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

This guide is dedicated to the late MSE graduate, Curtis M. Scott, who started the idea of helping incoming students with his *Uncle Rusty’s Guide to the Telesoft Environment*. 
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On intellectual property as it applies to student/instructor collaboration

Student Rights

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Policy Against Sexual Harassment and Sexual Assault

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“Grandfather” policy

Tuition and Financial Aid

Associated fees

University Financial Aid

Program Tuition and Financial Aid

Tuition payments

Financial Support from the MSE/MSIT program

Policy on Outside Employment

Availability of Summer Employment
THE CARNEGIE MELLON CODE

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

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, and commitments kept.

Not only are Carnegie Mellon individuals expected to uphold the standards of the community, they are obliged to hold others accountable for the same. 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 will not apply.

The discovery, advancement and communication of knowledge is 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 to 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.


MSE/MSIT REASONABLE PERSON POLICY

In addition to the overarching university codes of conduct, the Software Engineering Professional Programs abides by one of the best traditions of the School of Computer Science: the “Reasonable Person Policy”. This policy essentially says that we expect members of our community to act reasonably. As such, we attempt to keep formal, written rules to a relative minimum (the guidelines set forth in this handbook notwithstanding).

The governing principles of the Reasonable Person Policy are:

• Everyone will be reasonable.
• Everyone expects everyone else to be reasonable.
• No one is special.
• Do not be offended if someone suggests you are not being reasonable.

On a day-to-day basis, we simply ask that as a member of our community you treat others as you to be treated. Be honest. Show consideration for others when using facilities, resources, and supplies. Practice grace and humility when receiving feedback. Demonstrate tact and diplomacy when offering feedback to others.
CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

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.


The Statement of Assurance can also be found on-line at: http://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html

The process for handling various academic and non-academic policy violations or other grievances vary from grievance to grievance. A Summary of Graduate Student Appeal and Grievance Procedures can be reviewed on the Graduate Education website.

The process for addressing alleged violations of non-academic policies and appeal procedures can be found on the University Policies website at: http://www.cmu.edu/policies/index-a-z/index.html

SOFTWARE ENGINEERING PROFESSIONAL PROGRAMS MISSION STATEMENT

The goal of the graduate software engineering professional programs is to develop future leaders of industrial software engineering practice – chief engineers, lead architects, and principal technical officers. Graduates of the program are expected not only to understand but be able to apply the best of current practice, and to act as Agents of Change to improve the practice in this evolving discipline.
DEGREES OFFERED

The Software Engineering Professional Programs includes five (5) degrees:

- **Master of Software Engineering (MSE)**
  - For software developers who have at least two years of experience and want to become technical and strategic leaders; 16 months, full-time.

- **Master of Software Engineering/Masters in Business Administration (MBA/MSE)**
  - For engineering or science professionals who have at least two years of experience and want to earn a dual degree; six semesters, plus internship. (Offered jointly with Carnegie Mellon’s Tepper School of Business)

- **Master of Science in Information Technology - Software Engineering (MSIT—SE)**
  - For junior software professionals who have at least one year of experience (or equivalent internship/project experience) and want to enhance their software development and leadership skills; 12 months, full-time.

- **Master of Science in Information Technology - Embedded Software Engineering (MSIT—ESE)**
  - For software professionals who have at least one year of experience and want to enhance their embedded software systems development skills; 16 months, full-time. (Offered jointly with the Carnegie Mellon Department of Electrical and Computing Engineering)

For the purposes of this handbook, polices and procedure mentioned herein pertain primarily to the MSE, MBA/MSE, MSIT-SE, and MSIT-ESE programs. All questions regarding other degree or certificate programs should be directed to the Program Manager, Jane Dixon Miller (mil3@cs.cmu.edu).

GRADUATE STUDENT HANDBOOK OVERVIEW

This document is intended to be an informal source of information for students in the Software Engineering Professional Programs in the School of Computer Science. Herein, you can expect to find information on a broad range of policies, procedures, university and program-specific resources, ranging from academic policies to campus dining options. We hope that you will find the guide useful. However, be aware that the Software Engineering Professional Programs adheres to all university guidelines and procedures, detailed below.

THE WORD

In addition to the contents of this handbook, graduate students are expected to be familiar with The Word, Carnegie Mellon University Student Handbook. The Word contains additional information regarding University-wide policies, some of which are specific to graduate students, procedures, resources and opportunities. The Word can be found on-line at: http://www.cmu.edu/student-affairs/theword/.
DEPARTMENTAL RESOURCES

DEPARTMENT/PROGRAM PERSONNEL

The Software Engineering Professional Programs are a suite of programs within the Institute for Software Research and the School of Computer Science. We recommend that you become familiar with the leadership of both of these organizations as well as our own.

