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# INI STUDENT HANDBOOK

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

2014-2015 ACADEMIC YEAR

INFORMATION NETWORKING INSTITUTE (INI)

College of Engineering, Carnegie Mellon University

Version 1.0

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

### I. INTRODUCTION

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The INI is pleased to welcome the incoming class of fall 2014, the MS26! The students are at the core of the INI's mission "to educate and develop engineers through professional, interdisciplinary master's programs." The purpose of the INI Student Handbook is to present guidelines and to set expectations for students as they pursue their degrees. This handbook is not exhaustive and its contents are subject to modification by the INI administration.

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

#### **Essential Guidelines**

The INI website provides an online version of the INI Student Handbook in the Student Resources section, which is available at [http://www.ini.cmu.edu/current\\_students/index.html](http://www.ini.cmu.edu/current_students/index.html). In addition to the handbook, forms, guidelines and links to web pages that are commonly used by students are also available there.

Students are encouraged to seek support and assistance. For broad issues, the INI hosts a town hall meeting during the fall and spring semesters, where students, faculty and staff can voice their concerns for discussion with the INI Director. For academic guidance and personal issues, the INI faculty and staff members are available through the contact information at the following link: <http://www.ini.cmu.edu/people/index.html>.

As enrolled members of the INI community, students are a part of the College of Engineering, (traditionally known as the Carnegie Institute of Technology or CIT) and should become familiar with the policies and guidelines of the college. The College of Engineering's policies for graduate students are available online at the following link: [http://engineering.cmu.edu/current\\_students/graduates/policies.html](http://engineering.cmu.edu/current_students/graduates/policies.html).

#### **Additional Important Student Resources**

While this handbook is specific to the academic experience at the INI, there are several other resources and offices that support students during their tenure at Carnegie Mellon. Furthermore, it is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines.

Several pertinent university policies are included in this handbook, primarily found in section VI. University Policies. The complete university policies are available online at the following link: <http://www.cmu.edu/policies>.

Additional assistance is available in understanding community expectations, with the following resources being particularly relevant to INI students:

- The Office of the Assistant Vice Provost for Graduate Education. Website: [www.cmu.edu/graduate](http://www.cmu.edu/graduate). Email: [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu).
- The Office of the Dean of Student Affairs. Website: [www.cmu.edu/student-affairs/index.html](http://www.cmu.edu/student-affairs/index.html).
- Assistance for Individuals with Disabilities. Contact Larry Powell, Equal Opportunity Services, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu).
- Eberly Center for Teaching Excellence. Website: [www.cmu.edu/teaching](http://www.cmu.edu/teaching).
- Graduate Student Assembly. Website: [www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html).
- Intercultural Communication Center. Website: [www.cmu.edu/icc](http://www.cmu.edu/icc).
- Office of International Education. Website: <http://www.studentaffairs.cmu.edu/oie/>
- Counseling & Psychological Service. Website: [www.studentaffairs.cmu.edu/counseling](http://www.studentaffairs.cmu.edu/counseling).
- Health Services. Website: [www.cmu.edu/HealthServices](http://www.cmu.edu/HealthServices).
- University Police. Website: [www.cmu.edu/police](http://www.cmu.edu/police).
- The Word (student online handbook). Website: <http://www.cmu.edu/student-affairs/theword>
- Academic Integrity Website: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)

Please refer to Appendix A for additional information about each of the aforementioned resources.

## II. PRE-MATRICULATION

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This section presents guidelines for accepted students prior to matriculation.

### A. DEFERRAL

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

### B. APPLICANT'S RESPONSIBILITY

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

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

## C. CONFIDENTIALITY OF COMMUNICATIONS

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All information provided to students as a result of their application, including subsequent correspondence about financial awards, is considered confidential and should not be communicated to other applicants. Please note that applicants are expected to comply with the confidentiality requirement as a condition of admission.

## III. ENROLLMENT & REGISTRATION

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### A. OVERVIEW

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After accepting the INI's offer of admission, students should create an academic plan and register for courses.

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

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

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

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

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

### B. PREPARING AN ACADEMIC PLAN

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#### 1. Degree Requirements Timeframe

The duration of the INI programs is three semesters, although some students may need or choose to extend their program to four semesters for the purpose of completing program requirements.

In order to have full-time status, students must enroll in at least 36 units. In order to complete program requirements, students may need to enroll in more than 36 units per semester.

Students should plan accordingly to avoid additional tuition charges. (See the [Tuition & Fees](#) section.)

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

## 2. Statute of Limitations

Former INI students who did not fulfill graduation requirements and would like to return to complete a degree should refer to the statute of limitations in the College of Engineering Graduate Student Policy, which is available at the following link:

[http://engineering.cmu.edu/current\\_students/graduates/policies.html](http://engineering.cmu.edu/current_students/graduates/policies.html).

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

## 3. Course Availability

The INI cannot guarantee that courses will be offered each semester or that a student will be offered a seat in a specific course. This applies to courses at the INI as well as other departments at Carnegie Mellon.

## 4. Course Sequence

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

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

In addition, students should not take an introductory level course after they have taken a more advanced course on a topic. For example:

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

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

## 5. Placing of Courses within Degree Requirements

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

For example, 14-740 is a popular course that can be considered as a core course or restrictive elective for all programs or even a course option course for MSIN and MSIS students. If 14-740 is a core course for a student's program, it will be considered as such until it is either approved within the course option or another core course that fulfills the same requirement is completed and can replace it. Students may meet with a member of the INI ESO to review how their courses have been applied to their degree requirements.

## 6. Overlapping Courses

Students will not receive credit toward degree requirements for a course that overlaps in content with another course that the student completed. However, every course taken will be factored into a student's cumulative GPA.

To view the list of courses that the INI considers to have overlapping content, please visit the INI website at the following link: [http://www.ini.cmu.edu/current\\_students/overlap.pdf](http://www.ini.cmu.edu/current_students/overlap.pdf). This is not an exhaustive list as departments add new courses every year. If students have any uncertainty, they should contact the INI ESO.

