

**Note: There has been a correction to the policy. INI students may take graduate courses in the Department of Engineering and Public Policy (EPP) to fulfill the restricted elective requirement. Graduate courses in the EPP department are those numbered 700 and above.**

The information provided in this policy guide is intended to summarize the rules of the INI MSIN, Athens MSIN, MSISTM, and Carnegie Mellon CyLab Japan MSIT-IS graduate programs. These policies are subject to change and/or modifications and do not constitute a contract.

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**I. INI DEGREE REQUIREMENTS**

The following are partial requirements for the MSIN, Athens MSIN, MSISTM, and CyLab Japan MSIT-IS degrees. The full description of the requirements for all programs can be found on the INI web site at: <http://www.ini.cmu.edu/academics/academic.htm>

**A. MSIN Degree Requirements**

Each MSIN candidate must complete 171 units of course work. These 171 units include:

Core course requirements	72 units
Restricted electives	48 units
Free electives	12 units
Curriculum option/seminar	39 units
<b>TOTAL</b>	<b>171 units</b>

**B. Athens MSIN Degree Requirements**

Each Athens MSIN candidate must complete 171 units of course work. These 171 units include:

Core courses	60 units
Restricted electives	66 units
Masters project and seminars	45 units
<b>TOTAL</b>	<b>171 units</b>

**C. MSISTM Degree Requirements**

Each MSISTM candidate must complete 171 units of course work. These 171 units include:

Core course requirements	72 units
Restricted electives	48 units

Free electives	12 units
Curriculum option/seminar	39 units
<b>TOTAL</b>	<b>171 units</b>

#### D. CyLab Japan MSIT-IS Degree Requirements

Each CyLab Japan MSIT-IS candidate must complete 144 units of course work. These 144 units include:

Core course requirements	60 units
Program electives	48 units
Masters project	36 units
<b>TOTAL</b>	<b>144 units</b>

#### E. Electives

##### 1. Restricted Electives

Restricted electives form the area of a student's specialization. Students have the opportunity to pursue a wide range of electives in which they have a special interest. This portion of the curriculum is comprised of 48 units. Of the 48 required units, 12 units must be a course in ECE or CS that is numbered 300 or above. The remaining 36 units can be fulfilled by any courses in the Heinz School or the Tepper School, **any courses in EPP that are numbered 700 or above**, or any courses in ECE or CS that are numbered 300 or above. *Restricted electives may not be taken pass/fail.*

##### 2. Free Electives

Any Carnegie Mellon course (e.g., from the English Department) counts towards free elective credit. *Free electives may be taken pass/fail.*

##### 3. Program Electives

For students enrolled in the Athens MSIN program, the 66 units of electives must be selected from the list of approved electives numbered 14-xxx (INI courses).

For students enrolled in the CyLab Japan MSIT-IS program, the 48 units of electives must be selected from 14-xxx (INI courses) or 95-xxx (Heinz courses), chosen to fit a student's area of specialization.

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#### F. Graduate Project Alternatives

Information Networking Institute students in the MSIN and MSISTM degree programs have three program options for successful completion of their degree. These options include an academic research-based or development-based project, a corporate internship/external project, or a course option. Athens MSIN and CyLab Japan MSIT-IS students must do the masters project (option 1). Options 2 and 3 are not available to Athens MSIN and CyLab Japan MSIT-IS students.

##### 1. Academic Research-Based or Development-Based Project

A student who selects this option must complete a traditional INI masters project with a CMU 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. Requirements include:

- Attendance at the INI Research Seminars held in the first fall and spring semesters of the program (not required for CyLab Japan MSIT-IS)

- Submission of a project proposal on the last day of the spring Research Seminar. The proposal must be approved by the project advisor and reader and include a scope of work, timeline, and deliverables.
- Project work completed during the summer and fall of the student's final year; CyLab Japan MSIT-IS students work full-time in the summer to complete major portions of their projects
- A project presentation, attended by the student's advisor and reader
- Submission of a final project technical report, approved by the student's advisor and reader
- Final grade submitted by the student's faculty advisor before the graduation deadline
- Department certification

**2. Industry Internship/External Research-Based or Development-Based Project** *(Work on these projects may be done on or off campus, depending on arrangements made with the INI)*

A student who selects this option will work with an organization (company, research facility, or product development group) external to the University and the student's department. The student will require an external supervisor/advisor who will serve as the student's advisor guiding his/her work, and an internal (member of CMU faculty) faculty reader, who will follow the student's progress, confer with the external supervisor/advisor, and, in agreement with the external supervisor/advisor, submit the student's final grade. Requirements include:

- Attendance at the INI Research Seminars held in the first fall and spring semesters of the program
- Submission of a project proposal on the last day of the spring Research Seminar. The proposal must be approved by both the supervisor/advisor and faculty reader and include a scope of work, timeline, and deliverables
- Project work completed during the summer and fall of the student's final year. The project may be an industry internship, research, or product development
- Submission of a progress report at the end of the internship or other work (completed on-site at CMU or at an off-site facility)
- A project presentation, attended by the student's advisor and faculty reader
- Submission of a final project technical report, approved by the student's supervisor/advisor and faculty reader
- Final grade submitted by the student's faculty reader before the December graduation deadline
- Department certification