Below you will find information on all associated faculty, mentors, and staff; including the possible ways in which you may interact with them.

SCHOOL OF COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
</table>
| Andrew Moore  
_Dean_                                      | GHC 5113 | 268-4939 |
| Frank Pfenning,  
_Computer Science Department Head_         | GHC 7019 | 268-6343 |
| Klaus Sutner,  
_Associate Dean for Undergrad Education_    | GHC 6015 | 268-8510 |
| Garth Gibson,  
_Assoc. Dean for Master’s Programs_          | GHC 9111 | 268-5890 |
| Robert Frederking,  
_Assoc. Dean for Doctoral Programs_          | GHC 6515 | 268-6656 |
| Tom Cortina,  
_Assistant Dean Undergrad Education_        | GHC 4117 | 268-3514 |
| Catherine Copetas,  
Asst. Dean, Indust. Rel/Spec Events_          | GHC 6203 | 268-8525 |

INSTITUTE FOR SOFTWARE RESEARCH

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
</table>
| Bill Scherlis,  
_Director, ISR_                                   | WEH 5222 | 268-8741 |
| David Garlan,  
_Co-Director, Software Engineering Professional Programs_ | WEH 5126 | 268-5056 |
### MSE - WHO WE ARE, WHERE WE ARE, AND WHAT WE DO

#### FACULTY

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Classes/Interactions</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Garlan &lt;br&gt;Co-Director, Software Engineering Professional Programs &lt;br&gt;SCS Professor</td>
<td>Models of Software Systems &lt;br&gt;Architectures for Software Systems</td>
<td>WEH 5126 268-5056 <a href="mailto:garlan@cs.cmu.edu">garlan@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Anthony J. (Tony) Lattanze &lt;br&gt;Teaching Professor &lt;br&gt;Co-Director, Software Engineering Professional Programs &lt;br&gt;Director of MSIT-ESE Program</td>
<td>Hardware for Software Engineers &lt;br&gt;Computer Science for Practicing Engineers &lt;br&gt;Architectures for Software Systems</td>
<td>SCR 278 268-4736 <a href="mailto:lattanze@cs.cmu.edu">lattanze@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Eduardo Miranda &lt;br&gt;Associate Teaching Professor</td>
<td>Analysis of Software Artifacts &lt;br&gt;Estimating Software Development Management for SW Development for Tech Executives</td>
<td>SCR 268 268-8450 <a href="mailto:mirandae@andrew.cmu.edu">mirandae@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Matthew Bass &lt;br&gt;Asst. Teaching Professor, Assoc. Director for Corporate and Alumni Relations</td>
<td>Enterprise Application Integration &lt;br&gt;Systems Architecture for Managers &lt;br&gt;Engineering Data Intensive Scalable Systems</td>
<td>SCR 267 268-6163 <a href="mailto:mbass@cmu.edu">mbass@cmu.edu</a></td>
</tr>
<tr>
<td>Travis D. Breaux &lt;br&gt;Asst. Professor</td>
<td>Methods: Deciding What to Design</td>
<td>WEH 5103 268-7334 <a href="mailto:breaux@cs.cmu.edu">breaux@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Courses</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Tom Keating</td>
<td>Assistant Teaching Professor</td>
<td>Communication for Software Engineers</td>
</tr>
<tr>
<td>Jennifer Ciroli</td>
<td>Adjunct Teaching Instructor</td>
<td>Communication for Software Engineers</td>
</tr>
<tr>
<td>David Root</td>
<td>Associate Teaching Professor</td>
<td>Managing Software Development</td>
</tr>
<tr>
<td></td>
<td>Associate Director, Distance Education Program</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Manuel (Mel) Rosso-Llopart</td>
<td>Associate Teaching Professor</td>
<td>Introduction to Personal Software Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Team Software Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Science for Practicing Engineers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Risk Management</td>
</tr>
<tr>
<td>Peter Kolenich</td>
<td>Adjunct Teaching Instructor</td>
<td>Communication for Software Engineers</td>
</tr>
</tbody>
</table>
## Mentors

