

The policies and procedures detailed in this document apply only to students pursuing the Kobe MSIT-IS in spring 2012 at the Information Networking Institute. While some students may be pursuing the dual degree in partnership with the University of Hyogo, this policy guide applies only to the Kobe MSIT-IS component of the dual degree program.

The information provided in this policy guide is intended to summarize the rules of the Kobe MSIT-IS degree program. 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 Kobe MSIT-IS degree. Please note that core courses may **not** be waived or substituted.

The full description of the requirements for all programs can be found on the INI Web site at http://www.ini.cmu.edu/degrees/kobe_msit-is/index.html.

A. Kobe MSIT-IS Degree Requirements

Each Kobe 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
TOTAL	144 units

1. Bicoastal MSIT-IS

The Kobe MSIT-IS program is traditionally based in Pittsburgh; however, students may be eligible to apply for a transfer to the bicoastal Pittsburgh-Silicon Valley MSIT-IS program to follow a bicoastal structure. Students must transfer by the beginning of their first semester in Pittsburgh, in order to register for the MSIT seminar requirement for the bicoastal students. The applicants who wish to transfer to the bicoastal program are reviewed on a case-by-case basis by the INI and Silicon Valley faculty.

A student who pursues the bicoastal program must complete the degree requirements of the bicoastal MSIT-IS. See the [MS23 INI Policies & Procedures](#) for details.

B. Electives

The 48 units of electives form the student's area of specialization. All electives must be 300-level

or above courses from the INI, Heinz College, ECE, EPP, School of Computer Science, or Tepper School of Business. Electives may not be taken pass/no pass.

C. Master's Project for the Kobe MSIT-IS Program

The Kobe MSIT-IS students are required to complete master's project, which entails the completion of a technical report.

A technical report is a summary of a project that allows students to delve deeply into an area and create a solution for a research-based problem, offering them the opportunity to gain significant knowledge and skills in a particular area.

A student must complete a traditional INI master's project with a Carnegie Mellon faculty member. The faculty member will serve as the student's technical report advisor and will also serve the role of "reader" for the technical report. 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.

Students must select a technical report advisor. The technical report advisor must be a Carnegie Mellon faculty member, including research faculty, from any department in order to be eligible to serve as a technical report advisor.

The INI Director determines technical report advisor eligibility in borderline cases (such as staff members with doctorates). Students should keep in mind that their technical report advisor is required to be present at their defense and must be able to sign their proposal and technical report signature pages. This is a requirement without exception. Therefore, students should select a technical report advisor who will be easily accessible throughout this process.

The Technical Report has the following requirements:

- Submission of a project proposal two weeks before the last day of class in spring semester. The proposal must be approved by the technical report advisor 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_ThesisTechnicalReportGuidelines.pdf
- Project work completed during the summer and fall of the student's final year.
- A project presentation defense, attended by the student's technical report advisor
- Submission of a final project technical report, approved by the student's technical report advisor according to the guidelines.

D. 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.

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/no pass" 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.

If the student can find a faculty member who agrees to supervise such a course, the student must submit a petition for advisor's approval and a comprehensive project proposal that includes the following information:

1. Introduction and reasoning

The student describes the topic to be studied and why an independent study is the best way to learn about this particular topic, instead of an existing course offered by Carnegie Mellon. The

student must justify counting the independent study towards restricted electives instead of a course that is already offered.

2. What the student will do

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

3. Evaluation of the student's work

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

4. Expected timetable

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

E. 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 courses)
- Cumulative GPA (average of all units taken)

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

2. Academic Standing

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

3. Academic Probation for Poor Performance

At the end of each semester, after final grades have been posted, the academic performance of each student is reviewed. GPA for academic review is computed based on the aforementioned guidelines for graduation requirements (see section F-1).

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

- will have any scholarships and/or financial awards from the INI rescinded for the upcoming semester
- cannot be selected to receive awards, fellowships or scholarships
- may not formally represent the INI as an officer or other position in a student club or campus organization.

