

*The Policies and Procedures detailed on this page apply only to students entering the MSIN, MSISTM, and MSIT programs in Fall 2009 at the Information Networking Institute.*

The information provided in this policy guide is intended to summarize the rules of the MSIN, MSISTM, and MSIT 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, MSISTM, and MSIT degrees. The full description of the requirements for all programs can be found on the INI Web site at <http://www.ini.cmu.edu/degrees/index.html>.

### A. Pittsburgh MSIN Degree Requirements

Each traditional Pittsburgh MSIN candidate must complete 159 units of course work. These 159 units include:

Core courses	72 units
Restricted electives	48 units
Curriculum specialization	36 units
Research seminar	3 units
<b>TOTAL</b>	<b>159 units</b>

An Integrated MSIN program is an option for Carnegie Mellon undergraduate students in Electrical and Computer Engineering and the School of Computer Science. The graduate course requirements of the Integrated MSIN total 123 units: 48 units of core courses, 36 units of restricted electives, 3 units of seminar, and 36 units of curriculum option. At least 99 out of the 123 units must be taken while the student is in graduate standing.

For the Integrated MSIN, 24 units of Networking & Systems core courses are waived, based on successful completion of 15-410 Operating System Design and Implementation and 18-756 Packet Switching and Computer Networks at the undergraduate level, and 12 units of restricted elective courses are waived, based on the successful completion of 15-410 Operating System Design and Implementation and 18-342 Fundamentals of Embedded Systems at the undergraduate level. (Note: 18-348 Embedded System Engineering and 18-349 Embedded Real-Time Systems will be accepted as equivalents for 18-342.)

**B. Pittsburgh MSISTM Degree Requirements**

Each traditional Pittsburgh MSISTM candidate must complete 159 units of course work. These 159 units include:

Core courses	72 units
Restricted electives	48 units
Curriculum specialization	36 units
Research seminar	3 units
<b>TOTAL</b>	<b>159 units</b>

An Integrated MSISTM program is an option for Carnegie Mellon undergraduate students in Electrical and Computer Engineering and the School of Computer Science. The graduate course requirements of the Integrated MSISTM total 123 units: 36 units of core courses, 48 units of restricted electives, 3 units of seminar, and 36 units of curriculum option. At least 99 out of the 123 units must be taken while the student is in graduate standing.

For the Integrated MSISTM, 24 units of Networking & Systems core courses are waived, based on successful completion of 15-410 Operating System Design and Implementation and 15-441 Computer Networks at the undergraduate level (or 18-345 Introduction to Telecommunication Networks, which is the undergraduate equivalent of 14-740 Fundamentals of Telecommunications Networks). Also, 12 units of Security core courses are waived, based on successful completion of 18-730 Introduction to Computer Security at the undergraduate level.

**C. Pittsburgh-Silicon Valley MSIT (MOB, IS & SM)**

Each Pittsburgh-Silicon Valley MSIT candidate must complete 144 units of course work. Candidates are expected to graduate by the end of the second fall semester. These 144 units include:

Core courses	60 units
Program courses	36 units
Electives	12 units
Master's practicum	36 units
<b>TOTAL</b>	<b>144 units</b>

**D. Athens MSIN Degree Requirements**

Each Athens MSIN candidate must complete 159 units of course work. These 159 units include:

Core courses	72 units
Restricted electives	48 units
Curriculum specialization	36 units
Research seminar	3 units
<b>TOTAL</b>	<b>159 units</b>

**E. Aveiro MSIN Degree Requirements**

Each Aveiro MSIN candidate must complete 159 units of course work. These 159 units include:

Core courses	72 units
Restricted electives	48 units
Master's project	36 units
Research seminar	3 units
<b>TOTAL</b>	<b>159 units</b>

**F. Lisbon MSIT-IS Degree Requirements**

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

Core courses	60 units
Restricted electives	36 units
Free electives	12 units
Master’s project	36 units
<b>TOTAL</b>	<b>144 units</b>

**G. CyLab Japan MSIT-IS Degree Requirements**

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

Core courses	60 units
Program electives	48 units
Master’s project	36 units
<b>TOTAL</b>	<b>144 units</b>

**H. Seminars**

Seminars are required courses for the Pittsburgh MSIN, Athens MSIN, Aveiro MSIN, Pittsburgh MSISTM, and the Pittsburgh-Silicon Valley MSIT graduate degree programs. The seminars may not be waived or substituted.