<table>
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<th>Name/Title</th>
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<tbody>
<tr>
<td><strong>Felix Bachmann</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project</td>
<td>SEI 5212&lt;br&gt;268-6194&lt;br&gt;<a href="mailto:fb@sei.cmu.edu">fb@sei.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Philip Bianco</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project</td>
<td>SEI 5211&lt;br&gt;268-5387&lt;br&gt;<a href="mailto:pbianco@sei.cmu.edu">pbianco@sei.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Jeff Gennari</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project&lt;br&gt;Member – Admissions Committee</td>
<td>SEI 4206&lt;br&gt;268-1404&lt;br&gt;<a href="mailto:jgennari@andrew.cmu.edu">jgennari@andrew.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Scott Hissam</strong>&lt;br&gt;Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project</td>
<td>SEI 5206&lt;br&gt;268-6526&lt;br&gt;<a href="mailto:shissam@cmu.edu">shissam@cmu.edu</a></td>
</tr>
<tr>
<td><strong>Clifford C. (Cliff) Huff</strong>&lt;br&gt;Senior Member of the Operational Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project&lt;br&gt;Member – Admissions Committee</td>
<td>4570 Fifth Ave&lt;br&gt;<a href="mailto:cch@sei.cmu.edu">cch@sei.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Grace A. Lewis</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project&lt;br&gt;Member- Executive Committee/Admissions Committee</td>
<td>SEI 5412&lt;br&gt;268-5851&lt;br&gt;<a href="mailto:glewis@sei.cmu.edu">glewis@sei.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Daniel Plakosh</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project</td>
<td>SEI 5123&lt;br&gt;268-7197&lt;br&gt;<a href="mailto:dplakosh@sei.cmu.edu">dplakosh@sei.cmu.edu</a></td>
</tr>
<tr>
<td><strong>Vijay Vadlamudi</strong>&lt;br&gt;Manager, Enterprise Business Systems, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project&lt;br&gt;Member- Admissions Committee</td>
<td><a href="mailto:vijaysai@cmu.edu">vijaysai@cmu.edu</a></td>
</tr>
<tr>
<td><strong>John Roberts</strong>&lt;br&gt;Senior Member of the Technical Staff, SEI</td>
<td>Mentor – Software Development Studio/MSIT Project</td>
<td><a href="mailto:jer@sei.cmu.edu">jer@sei.cmu.edu</a></td>
</tr>
</tbody>
</table>
## ADMINISTRATIVE STAFF

<table>
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<tr>
<th>Name/Title</th>
<th>Role/Interactions</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>Jane Dixon Miller</td>
<td>Oversees all aspects of the Master’s programs’ administration. You will likely speak to her regarding admissions follow up, performance review issues, personal and professional conflicts, course and faculty concerns, program management and direction.</td>
<td>SCR 273</td>
</tr>
<tr>
<td>Masters Programs Manager</td>
<td></td>
<td>268-4359</td>
</tr>
<tr>
<td>Associate Director for International Initiatives</td>
<td></td>
<td><a href="mailto:mil3@cs.cmu.edu">mil3@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Joshua Quicksall</td>
<td>Coordinates alumni outreach efforts, student relations, and job placement. You can speak to Josh regarding job searches, interview prep, and general grad life issues.</td>
<td>SCR 269</td>
</tr>
<tr>
<td>Student-Alumni Relations Manager</td>
<td></td>
<td>268-8085</td>
</tr>
<tr>
<td>Lauren Martinko</td>
<td>Coordinates MSE and MSIT-SE programs. Among many other program-related issues, you will likely go to her regarding admission questions, registration, commencement, orientation and general program information,</td>
<td>SCR 276</td>
</tr>
<tr>
<td>Masters Programs Administrator</td>
<td></td>
<td>268-6441</td>
</tr>
<tr>
<td>Linda Smith</td>
<td>Coordinates MSIT-ESE, Distance Education, MSIT-SE SSN, and SEM programs. Among many other program-related issues, you will likely go to her regarding admission questions, registration, commencement, orientation and general program information.</td>
<td>SCR 277</td>
</tr>
<tr>
<td>Masters Programs Administrator</td>
<td></td>
<td>268-5067</td>
</tr>
</tbody>
</table>

