI students who undertake summer internships.

- The students must register for the 3-unit INI internship course, which does not count towards degree requirements, in order for the internship to be documented on their transcripts.
- The work for the internship must be appropriate to the goals of the academic program.
- Some students may require the permission of their source(s) of funding for the academic year in order to participate in an internship.
- The INI must approve the internship. Without departmental approval, the OIE will not process the student for Curricular Practical Training (CPT). The CPT approval is the student's work permit. Internships in foreign countries are not regulated by the INI or OIE and do not require CPT.

International students undertaking a summer internship, in some cases, may be approved for a limited CPT extension into the second fall semester under the following conditions:

a. CPT obtained for a summer internship will only be considered for extension into the second semester up to the "Course Add" deadline for fall classes, provided the extension is requested for completion of an on-going project (not a new project). Students who are using their summer internship as a Industry-Supervised Practicum and who wish to continue working for payment at the company in a part-time capacity during the fall semester or those wanting to work during the full second fall or spring semester must obtain approval for pre-completion OPT. Students pursuing a summer internship may be allowed to change their curriculum option to the Industry-Supervised Practicum if a petition to do so is submitted no later than June 30. The Petition must include all documents stipulated under the practicum option.

b. For the limited extension, the employer must supply a letter or e-mail affirming the extension request, two to three weeks prior to the end date of the original CPT approval.

c. If doing an industry practicum, in addition to applying for pre-completion OPT, the student must submit a revised project proposal, approved by the industry supervisor/advisor and the faculty advisor. The revised document must be submitted at the time the pre-completion OPT request is submitted for department approval, including an updated timeline specifying the date of completion of the project work. Students should expect a maximum of 90 days to process the pre-completion OPT process.

d. The work must be completed in Pittsburgh or, in special cases, Silicon Valley (SV). The student must be in close proximity to either campus because the student is required to take classes as well.

e. For both limited CPT extensions and pre-completion OPT the student is permitted to work on a part-time basis, up to 20 hours maximum per week.

f. The student must apply for Pre-Completion Optional Practical Training (OPT). Pre-Completion OPT takes 90 days to process. Therefore, it is the student's responsibility to notify the INI of their intentions within sufficient time to begin work in the semester they are applying to work.

g. For CPT extensions, the work must be completed on-campus in Pittsburgh, on a part-time basis only. Students are permitted to work up to 20 hours maximum per week. Students working under pre-completion OPT may work off-campus, but only up to 20 hours per week and the company must be local; it may not be out-of-state because the students must continue working to complete their degree within the specified timeframe.

h. The work may not impact the students' progression toward completion of their degree. The students must be registered for at least 36 units of required courses: 24 units of required courses, as well as 12 units for students doing an Industry-Supervised Practicum. The courses required to satisfy degree requirements cannot be delayed. If students can graduate in the fall, the required courses cannot be deferred until the spring in order to accommodate a work schedule.

It is important to note that all extensions must be approved by the INI first. All CPT and OPT documents require processing by the INI Foreign Student Coordinator who will obtain the necessary staff signatures. OIE will only process documents that have been approved by the department. It is imperative that students notify the INI Foreign Student Coordinator and the Manager of Enrollment Services of their intentions promptly, and follow all guidelines for obtaining extensions, modifying the curriculum option, and/or submitting documents requiring department approval. Failure to do so may result in denial of submitted requests.

For general rules governing CPT/OPT see the following website, http://www.studentaffairs.cmu.edu/oie/forstu/jobs.html.

4. Other Assistance

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

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

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

I. DEGREE CERTIFICATION

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

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

Before graduation, students should update their contact information, such as mailing address and email address, within SIO. Also, students should review a proxy of their diploma in SIO in order to verify the information displaying there, such as the spelling of their name.

J. ENROLLMENT VERIFICATIONS

The HUB is the primary contact for students or alumni who would like to request a transcript, enrollment verification or other information related to their time at the INI. The HUB website is available at the following link: http://www.cmu.edu/hub/.

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

III.   ACADEMIC STANDARDS

A. GRADES

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

1. University Grading Standards

Carnegie Mellon's grading policy is available at the following link: http://www.cmu.edu/policies/documents/Grades.html.