The Pittsburgh-Silicon Valley MSIT’s seminar follows a different structure than the seminars of the other programs, as described below:

**1. INI Research Seminar for the MSIN and MSISTM**

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 159 required for graduation.

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.

**2. Graduate Seminar for the Pittsburgh-Silicon Valley MSIT**

The MSIT Graduate Seminar is a mandatory class that is held in the spring and summer semesters of the MSIT program. Students receive 12 units (6 for each) of the required 144 for graduation.

**I. Electives**

All programs require restricted electives. In addition, the Lisbon MSIT curriculum includes free electives, which allow the student to choose any INI or ECE course offered through the University of Lisbon. The Pittsburgh-Silicon Valley MSIT programs require program electives specific to the areas of mobility, information security, or software management.

**1. 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 (Note, the Integrated MSIN excludes this 12 unit requirement). The remaining 36 units can be fulfilled by any graduate level courses in Heinz College or the

Tepper School or any courses in ECE, EPP, CS or INI that are numbered 300 or above. 15-213: Introduction to Computer Systems can only be counted as a restricted elective if it is taken as a prerequisite to 15-410: Operating System Design and Implementation. *Restricted electives may not be taken pass/fail.*

## **2. Electives and Program Courses for Pittsburgh-Silicon Valley MSIT Students**

For the Pittsburgh-Silicon Valley MSIT programs, students are required to take 36 units of program courses and 12 units of electives. The program courses allow students to specialize their degrees in Mobility (MSIT-MOB), Information Security (MSIT-IS), or Software Management (MSIT-SM), and the elective units give students flexibility and breadth in their coursework. *Electives may not be taken pass/fail.*

In the first fall semester, students are required to complete 48 course units towards their degree requirements. This must include any courses for which the student has been preregistered.

In the spring semester, students are required to take Seminar (6 units). In addition, students must take at least 30 units toward their degree requirements.

In the summer semester, students are required to secure an internship (12 units) and take Seminar (6 units). Students also have the option to take one elective course, but are not required to do so.

Students select program courses from the list of approved courses. While in Pittsburgh, students can select elective units from any courses in Heinz College or the Tepper School or any courses in ECE, EPP, CS or INI. All electives must be numbered 300 or above. Additional Silicon Valley elective courses will be offered in Silicon Valley and taught via videoconferencing to Pittsburgh. In the second fall semester, students are required to take the Master's Project Practicum with on-campus activity (24 units). In addition, students have five options:

- 2 program courses
- 1 program course and 1 elective course
- 1 program course
- 1 elective course
- No additional course, if all other graduation requirements are fulfilled

If students choose the first two options, the total course load is 48 units; for the third and fourth options, it is 36 units. If students choose the last option, the total course load is 24 units.

## **3. Electives for Athens MSIN, Aveiro MSIN, Lisbon MSIT-IS and CyLab Japan MSIT-IS Students**

For students enrolled in the Athens MSIN program, the 48 units of restricted electives must be selected from the list of approved electives numbered 14-xxx (INI courses) and 18-xxx (ECE courses). *Electives may not be taken pass/fail.*

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). *Electives may not be taken pass/fail.*

For students enrolled in the Lisbon MSIT-IS program, the 36 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 INI (14-xxx) or ECE (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), 15-xxx (CS courses), 18-xxx (ECE courses) or 95-xxx (Heinz courses), chosen to fit a student's area of specialization. *Electives may not be taken pass/fail*

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**J. Curriculum Option**

The INI graduate degree programs allow students to shape their degree according to their interests and career path. Curriculum options, such as a graduate project, course option, and practicum, involve requirements that vary per program. Details on these requirements are provided in this section of the document.

This table outlines the curriculum options available per program:

	1. Project (research- or development-based)	2. Industry-supervised practicum	3. Course option	4. Master's practicum (includes internship)
Pittsburgh MSIN*	X	X	X	
Pittsburgh MSISTM*	X	X	X	
Pittsburgh-Silicon Valley MSIT				X
Athens MSIN*	X	X	X	
Kobe MSIT-IS	X			
Aveiro MSIN	X			
Lisbon MSIT-IS	X			

**\*Note:** INI students in the Pittsburgh MSIN, Pittsburgh MSISTM and Athens MSIN degree programs have the option of choosing a Professional Track or Research Track for curriculum option.