## 7. Course Restrictions

### a. Non-College of Engineering Course Limitations

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

The INI faculty has vetted and compiled a list of Heinz College courses that satisfy degree requirements for INI students. To view this list, please visit the INI website at the following link: [http://www.ini.cmu.edu/degrees/pgh\\_msin/ini\\_heinz.html](http://www.ini.cmu.edu/degrees/pgh_msin/ini_heinz.html). Course selections from the Tepper School are reviewed on a case-by-case basis. When in doubt of course selections, students should consult with their academic advisor.

### b. Undergraduate Course Limitations

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

## 8. Retaking a Course

If students do not pass a core course, they must either retake the course or take a different course that will fulfill the requirement. For example, if an MSIN student does not pass 18-756, he or she must retake it or take 14-740 or 15-641.



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

Students may also have to retake a prerequisite course in which they did not receive the minimum grade required.

All grades are recorded on the transcript and factored into the cumulative GPA computation; however, only the new grade is factored into the core GPA computation if the course is a core course. Note that the original grade remains in place as a core requirement until the new grade is published.

## 9. Courses Outside Degree Requirements

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

Students may take no more than one course per semester with a maximum of 12 units that does not count toward degree requirements and a maximum of three throughout the duration of their program.

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

### a. Auditing

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

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

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

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

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

Any student may audit a course. For billing, an audited course is considered the same as the traditional courses under the tuition charges. If a part-time student audits a course, he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

#### b. Taking a Course “Pass/No Pass”

Students who want to take a course “pass/no pass” are required to register for the course and submit the Pass/No Pass Approval Form to the INI ESO for approval from their academic advisor and the INI Director. If approved, the INI ESO will send the form to The HUB for processing. The Pass/No Pass Approval Form, as well as all other HUB forms, are available at:

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

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

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

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

Any student may take a course “pass/no pass.” For billing, the “pass/no pass” course is considered the same as the traditional courses under the tuition charges. If a part-time student takes a course as “pass/no pass,” he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

### 10. Transfer of Credit

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

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

A grade of ‘B’ or better must be earned for the courses transferred. All transfer credits must be approved by the INI and Dean’s Office, and the INI will determine how the transferred credits will be reflected in the student’s degree requirements. The transfer credits will appear on the student’s transcript as an INI elective and are not factored into the core or cumulative GPAs.

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

Students should submit a petition, along with an official transcript and detailed course description to the INI ESO. In addition, the student must complete the Graduate Transfer Credit Request Form, located with the College of Engineering graduate student policies at the following link: [http://engineering.cmu.edu/current\\_students/graduates/policies.html](http://engineering.cmu.edu/current_students/graduates/policies.html). The INI, not the student, will forward the appropriate information to the Dean's Office for approval.

The university's policy on Transfer Credit Evaluation and Assignment is available at the following link: [www.cmu.edu/policies/documents/TransferCredit.html](http://www.cmu.edu/policies/documents/TransferCredit.html).

a. Pittsburgh Council on Higher Education (PCHE) Cross-Registration Program

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: The Hub provides PCHE registration information at the following link: <http://www.cmu.edu/hub/registration/undergraduates/cross>.

## 11. Independent Study

If there is a special topic that interests a student, the student may negotiate an independent study with a faculty member. For an independent study to be approved, the chosen topic of study must not be covered in-depth by any other course, project, practicum or other program requirement.

An independent study can be worth a maximum of 12 units and a minimum of 6 units, and it cannot be taken as pass/no pass/audit. An independent study can count as a general restrictive elective but cannot count toward the specific 12-unit requirement within restricted electives that must be from INI, ECE, CSD or the four EPP courses. In addition, bicoastal MSIT students may consider a semester-long independent study towards residency as long as the independent study advisor is located in Silicon Valley. Students who are on probation will not be approved for an independent study.

An independent study must be approved by course 'Add' deadline of the semester. Typically, an independent study that will be completed in a mini semester is worth 6 units and an independent study that will be completed in a full semester is worth 12 units. The units assigned may vary depending on the scope of the independent study.

When the student identifies a faculty member to advise the student's independent study, the student must submit a petition and a comprehensive project proposal that includes the independent study advisor's signature to the INI ESO.

The project proposal must include the following information:

1. Introduction and reasoning: The student describes the topic to be studied and why an independent study is the best way to learn about this particular topic.
2. What the student will do: The student states specifically what will be accomplished from the project work. Will the student produce a final paper? A presentation? Will the independent

study count for 6 units or 12 units? Who will advise the student on the project and why did the student select this faculty member?

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

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

5. Advisor's signature: The independent study advisor must sign the proposal to verify that he or she has agreed to advise the independent study and agrees with the contents of the proposal.

## C. REGISTERING FOR COURSES

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### 1. Academic Calendar

The INI adheres to the university's academic calendar, available at the following link:

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

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

The Heinz College's calendar is available at the following link:

<http://www.heinz.cmu.edu/academic-resources/academic-calendar/index.aspx>.

The Tepper School's calendar is available at the following link:

<http://www.tepper.cmu.edu/current-students/current-graduate-students/index.aspx>.

### 2. Course Load

Students must register for at least 36 units per semester with a maximum of 48 units. Students are considered as full-time students when they are registered for at least 36 units in a semester. Students who want to register for more than the maximum course load in a semester must submit a petition for approval to the INI ESO. If a student exceeds their maximum course load without an approved petition, a course (or courses) will be dropped from the student's schedule at random.

Students are not permitted to drop below full-time course load (carry less than 36 units), except under specific circumstances. Domestic students may drop below 36 units in their final semester as long as they need fewer than 36 units to graduate, unless they are prohibited from doing so by other commitments (e.g., a scholarship requirement of being a full-time student). International students may drop below 36 units in their final semester only as long as they need fewer than 36 units to graduate if they submit an "Authorization for a Reduced Course Load" application to OIE and receive approval, unless they are prohibited from doing so by other commitments (e.g., a scholarship requirement of being a full-time student). International

students who want to drop below the full-time course load should refer to the [Considerations for International Students](#) section for additional information.

### 3. Adding Courses

Students have the option of adding courses to their schedule, starting at their assigned registration time up until the add deadline in the semester. Students may do so through [SIO](#).

### 4. Dropping Courses

Students have the option of dropping courses from their schedule, starting at their assigned registration time up until the drop deadline in the semester. Students may do so through [SIO](#).