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

for the future semesters; however, the amount that was rescinded will not be reapplied to the student's account.

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

F. Degree Requirements Timeframe

1. Locations and Schedule

The schedule of the admission reviews and semester locations of the Kobe MSIT-IS and the dual degree program follows:

First Admission Review (December through late March) for application materials				All applicants
University of Hyogo, Japan	2011 Spring	April to August	Hyogo credits only	Dual-degree and conditional admits
Second Admission Review (Summer)				All students
	2011 Fall	August to December	Hyogo credits, CMU-transferrable credits, and CMU credits	All students
Academic Review (October) for academic achievement and TOEFL scores				All students
Carnegie Mellon University, United States	2012 Spring	January to May	CMU credits	All students
	2012 Summer	May to August		
	2012 Fall	August to December		
University of Hyogo, Japan	2013 Winter	January to March	Hyogo credits	Dual-degree candidates only

Those students who fulfill the admissions criteria but need to improve their English language skills will be enrolled on a conditional basis, known as **conditional admits**. The conditional admits will work on improving their language skills at the beginning of the dual-degree program.

The **conditional admit** or **traditional dual-degree students** start the program in April at the University of Hyogo. The **single-degree students** start the fall semester in August at the University of Hyogo

In August, all students take two Carnegie Mellon courses via video conferencing (VTC) at the University of Hyogo. One to two courses in addition to the VTC courses can be taken at the University of Hyogo and may be transferred as credit to Carnegie Mellon University. In October, a review of each student's academic achievement and language skills (TOEFL test score) will determine his/her eligibility to continue the program at Carnegie Mellon University.

Upon completing the first fall semester, the students travel to the United States where they take classes for the next three semesters (spring, summer and the following fall). They earn the Kobe MSIT-IS degree from Carnegie Mellon University in the second December.

In the second January, the dual-degree students work to complete the requirements of the Masters in Applied Informatics at the University of Hyogo. Typically, the dual-degree students complete all of the credits for the dual degree in March.

2. Length of Program

The Kobe MSIT-IS degree program is typically a 16-month program, 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.

Bicoastal MSIT-IS students must complete two semesters in Pittsburgh and two semesters in Silicon Valley. In order to have more time to finish their degree requirements, bicoastal MSIT-IS students may seek to extend their program to 20 months, Extension beyond the normal 16-month timeframe is not automatic; the student must submit a formal petition. See the Tuition section for more details. Students in this program have a choice of either going to Silicon Valley in the summer and fall of their second year, or the fall and spring of their second year.

Students who must retake a course, regardless of the semester, will be charged additional tuition.

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 10th day of class.

3. Former Students

Former INI students who did not graduate and would like to return to complete a degree should refer to the statute of limitations in the [CIT Graduate Student Policy](#). An excerpt follows:

CIT Policy on Statute of Limitations for Masters Degree Studies: All units required for a masters 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 Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master's degree studies must be approved by the head of the department or program offering the masters degree, and by the CIT Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

G. 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 is not responsible for notifying a student when a requirement has not been met.

H. 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. All program transfer requests should be made early in order to fulfill the appropriate sequence of courses and satisfy degree requirements accordingly. Transfers occurring later in the program could result in a longer program duration and tuition ramifications.

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

I. 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 48-unit maximum course load per semester for the Kobe MSIT-IS program. For the bicoastal MSIT-IS degree program, there is also a 48-unit maximum. All INI students must register for a minimum of 36 units each semester. Students wishing to take fewer than 36 units or greater than 48 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 48 units. Before the add/drop deadline, usually the 10th 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. It is imperative that students drop the courses they will not pursue by the drop deadline or else receive a 'W' grade on their transcript. This includes courses at Heinz and Tepper. These colleges 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/academic-resources/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-2011-2012/index.aspx>

Students cannot register for technical report units without first submitting an approved 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 and CIT, 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 and the CIT Dean's Office after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon.