- 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 thesis-style research paper 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 or MSIT Lisbon)
- Submission of a project proposal two weeks before 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. Please see the Technical Report Guidelines document for more information: [http://www.ini.cmu.edu/ini\\_files/docs/cur\\_TechnicalReportGuidelines.pdf](http://www.ini.cmu.edu/ini_files/docs/cur_TechnicalReportGuidelines.pdf)
- 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 according to the guidelines.

**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 be required to work with an external industry supervisor/advisor (from the organization), who will serve as the student's advisor guiding his/her work, and an internal faculty reader (a Carnegie Mellon faculty member), 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 two weeks before the last day of the spring Research Seminar. The proposal must be approved by both the industry 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

**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. Students in Pittsburgh can select from graduate-level courses (numbered 600 and above) in ECE, CS, INI and core curricula of Heinz College (MISM and MSISPM programs) and the Tepper School. Students in Athens can select from courses available to them from the INI and AIT, but they must receive approval of their course selections from both advisors at the INI and AIT.

This option is recommended for students who may already have work and/or research experience. Students cannot take two courses that cover the same material toward their curriculum option requirements.

The Course Option will entail:

- Attendance at the INI Research Seminars—held in the first fall and spring semesters of the program
- Submission of the curriculum option form at least four weeks before 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
- Completion of required courses by the second fall semester

#### **4. Master's Practicum**

Students in the Pittsburgh-Silicon Valley MSIT programs must complete the Master's Practicum, which entails a summer internship (12 units) and a practicum in the second fall semester (24 units).

For the practicum, the overall goal of the course is for the students to apply the skills they have learned in their MSIT coursework to a new instance of a real-world problem. There are three options to the practicum: a team-based project with an external client, an individual project with an external client, or directed research with faculty. All projects should produce an orderly set of project artifacts, which provide the means for a grade assessment as well as a record of the work. This course is currently offered only to students enrolled in the MSIT-MOB or MSIT-IS or MSIT-SM programs.

For the summer internship, a student undertakes full-time work with an organization. These internships are currently offered only to students enrolled in the PGH-SV MSIT-MOB or MSIT-IS or MSIT-SM programs. The purpose of the internship is for the student to apply knowledge in a real-world setting, gain experience in a specific field and create professional contacts.

Working with a faculty advisor, a student identifies and accepts an internship relevant to his/her specialization. A faculty advisor can veto inappropriate internships. For example, if a student is in the Mobility track, then an internship as an IT analyst in the financial sector is not appropriate, but the same internship is appropriate for a student the Information Security track. As much as possible, students should locate internships in the Greater Bay Area, as the MSIT program is heavily integrated with the industry in Silicon Valley. In very rare instances, a student may have an internship outside of the Bay area when an unavoidable and exceptional circumstance presents itself. Students must submit a petition for an internship outside of the Greater Bay Area to be considered.

At the end of the internship, a student is assigned a letter grade. Evaluation will be conducted collaboratively by the internship supervisor and the faculty advisor. The final grade is determined by the faculty advisor. Students are required to submit a two-page report summarizing their internship experience in order to receive credit.

#### **K. 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, work to be completed, and a paragraph that justifies counting the independent study towards restricted electives instead of a course that is already offered. For 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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### **L. 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 required 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 obtain approval from the INI for Curricular Practical Training (CPT) if they wish to do a summer internship. The CPT approval is the student's work permit. Internships in foreign countries are not regulated by the INI or OIE and do not require CPT.

International students undertaking a summer internship may, in rare cases, be approved for a limited CPT extension into the fall semester provided their internship employer has requested they do so. This extension will only be approved under the following conditions:

1. Extension requests must be made no later than two weeks prior to the end date of an approved CPT. Extensions generally will be granted only into the second week of the new fall semester, roughly the last day to add fall courses.
2. The work will be on a part-time basis only, no more than 20 hours per week.
3. The extension is for a specific project the student was responsible for during his/her internship, and does not constitute a new project.
4. New CPT will not be approved in the middle of a semester in which a student is registered. Students may take a paid position in their final semester only under pre-completion OPT, but it will shorten the OPT they are eligible for once they graduate.

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

Internships for the Pittsburgh-Silicon Valley MSIT degree program are required as part of the Master's Practicum. Policies and procedures for these internships are described under the Curriculum Option section.