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

Students should consult with their academic advisor before adding or dropping courses to ensure their course plan will not be jeopardized.

It is imperative that students drop the courses they will not pursue by the drop deadline. Students will be responsible for the tuition charge for any course dropped after the Add/Drop deadline to receive tuition adjustment. Additionally, any courses dropped after the withdrawal deadline will receive a 'W' grade on their transcript.

### 5. Waitlists

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

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

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

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

### 6. Courses with Restricted Enrollment

Faculty members may set a limit on the number of students permitted to enroll in their courses. If the number of pre-registered students for a course exceeds the class size, as specified by the

instructor of the course, all other students will be put on the waiting list and enrolled as space becomes available.

#### D. PROGRAM TRANSFER

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

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

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

#### E. FINAL EXAMS

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All INI students must attend final exams as scheduled by the university and individual course instructors. If a student believes that a final exam presents a scheduling conflict, he or she must discuss the issue with the course instructor. The INI administration does not have control over the university exam schedule. Please keep this in mind when arranging travel at the end of a semester; having purchased airline tickets is not a proper excuse for missing a final exam.

#### F. RESPONSIBLE CONDUCT OF RESEARCH (RCR) EDUCATION

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The [Office of Research Compliance website](#) describes the university's position on ethical research: "Carnegie Mellon University promotes the responsible conduct of research through high standards of ethics and accountability in planning, conducting and reporting research. The responsible conduct of research is demonstrated through behavior that meets generally accepted standards. These standards are set forth by state and federal regulations, institutional policies, professional codes of conduct and personal convictions."

In support of the university's position, the INI requires **all incoming students** to take the appropriate online training offered by the Collaborative Institutional Training Initiative (CITI). Any students who do not complete the training before arriving for fall semester will take the training at the INI building during orientation, as coordinated through the INI staff.

The College of Engineering Graduate Student Policy provides the following instructions, "For College of Engineering graduate students, the CITI physical science module package is recommended rather than the module package for engineers, although both are acceptable. Please check with your department for which Responsible Conduct of Research (RCR) course(s) it requires. The courses are available at CITI's website at

<https://www.citiprogram.org/>. Select Carnegie Mellon University as your participating institution when you create your account.”

This topic is described fully in the College of Engineering Graduate Student Policy at the following link: [http://engineering.cmu.edu/current\\_students/graduates/policies.html#rcr](http://engineering.cmu.edu/current_students/graduates/policies.html#rcr).

## G. RESEARCH ASSISTANT/TEACHING ASSISTANT POSITIONS

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A limited number of INI Research Assistant (RA) positions are assigned to incoming students every year. These assignments are made during the admission process, and a letter will notify the selected students. In addition to completing the Responsible Conduct of Research (RCR) training, as described in the previous section, RAs may be required to complete additional training at the discretion of their supervisor. More information on the RA process will be provided to each candidate individually by the INI Business Operations and the INI ESO.

Some INI courses require student Teaching Assistants (TA). Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: [www.cmu.edu/policies/documents/EngFluency.html](http://www.cmu.edu/policies/documents/EngFluency.html). All students who are selected for TA positions and are non-native English speakers must take the International Teaching Assistant Test (ITA Test) conducted by the Intercultural Communication Center (ICC) before they start working as TA. More information about the ITA test and other TA policies and procedures will be communicated to each TA individually by the INI Business Operations.

RA and TA positions may be available with other departments. Students who fulfill these positions should follow the guidelines of the department in which the position resides.

## H. ENROLLMENT VERIFICATIONS

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The HUB is the primary contact for students or alumni who would like to request a transcript, enrollment verification or other information related to their time at the INI. Additional information about transcripts and verifications is available at the following link: <http://www.cmu.edu/hub/transcripts/index.html>.

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

## I. CHANGE OF ADDRESS

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INI students are responsible for notifying the INI and The HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

Students can change their address using SIO, which is accessible via The HUB website:  
<http://www.cmu.edu/hub/index.html>.

## J. DEGREE CERTIFICATION

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

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

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

## IV. ACADEMIC STANDARDS

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### A. GRADES

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

#### 1. University Grading Standards

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

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

#### 2. College of Engineering Grading Standards

The College of Engineering's grading policy is available at the following link:  
[http://engineering.cmu.edu/current\\_students/graduates/policies.html#grading](http://engineering.cmu.edu/current_students/graduates/policies.html#grading).



#### a. College of Engineering Grading

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

#### b. Grades Lower than 'C'

Grades lower than 'C' are considered failure in the College of Engineering and will not count toward degree requirements.

#### c. 'W' Grades

If a student fails to drop a course by the drop deadline, a grade of 'W' will be assigned. While 'W' grades do not affect a student's GPA, they will appear on the student's transcript.

## B. ACADEMIC PERFORMANCE

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### 1. Grade Point Average

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

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

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

### 2. Academic Standing

Good academic standing is defined by having a core GPA and cumulative GPA of at least 3.0 or above. A student will receive a warning letter 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. The GPA for academic review is computed based on the guidelines for graduation requirements.

Any student with a core and/or cumulative GPA of less than 3.0 is immediately placed on academic probation and will be subject to the following penalties:

- The student will have any scholarships and/or financial awards from the INI rescinded for the upcoming semester;
- The student cannot be selected to receive awards, fellowships or scholarships; and
- The student 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 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.

Courses that negatively affect the core GPA cannot be moved from the core requirement unless another completed course can replace the course with the lower grade.

### C. ACADEMIC INTEGRITY

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Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

The INI adheres to Carnegie Mellon's policy on academic integrity. The complete policy can be found at the following link:

<http://www.cmu.edu/policies/documents/Academic%20Integrity.htm>.

The INI adheres to the College of Engineering's policy on graduate student academic integrity violations. The complete policy can be found at the following link:

[http://engineering.cmu.edu/current\\_students/graduates/policies\\_academic\\_integrity.html](http://engineering.cmu.edu/current_students/graduates/policies_academic_integrity.html).