2. CIT Grading Standards

CIT's grading policy is available at the following link: http://www.cit.cmu.edu/current_students/graduates/policies.html#grading.

a. CIT Grading

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

b. Grades Lower than 'C'

Grades lower than 'C' are considered failure in CIT and will not count toward degree requirements.

c. 'W' Grades

If a student fails to drop a course by the drop deadline, a grade of 'W' will be assigned. While 'W' grades are non-factorable, they will appear on the student's transcript.

B. ACADEMIC PERFORMANCE

1. Grade Point Average

In order to graduate, each student must have a grade point average (GPA) of at least 3.0 in:

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

Course work or graduate project units with a grade lower than 'C' will not be considered toward graduate degree requirements; however, they will be calculated into the student's cumulative GPA.

2. Academic Standing

Good academic standing is defined by having a core GPA and cumulative GPA of at least 3.0 or above. A student will be put on probation for a GPA lower than 3.0 in the most recently completed semester but will remain in good academic standing if core and cumulative GPAs meet the minimum requirement. A student can be in good academic standing and on probation at the same time due to incidents unrelated to their academic performance.

3. Academic Probation for Poor Performance

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

Any student with a core GPA of less than 3.0, with a cumulative GPA of less than 3.0, or with a GPA of less than 3.0 in the most recent full semester completed, is immediately placed on academic probation and will be subject to the following penalties:

- will have any scholarships and/or financial awards from the INI rescinded for the upcoming semester

- cannot be selected to receive awards, fellowships or scholarships

- may not formally represent the INI as an officer or other position in a student club or campus organization.

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

If an INI student has a core or cumulative GPA lower than 3.0 at the end of two consecutive full semesters, the student may be permanently dropped from the INI. If this occurs, the student will have an opportunity to appeal to the provost. Unless the decision is overturned, the student is not entitled to a refund of tuition or student fees.

C. ACADEMIC INTEGRITY

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

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

The INI adheres to Carnegie Mellon's policy on cheating and plagiarism. The complete policy can be found at the following link: http://www.cmu.edu/policies/documents/Cheating.html.

The INI adheres to CIT's policy on graduate student academic integrity violations. The complete policy can be found at the following link: http://www.cit.cmu.edu/current_students/graduates/policies_academic_integrity.html.

1. Penalties for Violating Academic Integrity

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

- will have any scholarships and/or financial awards awarded by the INI rescinded immediately **including** those received in previous semesters
- cannot be selected to receive awards, fellowships or scholarships for the duration of the INI program (including Scholarship for Service and other federal awards)
- may not formally represent INI as an officer or other position in a student club or campus organization for the duration of the INI program

In accordance with the university's policy, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty. If the student attempts to drop the course, he/she will be re-enrolled. If the student retakes the course or an equivalent course to fulfill a program requirement or prerequisite, he/she will be charged additional tuition.

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

If a student is appealing to the provost, he or she must schedule a mandatory meeting with the INI Director within one week after the provost's decision has been released. If a student is not appealing to the provost, he or she must schedule a meeting with the INI Director as soon as possible.

In extreme cases where a first violation is particularly deplorable as determined by the INI Director, a student may be permanently dropped from the INI. Upon second academic integrity violation, the student will be permanently dropped from the INI, even if an earlier offense has not been fully processed.

IV.   DEGREE REQUIREMENTS

This section outlines the degree requirements for the Pittsburgh-based programs, which includes the MSIN, MSISTM, Integrated MSIN and Integrated MSISTM, and for the Bicoastal programs, which includes the MSIT-MOB, MSIT-IS and the MSIT-SM.

Full descriptions, curriculum, course descriptions and other details for all programs can be found on the INI website at http://www.ini.cmu.edu/degrees/index.html.

A. PITTSBURGH-BASED PROGRAMS

1. MSIN & MSISTM

Each traditional MSIN and MSISTM candidate must complete 144 units of course work.

These units are made up of the following degree requirements:

- Core courses: 72 units

- Restricted electives: 36 units
- Curriculum option: 36 units

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

a. Core Courses

The MSIN and MSISTM programs require 72 units of core courses that may not be waived or substituted. Please refer to each program's web pages for specific core course information:

 http://www.ini.cmu.edu/degrees/pgh_msin/curriculum.html (MSIN)
http://www.ini.cmu.edu/degrees/pgh_msistm/index.html (MSISTM)

The MSIN students must take at least one core Networking & Systems requirement course (e.g. 18-342, 15-410, etc.) within the first two semesters and must complete the core Management requirement (14-774, 14-775, and 14-777) within the first two semesters.