**3. Course Option**

A student who selects this option will be required to take courses equivalent to the project units required in their program of study. Courses should make up an area of specialization and can be selected from graduate-level courses in Electrical and Computer Engineering (ECE), the School of Computer Science (SCS), and core curricula of the Tepper School of Business' M.S. in Information Systems Management (MISM) and M.S. in Information Security Policy and Management (MSISPM). Students should not take 2 courses that cover the same material. This option is recommended for students who may already have work and/or research experience. The Course Option will entail:

- Attendance at the INI Research Seminars—held in the first fall and spring semesters of the program
- Submission of a proposal by the last day of the first spring semester stating the student's area of concentration and the list of courses he/she plans to take
- No research or final project
- Completion of required courses by the second fall semester

- Final grades for all required course categories (i.e., core and electives)
- Department certification following successful completion (with satisfactory GPA) of all required courses

### **G. Independent Study Courses**

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" course with a faculty member. If the student can find a faculty member who agrees to supervise such a course, the student must submit a petition in the form of a proposal describing the independent study, including a paragraph that justifies counting the independent study towards restricted electives, to the INI Graduate Programs Office. For project-oriented independent study, approval will be granted only for topics that are clearly and demonstrably different from a student's master's project topic. Each INI candidate can take up to 12 units of independent study courses. An independent study course cannot be taken on a "pass/fail" basis. Students may not enroll in independent study courses without prior approval through formal petition or during any semester in which they are on probation.

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### **H. Internships**

Some INI students may wish to participate in paid internships in off-campus research laboratories or companies during the summer months. The following rules for internships apply if the internship is not being used toward the curriculum:

- The student 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 the student transcripts
- The work for the internship must be appropriate to the goals of the academic program
- The student must have the permission of his/her source(s) of funding for the academic year to participate in the internship
- International students must clear the internship with Carnegie Mellon's Office of International Education (OIE) to avoid complications with their visas. When Curricular Practical Training (CPT) is required by OIE, internships are only permitted when the work involved is specifically related to part of the student's project.

### **I. Academic Performance**

#### **1. Grade Point Average**

In order to graduate, each INI candidate must have a "B or better" grade point average or a GPA of at least 3.0 in:

- all core required courses, excluding the project, and
- all courses taken.

Course work or graduate project units with a grade lower than C are not applicable toward graduate degree requirements.

#### **2. Academic Probation**

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

Any INI student with a cumulative GPA of less than 3.0 at the time of academic performance review, or with a cumulative GPA of less than 3.0 in the core courses taken till the time of academic performance review, or with a GPA of less than 3.0 in the most recent full semester completed, is automatically placed on academic probation.

Students on academic probation are required to seek approval from the INI Graduate Programs Office for all academic activities until they are removed from probation. Students on academic probation may be denied admission to certain courses, as determined by the INI Graduate Programs Office.

Students on academic probation are not permitted to take "Pass/Fail" courses or independent study courses.

A student on academic probation will automatically be removed from probation during the next academic review if the student's cumulative GPA/GPA in core courses at that time is 3.0 or better.

If a student remains on academic probation after 2 consecutive semesters he/she may be asked to leave the program unless he/she can demonstrate some extenuating circumstances through a formal petition to the INI Graduate Programs Office.

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#### **J. Degree Requirements Timeframe**

The MSIN, Athens MSIN, MSISTM and CyLab Japan MSIT-IS are 16-month programs, and students are expected to finish all of their requirements by the end of the fall term of their second academic year at Carnegie Mellon. In some cases, a student may need more time to finish the project requirements. In such an instance, the student must submit a formal petition to the INI Graduate Programs Office, after which he/she may be granted one semester of extension and allowed to register for the units needed to fulfill program requirements, without any additional tuition. Extension beyond the normal 16-month timeframe for MSIN/MSISTM/MSIT-IS programs is not automatic; the student must submit a formal petition to the INI Graduate Programs Office for such an extension.

Students who register for course credits after their second fall term in the program will be charged tuition for courses beyond what is required to satisfy the requirements of the degree.

#### **K. Certification of Degree**

In order to be certified for graduation, students must complete all residence and course requirements in their approved curriculum and be recommended for the INI degree by the INI Graduate Programs Office.

No student may receive a degree until all financial obligations to the University have been met and all academic requirements have been completed.

The INI Graduate Programs Office will try in every possible way to help students successfully complete their programs of study. However, it is the student's responsibility to ensure that all of the program requirements have been fulfilled. The INI Graduate Programs Office's failure to provide notice to a student that a requirement has not been met is not an acceptable excuse for not meeting the degree requirements.

#### **L. Program Transfer**

A student wishing to transfer from the MSIN to MSISTM program, or vice versa, must submit a formal petition to the INI Graduate Programs Office stating the reasons for transfer. Such

requests are reviewed on a case-by-case basis and are subject to the approval of and conditions set forth by the INI Graduate Programs Office. MSIN and MSISTM 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.