## 1. INI Student Penalties for Violating Academic Integrity

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

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

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

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

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

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

## V. DEGREE REQUIREMENTS

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

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

## A. PITTSBURGH-BASED PROGRAMS

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### 1. MSIN & MSIS

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

These units are made up of the following degree requirements:

- Core courses: 72 units
- Restricted electives: 36 units
- Curriculum option: 36 units

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

#### a. Core Courses

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

[http://www.ini.cmu.edu/degrees/pgh\\_msini/curriculum-MS26.html](http://www.ini.cmu.edu/degrees/pgh_msini/curriculum-MS26.html)(MSIN26)

[http://www.ini.cmu.edu/degrees/pgh\\_msis/curriculum-MS26.html](http://www.ini.cmu.edu/degrees/pgh_msis/curriculum-MS26.html) (MSIS26)

The MSIN students must take at least one core Networking & Systems requirement course (e.g. 18-342, 15-605, etc.) within the first two semesters and must complete the core Management requirement (14-774 and 14-775) within the first two semesters.

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

#### b. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. Of the 36 units required, 12 units must be a course in the INI (14-xxx), ECE (18-xxx) or CS (15-xxx) that is numbered 300 or above or one of the following EPP courses (19-608, 19-682, 19-712, 19-713 or 19-784).

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

### c. Curriculum Option

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

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

These options are explained further at the end of this section.

Students will declare which curriculum option they want to pursue via the curriculum option form during the first spring semester. The INI ESO will contact all students and ask them to submit the form when the INI ESO is ready to collect this information.

Students who are opting to complete a thesis, technical report or an industry practicum must adhere to the following timeline and complete the actions listed below.

#### Thesis/Technical Report/Industry Practicum/Timeline for MSIN & MSIS Students

Timeframe	Action
2 weeks before the last day of the first Spring semester	Acquire the project advisor’s approval (signature); then submit the Signature Page and the Proposal for approval by the academic advisor to the INI ESO.
3 weeks before the last day of class in graduating semester	Submit Defense Scheduling Form and Video Consent Form to the INI ESO.
1 week before the last day of class in graduating semester	Defend
10 days before the final grades for graduating students deadline	Acquire the project advisor’s approval and then submit Tech Report and Signature Page or Thesis and Signature Pages to the INI ESO for approval by the department and/or college.

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

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

For detailed information, please refer to the MSIN and MSIS Thesis and/or Technical Report Guidelines: [http://www.ini.cmu.edu/current\\_students/grad\\_project/index.html](http://www.ini.cmu.edu/current_students/grad_project/index.html).

ii. MSIN and MSIS Industry-Supervised Practicum

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

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

For detailed information, please refer to the MSIN and MSIS Thesis and/or Technical Report Guidelines: [http://www.ini.cmu.edu/current\\_students/grad\\_project/index.html](http://www.ini.cmu.edu/current_students/grad_project/index.html).

iii. Course Option

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

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

d. Course Load Limit

For the MSIN and MSIS degree programs, there is a 48-unit maximum course load per semester, including research units.

## 2. Integrated MSIN

Each Integrated MSIN candidate must complete 108 units of course work.

These units are made up of the following degree requirements:

- Core courses: 48 units
- Restricted electives: 24 units
- Curriculum option: 36 units

At least 99 out of the 108 units must be taken while the student is in graduate standing.

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

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

#### a. Core Courses

The INI waives 24 units of the traditional MSIN Networking & Systems core courses, based on successful completion of 15-605 Operating System Design and Implementation and 18-756 Packet Switching and Computer Networks when the student is an undergraduate. As a result, the Integrated MSIN requires 48 units of core courses. Core courses may not be waived or substituted.

Please refer to the program's web page for specific core course information, available at the following link: [http://www.ini.cmu.edu/degrees/integrated\\_ms/imsin\\_curriculum.html](http://www.ini.cmu.edu/degrees/integrated_ms/imsin_curriculum.html).

#### b. Restricted Electives

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

The INI waives 12 units of restricted elective courses, based on the successful completion of 15-605 Operating System Design and Implementation and 18-342 Fundamentals of Embedded Systems when the student is an undergraduate. (Note: 18-348 Embedded System Engineering and 18-349 Embedded Real-Time Systems will be accepted as equivalents for 18-342.)

Of the 24 units required, 12 units must be a course in the INI (14-xxx), ECE (18-xxx) or CS (15-xxx) that is numbered 300 or above or one of the following EPP courses (19-608, 19-682, 19-712, 19-713 or 19-784). The remaining 12 units of restricted electives can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

#### c. Curriculum Option

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

#### d. Course Load Limit

For the Integrated MSIN program, there is a 48-unit maximum course load per semester, including research units.

### 3. Integrated MSIS

Each Integrated MSIS candidate must complete 108 units of course work.

These units are made up of the following degree requirements:

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

At least 99 out of the 108 units must be taken while the student is in graduate standing.

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

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

#### a. Core Courses

The INI waives 24 units of Networking & Systems core courses, based on successful completion of 15-605 Operating System Design and Implementation and 15-641 Computer Networks (or 18-345 Introduction to Telecommunication Networks, which is the undergraduate equivalent of 14-740 Fundamentals of Telecommunications Networks) when the student is an undergraduate. Also, the INI waives 12 units of Security core courses, based on successful completion of 18-730 Introduction to Computer Security when the student is an undergraduate.

Please refer to the program's web page for specific core course information, available at the following link: [http://www.ini.cmu.edu/degrees/integrated\\_ms/imsis\\_curriculum.html](http://www.ini.cmu.edu/degrees/integrated_ms/imsis_curriculum.html).

#### b. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. Of the 36 units required, 12 units must be a course in the INI (14-xxx), ECE (18-xxx) or CS (15-xxx) that is numbered 300 or above or one of the following EPP courses (19-608, 19-682, 19-712, 19-713 or 19-784). The remaining 24 units of restricted electives can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

#### c. Curriculum Option

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

#### d. Course Load Limit

For the Integrated MSIS program, there is a 48-unit maximum course load per semester, including research units.



## B. BICOASTAL PROGRAMS

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

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

These units are made up of the following degree requirements:

- Shared Core courses: 36 units
- Track Core courses: 48 units
- Restricted Electives: 36 units
- Practicum: 24 units

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

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

#### a. Shared Core Courses

The bicoastal MSIT programs require students to complete 36 units of shared core courses that may not be waived or substituted.