The MSISTM students must take at least one core Networking & Systems requirement course (e.g. 14-740, 18-756, etc.) within the first two semesters and must complete the core Security introductory course (18-730) in the first fall semester.

b. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. Of the 36 units required, 12 units must be a course in the INI (14-xxx), ECE (18-xxx) or CS (15-xxx) that is numbered 300 or above.

The remaining 24 units can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

c. Curriculum Option

The MSIN and MSISTM programs allow students to shape their degree according to their interests and career path by choosing one of the following curriculum options:

- Thesis or Technical Report: A project that will allow students to delve deeply into a problem and create a solution for a research-based project, offering them the opportunity to gain significant knowledge and skills in a particular area.
- Industry Practicum: A supervised practicum that will provide students with industry experience while gaining significant knowledge and skills to deliver successful solutions for industry
- Course Option: A set of courses that will equip students with the knowledge and skills they need to succeed in industry

Students must adhere to the following timeline and complete the actions listed below.

Thesis/Industry Practicum/Technical Report/ Timeline for MSIN & MSISTM Students

Timeframe	Action
1st Fall and Spring semesters	Attend MSIN/MSISTM Seminar.
4 weeks before the last day of Spring seminar	Submit Curriculum Option Form to the INI ESO for approval by the academic advisor.
2 weeks before the last day of Spring seminar	Acquire the project advisor's approval (signature); then submit Signature Page and the Proposal for approval by the academic advisor and INI Director.
5 weeks before the last day of class in graduating semester	Submit Defense Scheduling Form and Video Consent Form to the INI ESO.
3 weeks before the last day of class in graduating semester	Defend
2 weeks before last day of class in graduating semester	Acquire the project advisor's approval and then submit Tech Report and Signature Page or Thesis and Signature Pages to the INI ESO for approval by the department and/or college.

    i.   Academic Research-Based (Thesis) or Development-Based Project (Technical Report)

A student who selects this option must complete a traditional INI master's project with a Carnegie Mellon faculty advisor and reader. The student may either work with faculty on the faculty member's current research/projects or work on a project devised by the student with the support of his/her advisor and reader.

For detailed information, please refer to the Thesis and/or Technical Report Guidelines: http://www.ini.cmu.edu/current_students/grad_project/index.html.

ii.   MSIN and MSISTM Industry-Supervised Practicum

A student who selects this option will secure a summer internship with an organization (company, research facility or product development group) external to the university and the student's department.

The student will be required to work with both an external industry supervisor/advisor from the organization and a Carnegie Mellon faculty member throughout the process. This entails approving the proposal, following the student's progress, advising and guiding the work, participating in the defense, and determining the final grade.

For detailed information, please refer to the Thesis and/or Technical Report Guidelines: http://www.ini.cmu.edu/current_students/grad_project/index.html.

iii.   Course Option

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

After a list has been approved, any adjustments must be approved the academic advisor via a petition.

d. Seminar

The MSIN/MSISTM Seminar is a requirement within both programs that is held in the first fall and spring semesters. Students do not receive credit for the seminars, but a "pass/no pass" grade will be given at the end of the semester based on attendance. More than three absences per semester constitute a "no pass" grade. The seminars may not be waived or substituted.

e. Course Load Limit

For the MSIN and MSISTM degree programs, there is a 50-unit maximum course load per semester, including research units.

2. Integrated MSIN

Each Integrated MSIN candidate must complete 120 units of course work.

These units are made up of the following degree requirements:

- Core courses: 48 units
- Restricted electives: 36 units
- Curriculum option: 36 units

At least 99 out of the 120 units must be taken while the student is in graduate standing.

Courses that fulfilled undergraduate degree requirements cannot be applied to fulfill graduate degree requirements.

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

a. Core Courses

The INI waives 24 units of the traditional MSIN Networking & Systems core courses, based on successful completion of 15-410 Operating System Design and Implementation and 18-756 Packet Switching and Computer Networks when the student is an undergraduate. As a result, the Integrated MSIN requires 48 units of core courses. Core courses may not be waived or substituted.

The Integrated MSIN students must take at least one core Networking & Systems requirement course (e.g. 18-842, etc.) within the first two semesters and must complete the core Management requirement (14-774, 14-775, and 14-777) within the first two semesters.

Please refer to the program's web page for specific core course information, available at the following link: http://www.ini.cmu.edu/degrees/integrated_ms/imsin_curriculum.html.

b. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest.