## FACILITIES STAFF

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Role/Interactions</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Skees</td>
<td>You may contact Jim regarding any issue you may have with the building or furniture. Also, Jim should be contacted in the event of an accident on the property.</td>
<td>GHC 4103</td>
</tr>
<tr>
<td>Director of Building Facilities, SCS</td>
<td></td>
<td>268-7653</td>
</tr>
<tr>
<td>Paul Stockhausen</td>
<td>You may contact Paul regarding any issue you may have with the building, furniture, or phones.</td>
<td>GHC 4103</td>
</tr>
<tr>
<td>Assistant Facilities Manager, SCS</td>
<td></td>
<td>268-8223</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:stocky@cs.cmu.edu">stocky@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Name/Title</td>
<td>Role/Interactions</td>
<td>Contact Info</td>
</tr>
<tr>
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<td>-------------------------------------</td>
</tr>
<tr>
<td>Emanuel Bowes, Systems Technician, ISR</td>
<td>Emanuel maintains servers and provides tech support for the MSE programs.</td>
<td>WEH 5301 268-3369 <a href="mailto:peb2+@cs.cmu.edu">peb2+@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Christopher Dalansky, Systems Manager, ISR</td>
<td>Chris is the Systems Manager for the Institute and as such, runs both the IT services team as well as the video production team.</td>
<td>WEH 5113 268-7138 <a href="mailto:dalansky@cs.cmu.edu">dalansky@cs.cmu.edu</a></td>
</tr>
<tr>
<td>John Lombardo, Video Technician, ISR</td>
<td>Video Technician for the MSE program. He is responsible for taping classes for distance education.</td>
<td>WEH 4116 268-5414 <a href="mailto:lumbo65@cs.cmu.edu">lumbo65@cs.cmu.edu</a></td>
</tr>
<tr>
<td>John T. Penderville, Video Technician, ISR</td>
<td>Video Technician for the MSE program. He is responsible for taping classes for distance education.</td>
<td>WEH 4116 268-5413 <a href="mailto:jtpender@andrew.cmu.edu">jtpender@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Thomas W. Pope, Assistant Systems Manager, ISR</td>
<td>Tom Pope is the Assistant Systems Manager for the Institute for Software Research. His responsibilities include IT support, system administration, and website support.</td>
<td>WEH 5301 268-8615 <a href="mailto:tpope@cmu.edu">tpope@cmu.edu</a></td>
</tr>
<tr>
<td>Jennifer S. Potter, Courseware Specialist</td>
<td>Jen Potter is the Courseware Specialist for the MSE-DE program. She is responsible for writing and editing print and online course materials for distance education.</td>
<td><a href="mailto:jspotter@cs.cmu.edu">jspotter@cs.cmu.edu</a></td>
</tr>
<tr>
<td>Jim Tobin, Distance Video Technician Manager, ISR</td>
<td>Jim Tobin is the Video Technician Manager for the MSE program. He is responsible to providing video support for distance education.</td>
<td>WEH 4116 268-7695 <a href="mailto:jtobin@cmu.edu">jtobin@cmu.edu</a></td>
</tr>
</tbody>
</table>

For a complete listing of CMU faculty and staff, please visit: [http://www.cmu.edu/Directory](http://www.cmu.edu/Directory)
GRADUATE STUDENT OMBUDSMAN

To better serve Graduate Student interests in the event of conflict (academic or otherwise), the Graduate Student Department provides a Graduate Student Ombudsman. For more information on Suzie Laurich-McIntyre’s role as ombudsman for graduate students, please refer to the section on the Office of the Assistant Vice Provost for Graduate Education in the Additional Resources Manual.

DEPARTMENTAL INFORMATION

MAILING ADDRESS FOR MASTER OF SOFTWARE ENGINEERING PROGRAMS:

Masters Programs in Software Engineering
Carnegie Mellon University
300 South Craig Street, 2nd floor
Pittsburgh, PA 15213 USA

PROGRAM RESOURCES:

OFFICE SPACES AND BUILDING FACILITIES

All students are provided with a working area. Provisions can be made for handicapped students. It is the responsibility of the student to notify the department of any special physical needs.

Keys

- Keys to lockable student storage space and a general access key are distributed to each student at Orientation.
- It is the responsibility of the student to return the keys upon leaving the program.
- Lost keys can be replaced at the cost of $20 each.

Security

- In the event of an emergency, contact Campus Police at: (412) 268-2323
- The door leading from South Craig Street will be kept locked at all times.
- Access to the building is made by swiping a valid and activated Carnegie Mellon student identification card at the front door access area.
- Elevator and 2nd floor access is made by swiping the student ID card in both locations.
- Doors at the top of the 2nd floor stairway must remain locked at all times.
- Student cabinets located inside the MSE/MSIT-SE student space are lockable and remain the responsibility of the assigned student.
- Please do not invite friends into the MSE/MSIT-SE professional areas on a regular basis.
- In case of theft of property, either personal or university, please notify Mr. Jim Skees, Campus Security, and an MSE/MSIT programs administrator.
- Emergency egress can be made by using any of the exit stairways. These can be found inside the MSE/MSIT professional area, or in the 2nd floor main hallway.
• The university’s on-campus emergency procedure can be reviewed here: http://www.cmu.edu/student-affairs/theword//comm_standards/emergencies.html

**CONFERENCE ROOMS**

• Five student meeting rooms are available for student teams to assemble collectively or with project clients. These rooms are scheduled each semester by the Studio Manager, and are available upon request on a first-come, first-reserved basis.