Students should submit a petition along with an official transcript and detailed course description to the Manager of Enrollment Services. In addition, the student must complete the Graduate Transfer Credit Request form located on the CIT graduate student policies page: http://www.cit.cmu.edu/current_students/graduates/policies.html. The student's advisor must approve the petition as well as the CIT Dean's Office. The INI, not the student, will forward the appropriate information to the Dean's Office for approval.

E. Retaking of Courses

Students who do not receive a 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 cumulative GPA computation; however, only the retake grade will be factored into the core GPA computation for graduation requirements, if the course is indeed a core course.

Students may also have to retake a prerequisite course in which he or she did not receive the minimum grade required to take the subsequent course.

Any student who retakes a course or completes another course to fulfill a requirement (for example, if a MSIN student did not pass 18756 and has to take 14740 or 15441) will be required to pay the tuition fees assessed for the repeated course. No exceptions.

F. Non-Credit Courses

Non-credit courses include the auditing of a course and taking a course pass/no pass, which are both described in this section. Similar to for-credit courses, the non-credit courses incur tuition charges and count toward the student's course load units. INI students may not take more than

one non-credit course per semester, with a maximum of three non-credit courses throughout their academic career at INI.

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

Any full-time student may audit a course.

Typically, 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 blank grade. 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 INI Enrollment Services Office for approval from the student's academic advisor and the INI Director. If approved, the INI Enrollment Services Office 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/forms.html>.

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

G. Taking a Course Pass/No Pass

A student who wants to take a course pass/no pass is required to register for the course and submit the Pass/No Pass Approval Form to the INI Enrollment Services Office for approval from the student's academic advisor and the INI Director. If approved, the INI Enrollment Services Office will send the form to The HUB for processing. The Pass/No Pass Approval Form, as well as all other HUB forms, are available at: <http://www.cmu.edu/hub/forms.html>.

Once a 'Pass/No Pass Approval Form' is submitted to The HUB, a letter grade (A-R) 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 C will not receive credit and will be recorded as N on the student's academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student's GPA. Please note: there is a deadline for pass/no pass form submission on the academic calendar. After the deadline, students will not be able to request the option to pass/no pass a course.

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

Any full-time student may take a course pass/no pass.

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 and Overlap

If a core course or an elective course has a prerequisite, then students must ensure that they

fulfill it. If a student does not have the prerequisite course or knowledge, then he or she must consult with the instructor as it is the instructor's discretion to decide if a prerequisite course or knowledge can be waived.

In addition, students are not allowed to take two courses that have similar content (considered "overlapping" courses) nor should they 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

This is just one example. It is the student's responsibility to ensure that he/she follows the proper course sequence. When in doubt, students should consult with their advisor.

It is also 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). In situations where courses are considered to be overlapping with INI or ECE courses, the INI recommends that students take the INI or ECE course. If a student has doubts over which courses are considered overlapping, the student should speak with his/her academic advisor.

J. Consideration of Courses within Degree Requirements

Courses taken will be applied to 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.

A course substitution within the degree requirements is permissible as long as the course is declared as an option of that requirement. 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. Additional tuition fees will be charged to the student's account. Core courses are not allowed to be substituted with any other course.

Students may meet with the manager of enrollment services to review how their courses have been applied to their degree requirements.

K. 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.

L. 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 and Tepper calendars (as previously mentioned, these colleges administer their own academic 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/academic-resources/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/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 the INI building, 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

For fall and summer semester courses, registration 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. Heinz College and the Tepper School of Business institute their own set of deadlines, to which you must adhere if you are taking a course there. Specifically, Heinz College will not allow a student to make changes, such as add, drop or switch sections, after the 10th day of class. If a student drops a Heinz course after the 10th day, he or she will receive a 'W' on their transcript. Tepper has similar policies as well.

For more information about Heinz College's policies, please visit:
<http://www.heinz.cmu.edu/academic-resources/student-handbook-forms/index.aspx>

For more information about the Tepper School of Business' policies, please visit:
<http://www.tepper.cmu.edu/current-students/current-graduate-students/academic-information/index.aspx>

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 student's academic advisor.