#### **M. Program Location Transfer**

Admissions to the Pittsburgh, Athens, and Kobe program locations are handled independently of each other. A student wishing to transfer from one program location to another must formally apply to the other location. Program location transfers are not guaranteed and are reviewed on a case-by-case basis, subject to the admissions committee at each program location.

Financial aid and scholarships are awarded for a particular program location and cannot be transferred.

#### **N. Deferral Policy**

The INI does not 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.

## **II. COURSE ENROLLMENT**

### **A. Registration**

In the first fall semester, INI students primarily take core courses. Students are expected to register themselves for the required core and any electives. However, not all schedules for INI courses are final, so students should be prepared to drop restricted or free elective courses that conflict with core courses. A core course may not be dropped in favor of a restricted or free elective. Students are required to complete their core courses within the time frame provided in the curriculum.

### **B. Course Load**

Except for CyLab Japan MSIT-IS, there is a 54 unit, including research and seminar units (1 fall, 2 spring) maximum course load per semester. All INI students must register for a minimum of 36 units each semester, although it is not possible to finish the program in 16 months at 36 units per semester. Students generally take 36-48 units per semester. Students wishing to take fewer than 36 units or greater than 54 units in a semester must submit a petition to the INI Graduate Programs Office.

Students are typically waitlisted for elective courses at the beginning of the semester, which sometimes results in a course load greater than 54 units. Beginning with the third week of each semester, INI students are limited to a maximum course load of 54 units. Students should attend courses for which they've been waitlisted until their final course schedule has been determined so that required work is not missed.

Students can not register for project units without first submitting an approved project proposal.

For CyLab Japan MSIT-IS, the maximum course load is 48 units per semester, and the minimum is 36 units per semester.

### **C. Special Considerations for Foreign Students**

United States federal law requires each foreign student to maintain status as a "full-time student." At Carnegie Mellon this is defined as a student who carries 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.

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#### **D. Transfer of Credits**

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 are graduate-level courses at the university where they were taken, and
- b) 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 Graduate Programs Office, which will also determine if the transferred credits count as restricted or free electives.

#### **E. Retaking of Courses**

Credit is not granted for retaking a course. A student may, however, sit in on a course for the purpose of gaining additional knowledge of the material.

The only exception to the above policy is if the student has not received a "3.0 GPA or better" in required core courses. Those students must retake the courses in which they received lower than "3.0". Both the original grade and replacement grade will be included in the transcript and in the GPA computation for graduation requirements.

#### **F. Auditing a Course**

Auditing is presence in a classroom without receiving academic credit or a letter grade. The extent of your participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to register for the course, get the permission of the instructor and the INI Graduate Programs Office, and complete and return the Course Audit Approval Form to The HUB prior to the tenth day of classes. The HUB form is available at:

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

Once a student submits either a Course Audit Approval Form or a Pass/Fail Form to the HUB, a letter grade will not be assigned for the course.

The units of audited courses count toward the maximum course load of 54 units.

Auditors are expected to attend class as though they were regular class members. Formal auditors who do not attend regularly or who do not regularly prepare themselves for class will receive a failing grade (i.e., "D" or "R"). Otherwise, the student receives the grade of "O," indicating audit.

Any full-time student may audit a course. If a part-time student audits a course, he/she will be charged part-time tuition for the course.

#### **G. Courses with Restricted Enrollment**

A faculty member may set a limit on the number of students permitted to enroll in a course he/she is teaching. 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 a waiting list.

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### **III. REGISTRATION PROCEDURES**

The University reserves the right to withdraw any announced course if the enrollment is too small to warrant its continuance. The University also reserves the right to make changes in the schedule of hours, units, or instructional staff when such changes seem necessary or advisable. The dates for pre-registration and enrollment are listed in the official University calendar and in the Tepper calendar.

Each student must register for each course he/she takes, whether it is for credit or not. Any student whose name is not on the class roster on the first day of class for that course may be denied admission to the classroom. Students are responsible for knowing the University deadlines for adding and dropping courses. These dates can be found on the online academic calendar at <http://www.cmu.edu/hub/calendar.html>

The INI office will make an effort to post these dates at the beginning of every semester.

#### **A. Student IDs**

For Pittsburgh students, a Carnegie Mellon ID card serves to identify a student as a member of the Carnegie Mellon community. The card is used for entrance to some Carnegie Mellon buildings, admission to athletic events, to gain access to facilities on campus, such as the gym and swimming pool, for admission to certain events sponsored by the Student Government, for student elections, etc. Students will also receive a sticker twice a year that serves as a buss pass for the Allegheny County Port Authority.

Students should produce this card upon the request of any school official or security officer. Refusal to do so may be regarded as a basis for disciplinary action.

Student identification cards are made and distributed by the HUB, located in the basement of Warner Hall. There is a \$15.00 fee to replace a lost ID card.

Students in Athens and Kobe will receive IDs for their campuses.

#### **B. Registration and Enrollment**

Registration for fall and summer semester courses is in April; registration for spring semester courses is in November.

Enrollment is not complete until the student's bill has been paid.

#### **C. Adding/Dropping Courses**

Students may add and drop courses on-line at <http://www.cmu.edu/hub> by clicking "On-Line Registration" and entering an Andrew user id and password. All requests to add must be completed no later than the "Add" deadline given in the academic calendar. Check the academic calendar for the deadlines for dropping courses.