The INI waives 12 units of restricted elective courses, based on the successful completion of 15-410 Operating System Design and Implementation and 18-342 Fundamentals of Embedded Systems when the student is an undergraduate. (Note: 18-348 Embedded System Engineering and 18-349 Embedded Real-Time Systems will be accepted as equivalents for 18-342.)

The 36 units of restricted electives can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

c. Curriculum Option

Integrated MSIN students must fulfill the same curriculum option requirement as the traditional MSIN students. Please refer to the Curriculum Option section for the MSIN/MSISTM Programs.

d. Seminar

Integrated MSIN students must fulfill the same seminar requirement as the traditional MSIN students. Please refer to the Seminar section for the MSIN/MSISTM Programs.

e. Course Load Limit

For the Integrated MSIN program, there is a 50-unit maximum course load per semester, including research units.

3. Integrated MSISTM

Each Integrated MSISTM candidate must complete 120 units of course work.

These units are made up of the following degree requirements:

- Core courses: 36 units
- Restricted electives: 48 units
- Curriculum option: 36 units

At least 99 out of the 120 units must be taken while the student is in graduate standing.

Courses that fulfilled undergraduate degree requirements cannot be applied to fulfill graduate degree requirements.

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

a. Core Courses

The INI waives 24 units of Networking & Systems core courses, based on successful completion of 15-410 Operating System Design and Implementation and 15-441 Computer Networks (or 18-345 Introduction to Telecommunication Networks, which is the undergraduate equivalent of 14-740 Fundamentals of Telecommunications Networks) when the student is an undergraduate. Also, the INI waives 12 units of Security core courses, based on successful completion of 18-730 Introduction to Computer Security when the student is an undergraduate.

The Integrated MSISTM students must take at least one core Security course within the first two semesters (18-731, 18-732, or 18-733).

Please refer to the program's web page for specific core course information, available at the following link: http://www.ini.cmu.edu/degrees/integrated_ms/imsistm_curriculum.html.

b. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. The 48 units of restricted electives can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

c. Curriculum Option

Integrated MSISTM students must fulfill the same curriculum option requirement as the traditional MSISTM students. Please refer to the Curriculum Option section for the MSIN/MSISTM Programs.

d. Seminar

Integrated MSISTM students must fulfill the same seminar requirement as the traditional MSISTM students. Please refer to the Seminar section the MSIN/MSISTM Programs.

e. Course Load Limit

For the Integrated MSISTM program, there is a 50-unit maximum course load per semester, including research units.

B. BICOASTAL PROGRAMS

1. Bicoastal MSIT-MOB, MSIT-IS & MSIT-SM

Each bicoastal MSIT candidate (MSIT-MOB, MSIT-IS, MSIT-SM) must complete 144 units of course work.

These units are made up of the following degree requirements:

- Core courses and MSIT seminar: 60 units
- Track courses: 36 units
- Electives: 24 units
- Practicum: 24 units

In addition to the required units, the bicoastal MSIT students are required to fulfill a two-semester residency requirement as part of the MSIT degree.

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

a. Core Courses

The bicoastal MSIT programs require 60 units of core courses that may not be waived or substituted.

The MSIT students must take the following core courses within the first two semesters: 14-702, 14-740, 14-741, 14-774, 14-775 and 96-821.

Please refer to the program's web page for specific core course information at the following link: http://www.ini.cmu.edu/degrees/psv_msit/curriculum.html.

b. Track Courses

The track courses are specific to the areas of mobility, information security or software management. A list of possible approved track courses is available on the website at: http://www.ini.cmu.edu/degrees/psv_msit/course_list.html.

If a course is not listed as approved, a student may submit a petition to have it considered as a track course.

c. Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. The required 24 units can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are

numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

d. MSIT Project Practicum

Students must complete the MSIT Project Practicum in the second fall semester (24 units).

The INI and SV faculty and administration choose the companies and projects available for the fall practicum. The students are assigned to a team and given a project.

The overall goal is for students to apply the skills they have learned in their coursework to a new instance of a real-world problem while working on a team-based project with an external client. All projects should produce an orderly set of project artifacts, which provide the means for a grade assessment as well as a record of the work.