### **M. Exchange Program**

The Information Networking Institute (INI) Exchange Program offers second-year students enrolled in INI degree programs at remote partner institutions the opportunity to take courses and/or work on their thesis in Pittsburgh for one to two semesters.

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.

Exchange students are subject to any course fees in connection to courses in which they enroll during their time abroad. Exchange students are also subject to all university fees (activity fee,



technology fee, Port Authority fee, etc.) that are applied to Carnegie Mellon students. The INI is not able to waive these fees.

For Exchange Program details about requirements, process, enrollment, visa requirements, benefits, expenses and housing, please refer to the document titled [2009-2010 INI Exchange Program Policies](#).

## **N. Academic Performance**

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

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

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

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

### **2. Academic Standing**

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

### **3. Academic Probation for Poor Performance**

At the end of each semester, after final grades have been posted, the academic performance of each student is reviewed. GPA for academic review is computed based on the above N-1 guidelines for graduation requirements.

Any student with a core GPA of less than 3.0, with a cumulative GPA of less than 3.0, or with a GPA of less than 3.0 in the most recent full semester completed, is immediately placed on academic probation.

- Students on academic probation will have any scholarships and/or financial awards rescinded.
- Students on academic probation are required to seek approval from the INI Director 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 Director.
- Students on academic probation are required to seek approval to take "Pass/Fail" courses or independent study courses.
- Students on academic probation cannot be selected to receive awards or participate in the INI Exchange Program.
- Students on academic probation may not formally represent INI as an officer or other position in a student club or campus organization.

A student on academic probation will automatically be removed from probation during the next academic review if the student's core and cumulative GPAs, at that time, are 3.0 or better.

If an INI student has a core or cumulative GPA lower than 3.0 at the end of two consecutive full semesters, the student may be expelled from the INI program, subject to the decision of the INI Director. If this occurs, the student will have an opportunity to appeal the expulsion decision to

the INI Director. If the initial expulsion decision is not overturned, the student is not entitled to a refund of tuition or student fees.

**O. Degree Requirements Timeframe**

The MSIN, MSISTM, and MSIT 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 their project requirements. In such an instance, the student must submit a formal petition, 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 the programs is not automatic; the student must submit a formal petition for such an extension.

Students who must register for course credits after their second fall term, except for students who must retake courses or who already completed the degree requirements, will be allowed to take courses toward their remaining degree requirements and additional units, up to 36 units total, without being charged additional tuition.

Pittsburgh-Silicon Valley MSIT students are not offered the option of taking courses in the second spring term. If a Pittsburgh-Silicon Valley MSIT student does not meet the graduation requirements when expected, such as when the student has failed to complete enough courses or the student is required to retake a course or take additional courses, additional tuition will be charged for the courses that are completed after the second fall term.

Students who must retake a course or who already completed the degree requirements and are taking courses in their second spring semester will be charged additional tuition.

All units required for a master's degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date on which the student enrolled in the program. This statutory period can be extended by the CIT Associate Dean for Academic Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for masters' degree studies must be approved by the INI Director, and by the CIT Associate Dean for Academic Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

Students must be physically present and attend class at the start of the semester. If a student has extenuating circumstances that do not permit him or her to attend class from the start of the semester, he or she must notify their academic advisor immediately for approval to do so. Not attending class from the start of the semester will have a detrimental effect on his or her progress in the program. The INI will make an effort to verify they have arrived to begin their program and will consider a student as "Withdrawn from the university" if he or she is not here by the 10<sup>th</sup> day of class.

**P. Certification of Degree**

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

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

INI 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'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.

#### **Q. Program Transfer**

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

#### **R. Program Location Transfer**

Admissions to the 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.

#### **S. 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.

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## **II. COURSE ENROLLMENT**

#### **A. Registration**

In the first fall semester, students primarily take core courses. However, not all schedules for INI courses are final when enrollment begins, 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 an elective. Students are required to complete their core courses within the timeframe provided in the curriculum.

#### **B. Course Load**

There is a 50-unit maximum, including research and seminar units, course load per semester, except for the MSIT programs, which have a 48-unit maximum. 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. If a student exceeds their maximum course load without an approved petition, a course (or courses) will be dropped from the student's schedule at random.

Students are typically waitlisted for elective courses at the beginning of the semester, which sometimes results in a course load greater than 50 units. Before add/drop, usually the 10<sup>th</sup> day of class, INI students should have their semester schedule finalized. Students should attend courses, for which they have been waitlisted, until their final course schedule has been determined so that required work is not missed.

