The Policies and Procedures detailed on this page apply only to students entering the MSIN, MSISTM, Athens MSIN, Aveiro MSIN program, Lisbon MSIT-IS and CyLab Japan MSIT-IS programs in Fall 2007.

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

I. INI DEGREE REQUIREMENTS

The following are partial requirements for the MSIN, MSISTM, Athens MSIN, Aveiro MSIN, Lisbon MSIT-IS 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/programs/index.aspx .

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 specialization	36 units
Research seminar	3 units
TOTAL	171 units

B. 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 specialization	36 units
Research seminar	3 units
TOTAL	171 units

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

Core courses	72 units
Restricted electives	60 units
Curriculum specialization	36 units
Research seminar	3 units
TOTAL	171 units

D. Aveiro MSIN Degree Requirements
Each Aveiro MSIN candidate must complete 171 units of course work. These 171 units include:

Core courses	72 units
Restricted electives	60 units
Masters Project	36 units
Research seminar	3 units
TOTAL	171 units

E. Lisbon MSIT-IS Degree Requirements
Each Lisbon 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
TOTAL	144 units

F. 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
TOTAL	144 units

G. Research Seminar

The INI Research Seminar is a mandatory class within both the MSIN and MSISTM programs that is held in the first fall and spring semesters upon entering the INI. Students receive 3 units of the 171 required for graduation. This course may not be waived or substituted.

Rules and guidelines must be observed and will be enforced at each seminar by the attending INI staff member. Pittsburgh students should refer to the Research Seminar document for these rules and guidelines.

H. Electives

1. Restricted/Free Electives for MSIN and MSISTM students
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 composed 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 or any courses in ECE, EPP or CS that are numbered 300 or above. 15-213: Introduction to Computer Systems can now also be counted as a restricted elective, but only if it is taken as a prerequisite to 15-410: Operating System Design and Implementation. *Restricted electives may not be taken pass/fail.*

Any Carnegie Mellon course (i.e., from any department) counts towards free elective credit. *Free electives may be taken pass/fail.*

2. **Restricted/Free Electives for Athens MSIN, Aveiro MSIN, Lisbon MSIT-IS and CyLab Japan MSIT-IS students**
For students enrolled in the Athens MSIN program, the 60 units of restricted electives must be selected from the list of approved electives numbered 14-xxx (INI courses).

For students enrolled in the Aveiro MSIN program, the 48 units of restricted electives must be selected from the list of approved electives numbered 14-xxx (INI courses) or 18-xxx (ECE courses). Any course offered by University of Aveiro or an INI course (14-xxx) or an ECE course (18-xxx) can be taken as a free elective. *Free electives may be taken pass/fail.*

For students enrolled in the Lisbon MSIT-IS program, the 48 units of restricted electives must be selected from the list of approved electives numbered 14-xxx (INI courses) or 18-xxx (ECE courses). Any course offered by University of Lisboa or an INI course (14-xxx) or an ECE course (18-xxx) can be taken as a free elective. *Free electives may be taken pass/fail.*

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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I. Graduate Project Alternatives
Information Networking Institute students in the MSIN and MSISTM degree programs have the option of choosing a Professional Track or Research Track for curriculum specialization.

- Professional Track: Either 1.) a set of courses that will equip students with the knowledge and skills they need to succeed in industry; 2.) a supervised practicum that will provide students with industry experience while gaining significant knowledge; or 3.) a development-based project that allows students to build up knowledge and skills in delivering successful solutions for industry.
- Research Track: A master's thesis that will allow students to delve deep 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.

1. Academic Research-Based or Development-Based Project

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. 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; Aveiro MSIN, Lisbon MSIT-IS and 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-Supervised Practicum *(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 Carnegie Mellon 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 two 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

J. 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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K. 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's 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.

L. Exchange Program

1. The Information Networking Institute (INI) Exchange Program offers 2nd year students enrolled in INI degree programs at remote partner institutions the opportunity to take courses and/or work on their thesis in Pittsburgh, Pennsylvania for 1-2 semesters.
2. The number of exchange students will vary each year and will be determined jointly by the INI Director and by remote administration based on capacity and number of students in each program.

For Exchange Program details about requirements, process, enrollment, visa requirements, benefits, expenses and housing, please refer to the document titled **2008-2009 INI Exchange Program Policies**.

M. Academic Performance

1. Grade Point Average
In order to graduate, each student 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 is 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 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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N. Degree Requirements Timeframe
The MSIN, MSISTM, Athens MSIN, Aveiro MSIN, Lisbon MSIT-IS 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.