Special note for international students:

In the event that a practicum sponsoring company requires students to have employment authorization, as a condition of the project, international students may be eligible for Fall CPT under the following conditions:

- The employer must supply a letter or email to the INI Faculty and Administration, at least two to three weeks before the start of the fall semester, affirming the need for employment authorization and the reasons why.
- The need for employment authorization must be a condition of the project.
- Students must receive final approval from the INI Faculty and Administration in order to participate in the practicum. Without departmental approval, OIE will not process the student for CPT.
- Students must work with the INI Foreign Student Coordinator to process the appropriate paperwork for CPT authorization.

e. MSIT Graduate Seminar

The MSIT Graduate Seminar is a requirement that is held in the first spring and second fall semesters. Students receive 12 units (6 units per semester) of the required 144 for graduation.

f. Residency Requirement

Residency is defined as being physically present on the SV campus and physically attending class(es) for two full semesters (Summer & Fall II, or Fall II & Spring II). Courses taken remotely will not fulfill the residency requirement.

Students who want to consider Summer as one of the residency semesters must complete one of the following options:

- An internship in the Silicon Valley area and one course taken at the SV campus
- A full summer of course(s) at the SV campus

g. Course Load Limit

For the bicoastal MSIT degree programs, there is a 48-unit maximum course load per semester.

V.   TUITION & FEES

Unless otherwise arranged and approved in advance, INI students are full-time students and will be charged the full-time INI tuition. The current INI tuition rate and other university fees are on the INI website at the following link:
http://www.ini.cmu.edu/prospective_students/financial/tuition.html.

1.   Tuition Billing & Payments

The tuition rate for students entering INI programs is set in the spring for the class entering in the following fall. Students will be charged tuition in **four installments at the beginning of the fall, spring, summer and second fall semesters**, regardless of the number of units he or she is pursuing. Tuition for a student's second fall semester will likely increase in accordance with the tuition increase for the new academic year.

The duration of INI programs is four semesters. Some students graduate at the end of the second fall semester, while others may graduate at the end of the second spring, depending on their participation in internships and research projects.

Note: integrated master's degree students follow a different tuition and billing schedule. For more information, integrated master's degree students may contact the INI Business Operations.

Students may accrue additional tuition charges if they have to retake courses or elect to take courses outside of the general curriculum. Refer to the Additional Tuition Charges section below.

The tuition billing and payment process for all INI students is handled centrally by The HUB. For the university's billing and payment policy, please refer to The HUB website's Billing and Payments section available at the following link: http://www.cmu.edu/hub/billing/index.html.

2.   Additional Tuition Charges

Students who did not complete all of their degree requirements by the end of the second fall semester in the program may take up to 36 units in the second spring semester without being charged additional tuition. Students who must take more than 36 units in order to graduate will be subject to additional tuition charges that are calculated at the per unit tuition rate.

Any student who must retake a course or equivalent to fulfill a program requirement, regardless of the semester or program, will be charged additional tuition based on the current per-unit tuition rate.

3.   Student Financial Obligation & Past Due Accounts

INI students are subject to and must be aware of the Carnegie Mellon policy regarding student financial obligation (available at http://www.cmu.edu/hub/billing/sfo/index.html) and past due accounts (available at http://www.cmu.edu/hub/billing/pastdue.html).

4. Part-time Students

Part-time students will be charged tuition at the per unit rate. Arranging to pay per unit is a convenience and not intended to reduce the overall cost of the program.

For the current tuition rate, students should refer to the Tuition section of the INI website at: http://www.ini.cmu.edu/prospective_students/financial/tuition.html.

VI.   UNIVERSITY POLICIES

Students are expected to understand and adhere to the rules that apply to all Carnegie Mellon students. All university policies are available at: http://www.cmu.edu/policies/.

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

A. 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. 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.

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

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

1. Withdrawal/Tuition Refund Policy

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

Additional information, as well as the tuition adjustment schedules, is available at the following link: http://www.cmu.edu/hub/tuition/adjustment.html.

2. Returning to Carnegie Mellon

When a student plans to return to Carnegie Mellon after a leave of absence, he/she must complete the Petition to Return from a Leave of Absence Form (available from The HUB) at least one month prior to the start of the semester. The student must also meet any conditions that were set by the INI at the time the leave was granted.

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

3. Suspension/Required Withdrawal Policy

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

B. WITHDRAWAL OF A DEGREE

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification. The complete reference to this university policy is available at the following link: http://www.cmu.edu/policies/documents/DegreeWithdraw.html.