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

#### **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.

If an international student receives permission from the INI to extend the duration of his or her study into a second spring semester and will be registered for less than 36 units, he or she must submit a 'Reduced Course Load' form to Carnegie Mellon's Office of International Education (OIE) for approval in order to maintain legal status.

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

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

Such transfer credit is not granted prior to admission to the graduate program and must be approved by the department after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon.

Students should submit a CIT Transfer Request Form along with an official transcript and detailed course description to their appropriate enrollment manager.

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

Credit is not granted for retaking a course. A student may sit in on a course he or she has already taken for the purpose of gaining additional knowledge of the material.

The only exception to the above policy is if the student has not received the minimum 3.0 core GPA or if a minimum grade is required in a prerequisite course. Those students, who did not receive the minimum 3.0 core GPA, must retake one or more courses in which they received lower than a B in order to increase their core GPA to 3.0 or above. Both the original grade and new grade will be recorded on the transcript and factored into the GPA computations 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.

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

A student who wants to audit a course is required to register for the course, obtain permission from the instructor and ask the instructor to sign the Course Audit Approval form. Then, the student must submit the form to the appropriate Manager of Enrollment Services for approval from the student's Academic Advisor and the INI Director. If approved, the Manager of Enrollment Services will send the form to The HUB for processing. The "Course Audit Approval"

form, as well as all other HUB forms, are available at: <http://www.cmu.edu/hub/docs.html>.

Once a “Course Audit Approval” form is submitted to The HUB, a letter grade (A-D) will not be assigned for the course and the declaration cannot be reversed.

The units of audited courses count toward the maximum course load units per semester but do not count towards the degree requirements. Students may only audit one course per semester.

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. Taking a Course Pass/Fail**

A student who wants to take a course pass/fail is required to register for the course and submit the Pass/Fail Approval Form to the appropriate Manager of Enrollment Services for approval from the student’s Academic Advisor and the INI Director. If approved, the Manager of Enrollment Services will send the form to The HUB for processing. The HUB form is available at: <http://www.cmu.edu/hub/forms/ESG-PASSFAIL.pdf>

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

The units of pass/fail courses count toward the maximum course load units per semester but do not count towards the degree requirements. Students may only declare one course as pass/fail per semester.

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

### **H. 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.

### **I. 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). For example:

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

### **J. Overlapping Courses**

The INI discourages students from enrolling in courses that have overlapping topics to the extent that students will not receive credit towards degree requirements for the redundant course(s); however, every course taken will be factored into a student’s cumulative GPA.

Specifically, the INI sets the following list of exclusions:

- The following **security** courses are considered to be overlapping:
  - 14-741 Introduction to Information Security
  - 15-349 Introduction to Computer and Network Security
  - 18-630 Introduction to Security and Policy
  - 18-730 Introduction to Computer Security
  - 95-753 Internet Security
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping:
  - 90-802 Information Security: A Comparison of American, European, and Asian Policies
  - 95-841 Information Assurance Policy
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping:
  - 18-733 Applied Cryptography
  - 95-804 Applied Cryptography (INI students should not take this course)
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping:
  - 95-759 Terrorism, Security and Intelligence
  - 95-803 Information Warfare (INI students should take the 12 unit version of this course if it is offered)
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping with 95-818 Privacy, Policy Law and Technology:
  - 95-762 Privacy in the Digital Age
  - 95-763 Privacy and Confidentiality: Models and Implementations
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping with 95-769 Network Security Analysis and should be taken instead of 95-769:
  - 14-761 Applied Information Assurance
  - 18-731 Network Security
  - Any of the forensics courses offered by the INI
  - Or, any of their cross-listed versions
- The following **security** courses are considered to be overlapping with 95-855 Network Situational Awareness:
  - 14-761 Applied Information Assurance
  - 95-769 Network Security Analysis
- The following **security** courses are considered to be overlapping with 95-856:Hacking Exposed and 95-857 Incident Response and should be taken instead of 95-856 and/or 95-857:
  - 14-761:Applied Information Assurance
  - Any of the forensics courses offered by the INI
- The following **security** course are considered to be overlapping:
  - 14-811 Special Topics: Human Factors in Security
  - 08-734 Usable Privacy and Security
  - Or, any of their cross-listed versions
- The following **telecommunications** courses are considered to be overlapping:
  - 14-740 Fundamentals of Telecommunications and Computer Networks
  - 18-345 Introduction to Telecommunication Networks
  - Or, any of their cross-listed versions
- The following **programming** course are considered to be overlapping:
  - 15-600 Java and J2EE Programming (MSIT students should take this course as opposed to 15-637)