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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	Grades lower than C are considered Failure in CIT
C-	1.67	
D+	1.33	
D	1.00	
R	0.00	Failure
X	0.00	Conditional Failure
S	Non-factorable units	Satisfactory
P	Non-factorable units	Passing
N	Non-factorable units	Not Passing
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 "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 will not be considered towards degree requirements; however, they will be factored into the student's cumulative GPA.

B. Incompletes

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of I (incomplete) may be given when a student, for reasons beyond his or her control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

In awarding an 'I' grade, an instructor must specify the requirements for completing the work and designate a default letter grade where no further work is submitted. Students must complete the required course work no later than the end of the following academic semester, or sooner if required by prior agreement. The instructor must record the permanent grade by the last day of the examination period of that following semester, or Enrollment Services will administratively assign the default grade.

This policy also applies to the INI master's projects (e.g., technical reports).

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/transcripts/index.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 Carnegie Mellon University Student Leave Policy 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 on or before the university deadline to drop classes with W (withdrawal) grades will result in all courses or grades removed. "Withdrawals" or "Leaves" taken after the university deadline to drop classes but before the last day of classes will result in W (withdrawal) grades assigned to all classes. "Withdrawals" or "Leaves" taken after the last day of

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

1. Withdrawal/Tuition Refund Policy

A withdrawal is initiated by submitting the 'Withdrawal' form that is available through the Hub. The HUB will determine if a student should receive a tuition refund as this is governed by Carnegie Mellon University's policies not INI's. Additional information, as well as the tuition adjustment schedules, can be found at the following website:

<http://www.cmu.edu/hub/tuition/adjustment.html>

2. Returning to Carnegie Mellon

When a student plans to return to Carnegie Mellon after a leave, he/she must complete the 'Petition to Return from a Leave of Absence' Form (available from the HUB) at least one month prior to the start of the semester and meet any conditions that were set by the INI at the time the leave was granted. Further information about the Carnegie Mellon University Student Return Policy can be found at the following website:

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

3. Suspension/Required Withdrawal Policy

The INI adheres to the Carnegie Mellon University Student Suspension/Required Withdrawal Policy. The complete policy can be found here:

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

B. Withdrawal of a Degree

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

C. Academic Integrity

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

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. The INI adheres to the university's 'Policy on Cheating and Plagiarism'. The complete policy can be found here:

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

In accordance with the university's policy, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty. If a student attempts to drop the course, he or she will be re-enrolled.

1. Penalties for Violating Academic Integrity

The INI adheres to the 'CIT Policy on Graduate Student Academic Integrity Violations'. The complete policy can be found here:

http://www.cit.cmu.edu/current_students/graduates/policies_academic_integrity.html

In addition, the INI imposes specific penalties to INI students who have committed an academic integrity violation. Upon the first academic integrity violation, in addition to the course-level action imposed by the instructor, the student will be placed on academic probation for the remainder of the INI program and will be subject to the following penalties:

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

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

In extreme cases where a first violation is particularly deplorable as determined by the INI Director, a student may be permanently dropped from the INI. Upon a second academic integrity violation, the student **will be** permanently dropped from the university.

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

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VI. TUITION

A. Full-time Students

The tuition of the dual-degree students is administrated through the University of Hyogo, and therefore students should adhere to the tuition policy of the University of Hyogo.

For single-degree students who are pursuing the Kobe MSIT-IS degree only, the degree program is typically a 16-month program, 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.

For bicoastal MSIT-IS students, in some cases, a student may need more time to finish his/her degree requirements and the program can then be extended to 20 months. 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. International students must consult with INI's foreign student coordinator and OIE for permission to extend and to ensure they will maintain legal status.