All section changes require "adding" the new section and "dropping" the old.

All decisions to add or drop courses that fulfill core course requirements must be approved by the Graduate Programs Office.

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## **IV. GRADES**



The INI will not release any student records to an unauthorized party. No grades will be released to any student over the telephone.

**A. Course Marks**

Grade	Quality Points	Description
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	(not applicable to TPR, HSS, HNZ graduate students)
D	1.00	(not applicable to TPR, HSS, HNZ graduate students)
R	0.00	Failure
X	0.00	Conditional Failure
S	Non-factorable units	Satisfactory
P	Non-factorable units	Passing
N	Non-factorable units	No Credit
O	Non-factorable units	Audit
W	Non-factorable units	Withdrawal (only applicable to MCS/TPR graduate students)
I	Non-factorable units	Incomplete
AD	Credit granted for work completed at another institution or examination credit	

The student earns credit for a course only if the course is registered for and completed.

If the student fails to drop a course by the "Add/Drop" deadline, a grade of "R" will be given. It is the responsibility of the student to make sure that registration for all courses is complete. No course credit can be given and no grades can be processed if the student has not actually registered for the course, even if the course has been completed.

Course work or graduate project units with a grade lower than C are not acceptable toward graduate degree requirements.

**B. Incompletes**

All students must complete the requirements for every course on time (i.e., by the end of the respective semester/mini-semester). Any exceptions are solely determined by the instructor in charge.

All "incomplete" courses, including independent study courses, must be completed within six weeks of the due date of the grades for that mini-semester/semester or at least two weeks before the due date of the grades for the following mini-semester/semester, whichever comes first.

If deadlines as described above are violated, the student will receive an "R" in the course by default.

If there are unusual circumstances (e.g., serious medical problems or death in the family), the Director of the INI program may grant permission to make exceptions to the above set of rules.

### **C. Transcripts**

Official transcripts are issued only by the HUB of Carnegie Mellon University. Such requests are typically processed in three days, and there is a nominal fee.

### **D. Distribution of Grade Reports**

The HUB of Carnegie Mellon University mails grade reports to the permanent addresses of all students at the end of each semester.

Class rankings are not released to anyone, including the student.

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## **V. UNIVERSITY ACADEMIC POLICIES**

### **A. Leave of Absence/Withdrawal**

Students wishing to withdraw or take a leave of absence must complete an Application for Withdrawal or Leave of Absence, available from the HUB. Further information about the leave policies of the University can be found at the following website:

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

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

A "Withdrawal" means leaving the University with no intention to return.

"Withdrawals" or "Leaves" taken while school is in session (through the last day of classes) result in "no academic penalty" for the student - i.e., no permanent grades are recorded for courses taken during that semester or session. Withdrawals or Leaves after the last day of classes of a semester result in the recording of permanent grades for that semester or session. Withdrawals or leaves before the last day of classes, but after the "Add/Drop" deadline, will receive the designation "W" (indicating "withdrawal") for the courses carried at the time.

A one-time leave of absence for up to two calendar years may be granted. The interested student must secure permission in writing from the INI Graduate Programs Office.

### **1. Withdrawal/Tuition Refund Policy**

Withdrawal from the INI program or from any course is initiated by filling out a form available at the INI Graduate Programs Office. Withdrawal from Tepper courses is possible only at the beginning of odd-numbered mini-semesters, and tuition refund is governed by Carnegie Mellon University's policies.

## **2. Returning to Carnegie Mellon**

When a student plans to return to Carnegie Mellon after a leave, he/she must complete an Application for Return from a Leave of Absence (available from the HUB) and meet any conditions that were set by the INI at the time the leave was granted.

## **3. Required Withdrawal**

The INI or the University may require a student with serious health problems, including mental health problems, or students whose use of drugs is potentially self-destructive in the psychiatric sense to withdraw from the University until the problems have been resolved through appropriate treatment. Such a withdrawal will be required only after a thorough case review by a committee consisting of the Dean of Student Affairs, the INI Graduate Programs Office, and such medical, psychological, or psychiatric consultation as is necessary.

### **A. Withdrawal of a Degree**

The University reserves the right to withdraw a degree, even though it has been granted, should it be discovered that the work upon which it was based or the academic records in support of it were falsified. In such a case, the degree will be withdrawn immediately.

### **B. Cheating and Plagiarism**

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of each student's learning experience, the University establishes clear standards for student work. In any presentation - be it 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 that is subject to disciplinary action.

Cheating includes, but is not necessarily limited to:

1. Plagiarism, explained below
2. Submission of work that is not the student's own for papers, assignments, or exams
3. Submission or use of falsified data
4. Theft or unauthorized access to an exam
5. Use of an alternate, stand-in, or proxy during an examination
6. Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination
7. Supplying or communicating, in any way, unauthorized information to another student for the preparation of an assignment or during an examination
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the University as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand

Plagiarism includes (but is not limited to) failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in work submitted by a student:

- A phrase, written or musical
- A graphic element
- A proof

- Specific language
- An idea derived from the work, published or unpublished, of another person.