- 15-637 Web Application Development (MSISTM & MSIN students should take this course as opposed to 15-600)

The above list is not exhaustive. It is the responsibility of the student to avoid taking courses with topics that overlap with **any** other courses on their schedule, or else risk losing credit for the redundant course(s). If a student has doubts over which courses are considered overlapping, (s)he should speak with his/her Academic Advisor, otherwise run the risk of not receiving credit for the overlapping course.

#### **K. Consideration of Courses within Degree Requirements**

Courses taken will be considered within the degree requirements in this order: first, as a core course, if not applicable, then as a course option course, if not applicable, then as a restricted elective, if not applicable, then as an extra course that does not count towards degree requirements.

Course substitution within the degree requirements is permissible, but a student must submit a petition to his or her Academic Advisor for approval. The substitution will not occur until after the substitute course is completed and a grade is recorded for it.

For example, if an MSIN student decides to take 15-415: Database Applications to fulfill the Database Requirement of the core curriculum and receives an unfavorable grade, he or she may petition to substitute 15-415 with 95-704: Advanced Database Management. The substitution of 15-415 with 95-704 will not occur until 95-704 is completed and a grade is recorded for it. Therefore, 15-415 will continue to be considered in the core curriculum until the substitution can be made. Please note that both courses will be factored into the student's cumulative GPA.

Students may meet with their Manager of Enrollment Services to review how their courses have been applied to their degree requirements.

#### **L. Final Exam Policy**

INI students must attend final exams as determined by individual course instructors. If a student believes that a final exam presents a conflict to their schedule, he or she must discuss the issue with their course instructor. The INI administration does not have control over the university exam schedule.

Please keep this policy in mind when arranging travel at the end of a semester; purchased airline tickets are not a proper excuse for missing a final exam.

#### **M. Non-INI Students**

INI students receive priority when enrolling in INI courses. Non-INI graduate students may be enrolled in these courses if space is available. Undergraduate students may not be admitted without written consent of the course instructor.

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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 Heinz or Tepper calendars.

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>

Heinz College and the Tepper School of Business administer modified versions of the University calendar. Students must adhere to the deadlines set forth by Heinz College and/or the Tepper School of Business if taking classes at either school.

The Heinz College's academic calendar can be found at: <http://www.heinz.cmu.edu/current-students/academic-calendar/index.aspx>

The Tepper School of Business' academic calendar can be found at: <http://www.tepper.cmu.edu/current-students/current-graduate-students/academic-information/academic-calendar-ay-2009-2010/index.aspx>

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

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

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 Card Office, located in the basement of Warner Hall. There is a \$25.00 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.

A student will not be eligible to enroll for an upcoming semester unless his/her student account has a \$0 balance.

#### **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 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 INI Director.

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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 or via email.

### 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
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 "W" 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 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 INI Director may grant permission to make exceptions to the above set of rules.

### **C. Transcripts and Enrollment Verifications**

Official transcripts and documents verifying a student's enrollment are issued only by The HUB. INI cannot produce and/or distribute official transcripts or verification letters. Such requests must be sent to The HUB and are typically processed in three days for a nominal fee. Forms for request are available on the HUB Website at [http://www.cmu.edu/hub/reg/reg\\_verification.html](http://www.cmu.edu/hub/reg/reg_verification.html)

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

Students can view their academic performance history and current grade reports on SIO. Carnegie Mellon does not mail copies of grade reports unless it is specifically requested by the student.

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 a Withdrawal Form or Leave of Absence Form, 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. After the last day of class, courses cannot be removed from a student's transcript.

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 Director.

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

Withdrawal from the INI program or from any course is initiated by filling out a form available through the Hub <http://www.cmu.edu/hub/docs.html> 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 Form (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 Director, and such medical, psychological, or psychiatric consultation as is necessary.

### **B. 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.

### **C. Academic Integrity**

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of 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>

### **Penalties for Violating Academic Integrity**

In cases of cheating or plagiarism, the instructor has the option of assigning an appropriate penalty for the course. The INI assigns an appropriate penalty at the department level.