O. 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.

P. 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.

Q. Program Location Transfer
Admissions to the Pittsburgh, Athens, Aveiro, Lisbon 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.

R. 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, students primarily take core courses. All incoming MSIN students are registered in 14-774 and 14-775 but students are expected to register themselves for the other required core courses 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 timeframe provided in the curriculum.

B. Course Load
Except for CyLab Japan MSIT-IS**,** there is a 50 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 50 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 50 units. Beginning with the third week of each semester, INI students are limited to a maximum course load of 50 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 one or more courses in which they received lower than "3.0" in order to increase their GPA to 3.0 or above. Both the original grade and replacement grade will be included in the transcript and in the GPA computation for graduation requirements.

Any student who retakes a course will be required to pay the tuition fees assessed for the repeated course.

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 50 units and tuition is assessed as if a grade is given. Students may only audit one course per semester. Audited courses do not count towards the degree requirements.

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.

H. Course Sequence
If a core course or an elective course has a pre-requisite requirement, then, students must take the pre-requisite course *prior* (not even simultaneously) to taking the core course or elective. Students are not allowed to take two courses that have similar contents. Students should not take an introductory course on a topic after he/she has taken a more advanced course (unless the student needs to retake the course to improve his/her GPA or core GPA). A student who has already taken 18-756: Packet Switching and Computer Networks should not take 14-740: Fundamentals of Telecommunications and Computer Networks or 18-345: Introduction to Telecommunication Networks. Similarly, a student who has already taken 18-730: Introduction to Computer Security should not take 18-630: Introduction to Security and Policy.

I. Overlapping Courses
The INI discourages students from enrolling in courses that have overlapping topics to the extent that students will not receive credit for the redundant course(s). For example, Introduction to Computer Security 18-730, Introduction to Security and Policy 18-630, and Introduction to Information Security 14-741 all cover an introduction to security topics, so a student can receive credit for only one of these courses.

Specifically, the INI sets the following list of exclusions:

- Students may receive credit for only one of the following security courses: 18-630, 18-730, and 14-741 (or any of their cross-listed versions). These courses cover the same topics. Also, students who take any of these aforementioned courses will not receive credit for courses, such as 15-349 or 95-753, that cover the same topics, but less extensively.
- Students may receive credit for only one of the following telecommunication courses: 18-345 and 14-740. 14-740 covers the same topics as 18-345, although on a more advanced level. Note that it is acceptable to take both 18-345 and 18-756, as 18-345 is a pre-requisite to the other.
- Students may not take 14-740 or 18-345 if they have already taken a more advanced networking classes, such as 18-756.
- Students will not receive credit for 15-441, an undergraduate course, if they have already taken 18-756. Furthermore, students cannot take both 18-345 and 15-441.

The above list is not exhaustive. It is the responsibility of the student to avoid taking courses on **any** topic that overlap with **any** other courses on their schedule, or else risk losing credit for the redundant course(s).

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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 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.

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 online 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.

The INI adheres to the Carnegie Mellon academic calendar and enrollment deadlines. The Heinz School and the Tepper School of Business institute their own set of deadlines, to which you must adhere if you are taking a class(es) from them. Specifically, the Heinz School will not allow a student to make changes, such as add, drop or switch sections, after the 10th day of class.

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.

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 a 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.

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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 students.

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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
"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 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. 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 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. 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.")
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.

Carnegie Mellon'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 Violating Academic Integrity
In cases of cheating or plagiarism, the instructor has the option of assigning an appropriate

penalty. The instructor refers the case directly to the Dean of Student Affairs and informs the INI Graduate Programs Office. 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.

Upon the first violation, the student is put on academic probation and **any financial award/position (s)he has received from the INI is immediately and permanently rescinded**. In extreme cases where a first violation is particularly deplorable as determined by the Director of the INI, a student may be expelled. Upon second violation, the student **will be** expelled from the university.

Students who are not in good academic standing cannot be selected to receive awards or participate in the INI Exchange Program.

Students have the right to appeal the departmental penalty to the INI Director. See Section C.2 below for details on the appeal process for violations to academic integrity.

C. Dismissal and the Appeal Process

1. Appeal process for unsatisfactory academic standing or infraction of regulations

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.

A student has a right to appeal expulsion. Such appeals are handled by the provost.

2. Appeal process for violations to academic integrity

A student may appeal a departmental penalty or an expulsion if the student deems the penalty inappropriate and/or believes that improper procedure has been followed.