CMU's policy on cheating and plagiarism can be found at the following web site:

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

### **1. Penalties for Cheating and Plagiarism**

In cases of cheating or plagiarism, the instructor has the option of assigning an appropriate penalty. The instructor may consult the INI Graduate Programs Office to determine whether to refer the case directly to the University Committee on Discipline. Serious cases should always be referred to the University Committee on Discipline. Whenever a faculty member or a departmental committee imposes a penalty for cheating or plagiarism, the facts of the case and the penalty must be reported to the Dean of Student Affairs; in such cases the University Committee on Discipline may review and change the penalty in the event of an appeal by the student or a record of prior offenses. This reporting procedure assures that repeated offenders will be identified and treated severely.

The ordinary penalty for cheating or plagiarism is failure in the course; lesser penalties may be assigned for minor offenses. In cases referred to the University Committee on Discipline, no grade will be recorded until the Committee has come to a decision. Upon the Committee's action, particularly serious offenses may be punished by suspension or expulsion from the University.

A student found guilty of cheating or plagiarism may also be placed on disciplinary probation for a period to be determined by the University Committee on Discipline.

In the event that a student on probation from a prior finding of cheating or plagiarism is again guilty of academic dishonesty (cheating, plagiarism, etc.), the student will be expelled from the University.

Unless otherwise clearly stated by the professor, all assignments required in any given course are to be done individually. (Group projects are common, of course, and most productive. Such assignments are defined clearly as "group work.")

If a student drops a course after he/she has been reported for cheating/plagiarism, he/she can be re-instated in the course and given an "R" grade.

### **C. Dismissal and the Appeal Process**

If an INI student has a GPA lower than 3.0 at the end of two consecutive full semesters, the student may be expelled from the INI program, subject to the decision of the INI Graduate Programs Office.

A student dismissed at any time for unsatisfactory academic standing or infraction of regulations is not entitled to a refund of tuition or student fees.

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## **VI. TUITION**

### **A. Full-time Students**

The MSIN, MSISTM and MSIT-IS are 16-month programs and students are expected to finish all of their requirements by the end of the fall term of their second academic year at Carnegie Mellon. In some cases, a student may need more time to finish the project requirements. In such an instance, a student will be granted one semester of extension and allowed to register for

project credits only, without any additional tuition. Students who register for course credits after their second fall term in the program will be charged tuition for courses beyond what is required to satisfy the requirements of the degree.

### **B. Part-time Students**

A part-time student will pay per unit, but will not pay less than the full tuition rate at the time he/she entered the program. Arranging to pay per unit is a convenience and not intended to reduce the overall tuition rate of the program.

For students who have negotiated part-time study, part-time tuition of \$350 per unit will be charged during any semester in which the student is carrying fewer than 36 units. Students studying part-time will be charged the part-time rate under which they entered the program (i.e., \$350 for AY 2005-6 incoming students) for a period of 24 months from their first semester. After that time they will be charged at the new designated part-time tuition rate.

### **C. Tuition Payments**

In most cases, tuition is billed in three equal payments. These payments are due prior to the fall, spring and summer semesters. Tuition payments are due by the date posted on the tuition invoice, one week before the start of classes. If a student does not pay tuition when it is due, a \$150 late fee will be posted to the student account and a 1.25% late fee will be added at the end of every month that the bill is outstanding.

### **D. Students with Delinquent Accounts**

The following is the Carnegie Mellon policy regarding students with outstanding tuition balances:

“If you do not pay your account balance in full, you will not be permitted to register for future semesters. In addition, you will not receive grades, transcripts, or diplomas. Your account balance consists of everything that appears on your bill, including tuition and fees, housing and dining charges, housing security deposit, library and parking fines, emergency loans, and so on.”

### **E. Carnegie Mellon’s Tuition Refund Policy**

Students who withdraw or take a leave of absence before completing 60% of the semester will be charged tuition based upon the number of days completed within the semester. This includes all calendar days, class and non-class days, from the first day of classes to the last day of final exams. Breaks which last five days or longer, including the prior and subsequent weekends, are not counted. Thanksgiving and Spring Break are not counted. There is no tuition adjustment after 60% of the semester is completed. Please see [http://www.cmu.edu/hub/tuit\\_adj.html](http://www.cmu.edu/hub/tuit_adj.html) for specific tuition adjustment dates.

The student activity fee of \$72 is not refundable and there is an administrative fee on all non-100% tuition and fees refunds.

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## **VII. OTHER UNIVERSITY POLICIES**

INI students are expected to understand and obey the rules that apply to all Carnegie Mellon students. All INI students will be expected to sign a statement acknowledging an understanding of, and planned adherence to, these policies.

All University policies are available at: <http://www.cmu.edu/policies/>

### **A. University Grievance Procedures and Contacts**

Graduate students are encouraged to discuss any concerns or grievances informally within their academic department. If a student is not satisfied with the results of informal discussion or formal appeal at the departmental level, he/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 Association (GSA).

If a student wishes to file a formal grievance, more information about grievance procedures is available at <http://www.cmu.edu/adm/gpo/concerns/procedure.html>.