The instructor refers the case directly to the Dean of Student Affairs and informs the INI Director. 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.

In accordance with the university's policies, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty.

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

- Students on academic probation will have any scholarships and/or financial awards rescinded.
- Students on academic probation are required to seek approval from the INI Director 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 Director.
- Students on academic probation are required to seek approval to take "Pass/Fail" courses or independent study courses.
- Students on academic probation cannot be selected to receive awards or participate in the INI Exchange Program.
- Students on academic probation may not formally represent INI as an officer or other position in a student club or campus organization.

A student with an academic integrity violation may be removed from probation during a later semester; however, he or she may not hold an elected office or officially represent INI in a campus organization for the duration of their program. Students have the right to appeal the departmental penalty. See below for details on the appeal process for violations to academic integrity.

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

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 provost's office. 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. Please see <http://www.cmu.edu/policies/documents/GradDisc.html>.

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## VI. TUITION

### A. Full-time Students

The MSIN, MSISTM, and MSIT 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, an MSIN or MSISTM student may need more time to finish his/her project requirements. In such an instance, the student must submit a formal petition, 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. The student will be allowed to take courses toward their remaining degree requirements and additional units, up to 36 units total, without being charged additional tuition. Extension beyond the normal 16-month timeframe for the programs is not automatic; the student must submit a formal petition for such an extension.

Pittsburgh-Silicon Valley MSIT students are not offered the option of taking courses in the second spring term. If a Pittsburgh-Silicon Valley MSIT student does not meet the graduation requirements when expected, such as when the student has failed to complete enough courses or the student is required to retake a course or take additional courses, additional tuition will be charged for the courses that are completed after the second fall term.

Any students who must retake a course or who already completed the degree requirements and are taking courses in their second spring term will be charged additional tuition.

### **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 \$496 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., \$496 for AY 2009-10 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 four payments. These payments are due prior to the fall, spring, summer and second fall semesters. Tuition payments are due by the date posted on the tuition invoice, typically 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. The third tuition installment is charged during the summer even if the student is not registered for summer courses.

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

INI students should be aware of the Carnegie Mellon policy regarding students with outstanding tuition balances, which is stated as follows:

“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](http://www.cmu.edu/hub/sa/sa_adjschedule.html) for specific tuition adjustment dates.

The student activity fee of \$92 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 Assembly (GSA).

### 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 Director 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 the 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](mailto:gripe-<br/>ini@ece.cmu.edu), an email interface to ECE's trouble ticket system. Your email will be placed in

a queue actively monitored by ECE staff. Using `gripe-ini@ece` ensures that your request will get a timely and effective response.

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 at: <http://www.cmu.edu/policies/documents/Computing.htm>. 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):

- 1<sup>st</sup> violation: Written warning
- 2<sup>nd</sup> violation: Loss of access until the problem is addressed. This may be applied on the first violation if the problem impacts other users.
- 3<sup>rd</sup> 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.

## **B. Facilities and Guidelines**

### **1. 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`.

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

The INI provides students with 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.
- A PC which is logged into but not in active use (i.e. "idle") for 60 minutes will perform an automatic logout. This ensures all students have an equal opportunity to use INI cluster systems and maintenance cycles occur uninterrupted.
- Classes have precedence for cluster use. If you are asked to leave the cluster by a class teaching assistant, staff, or faculty, please do so.



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

The INI provides color, black and white laser printers for student use. If a printer is low on toner or paper, please notify the INI staff.

#### ***Policies***

- Students should not print large jobs on shared printers. If a large document (over 25 pages) is needed, students should use the printing facilities on campus.
- Staff printers are off limits to students unless prior arrangements are made to gripe@ece.cmu.edu.
- CIT staff is not responsible for printing difficulties for software that was personally installed by a student but they may be asked for assistance.
- Altering printer settings in any way that interferes with community use will be treated as network abuse.
- INI students may print a maximum of 500 pages per semester on an INI printer free of charge. When a student exceeds 500 pages, a charge of \$.05 per page will be applied to their student account.

### **4. 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 gripe-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 through gripe-ini@ece.cmu.edu.
- All new software licensing requests should be directed to gripe-ini@ece.cmu.edu.