**MEDIA ROOMS**

• All 300 S. Craig Street student meeting rooms are equipped with computer projection capabilities.
• All conference rooms are equipped with floor-to-ceiling white boards.
• High-end telecommunications systems are installed in the faculty conference room and two of the student break-out rooms.

**PROGRAM/DEPARTMENTAL LIBRARIES**

The James E. Tomayko Memorial Library is located in the Master’s Programs in Software Engineering professional space, 300 South Craig Street, 2nd floor. This collection is the generous donation of Dr. Jim ‘Coach’ Tomayko, former director, faculty member, and SEI researcher. Program students may sign out books from his collection for their personal and professional use.

Students may also use the Engineering and Science Library (Wean Hall 4615) and the Software Engineering Institute Library (SEI 1st Floor).

**PARKING**

Parking on campus for students and for their clients is their responsibility. See parking services website at: http://www.cmu.edu/parking/

**REPAIRS**

• **Computing equipment:**
  o Notify an MSE/MSIT program administrator who will contact the appropriate technical support staff.
• **Furniture:**
  o Notify Jim Skees (skees@cs.cmu.edu) or Paul Stockhausen (stocky@cs.cmu.edu).
• **Services:**
  o For furniture, lighting, heating, cooling, etc., contact Jim Skees or Paul Stockhausen.
  o For computers, contact the SCS help desk (Ext. 4231) or the ISR Systems Mgr (Ext. 7138).

**ACCIDENTS ON CMU PROPERTY**

Please report all accidents to Jim Skees (skees@cs.cmu.edu) and the MSE Office. You will be asked to complete an accident report.
MAIL AND CORRESPONDENCE

MAILBOXES

Mail slots (arranged in alphabetical order) are located inside the master program’s professional space on 2nd floor, 300 South Craig Street. All mail is delivered to this location. Please check your mail slot regularly. Mail that is left for an extended period of time may be discarded.

EXPRESS MAIL/UPS/FEDEX

Students may send materials to project clients using these services. Program administrators can supply the packing materials.

Deliveries can be sent to you at the program address. Please check your student mail box regularly to retrieve mail/packages.

FAX

There is a fax machine in the program’s location. Please see an MSE/MSIT program administrator for the access code.

Incoming faxes may be received without charge in the fax room at Craig Street (412-268-5413).

COPY MACHINES

A copy machine for student use is located on the 2nd floor of the Master’s Programs professional facility at 300 South Craig Street, outside of Linda Smith’s office (SCRG 277).

DEPARTMENT COMPUTER CLUSTERS

There are a large number of computer clusters located throughout the CMU campus. For locations, see: http://www.cmu.edu/computing/clusters/

OFFICE SUPPLIES AND EQUIPMENT

INDIVIDUAL SUPPLIES

- Each Studio team has been assigned a designated team space in the student area. This team space has been stocked with the following basic office supplies: pencils, pens, paper clips, push pins, T-pins, highlighter, scissors and ruler.
- All assigned spaces are stocked with hanging and interior folders and pertinent literature. See administrator for basic filing supplies.
- Each work area has a stapler and transparent tape dispenser.
- Each work area has a wastebasket and recycling basket.
**SHARED SUPPLIES**

- Shared office supplies, such as heavy-duty stapler, 3-hole punch, etc., are in the public copy/printing area on the 2nd floor. Students are asked to use the supplies in the designated areas.

**REPLACEMENT SUPPLIES**

- A small quantity of replacement supplies is kept in the student public area.
- When taking any replacement supplies from the MSE stock, please remember the “Reasonable Person” policy. Inform a program administrator when the supply runs low.
- Empty 3-ring binders are often available from administrators. When a student is no longer using a 3-ring binder, please empty it and return it to this stock for use by other students.
- The department will not provide special supplies.