C. UNIVERSITY GRIEVANCE PROCEDURES & CONTACTS

Students are encouraged to discuss any concerns or grievances informally within the INI. If a student is not satisfied with the results of informal discussion or formal appeal at the departmental level, he or she may follow the guidelines set forth in the Graduate Student Guidebook. Students are likewise encouraged to speak directly to their graduate student representatives and to the president of the Graduate Student Assembly (GSA).

A summary of the graduate student appeal and grievance procedures is available at the following link:
http://www.cmu.edu/graduate/policies/Summary%20of%20Graduate%20Student%20Appeal%20and%20Grievance%20Procedures.html

D. 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 believes their rights under FERPA have been violated

The complete policy is available at the following link:
http://www.cmu.edu/policies/documents/StPrivacy.html.

E. INTELLECTUAL PROPERTY

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

F. PETS

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

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

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

G. ALCOHOL & DRUGS

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

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

All students should be aware of Carnegie Mellon's policy on alcohol and drugs. The complete policy is available at the following link:
http://www.cmu.edu/policies/documents/DrugAlcohol.html.

H. SEXUAL HARASSMENT

Carnegie Mellon is committed to maintaining a learning and work environment free from sexual harassment. Carnegie Mellon is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place

freely, the institution promotes the confidence to work, to study, to innovate, and to perform without fear of harassment.

All students are subject to and must be aware of the Carnegie Mellon's policy on sexual harassment. The complete policy is available at the following link: http://www.cmu.edu/policies/documents/SexHarass.html.

VII.   INI NON-ACADEMIC GUIDELINES & PROCEDURES

A. CHANGE OF ADDRESS

INI students are responsible for notifying the INI and The HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current. Students can change their address through The HUB website available at the following link: http://www.cmu.edu/hub/index.html.

B. INI COMPUTING SERVICES

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

Students are provided with campus-wide single-sign-on accounts (Andrew accounts), which are required to access campus-wide and INI-specific computing resources. Andrew accounts can be managed by visiting the My Andrew website, which is available at the following link: http://www.cmu.edu/myandrew.

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

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

1. Laptops

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

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

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

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

2. Printing

Black-and-white laser printers are provided for student use. One printing station is located on each floor of the INI main building. The INI uses the campus-wide Andrew print system. Common instructions, such as how to configure your laptop to print to Andrew, information on printing quotas, and how to find additional campus-wide printing stations, are available at the following link: http://www.cmu.edu/computing/clusters/printing.

The staff printers are not available for student use.

3. INI Clusters

The INI supports 10 Linux PCs located on the second floor of the INI building for general-purpose computing. These machines are intended to serve as a short-term, temporary back-up to a student's main computing device (i.e., their laptop). Students should never attempt to unplug any power, network, display or other cables from these machines, or otherwise cause them to lose power or network access at any time, as that may interfere with other users who may be connected and using such a machine remotely.

4. Software

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

For any questions regarding personal laptops, printing and INI clusters, students may send an email to ini-help@ini.cmu.edu.

5. Other Computing Resources

Students may be required to access specific resources not described above as part of their course work. Access to and support for any such resources will be provided by the instructor as necessary.

C. CAREER SERVICES

The INI provides the Career Services and External Relations office as a service to provide students with guidance during their internship and job searches. The services provided include resume reviews, career exploration consultation, internship and job search consultation, workshops/events and employer relations. Students should check the office hours and schedule time with the INI's career consultant accordingly.

Students also have the resources of the university's central Career and Professional Development Center (CPDC) at their fingertips. The CPDC also organizes career development workshops and events. It is heavily involved in organizing campus-wide job fairs and bringing employers to campus. The CPDC provides a website, available at the following link: http://www.studentaffairs.cmu.edu/career/index.html.

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

1. Job Search Guidelines

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

It is also important for students to have an understanding of how to conduct a job search. Job applicants are expected to exhibit certain ethical behavior, such as arriving on time for interviews, being truthful about their qualifications, and to honor their agreements with recruiters. Further, students should not continue looking and interviewing for a position after they have accepting an offer.

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

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

2. Summer Internships

Some INI students may wish to participate in paid summer internships at off-campus organizations during the summer months. Internships undertaken by INI students are generally not a curricular requirement and may not interfere with or otherwise impact coursework required to complete the degree program.

The INI ESO will enroll all students who are pursuing an internship for a 3-unit non-credit bearing internship course. This internship will appear on a student's transcript.