Within one week of the violation date in question, students may appeal the departmental penalty to the INI and the academic integrity violation to the university. The student appeals the departmental penalty to the INI Director, who will convene a faculty committee.

Where an appeal is made to the provost, the provost will determine what action should be taken. The provost may decide to deny the appeal, to remand the case to the department/program head for additional consideration, to order a new or different penalty or to convene a Review Committee for additional investigation of facts and/or determination of appropriate sanctions.

Student Appeals Process: 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 present their appeal to the provost no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation.

If the provost determines that a second-level review is warranted and that a Review Board should be convened, the provost or his/her designee shall immediately form and convene a Review

Board and designate a chair. The board will include faculty from the college of the student involved, a graduate student from the college, the dean of student affairs and others deemed appropriate by the provost. If a student appeal and a review of a recommendation for second-level action occur at the same time, both shall be considered by this Review Board simultaneously.

Where appropriate, it is expected that the instructor(s) from the course/project involved (or appropriate representatives designated by the department) will be available for participation or at least for consultation. The chair of the board shall inform the student(s) involved, in writing, of this step. Copies of this letter should go to:

- The instructor(s) in the course in question
- The department head of the course involved
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The provost

The Review Board shall (a) review the facts of incidents involved and (b) make a recommendation about second-level action to the provost or his/her designee. The provost shall then render a decision subject only to appeal to the president of the university.

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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 $480 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., $480 for AY 2007-8 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/sa/sa_adjschedule.html for specific tuition adjustment dates.

The student activity fee of $86 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

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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

Computing support in INI is provided by ECE Computing. In general, you should address all requests, problems, or questions regarding the INI's computing environment to gripe-ini@ece.cmu.edu, an email interface to ECE's trouble ticket system. Your email will be placed in a queue actively monitored by staff. Using gripe-ini@ece 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 the 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 for the details of this policy. You are expected to understand the campus-wide computing policies in addition to the INI policies.

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

- 1st violation: Written warning
- 2nd violation: Loss of access until the problem is addressed. This may be applied on the first violation if the problem impacts other users.
- 3rd violation: No 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.

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 ECE's computing staff.

Policies

- Where software and hardware installation or removal requires administrator or root privileges, the installation/removal must be coordinated with computing staff via gripe-ini@ece.
- INI-supplied PCs and software are only to be used for coursework and CMU-related research.
- Machines are supplied with operating system images maintained by ECE Computing. While it is possible and permitted in some cases to run a non-facilitized image, this is discouraged as your machine will not receive backups, nor OS updates and hot fixes. This can result in your machine being found to be vulnerable and thus removed from the CMU network by Andrew Computing and/or ECE Computing. Requests for self-maintained operating systems should be mediated through gripe-ini@ece.cmu.edu.
- INI-supplied PCs belong to the University and are not to be moved, swapped, borrowed, or shared unless coordinated through gripe-ini@ece.

2. Servers
ECE provides a variety of servers for shared use by students for file storage, Web, database, source control, cycles, etc. Server operating systems include Windows, SuSE Linux, and Solaris.

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

3. Cluster (Pittsburgh INI Students only)
The INI provides students with three 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. 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 gripe-ini@ece..
- Staff printers are off limits to students without prior arrangement through gripe-ini@ece.cmu.edu.
- 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 togripe-ini@ece.cmu.edu.

The Microsoft MSDN Academic Alliance software is distributed via request to gripe-ini@ece.cmu.edu.

Policies

- Licensed software is for use strictly by INI students for coursework or CMU-related research unless otherwise arranged throughgripe-ini@ece.cmu.edu.
- All new software licensing requests should be directed togripe-ini@ece.cmu.edu.

6. Classroom Multimedia

Students have access to classroom lectures and supporting material via Blackboard, the INI web site or Intranet. Digital audio and video files provided are to be used for instructional purposes only and are not to be distributed, shared, downloaded or otherwise used outside the scope of your individual study purposes.

7. 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 the 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 the INI or ECE.

Policies

- 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, contactgripe-ini@ece.cmu.edu. 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, 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 byECE, and campus. 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 ECE 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.
- Users must respect the privacy of network traffic. Promiscuous traffic sniffing on the production INI network is prohibited without prior arrangement withgripe-ini@ece.cmu.edu. If you are discovered running a network adapter in promiscuous mode without having first received permission fromgripe-ini@ece.cmu.edu, 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 gripe-ini@ece.cmu.edu.