### **B. Policy on Student Privacy Rights**

Under the Family Educational Rights and Privacy Act (FERPA), a student has the right to:

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

The full policy on student privacy rights is available at <http://www.cmu.edu/policies/documents/StPrivacy.html>.

### **C. Intellectual Property**

Carnegie Mellon's policy on intellectual property is described at length at <http://www.cmu.edu/policies/documents/IntellProp.html>.

### **D. Computing Policies**

Unauthorized use of a computer to copy or use software, text, or data; tampering in any way with software, text, or data; disruptive or other inappropriate uses of computers; and using the University's computing resources for personal gain (e.g., non-University related business or resale of software) are against federal statute and University rules and policies. Abuses of computing privileges will be referred to the INI Graduate Programs Office and, if necessary, to the legal authorities.

Carnegie Mellon's policy on computing is described at length at <http://www.cmu.edu/policies/documents/Computing.htm>.

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## **VIII. INI NON-ACADEMIC POLICIES**

### **A. INI Systems Policies**

In general, you should address all requests, problems, or questions regarding the INI's computing environment to [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu), an email interface to INI's Request Tracker system. You will receive an automated confirmation from ini-help@andrew, and your email will be placed in a queue actively monitored by staff. Using ini-help@andrew ensures that your request will get

a timely and effective response. Only if the situation is especially dire or has an impact on the general community should you resort to visiting or calling support staff directly.

The goal of INI's computing policies is to provide you with a complete, safe, robust, and reliable computing environment. There are necessary trade-offs between convenience for individual users and the availability and safety of resources for the entire INI community, and the protection of shared resources takes precedence over individual needs. In general, it is assumed that you are aware of your actions and their impact on shared resources; if any software or hardware you use negatively affects the network or other devices, you will be denied use of INI resources.

The University maintains a set of computing policies separately applicable to the INI computing environment. Visit [http://www.cmu.edu/computing/documentation/index\\_policies.html](http://www.cmu.edu/computing/documentation/index_policies.html) for the details of this policy. You are expected to understand the campus-wide computing policies in addition to the INI policies.

INI enforces the following sanctions on students who violate network and computing use policies (by abusing the network or computing facilities):

- 1<sup>st</sup> violation: No INI network access for one week.
- 2<sup>nd</sup> violation: No INI network access for two weeks.
- 3<sup>rd</sup> violation: No INI network access for 45 days.

Carnegie Mellon and INI computing and network use policies apply to all INI students when Carnegie Mellon or INI facilities and resources are used.

Two rules to keep in mind: Exceptions to policies must be requested, not assumed; technical possibility does not imply policy compliance.

## **Facilities and Guidelines**

### **1. Student Desktop PCs (Pittsburgh INI Students only)**

The INI provides each student with a desktop PC for use in coursework and projects. Each PC is deployed with software licensed for use by INI students only, and each is managed and supported by the INI's computing facilities staff.

#### ***Policies***

- Where software and hardware installation or removal requires administrator or root privileges, the installation/removal must be coordinated with computing facilities staff via [ini-help@andrew](mailto:ini-help@andrew).
- INI-supplied PCs and software are only to be used for coursework and CMU-related research.
- Alternative, non-INI supported operating systems should be installed using PC virtualization software where usage permits. INI currently provides MS Virtual PC on all Windows desktops by default and VMware Workstation for Windows or Linux by request. Where virtualization is not acceptable, a request must be submitted to [ini-help@andrew](mailto:ini-help@andrew) for guidance.
- INI-supplied PCs belong to the University and are not to be moved, swapped, borrowed, or shared unless coordinated through [ini-help@andrew](mailto:ini-help@andrew).

### **2. Servers**

The INI provides a variety of servers for shared use by students for file storage, web, database, source control, cycles, etc. Server operating systems include Windows Server 2003, SuSE Linux 9.1, and Solaris 8.

The University provides Linux and Solaris servers in public clusters and via ssh to `unix.andrew.cmu.edu`.

### ***Policies***

- Server software run without support from INI staff is entirely the student's responsibility. If a network service leads to violation of policy or interferes with shared resources, it is considered network abuse, and the student will be denied computing resources.

### **3. Cluster (Pittsburgh INI Students only)**

The INI provides students with two computing clusters to support course labs, general coursework, and student projects, and access to cluster resources is granted in that order.

### ***Policies***

- Cluster hardware and documentation is to remain in the cluster with the assigned PC; do not move, remove, or disconnect anything in the cluster.
- Do not 'lock' a cluster PC for more than 30 minutes. If another student is prevented necessary access to a cluster PC because you have it locked for longer than 30 minutes, you will be logged out without regard for running processes or open files.
- Classes have precedence for cluster use. If you are asked to leave the cluster by a class TA, staff, or faculty, please do so.

### **4. Printers (Pittsburgh INI Students only)**

The INI provides black and white laser as well as color inkjet printers for student use. Each student is monitored using a monthly quota system for pages printed, and excessive printer usage will be addressed. In general, students should not print large documents on shared printers

### ***Policies***

- If a printer is low on toner or paper, please request more from `ini-help@andrew`. Staff checks printer consumables regularly.
- Staff printers are strictly off limits to students without prior arrangement through `ini-help@andrew`.
- Printer support for student-installed software is best-effort only.
- Altering printer settings in any way that interferes with community use will be treated as network abuse.