D. INI BUILDING RULES

To ensure the safety and comfort of use for all occupants and to maintain the appearance of the INI building, the following rules must be observed by everyone.

1. INI Building Access

Building access is restricted to INI faculty, staff and students and is managed and logged through the central CMU card-swipe system. Access through exterior and interior doors is granted via card-readers with a valid and authorized CMU ID. All authorized individuals can use their CMU ID cards for building access.

For additional information about the university policy on the CMU ID please refer to University ID Cards Services website, available at the following link: http://www.cmu.edu/idplus/.

Non-INI students that are registered for classes that take place at the DEC@Henry are authorized to access the lower-level area of the INI building during the hours for which their classes are in session. The students will need their CMU ID to enter the building and their access will be restricted to the front lower level entrance on Henry Street.

Someone with a disability may request access to the DEC@Henry through the lower level Winthrop Street entrance. The Winthrop Street entrance is restricted to authorized visitors with disabilities only. Use of this door without authorization will trigger an alarm.

2. Guests

Students who are expecting a guest must schedule a time to meet them at the door within five minutes of arrival. The guest must sign in and out at the front desk. INI students must accompany their guest at all times. Unaccompanied guests will be asked to leave.

Students should not let anyone into the building that they do not know. When entering the building, students should make sure that the door locks behind them in order to prevent unauthorized people from entering the building.

3. Office Environment

The INI building is a professional office for students, staff and faculty. Its main purpose is to provide a safe, quiet area for study and work.

- Noise levels should be kept to a minimum.
- Parties and social gatherings are not permitted in the INI building.
- Sports games are not permitted in the INI building.
- Items left unattended may be thrown away.

The campus police patrols the INI building on a daily basis.

4. Office Spaces

Students are not allowed to enter an office except by the office occupant's permission. Students are not allowed to move or remove items, including chairs, from offices or common spaces.

Office spaces are assigned to second-year students at random over the summer by the INI administration. The students will be notified via email when the process will begin. At this time, students may request their office mates by responding to the email. Detailed instructions will be included in the email. The offices are assigned before the beginning of the fall semester. Once offices are assigned there will be no further changes made.

The INI will not provide keys to offices. Students are not allowed to lock the office doors. The INI is not responsible for items lost or stolen from student offices.

Windows and the sliding doors in the offices must be clear for cleaning purposes. No posters may be put on the windows or sliding doors.

5. Items Not Permitted In Offices

The following items constitute a fire hazard and are not permitted in offices:

- Refrigerators, cube or otherwise
- Toaster ovens
- Hot plates
- Space heaters
- Key locks on office doors
- Hot pots (electric kettles)

6. Food in Student Offices & Classrooms

Food is not permitted in student offices and clusters at the INI building, with the exception of light snacks (i.e., chips, pretzels).

All meals consumed within the building must be eaten in the student kitchen area on the 2nd floor. All perishables should be discarded in a timely manner in the garbage bins outside of the student offices.

Food and drink are strongly discouraged in the INI DEC@CIC and the INI DEC@Henry Street unless associated with an event.

7. Kitchen Cleanliness

The student kitchen and appliances provided on the second floor must be kept clean at all times.

The cleaning staff will clean the refrigerator every Thursday and will remove all food. All food items left in the refrigerator after Wednesday night will be thrown away.

The cleaning staff is **not** responsible for cleaning the microwave, coffee machine and other electric appliances in the student kitchen, running the dishwasher, or other kitchen duties. The student kitchen is the students' responsibility.

8. Student Lockers

Lockers are available on a first-come, first-serve basis for INI students to use and can be obtained by signing up at the INI Front Desk. Students must register the locker number at the INI Front Desk first, before claiming and/or occupying a locker. Students must comply with the following rules:

- The INI reserves the right to access the student lockers, if necessary.
- The students are responsible for providing locks for their lockers. The INI is not responsible for the security of students' property in the lockers.
- If a student cannot remove the lock from his/her locker, the INI may remove the lock with bolt cutters. The student will be held responsible for any damage resulting from this process.
- The students may not store food or drink in their lockers.
- The students are financially responsible for any damage to the inside and/or outside of their lockers and must alert an INI staff member immediately when damage occurs.
- At the end of the spring semester and before leaving the program, students must:
    - Remove their lock and all personal items and debris from their locker. Any items left behind in the lockers will be discarded.
    - Failure to do the above will result in charges to the student's account.