The bicoastal MSIT-IS degree programs are designed to be four-semester programs combining two semesters on the main Carnegie Mellon campus in Pittsburgh and two semesters on the Carnegie Mellon campus in Silicon Valley. In the majority of the cases the MSIT students will graduate at the end of the second spring semester in order to fulfill the two-semester residency requirement on the Silicon Valley campus. In the case of a student who has fulfilled the two-semester residency requirement by the end of the second fall semester but still has course

requirements to fulfill in the second spring semester, he/she can enroll for those courses required for graduation without incurring additional tuition charges. If the student chooses to take any additional courses not necessary to meet graduation requirements this will result in additional tuition charges.

Any student who must retake a course *or equivalent* to fulfill a program requirement, regardless of the semester or program, will be charged additional tuition.

B. Tuition Payments

In most cases, tuition is billed in four installments at the beginning of the fall, spring, summer and second fall semesters, regardless of the number of units he or she is pursuing. Tuition 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 their bill by the due date there will be a 1.5% penalty charge added each month until the balance is paid in full. Please note, the third tuition installment is charged during the summer even if the student is not registered for summer courses.

C. 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.”

D. 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 on the number of days completed within the semester. This includes 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 preceding 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. No tuition is charged to a student who is administratively withdrawn. Please refer to the HUB’s website for additional info:

<http://www.cmu.edu/hub/tuition/adjustment.html>

There is an administrative fee on all non-100% tuition and fees refunds.

Student Fees: Students, who withdraw, take a leave, or finish early in a semester will **not** have their fees adjusted. Students are responsible for the entire amount of the activity, media, technology, and transportation fees. Health insurance may be pro-rated by contacting University Health Services.

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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

The goal of the INI's computing policies is to provide students 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 students are aware of their actions and their impact on shared resources; if any software or hardware that a student uses negatively affects the network or other devices, the student will be denied use of INI resources.

The University maintains a separate set of computing policies that are applicable to the INI computing environment at: <http://www.cmu.edu/policies/documents/Computing.htm>. INI students 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.

For computing issues not addressed below, students may send an email inquiry to ini-help@andrew.cmu.edu or see the Director of INI Computing Services at the INI Henry St. location.

B. Facilities and Guidelines

1. General

All CMU students are provided with access to centrally managed resources such as email, calendar, access to shared computing resources (via ssh to unix.andrew.cmu.edu), VPN, etc. This is commonly referred to as one's "Andrew account", described in detail at <http://www.cmu.edu/computing/>. For any inquiries related to centrally managed resources tied to a student's Andrew account, students may contact advisor@andrew.cmu.edu, or call the Computing Services Help Desk at 412-268-4357.

2. Email

INI students are provided with campus 'Andrew' email accounts. Andrew email quotas, forwarding, and filtering can be managed at <https://www.cmu.edu/myandrew>

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

3. Bboards

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

- 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.

4. WWW

Students can publish Web pages via <http://www.contrib.andrew.cmu.edu> (anything under the `./www/` directory in one's AFS home directory, see below). Students can also publish Web pages on Andrew servers through <https://www.cmu.edu/myandrew>.

5. AFS

AFS is a global, distributed file system invented at CMU and in use at sites around the world. Pittsburgh INI students are provided 'Andrew' AFS home directories under `/afs/andrew.cmu.edu/usr/userid`. Space quotas apply. Students can modify Andrew AFS quotas through <https://www.cmu.edu/myandrew>. AFS is accessible from Andrew public UNIX machines, INI cluster Linux machines, and from Windows PCs via the OpenAFS client software.

6. Data Persistence

Students are advised to store their personal data on removable media or in their AFS storage spaces.

7. Other Resources

Students may be required to access specific resources not described above as part of their course work. Access to such resources (as well as support thereof) will be provided through the instructor or advisor as necessary.

8. 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; Students must not move, remove, or disconnect anything in the cluster. Students must keep in mind that these are **shared** machines, and that others may be simultaneously logged in over the network and using the machine. Students should **never** power off or disconnect a machine from the network, whether their intention is to use the network outlet, save energy, or any other motive.
- Students must not 'lock' a cluster PC for more than 30 minutes. If another student is prevented necessary access to a cluster PC because a student locked it for longer than 30 minutes, then the student will be logged out without regard for running processes or open files.
- A student whose login session is idle for over 60 minutes may be logged out without any further warning. 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 students are asked to leave the cluster by a class teaching assistant, staff or faculty, they should do so.

