Master of Science in
Intelligent Information Systems

Student Handbook
2023-2024

Last revision date: September 1, 2023

The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.

http://www.lti.cs.cmu.edu/

1.5 Carnegie Mellon University Statement of Assurance

www.cmu.edu/police/annualreports

1.6 The Carnegie Mellon Code

https://www.cmu.edu/student-affairs/theword/.

1.7 University Policies and Expectations

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4.5 Practice Requirements

Directed study requirement:

Internship requirement:

Capstone requirements:

4.6 Registration Process/Procedures

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- only after
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4.7 Drop/Add/Withdraw Procedures

4.8 Transfer Courses and Pittsburgh Council on Higher Education (PCHE)

https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html

4.9 Internships

Career & Professional Development Center https://www.cmu.edu/career/

4.10 Advising

How and when the advisor is selected:

How to change advisors:

4.11 LTI Orientation

4.12 Summary of Graduate Student Appeal and Grievance Procedures

4.13 Intellectual Property Policy

5 Grading and Evaluation

5.1 Grading Scale/System

1. Minimum grade:

2. Minimum QPA

3. Pass/fail:

5.2 Pass/Fail Grades

5.3 Independent Study

5.4 University Policy on Grades

https://www.cmu.edu/policies/student-and-student-life/grading.html

5.5 Process for Appealing Final Grades

5.6 Policy on Grades for Transfer Courses

5.7 End of Semester Evaluation

satisfactory progress

good letter

satisfactory progress
excellent

not

N-1 letter

5.8 Satisfactory Progress

or strongly encourage the student to consider switching to the four-semester program (MIIS-21) to complete all the requirements.

5.9 Academic Integrity

https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

Important note:

6 Academic Policies

6.1 MIIS Academic Policies

6.1.1 Double Counting Courses

6.1.2 Duration of Study

6.1.3 Deferral

6.1.4 Maximum and Minimum Course Loads

minimum

6.1.5 Transfer Credit

6.1.6 Transferring into the MIIS Program

It is highly recommended to not switch tracks more than once!

ALL

6.1.7 Transferring Out of the MIIS Program

6.2 LTI Academic Policies

6.2.1 Verification of Enrollment

https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html

6.2.2 "Grandfather" policy

6.2.3 Time Away from Academic Responsibilities

6.2.4 Definition of transfer credit versus course exemption

6.2.5 External Employment/Consulting

6.2.6 Leave of Absence

6.2.7 Withdrawal of a Degree

6.2.8 Winter and Summer Breaks

7 Safeguarding Educational Equity

7.1 Assistance for Individuals with Disabilities

http://www.cmu.edu/education-office/disability-resources/

https://rainier.accessiblelearning.com/cmu/)

access@andrew.cmu.edu

access@andrew.cmu.edu,

7.2 Sexual Misconduct Policy

https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html

https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

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  - https://www.cmu.edu/title-ix/ tix@cmu.edu
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  - https://www.cmu.edu/police/,

https://www.cmu.edu/title-ix/resources-and-information/resources.html

7.3 Gestational and Parental Accommodations

https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Accommodations for Gestational Parents

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Financial Assistance for Student Parents

Interest Free Loan

7.4 Consensual Intimate Relationship Policy Regarding Undergraduate Students

https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html

7.5 Employment Eligibility Verification

https://www.cmu.edu/hr/assets/hr/restrict/employment-eligibility-verification-policy.pdf

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- https://www.cmu.edu/hr/assets/recruiting/restrict/i-9-guidance.pdf , https://www.cmu.edu/hr/service-center/new-faculty-staff/i-9-e-verify/index.html https://go.oncehub.com/I9Appointment
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8 Financial Support

8.1 Graduate Student Funding

https://www.cmu.edu/sfs/financial-aid/index.html

http://www.cmu.edu/hub/new-grad/.

8.2 University Financial Aid

(http://www.cmu.edu/finaid/graduate/index.html.)

8.3 Health Insurance

https://www.cmu.edu/policies/student-and-student-life/student-health-insurance.html.

www.studentaffairs.cmu.edu/HealthServices/insurance

8.4 Emergency Loans

https://www.cmu.edu/sfs/billing/emergency-loans.html

8.5 Office of the Dean of Students Emergency Support Funding

9 Additional University Resources

9.1 The HUB Student Services Center

thehub@andrew.cmu.edu http://www.cmu.edu/hub/

9.2 Student Information Online (SIO)

www.cmu.edu/hub/sio

http://www.cmu.edu/hub/index.html).

9.3 ID Cards

https://www.cmu.edu/student-affairs/dean/domestic-partner/index.html

https://www.cmu.edu/idplus/idcards/index.html

9.4 Transcripts

https://www.cmu.edu/hub/registrar/student-records/transcripts/.
uro-transcripts@andrew.cmu.edu.

9.5 Student Privacy Rights and FERPA

https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html

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jp7p@andrew.cmu.edu

9.6 Professional Development

https://www.cmu.edu/career/

http://www.cmu.edu/graduate/

9.7 University Libraries

http://search.library.cmu.edu

website

9.8 Computing Services

www.cmu.edu/computing/

advisor@andrew.cmu.edu

9.9 Family and Dependents Resources

https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/Partner-and-Family-Resources.html

https://www.cmu.edu/idplus/idcards/sponsored.html

9.10 Domestic Partner Registration

https://www.cmu.edu/student-affairs/dean/domestic-partner/index.html

9.11 Housing

https://www.cmu.edu/housing/

9.12 Dining

https://www.cmu.edu/dining

9.13 Parking and Transportation

https://www.cmu.edu/parking/

www.cmu.edu/police/shuttleandescort/.

9.14 Copying, Printing and Mailing Services

https://www.cmu.edu/postoffice/

https://www.cmu.edu/tartanink/copyprint/index.html

9.15 University Center

www.cmu.edu/university-center

9.16 Athletic/Fitness Facilities

www.cmu.edu/athletics

9.17 CMU Alert

www.cmu.edu/alert

A Appendix

Appendix A

Highlighted University Resources for Graduate Students

A.1 Key Resources for Graduate Student Support

A.1.1 Office of Graduate and Postdoctoral Affairs

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A.1.2 Office of the Dean of Students

A.1.3 The Division of Student Affairs

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A.1.4 Center for Student Diversity & Inclusion

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A.1.5 Assistance for Individuals with Disabilities

A.1.6 Eberly Center for Teaching Excellence & Educational Innovation

A.1.7 Graduate Student Assembly

A.1.8 Office of International Education (OIE)

A.1.9 Veterans and Military Community

A.1.10 Carnegie Mellon Ethics Hotline

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

A.1.11 Policy Against Retaliation

A.2 Key Offices for Academic & Research Support

A.2.1 Computing and Information Resources

A.2.2 Student Academic Success Center

A.2.3 University Libraries

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A.2.4 Research at CMU

A.2.5 Office of Research Integrity & Compliance

A.3 Key Offices for Health, Wellness & Safety

A.3.1 Counseling & Psychological Services

A.3.2 Health Services

A.3.3 Campus Wellness

A.3.4 Religious and Spiritual Life Initiatives (RSLI)

A.3.5 University Police

A.3.6 Shuttle and Escort Services

A.4 The WORD