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

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 gripe-ini@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)
On machines with operating systems installed by ECE Computing, other than laptops, backups are fully automated. Facilitized laptop backups must be initiated manually. For OS images that

are not provided by ECE Computing, you will need to make your own backup arrangements. Because there is always a risk of losing data, the INI recommends that students store data in more than one place.

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. Desk keys are provided to students for their office space.

Replacement of a lost pass key will cost $25, without exception.

Students must return the pass key and leave the desk key in their office drawer upon completing their program. **Students who fail to return their keys will not receive a diploma**.

2. Guest Policy
If you are expecting a guest, you must schedule a time to meet them at the door within five minutes of arrival. You must have them sign in and out at the front desk. You must accompany your guest at all times. Unaccompanied guests will 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. After using the kitchen, you must clean the table, countertop and sink and throw all your trash in the bin. You are not allowed to remove the chairs and other furniture or take supplies from the kitchen area.

The cleaning staff cleans out the refrigerator every week on Friday and removes all food. All food items left in the refrigerator will be thrown away.

5. 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 at a minimum.
- Parties and social gatherings are not permitted in the INI building.
- Sports games are not permitted in the INI building.

6. 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 ash tray provided. No littering.

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

8. 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. Personal mail must be sent to the student's home address.

9. 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. Career- or class-related phone calls must be scheduled with Terri Weinberg (Reception) and approved by Jennifer Burkett (INI Career Services).

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

10. 1st Floor Conference Room
Use of the conference room on the 1st floor **must** be scheduled with Terri Weinberg (reception). The conference room is not available after hours except by special arrangement.

11. 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)

12. Video Surveillance
For security, several video surveillance cameras operate 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 and warrant.

13. Food in student offices and classrooms
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. Food and drink are absolutely prohibited in the INI DEC@CIC and the INI DEC@Henry Street.

14. Off-Limits Areas

- Staff kitchens on the 1st floor and lower level
- Reception desks on the 1st 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 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
- Students may not congregate outside the lower level entrance.
- Congregating near and using the exit on Winthrop Street is absolutely prohibited. This is an emergency exit only.

15. 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 determined randomly. Once assigned there will be no changes to office assignments. If a student would like to request another student as an office mate, the student should email a request to Assistant Director for Business Operations (Mira Angelova) and copy the Administrative Assistant (Terri Weinberg) before the end of the spring semester.

The INI will not provide keys to offices. Students are not allowed to lock the office doors, however, every student will be provided access to a locked file cabinet in their space. The INI is not responsible for items lost or stolen from student offices.

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

Campus police send a patrol by the INI building on a daily basis.

16. 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. Anyone who allows a student who has been expelled into the building will also be expelled, regardless of whether the citation is a first offense.

17. Copy Room

At the beginning of the academic year, the copy room is equipped with supplies (e.g. stapler, hole-punch, etc.). Do not remove the supplies from the copy room. If lost, these supplies will not be replaced.

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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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XII. POLICY CHANGES

Policy Change, September 17, 2007:
Under Section V: University Academic Policies, B: Academic Integrity, 1: Penalties for Violating Academic Integrity:

Upon the first violation, the student is put on academic probation and must complete 40 hours of community service. In extreme cases where a first violation is particularly deplorable as determined by the Director of the INI, a student may be expelled. Upon second violation, the student may be expelled from the university.

September 18, 2008. Addition: Policy #III-C. Adding/Dropping Courses. Details have been added to specify that students must follow the Add/Drop deadlines for the courses that they are taking. Students should be aware that Tepper School of Business and the Heinz School follow different deadlines.

October 24, 2008. Amendment: Policy #V-B-1 Penalties for Violating Academic Integrity. Stricter penalties have been adopted involving academic probation and rescinded financial awards upon the first violation. This change was presented to the students at the Fall 2008 Town Hall Meeting.

Clarification: Policy #II-E Retaking of Courses. A detail has been added to clarify that students must pay the associated tuition connected with the course that they are retaking.

November 5, 2008. Clarification: Policy #II-I Overlapping Courses. The list of exclusions was edited.

December 12, 2008. Clarification. Policy #V-B and V-C Academic Integrity. Details were added to describe and clarify the processes related to penalties for violating academic integrity.

February 5, 2008. Clarification. Policy II-I Overlapping Courses. Text was added to clarify that the responsibility lies in the student to make sure the topics of any courses they take do not overlap with each other. 95-753 was added as an example in the list of excluded courses.