The MSIT students must take the following shared core courses within the first two semesters: 14-740 OR 18756, 14-741, 14-774, and 14-775.

Please refer to the program's web page for specific core course information at the following link: [http://www.ini.cmu.edu/degrees/psv\\_msit/curriculum-MS26.html](http://www.ini.cmu.edu/degrees/psv_msit/curriculum-MS26.html)

#### b. Track Core Courses

The track core courses are specific to the areas of mobility, information security or software management. A list of possible approved track courses is available on the website at: [http://www.ini.cmu.edu/degrees/psv\\_msit/course\\_list.html](http://www.ini.cmu.edu/degrees/psv_msit/course_list.html).

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

#### c. Restricted Electives

Students have the opportunity to pursue a wide range of electives in which they have a special interest. The required 36 units can be fulfilled by any approved courses in the Heinz College or Tepper School or any courses in ECE, EPP, School of Computer Science, INI or SV that are numbered 300 or above. Restricted electives may not be taken as pass/no pass/audit. In addition, students should select restricted electives that complement the core curriculum.

#### d. MSIT Practicum

Students must complete the 24-unit MSIT Practicum in the second fall semester.

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

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

In the event a practicum-sponsoring company requires students to have employment authorization, international students will not be eligible to join that company's practicum team.

#### e. Residency Requirement

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

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

- An internship in the Silicon Valley area and one course taken at the SV campus
- A full summer of course(s) at the SV campus (e.g., a Mini 5 and a Mini 6, or one semester-long course)

#### f. Course Load Limit

There is a 48-unit maximum course load per semester.

### C. CYBER FORENSICS AND INCIDENT RESPONSE TRACK

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The Cyber Forensics and Incident Response Track (CyFIR) is made up of the following courses:

- 14-761 Applied Information Assurance (prerequisite to all other track courses)
- 14-822 Host-Based Forensics
- 14-823 Network Forensics
- 14-832 Cyber Forensics and Incident Response Capstone

The track results in a CyFIR certificate issued from the CERT Division. To satisfy the track, students must devote a security elective (12 units) and the curriculum option (36 units) to completing the track's courses.

Students must successfully pass all of the CyFIR track courses in order to receive the certificate.

### D. CONSIDERATIONS FOR INTERNATIONAL STUDENTS

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International students are able to pursue an INI program in the United States because they secure a student visa. Students should be aware of visa limitations, specifically concerning their ability to remain in the country. If unforeseen circumstances cause a student to leave their

graduate program, either temporarily or permanently, they may be required to return to their home country within a short period of time.

## 1. Course Load

United States federal law requires international students maintain full-time student status. At Carnegie Mellon, full-time status is defined as carrying at least 36 units in a full semester. The student visa (and, therefore, permit of stay) becomes null and void if a student is not registered for at least 36 units during fall and spring semesters. The F-1/J-1 students are not required to register a full-time course load during the summer.

If an international student must stay into the second spring semester in order to complete his or her degree requirements and will be registered for less than 36 units, he or she must submit an Authorization for a Reduced Course Load form to the INI ESO, available at the following link: <http://www.studentaffairs.cmu.edu/oie/forstu/legalstatus/index.html>.

In the second spring semester, students must be registered for no less than 12 units.

## 2. Length of Program

In general, all students domestic and foreign may take up to 20 months/5 semesters to complete the INI degree they are pursuing. Foreign students who require an F-1 visa to attend CMU must properly maintain their status, which includes making normal progress through the program. Failure to do so may result in denial of an extension for a fifth semester. Typically this will only be the case when a student has not obtained satisfactory grades and must retake required courses.

Students who cannot get an approved extension may have other options that can be discussed with the INI Foreign Student Coordinator if such a case should arise.

The rules governing the extension of I-20 and length of the program follow:

- a) All F-1 students will be given a 16-month I-20 certificate. There is no option to get one for a longer period as this is based on OIE policy.
- b) Extension of the I-20 can only be processed in the second fall semester.
- c) OIE Form Reasons Allowable for Extension Approval:

“The delay in completing program requirements has been caused by compelling academic reasons (such as changes of major field or research topics, or unexpected research problems), or compelling and documented medical reasons. **Delays caused by failing or dropping classes, academic probation or suspension are not allowable reasons for extension of a program of study.**”

## “Form For Program Extension” OIE

### Reasons for Extension:

- Delay caused by a change in major field of study
- Delay caused by a change in research topic
- Delay caused by lost credits upon transfer to our school
- Delay caused by unexpected research problems
- Delay caused by documented illness (must provide documentation)
- Other (Primarily used to indicate that student requires an additional semester to complete course requirements except when based on failure to progress.)

### d) INI Extension Allowances:

- The student has required core or elective courses that must be finished in the second spring semester in order to obtain his/her degree.
- The student is pursuing a bicoastal MSIT degree and must satisfy the residency requirement not completed in the summer.
- The student is completing thesis work. (If the timeline showed completion in the second fall semester, a new timeline must be submitted with project advisor approval and must indicate why the student needs to be on campus to complete the work.)
- Due to illness, the student was unable to complete coursework in the second fall semester.

### e) Extension Prohibited:

- The student hasn't obtained an acceptable grade in a required class and must retake it or an equivalent class in the second spring to finish the degree.
- The student delayed the completion of courses in favor of working part-time during the fall under pre-completion OPT or work obtained at CMU.

## 3. Leave of Absence

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

#### 4. Internships/Academic Training

The following rules apply to INI students on F-1/J-1 visas who undertake summer internships.

- The student must be registered for the 3-unit INI internship course in order for the internship to be documented on their transcripts. While not a required course, the internship is considered an integral part of the program providing students the opportunity to obtain practical experience for the skills they are acquiring.
- The work for the internship must be appropriate to the goals of the academic program.
- J-1 students may require the permission of their sponsor (e.g. Fulbright, foreign government sponsors) in order to participate in an internship.
- For all F-1 and some J-1 visa holders, the INI must approve the internship. Without departmental approval, OIE will not process the student for Curricular Practical Training (CPT) or Academic Training (AT). The CPT or AT approval is the student's work authorization to accept paid off-campus work in the U.S. Internships in foreign countries are not regulated by the INI or OIE and do not require CPT.