### **5. 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.

### **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 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**

- 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 ECE, 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 wired network bandwidth quota to all traffic at the campus network border with no quotas on local traffic, although disruption of service for others is considered network abuse. Wireless traffic has a global 750MB quota (local traffic is included).
- Users must respect the privacy of network traffic. Promiscuous traffic sniffing on the production INI network is prohibited.

## **7. Student Laptops (Pittsburgh-Silicon Valley MSIT Students Only)**

Students in the Pittsburgh-Silicon Valley program will need to purchase their own laptop. We cannot guarantee that desktop computers will be available in all of the locations for student use. Computers can be purchased through Carnegie Mellon's bookstore in the university center basement. They should be contacted as early as possible because delivery can take some time. <http://www.cmu.edu/stores/computer/index.html>

We suggest a laptop running Windows XP Professional or equivalent Windows version (32 Bit Edition) with the following minimum specifications:

- 1 GHz processor (32)
- 1 GB of RAM
- 16 GB of available disk space

## **C. Computing 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](mailto: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.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. Data Persistence (Pittsburgh INI Students only)**

Due to the shared nature of INI student systems, user profiles and user data are no longer persistent. Students should store their personal data on removable media or in their AFS storage spaces. User profiles and accompanying data may be removed at any time for maintenance purposes.

### **D. 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.

Non-INI students that are registered for the DEC@Henry are eligible to receive an access key. The building access will be restricted to the front lower level entrance on Henry Street. These keys must be returned upon completion of the course. If they are not returned, a fee of \$25 will be charged to their student account.

Replacement of a lost pass key or not returning a key will cost \$25, without exception. Students who do not return their keys to the front desk administrator before graduation will have \$25 charged to their student account.

#### **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 Thursday 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.
- Items left unattended may be thrown away.

### **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 ashtray 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**

The Front Desk will receive school-related mail only for students. Students can pick up school-related mail from the Front Desk Assistant. 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 the Front Desk Assistant and approved by 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 the Front Desk Assistant. Certain conditions apply for use of the conference room. Students who reserve the conference room take responsibility for leaving the room in the condition in which they found it.

### **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.

## **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 in the garbage bins outside of the student offices. 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 near INI entrances on the lower level and first floors. This includes the lobby area.
- Congregating near and using the exit on Winthrop Street is absolutely prohibited. This is an emergency and handicap 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 the administrative assistant.

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

Windows 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 Front Desk Assistant.

Failure to comply with any of the building policies 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 semester, 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 ensure 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:

- Social events should not be held during INI classes - including evening classes - (unless special arrangements are made), nor can they occur during exams held in the INI building.
- All social events providing alcoholic beverages must also provide non-alcoholic beverages and food (e.g., potato chips).
- 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 Director, 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 be destructive to the desired environment.

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

## **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 degree requirements, only the next entering class will be bound by them.

## **XII. POLICY CHANGES**

August 26, 2009. Clarification: Policy #I-O Degree Requirements Timeframe and Policy #V-A Tuition. Details have been added to clarify the INI policy on students who are unable to finish degree requirements within 16 months.

November 24, 2009. Clarification: Policy #I-N-1 Grade Point Average. The wording has been changed to clarify the policy that students must maintain a grade point average of 3.0 as their cumulative GPA and as the average of all their core required courses. The “B or better” wording caused confusion and has been removed.

November 24, 2009. Policy #II-G Taking a Course Pass/Fail. Addition: Students may only declare one course as pass/fail per semester.

November 24, 2009. Policy #V-C Academic Integrity. Clarification: In accordance with the university’s policies, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty.

January 18, 2010. Clarification: Policy #I-C Degree Requirements, Pittsburgh-Silicon Valley MSIT. Wording was added to emphasize that students in this program are expected to complete their degree by the end of their second fall term.

January 18, 2010. Clarification: Policy #VI-A Tuition, Full-time Students. Wording has been added to clarify that additional tuition will be charged to Pittsburgh-Silicon Valley MSIT students who must take courses after the end of their second fall term to complete the program.

March 17, 2010. Edits on page 20-21. The link to the appeals process was changed from the student affairs website to the university's online policies. The wording on the removal of financial awards was changed from "suspended" to "rescinded."

April 2, 2010. Additional paragraph on page 10. A paragraph of text from the Tuition section, which states bi-coastal students are not offered the option of taking courses during a second spring term, was copied and pasted as an additional paragraph in the Degree Requirements section.

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