9. Printers

The INI provides black-and-white laser printers for student use. If a printer is low on toner or paper, students should notify the INI by emailing ini-help@andrew.cmu.edu.

Policies

- Staff printers are off limits to students unless prior arrangements are made to ini-help@andrew.cmu.edu.
- Detailed instructions on how to use the centrally supported student printing system are available at <http://www.cmu.edu/computing/doc/printing/personal/index.html>
- Students should use the "Andrew Central B&W" print queue when configuring software on their personal equipment.

10. 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 the staff, rather than the students, and prohibit software from being used for any purpose other than coursework or CMU-related research.

Software licensed through the University is available at <http://www.cmu.edu/computing/software/>.

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

Policies

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

11. Classroom Multimedia

Students have access to classroom lectures and supporting material via Blackboard, the INI website 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.

12. Network

The INI provides switched Ethernet and wireless 802.11 a/b/g/n networking to all Henry Street offices.

Policies

- Devices (wired or wireless) must be registered with netreg.net.cmu.edu before full Internet access can be granted. This happens by automatically redirecting a user's Web traffic the first time a browser is used on a new device that is connected to the network. An Andrew account (see above) is required for this process.
- Wired and wireless devices may be regularly scanned regularly for common vulnerabilities and patch requirements by central IT, and network access may be suspended if irregularities are discovered.
- The University applies a 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. For details please see <http://www.cmu.edu/computing/network/connect/bandwidth/>

13. Student Laptops

Students are required to purchase their own laptop. The INI 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>

If students already have a laptop, they may use it as long as it meets the following minimum technical requirements:

- 64-bit capable CPU (most machines made over the last few years have this)
- At least 4GB of RAM and at least a 500GB hard drive;

Computer repair services are offered through the [University Store](#) in the lower level of the UC.

D. INI Building Policies

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

1. INI Building Access Policy

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

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

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

2. 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 will clean the refrigerator every week on Thursday and remove all food. All food items left in the refrigerator after Wednesday night 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 to a minimum.
- Parties and social gatherings are not permitted in the INI building.
- Sports games are not permitted in the INI building.
- Items left unattended may be thrown away.

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

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

9. Personal Phone Calls

For emergency purposes, local personal calls may be made and received from the phone near the vending machines. 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 and clusters at the INI building, with the exception of light snacks (i.e., chips, pretzels). All meals consumed within the building must be eaten in the kitchen area on the 2nd floor. All perishables should be discarded in a timely manner in the garbage bins outside of the student offices. Food and drink are strongly discouraged in the INI DEC@CIC and the INI DEC@Henry Street unless associated with an event.

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 by the staff, who will make an announcement via email when the assignments will take place. 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 at the time the announcement is made and before the assignments are given.

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

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

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 or through the online Student Feedback Form. A link to the Student Feedback Form is under “Current Students” on the INI website, http://www.ini.cmu.edu/current_students/index.html.

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. Student Lockers

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

- INI reserves the right to access the student lockers if circumstances warrant us to do so.
- Students are responsible for providing locks for their lockers and **the INI is not responsible for the security of items within the lockers.**
- If the student cannot remove the lock from their locker, it will be removed with bolt cutters by an INI staff member.
- Students may not store food or drink in their lockers.
- Students are financially responsible for any damage done to the inside and/or outside of the locker and should alert an INI staff member, immediately, if damage has occurred.
- At the end of the spring semester and before exiting the program, students must:
 - a. Remove their lock and all personal items and debris from their locker. Any items left behind will be thrown away.
 - b. Failure to do the above will result in charges to the student's account.

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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. However, the University reserves the right 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.

Refer to the complete 'Alcohol and Drug Policy' at:

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

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 INI and the HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file.

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

Notices of any policy changes will be documented here along with the date they occur.

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