International students undertaking a summer internship may only work during the summer session. All internships must end on the last day of the summer session (due date for final grades). Extensions are not permitted by OIE under any circumstances.

Students who are using their summer internship as an Industry-Supervised Practicum and who wish to continue working for payment at the company in a part-time capacity during the fall semester or those wanting to work during the second fall or spring semester must obtain approval for pre-completion OPT. Students pursuing a summer internship may be allowed to change their curriculum option to the Industry-Supervised Practicum if a petition to do so is submitted no later than June 30. The petition must include all documents stipulated under the industry practicum option.

- a) If doing an industry practicum, in addition to applying for pre-completion OPT, the student must submit a revised project proposal, approved by the industry supervisor/advisor and the faculty advisor. The revised document must be submitted at the time the pre-completion OPT request is submitted for department approval, including an updated timeline specifying the date of completion of the project work. Students should expect a maximum of 90 days to process the pre-completion OPT process.
- b) The student must apply for Pre-Completion Optional Practical Training (OPT). Pre-Completion OPT takes 90 days to process. Therefore, it is the student's responsibility to notify the INI of their intentions within sufficient time to begin work in the semester they are applying to work. Recommendation: to obtain OPT for the full second fall semester, apply by early June; for the full second spring semester, apply in early September.
- c) Students working under pre-completion OPT may work off-campus, but only part-time, less than 20 hours per week, and the company must be local; it may not be out-of-state because the students must continue working to complete their degree within the specified timeframe.

- d) Employment under pre-completion OPT is only possible in the second academic year. However, employment undertaken in the second fall or spring may not preempt completion of required courses--core or elective--or otherwise impact the student's progression toward completion of the degree. During regular semesters (fall/spring), with the exception of the second spring, F-1 and J-1 students must be registered for at least 36 units. If approved by the INI to continue into the second spring, students generally will have fewer than 36 units of coursework to complete and therefore may submit a Reduced Course Load (RCL) request. However, students must be registered for at least 12 units to obtain the RCL approval, even if they need fewer than 12 units of required coursework to complete their degree. The courses required to satisfy degree requirements cannot be delayed. If a student can graduate in the second fall, the required courses cannot be deferred until the second spring in order to accommodate work opportunities.

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

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

## 5. Other Assistance

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

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

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

## VI. CAREER SERVICES

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

Students also have the resources of the university's central Career and Professional Development Center (CPDC). The CPDC organizes career development workshops and events. It is heavily involved in organizing campus-wide job fairs and bringing employers to campus. The CPDC's website is available at the following link:

<http://www.studentaffairs.cmu.edu/career/index.html>.

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

### A. JOB SEARCH GUIDELINES

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

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

The CPDC reserves the right to limit access to TartanTrak for any users that do not follow job search guidelines. The TartanTrak policies and guidelines on conducting a job search are available at the following link:

<http://www.studentaffairs.cmu.edu/career/tartantrak/tartantrak-policies/index.html>.

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

### B. INTERNSHIPS

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

The INI will enroll all students who are pursuing an internship for a 3-unit non-credit bearing internship course. This internship will appear on a student's transcript but will not accrue additional tuition charges.

## VII. TUITION & FEES

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The current INI tuition rate and other university fees are on the INI website at the following link: [http://www.ini.cmu.edu/prospective\\_students/financial/tuition.html](http://www.ini.cmu.edu/prospective_students/financial/tuition.html).

### A. TUITION BILLING & PAYMENTS

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The tuition rate for students entering INI programs is set in the spring for the class entering in the following fall. The tuition for a student's second fall semester will likely increase in accordance with the tuition increase for the new academic year.

Students will be charged tuition per semester for each semester in which they are enrolled. Therefore, students who complete their program by the end of the second fall are charged for three semesters (Fall I, Spring I, and Fall II), while students who complete their program by the end of the second spring are charged for four (Fall I, Spring II, Fall II, and Spring II). Summer courses, if taken, are charged additional tuition at the per unit rate. The length of the program varies depending on students' course plan and their participation in internships and research projects.

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

Internships and research work do not accrue additional charges, even though students are registered for units

### B. COURSE LOAD AND BILLING

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Students are considered full-time if they are taking at least 36 units in a semester and will be charged the full-time tuition rate. All INI students are expected to carry a full-time course load with the exception of students taking courses in the summer or the second spring semester. Students who are taking fewer than 36 units will be charged at the per-unit rate. International students must consider the implications their course load will have on their visa status.

### C. UNIVERSITY FINANCIAL AID

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Graduate students should consult the graduate student financial aid information found on The HUB website, at the following link: <http://www.cmu.edu/finaid/>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.



Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs to inquire about an Emergency Student Loan, at the following link: <http://www.cmu.edu/student-affairs/index.html>.

#### D. STUDENT FINANCIAL OBLIGATION & PAST DUE ACCOUNTS

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

### VIII. UNIVERSITY POLICIES

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

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

#### A. CARNEGIE MELLON CODE

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Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken, must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at the following link: <http://www.cmu.edu/student-affairs/theword/code.html>.

## B. LEAVE OF ABSENCE/WITHDRAWAL

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“Leave of Absence” means leaving the university temporarily, with the firm and stated intention to return.

“Withdrawal” means leaving the university with no intention to return.

Withdrawals or leaves taken on or before the university deadline to drop classes without receiving a ‘W’ (withdrawal) grades will result in all courses or grades removed. Withdrawals or leaves taken after the university deadline to drop classes without receiving a ‘W’ grade but before the last day of classes will result in ‘W’ grades assigned to all classes. Withdrawals or leaves taken after the last day of classes will result in permanent grades assigned by the instructors for each class. After the last day of class, courses cannot be removed from a student’s transcript.

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

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

### 1. Withdrawal/Tuition Refund Policy

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

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

### 2. Returning to Carnegie Mellon

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

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

### 3. Suspension/Required Withdrawal Policy

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

### C. WITHDRAWAL OF A DEGREE

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

### D. UNIVERSITY GRIEVANCE PROCEDURES & CONTACTS

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Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage, which is available at the following link: <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes.