### **5. Software**

The INI provides students with software licensed both through the University and specifically to the INI program. In many cases licensing restrictions require that the software be distributed and installed by staff rather than students and prohibit software from being used for any purpose other than coursework or CMU-related research.

Most available licensed software is preinstalled on desktop Windows PCs and cluster Windows PCs. Additional installation requests can be sent to `ini-help@andrew.cmu.edu`.

The Microsoft MSDN Academic Alliance software is distributed from [http://msdn06.e-academy.com/cmu\\_ini](http://msdn06.e-academy.com/cmu_ini) as well as through request to `ini-help@andrew`.

### ***Policies***



- Licensed software is for use strictly by INI students for coursework or CMU-related research unless otherwise arranged through ini-help@andrew.
- All new software licensing requests should be directed to ini-help@andrew.

### **6. Network (Pittsburgh INI Students only)**

INI provides switched Ethernet networking to all Henry Street offices in conjunction with the ECE department. The network is for shared use by the entire INI community and thus must support diverse production and experimental traffic with varying reliability and privacy requirements. Non-production VLANs exist to allow research and experimentation while minimizing interference with production network traffic.

The University provides 802.11b wireless networking to INI through a separate infrastructure for use by the entire University community. The wireless network is separate from the wired and is not directly managed or supported by INI.

### ***Policies***

- Due to scarcity of addresses, DNS-registered devices using the 128.2.140/23 subnet are limited to production and INI-supplied and supported equipment only. To request an exempted new DNS registration, contact ini-help@andrew. You must demonstrate that a device requires non-local inbound traffic related to research to qualify for registration in the 128.2.140/23 space. Where possible, PC virtualization software or the non-production VLANs should be used for non-production network services.
- To register a device on the campus wireless network, visit <http://netreg.net.cmu.edu>.
- Devices on 128.2.140/23 are scanned regularly for common vulnerabilities and patch requirements by INI, ECE, and campus. INI, ECE, or campus may suspend a network connection if irregularities are discovered.
- Devices on the campus wireless network are scanned regularly for patch requirements by campus. Notifications on suspension warnings are copied to INI staff for all devices registered with an INI affiliation.
- The University applies a 2GB/day out/inbound bandwidth quota to all traffic at the campus network border. There are no quotas on local traffic, although disruption of service for others is considered network abuse.
- Campus filters ports 135, 139, and 445 from off-campus sources.
- ECE filters a variety of ports and protocols from off-campus and other on-campus sources.
- Users must respect the privacy of network traffic. Promiscuous traffic sniffing on the production INI network is prohibited without prior arrangement with ini-help@andrew. If you are discovered running a network adapter in promiscuous mode without having first received permission from ini-help@andrew, you will be denied network resources.

### **Services**

#### **1. Email**

INI students are provided with campus 'Andrew' email accounts. Pittsburgh INI students are also provided with ECE accounts in order to use local resources maintained by the ECE department. Andrew email quotas, forwarding, and filtering can be managed at <https://www.cmu.edu/myandrew>. ECE email account issues can be addressed through ini-help@andrew or gripe@ece.cmu.edu.

Both Andrew and ECE email accounts expire on graduation and cannot be extended. Alumni email accounts can be provided upon requested.

## **2. Bboards**

The INI uses several Andrew/Cyrus bboards to communicate with students. The following bboards should be subscribed to and read regularly.

- org.ini.ms: This is the mail bboard used to exchange program-related information. Messages that are not related to the program will be removed.
- org.ini.ms.placement: Recruiting-related announcements are posted here.
- org.ini.misc: This is the bboard that students should use for messages not related to the program.

## **3. WWW**

Students can publish web pages on the ECE web site. Students can publish web pages on Andrew servers through <https://www.cmu.edu/myandrew>.

## **4. AFS**

AFS is a global, distributed file system invented at CMU and in use at sites around the world. Pittsburgh INI students are provided ECE AFS accounts with directories at /afs/ece.cmu.edu/usr/userid as well as campus 'Andrew' AFS accounts with directories as /afs/andrew.cmu.edu/usr/userid. Space quotas apply to both AFS accounts. Students can modify Andrew AFS quotas through <https://www.cmu.edu/myandrew> and ECE AFS quotas through requests to ini-help@andrew or gripe@ece.cmu.edu. AFS is accessible from Andrew public UNIX machines, ECE cluster UNIX machines, and from Windows PCs via the OpenAFS client software.

## **5. Backup (Pittsburgh INI Students only)**

INI currently provides tape backup of data on the Windows file server, zeus-ini. Students are encouraged to store important data on the file server or on AFS. Additionally, all student PCs are equipped with CDRW drives and software for local file backup. CDR media can be obtained from ini-help@andrew.

## **B. INI Building Policies (Pittsburgh INI Students only)**

To maintain the appearance of the INI building, and ensure the comfort of use for all occupants, the following policies must be observed by everyone:

### **1. Key Policy**

Building access is restricted to INI staff, faculty and students. Pass keys are provided to individuals authorized for building access. Replacement of a lost pass key will cost \$25, without exception.