9. Bicycles

Bicycles must be kept in the bike rack located outside of the building. Any bicycles found in the building will be removed

10. Parking

Parking in the INI parking lot without a parking pass is prohibited during business hours. Any violators will be ticketed and/or towed. The lot is open on weekends and from 5:00 p.m. to 8:00 a.m. on weekdays.

11. Smoking

Smoking is not permitted anywhere inside of the INI building or within 20 feet of the front entrance of the INI building. Smoking is absolutely prohibited near the Winthrop Street entrance. Smokers are required to use the ashtray provided.

12. Personal Mail

Personal mail and packages of any kind will not be accepted for delivery if addressed to students at the INI building. Personal mail must be sent to the student's home address.

13. Phone Calls from the Building

For emergency purposes, local calls may be made and received from the phone near the vending machines on the second floor and the phone in the reception area on the A-level. Long distance calls that are career- or class-related may be placed or received from designated phones by reservation only. Career- or class-related phone calls must be scheduled with the Front Desk Assistant and approved by INI Career Services.

The INI main number may not be given out by students for personal calls.

14. First Floor Conference Room

Use of the conference room on the first floor must be scheduled with the Front Desk Assistant. Certain conditions apply for use of the conference room. Students who reserve the conference room take responsibility for leaving the room in the condition in which they found it.

15. Video Surveillance

For security purposes, several video surveillance cameras are in use on the INI premises. To protect personal privacy, the INI will only view the video footage when an incident occurs that has a related police report filed.

16. Off-Limits Areas

- Staff kitchens on the first floor and lower level
- Reception desks on the first floor and lower level. (Removing any items from the reception desks or any staff office/area constitutes theft and will be referred to campus police.)
- Staff copy room on the first floor
- Wiring closets on the first and second floors
- Electrical room on the 2nd floor
- Server room on the 1st floor
- Staff offices (Unless otherwise invited by a staff member)
- Roof

Students may not congregate near INI entrances and lobby on the first floor and lower level.

Using the lower level door on Winthrop Street is prohibited. It is an emergency exit and handicapped accessible door only.

17. Building Problems

Students should report all building problems—such as leaks, burned out lights, electrical faults, and plumbing problems—to the INI Front Desk Assistant or by sending an email to ini-help@andrew.cmu.edu during regular business hours. After regular business hours, students should report any emergencies (e.g. flood, power outage, etc.) to Campus Police at 412-268-3232.

A Fire and Emergency Action Plan for the INI Building is available at the following link:
http://www.ini.cmu.edu/current_students/resources/INI_FireAndEmergencyActionPlan.pdf.

The document illustrates evacuation routes and gives instructions for emergency situations that are pertinent to the INI Building.

VIII.   POST-MATRICUATION GUIDELINES

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 their departure from the program.

B. EXIT INTERVIEWS

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

IX.   GRANDFATHER CLAUSE

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

X.   ACRONYMS

CPDC   Career and Professional Development Center

CIT   Carnegie Institute of Technology (another name for the College of Engineering)

CSD   Computer Science Department

ECE   Electrical and Computer Engineering Department

EPP   Engineering and Public Policy Department

INI   Information Networking Institute

INI ESO   INI's Enrollment Services Office

MSIN   Master of Science in Information Networking

MSISTM   Master of Science in Information Security Technology Management

MSIT	Master of Science in Information Technology
MSIT-IS	MSIT-Information Security
MSIT-MOB	MSIT-Mobility
MSIT-SM	MSIT-Software Management
SCS	School of Computer Science
SIO	Student Information Online
SV	Silicon Valley

XI.   VERSION TABLE

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

DATE	VERSION	CHANGE DESCRIPTION
9-14-2012	1.0	--
9-28-2012	1.1	Corrections: various links corrected throughout the PDF file. Clarification, Section IV-B-1-f: SV residency description.
12-5-2012	1.2	Update: Section VII-B-4: Software. The Microsoft subscription on campus changed to Microsoft Dreamspark, from the MSDN Academic Alliance. Clarification: Section II-B-6: Non-CIT course limitations. Wording was changed to clarify the restrictions and limitations on courses taken from other colleges.
2-12-2013	1.3	Clarification: Section II-B-8: Non-credit courses. The term "non-credit courses" was removed in order to clarify that this section also refers to StuCO courses.