When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined at the link provided above. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, [slaurichmcintyre@cmu.edu](mailto:slaurichmcintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts

### E. STUDENT PRIVACY RIGHTS

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Under the Family Educational Rights and Privacy Act (FERPA), students have the right to:

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

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

## F. INTELLECTUAL PROPERTY

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

## G. PETS

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

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

Carnegie Mellon's policy on pets is available at the following link: [http://www.cmu.edu/student-affairs/theword//comm\\_standards/pets.html](http://www.cmu.edu/student-affairs/theword//comm_standards/pets.html).

## H. ALCOHOL & DRUGS

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

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

All students should be aware of Carnegie Mellon's policy on alcohol and drugs. The complete policy is available at the following link:

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

## I. SEXUAL HARASSMENT & SEXUAL ASSAULT

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Carnegie Mellon is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place freely, the institution fosters a positive learning, working, and living environment that promotes the confidence to work, study, innovate, and perform without fear of sexual harassment or sexual assault. This policy is intended to clearly identify violations of this standard, provide resources to deal with their effects, and describe detailed procedures to address complaints of sexual harassment, including sexual assault.

All students are subject to and must be aware of the Carnegie Mellon's policy against sexual harassment and sexual assault. The complete policy is available at the following link:

[http://www.cmu.edu/policies/documents/SA\\_SH.htm](http://www.cmu.edu/policies/documents/SA_SH.htm).

## IX. INI COMPUTING SERVICES

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

Students are provided with campus-wide single-sign-on accounts (Andrew accounts), which are required to access campus-wide and INI-specific computing resources. Andrew accounts can be managed from the CMU Computing Services website at the following link: <https://www.cmu.edu/computing/accounts/index.html>.

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

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

### A. LAPTOPS

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

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

- 64-bit capable x86\_64 (Intel or AMD) CPU
- 8 GB RAM (16 GB recommended)
- 500 GB Disk drive (725 GB recommended)

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

### B. PRINTING

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

The staff printers are not available for student use.

### C. INI COMPUTING CLUSTER

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

### D. SOFTWARE

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

For any questions regarding personal laptops, printing and INI clusters, students may send an email to [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

### E. OTHER COMPUTING RESOURCES

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Students may be required to access specific resources not described above as part of their course work. The instructor, as necessary, will provide access to and support for any such resources.

## X. INI BUILDING RULES

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

### A. INI BUILDING ACCESS

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

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

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

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

### 1. Guests

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

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

### 2. Visitors for Teaching Assistants (TA)

Students who have TA assignments and plan to hold office hours at the INI building need to notify the INI Front Desk Assistant of their assignment (course number and name), the office number, and the schedule for their office hours. Only then will visitors for TA office hours will be allowed to proceed directly to the TA's office.

Teaching assistants should also refer to the Research Assistant/Teaching Assistant Positions section under Enrollment & Registration.

### 3. Restricted Areas of the Building

Students are not permitted in the following areas of the INI Building:

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

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

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

## B. BUILDING & OFFICE ENVIRONMENT

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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.

- Alcoholic beverages are not permitted on the premises, except where they are served at events that have been sponsored by the INI.
- Only INI-sponsored social gatherings are permitted in the INI building.
- Noise levels should be kept to a minimum.
- Sports games are not permitted in the INI building.
- Items left unattended may be thrown away.

The university's social host policy governs all university social activities on and off campus at which alcoholic beverages will be served. The social host policy is available at the following link: [http://www.cmu.edu/policies/documents/DrugAlcohol.html#social\\_alcohol](http://www.cmu.edu/policies/documents/DrugAlcohol.html#social_alcohol)

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

### 1. 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, clusters or common spaces.

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

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

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

Offices are not to be used as places of residence or for any commercial purpose.

Students should treat their office spaces as professional work areas that appear free of clutter, clean and orderly to anyone walking by, including prospective employers and sponsors that visit the INI administration on a regular basis.

### 2. Clusters

First-year students may use the cubicles in the INI cluster areas on the first and second floors for study and collaboration. Individual cubicles cannot be reserved and are available to all first-year students. Students should not leave personal items unattended in the clusters. Students should clear off their work area and dispose of any trash after use.



### 3. Items Not Permitted In Offices or Clusters

Items that constitute a health or fire hazard are not permitted in offices or clusters. The following items are examples of such items but this does not represent a complete list:

- Refrigerators, cube or otherwise
- Toaster ovens
- Hot plates
- Space heaters
- Hot pots (electric kettles)

### 4. Food in Offices, Classrooms & Clusters

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

All meals consumed within the building must be eaten in the student kitchen area on the 2<sup>nd</sup> floor. Do not leave perishables in the student offices. All perishables should be discarded in a timely manner in the garbage bins in the kitchen area.

Food and beverages are strongly discouraged in the INI DEC@CIC and the INI DEC@Henry Street unless associated with an event that has been approved by the INI administration.

### 5. Kitchen Cleanliness

The student kitchen and appliances provided on the second floor must be kept clean at all times. Students are expected to throw out their trash and wipe off the table and countertop after use.

The cleaning staff will clean the refrigerator every Friday and will remove all food. All food items left in the refrigerator after Thursday night will be thrown away, with an exception for items that are marked as being saved for a specific purpose.

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

### 6. Student Lockers

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

- The INI reserves the right to access the student lockers, if necessary.
- The students are responsible for providing locks for their lockers. The INI is not responsible for the security of students' property in the lockers.

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

## 7. First Floor Conference Room and the Interview Room

Use of the conference room and the interview room (#121) on the first floor must be scheduled with the Front Desk Assistant. Certain conditions apply for use of the conference room. Students who reserve the conference room take responsibility for leaving the room in the condition in which they found it.

## 8. Phone Calls from the Building

Local calls may be made and received from the phone near the vending machines on the second floor and the phone in the lobby area on the A-level. Long distance calls that are related to careers or classes 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.

In the event of an emergency, students can use the emergency phone, designated by the blue lights, which are located on the first and second floors. The emergency phone connects to Campus Police directly. Any of the phones mentioned above may also be used to call for help in an emergency by dialing 911 for Allegheny County emergency dispatch or Campus Police at x82323 as well.