### **2. Guest Policy**

If you are expecting a guest, you must meet them at the door and have them sign in and out at the front desk. You must accompany your guest at all times. Guests not accompanied may be asked to leave.

Do not let anyone into the building that you do not know. When entering the building, make sure that the door locks behind you to prevent unauthorized people from entering the building.

### **3. Bicycle Policy**

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

### **4. Kitchen Cleanliness**

The student kitchen and appliances provided on the second floor must be kept clean at all times. Unlabeled food or food left in the refrigerator for over a week will be removed.

### **5. Noise Levels**

The INI building is a professional office for students, staff and faculty. Noise levels should be kept at a minimum.

### **6. Personal Mail**

All students are provided with mail slots to receive school-related mail only. Personal mail and packages of any kind will not be accepted for delivery.

### **7. Personal Phone Calls**

Local personal calls may be made and received from the phone near the kitchen. Long distance calls that are career or class-related may be placed or received from designated phones by reservation only.

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

### **8. 1st Floor Conference Room**

Use of the conference room on the 1st floor **must** be scheduled. The conference room is not available after hours except by special arrangement. TV's in the conference room cannot be used for entertainment. They can be used only by permission.

### **9. Items Not Permitted In Offices**

The following items are 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)

### **10. Offices**

Students should not enter an office except by the owner's permission. Students should not take items, including chairs, from offices or common spaces.

### **11. Food in student offices**

Food is not permitted in student offices, with the exception of light snacks (i.e., chips, pretzels). All meals consumed within the building must be eaten in the kitchen area on the 2nd floor. All perishables should be discarded in a timely manner.

### **12. Off-Limits Areas**

- Staff kitchen on the 1st floor
- Reception desk (Students should not take or use items on this desk for any reason)
- Staff copy room on the 1st floor
- Wiring closets on the 1st and 2nd floors
- Electrical room on the 2nd floor
- Server room on the 1st floor
- Staff offices (Unless otherwise invited by a staff member)
- Roof

### **13. Building problems**

Report all building problems—leaks, burnt out lights, electrical faults, clogs, etc. to the Administrative Assistant at the reception desk.

Failure to comply with any of the building polices can warrant a citation from any staff member. First and second citations will deny access to the building and resources for one week, and the third citation results in a 30 day expulsion from the building. Any destruction of building property will result in expulsion from the building.

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## **IX. OTHER POLICIES**

### **A. Alcoholic Beverages**

In all circumstances, the University expects students to conduct themselves both individually and collectively in a responsible manner. Abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury, or damage to property will result in severe disciplinary action, up to and including suspension or expulsion.

Carnegie Mellon accepts no responsibility for the direct supervision of the social activities engaged in by its students and student organizations. The University reserves the right, however, to review the planning for social events requiring the use of University facilities and to set special requirements as needed to insure that responsibilities are met.

Consumption of alcoholic beverages in the classrooms is absolutely forbidden.

The following are the rules for social events at Carnegie Mellon:

- a) Social events cannot start before all classes - including evening classes - are over (unless special arrangements are made), nor can they start before completion of all exams in the building.
- b) All social events providing alcoholic beverages must also provide non-alcoholic beverages and food (e.g., potato chips).
- c) A Carnegie Mellon alcohol policy permit must be obtained for all events where alcohol will be served. This permit can only be issued to individuals who have completed the Carnegie Mellon alcohol program and are authorized to sign the permit.

It is the responsibility of the event supervisor to see that:

- No underage persons are served alcoholic beverages;
- Persons who appear to be intoxicated are not served;
- After the event, the locale is left as neat as possible;
- Any damages are reported to the Director of Admissions and Student Affairs, the INI Graduate Programs Office, or if any of these are not available, to Carnegie Mellon Security.

### **B. Policy Regarding Sexual Harassment**

The free exchange of ideas, the confidence to work, to study, to innovate, and to perform, even the standards of discussion and performance to which the University is dedicated are based upon an atmosphere of open trust and mutual respect - an atmosphere on which the intrusion of personal advantage or harassment, in any of its forms, can only have a chilling effect.

Sexual harassment is prohibited by the University. Any faculty member, staff employee, or student found to have violated the University's policy against sexual harassment will be subject to immediate and appropriate disciplinary action, including possible suspension, termination, or expulsion.

Refer to the complete policy at <http://www.cmu.edu/policies/documents/SexHarass.html>.

**C. Pets**

Dogs, cats, and other pets are not permitted in any University building under any circumstances. Dogs are permitted on campus grounds when leashed and properly attended. Dogs may not be left tied to trees or other objects on campus.

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**X. MISCELLANEOUS INFORMATION**

**A. Change of Address**

INI students are responsible for notifying the INI office 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.

**B. Return of University Property**

Each INI candidate must return all materials borrowed from the INI (such as software, manuals, books from the libraries, or anything else that is the property of Carnegie Mellon University) prior to departure from the program.

**C. Exit Interviews**

Students are required to schedule an exit interview with the INI Graduate Programs Office prior to leaving the program.

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**XI. GRANDFATHER CLAUSE**

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

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