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

## 9. 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.

## C. SMOKING

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A designated smoking area is located to the right of the front entrance of the INI building. Cigarette butts must be placed in the ashtray provided outside. Smoking is not permitted anywhere inside of the INI building or near the Winthrop Street entrance.

The university's smoking policy and a map of designated smoking areas on campus is available at the following link: <http://www.cmu.edu/ehs/policies/smoking.html>.

#### D. VIDEO SURVEILLANCE

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

#### E. PARKING AND TRANSPORTATION

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##### 1. Parking

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

##### 2. Bicycles

Bicycles must be parked on the bike racks located outside of the building. Any bicycles found in the building will be removed.

##### 3. University Shuttle and Escort Service

The university runs a campus shuttle and escort service to assist students with travel to and from campus. The Carnegie Mellon shuttle service is a fixed-route, fixed-stop transportation option available to all CMU students, faculty, and staff.

The CMU escort service is a transportation option that services the geographical areas surrounding Carnegie Mellon that include Squirrel Hill, Shadyside, and Oakland. This is an evening and nighttime service that operates from 6:30 p.m. to 6:30 a.m. The Campus Police runs these services. For more information, students should refer to the following link: <http://www.cmu.edu/police/shuttleandescort/index.html>

#### F. REPORTING BUILDING PROBLEMS

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Students should report all non-emergency building issues—such as burned out lights, shortage of supplies—by sending an email to [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu). Many building emergencies during regular business hours—such as leaks, electrical faults, flooding, power outages, etc.—students should contact the nearest INI staff member. After regular business hours, students should report any emergencies to Campus Police at 412-268-3232.

A Fire and Emergency Action Plan for the INI Building is available at the following link: [http://www.ini.cmu.edu/current\\_students/resources/INI\\_FireAndEmergencyActionPlan.pdf](http://www.ini.cmu.edu/current_students/resources/INI_FireAndEmergencyActionPlan.pdf).

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

## XI. POST-MATRICUATION GUIDELINES

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### A. RETURN OF UNIVERSITY PROPERTY

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INI students must return all borrowed INI and university materials—such as software, manuals, library books/materials, or any other Carnegie Mellon University property—prior to their departure from the program.

### B. EXIT INTERVIEWS

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

## XII. GRANDFATHER CLAUSE

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

## XIII. STATEMENT OF ASSURANCE

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Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at the following link:  
<http://www.cmu.edu/policies/documents/SoA.html>.

## XIV. ACRONYMS

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CPDC	Career and Professional Development Center
CIT	Carnegie Institute of Technology (former name of the College of Engineering)
CSD	Computer Science Department
DEC	Distributed Education Center
ECE	Electrical and Computer Engineering Department
EPP	Engineering and Public Policy Department
INI	Information Networking Institute
INI ESO	INI's Enrollment Services Office
MSIN	Master of Science in Information Networking
MSIS	Master of Science in Information Security
MSIT	Master of Science in Information Technology
MSIT-IS	MSIT-Information Security
MSIT-MOB	MSIT-Mobility
MSIT-SM	MSIT-Software Management
SCS	School of Computer Science
SIO	Student Information Online
SV	Silicon Valley

## XV. VERSION TABLE

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

DATE	VERSION	CHANGE DESCRIPTION
8-21-2014	1.0	Finalized and posted to the INI website.

## XVI. APPENDIX A

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### Key Offices for Graduate Student Support

#### **Office of the Assistant Vice Provost for Graduate Education**

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

In addition, the Office of the AVPGE offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: <http://www.cmu.edu/graduate/>.

Furthermore, the Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Student of Color Series (SOC)

#### **Office of the Dean of Student Affairs**

<http://www.cmu.edu/student-affairs/index.html>

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include: Career and Professional Development Center, Counseling & Psychological Services (CAPS), Housing & Dining Services, Orientation & First Year Programs (note: for undergraduate students), Office of International Education (OIE), Student Activities and Student Life.

Holly Hippensteel, Assistant Dean of Student Affairs, serves as the point person in the division for graduate student resources and concerns. Graduate students will find the enrollment information for Domestic Partner Registration in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

#### **Assistance for Individuals with Disabilities**

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu) to access the services available at the university and initiate a request for accommodations.

#### **Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found at: [www.cmu.edu/teaching/graduatestudentsupport/index.html](http://www.cmu.edu/teaching/graduatestudentsupport/index.html).

#### **Graduate Student Assembly**

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, and otherwise acts on behalf of all graduate student interests. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, [www.cmu.edu/stugov/gsa/resources/index.html](http://www.cmu.edu/stugov/gsa/resources/index.html).

Each department has representation on GSA and the department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

#### **Intercultural Communication Center (ICC)**

[www.cmu.edu/icc/](http://www.cmu.edu/icc/)

The Intercultural Communication Center (ICC) is a support service offering both credit and non-

credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing.

### **Office of International Education (OIE)**

[www.studentaffairs.cmu.edu/oie/](http://www.studentaffairs.cmu.edu/oie/)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

### **Key Offices for Academic & Research Support**

#### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: [www.cmu.edu/computing/guideline/index.html](http://www.cmu.edu/computing/guideline/index.html).

#### **Research at CMU**

[www.cmu.edu/research/index.shtml](http://www.cmu.edu/research/index.shtml)

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

#### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](http://www.cmu.edu/research-compliance/index.html)

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff members work with researchers to ensure research is



conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

### **Key Offices for Health, Wellness & Safety**

#### **Counseling & Psychological Services**

[www.studentaffairs.cmu.edu/counseling](http://www.studentaffairs.cmu.edu/counseling)

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

#### **Health Services**

[www.cmu.edu/HealthServices/](http://www.cmu.edu/HealthServices/)

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

#### **University Police**

<http://www.cmu.edu/police/>

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services (additional information included in the Parking and Transportation section of The WORD, see below), fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years.

Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at [www.cmu.edu/police/annualreports](http://www.cmu.edu/police/annualreports).

**The WORD**

<http://www.cmu.edu/student-affairs/theword//>

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve their full potential as a member of the Carnegie Mellon community.