**CONFERENCE PHONES**

- Conference phones are available for business use. Students may use program conference phones to conduct business with project clients, potential employers, or to complete work essential to their plan of study or project work.
- It is recommended that the outside party initiate the conference call. Direct-dial phone numbers for each room are readily available and can be shared with the outside party.
- To make calls internal to the university, it is necessary to dial “8” followed by the last 4 digits of the university office or individual contact number.
- To make calls outside of the university, dial 122 + 13925472 + 9 + (1) + the 7 digit phone number.
- To telephone outside of the US, it is necessary to dial 122 + 13925472 + 9 + 011 + the 7 digit phone number.

**FINANCIAL AND SOCIAL RESOURCES/POLICIES**

**EXPENSES**

- Any expenses incurred on behalf of the program and approved in advance by the Program Manager may be reimbursed.
- Expenses associated with projects that have been pre-approved by the Program Manager or Director may be reimbursed by the program.
- Receipts that verify purchases and/or expenses should be presented to the program administrator for reimbursement.

**SOCIAL COMMITTEE/ACTIVITIES**

With each academic year, a call is made for interested students to serve in social and leadership positions as a part of the MSE Leadership Initiative (MSELi). This student organized and led organization strives to address the professional interests of MSE and MSIT students. Initiatives run the gamut from hosting guest lecturers, coordination of technical and soft skills workshops, and group knowledge-sharing sessions. Proposed initiatives and budgets are submitted to the Student-Alumni Relations Manager for approval, along with requests for funding support.
In addition, the MSELi is charged with discussing and organizing social activities that include recreation, entertainment, socializing, sport and leisure. The MSE/MSIT programs may partially-support reasonable and pre-approved expenses associated with these periodic (generally one per semester) outings. Ideas and a proposed budget should be given to the Student-Alumni Relations Manager, for approval.

**PURCHASING POLICIES AND PROCEDURES**

Students may petition the program for the purchase of supplies in support of professional or social activities that benefit a sizable portion of the program community. Examples of supplies may include food and drink for a visiting lecturer or student-organized professional development event, materials or supplies used in support of student projects.

In every instance, approval from the Program Manager is needed prior to the purchase being made. Once approved, the appropriate Program Administrator can finalize the transaction.

**PROGRAM APPROACH TO PRESS AND MEDIA RELATIONS**

The Program Manager is the point-of-contact between news media and the MSE/MSIT community, including faculty, students, administrators and staff.

If any student, staff or faculty member of the Program is contacted by a media representative, they are encouraged to immediately inform either the Program Director or Program Manager. Persons are not required to answer any questions from journalists without first seeking counsel from program leadership.

Persons interested in publicizing a program, project, event, or other activity affiliated with the Software Engineering Professional Masters Programs should contact the Program Manager, Jane Dixon Miller, or the Program Directors, Dr. David Garlan and Tony Lattanzi.

**PROGRAM/DEPT/COLLEGE/UNIVERSITY BRANDS AND LOGOS**

The Software Engineering Professional Programs adheres to the University’s established guidelines regarding brand identity and logo usage. For more information on the use of university logos and suggested brand identity markers (color scheme, typeface, etc), please consult the Office of Marketing Communications: http://www.cmu.edu/marcom/brand-guidelines/index.html

If you would like to use the Software Engineering unitmark, please contact the, Josh Quicksall, regarding its usage first.
DEGREE ATTAINMENT

COURSE OF STUDY AND GRADUATION

DURATION OF THE PROGRAM

**MSE** full-time campus degree program: Designed to be completed in a 4 consecutive semesters.
- The program can be pursued in a part-time format, and must be completed within five (5) years from the time in which the student matriculates into the program.

**MBA/MSE** full-time campus degree program: Designed to be completed in 6 consecutive semesters as a full-time program only.
- Study is split between Tepper School of Business (3 semesters) and the MSE Program (3 Semesters).

**MSIT-SE** full-time campus degree program: Designed to be completed in 3 consecutive semesters.
- The program can be pursued in a part-time format, and must be completed within five (5) years from the time in which the student matriculates into the program.

**MSIT-ESE** full-time campus degree program: Designed to be completed in 4 consecutive semesters as a full-time program only.

DEFINITION OF FULL-TIME STATUS

The Software Engineering Professional Programs define full-time enrollment as no less than 36 units in a given semester.

DEFERMENT OF START OF PROGRAM

An applicant who is accepted into the MSE/MSIT program is eligible to enter the program in the year of acceptance. On a case-by-case basis, the request for a one-year deferment may be considered. A formal deferment request must be received by the Program Manager and if approved following its review, entitles the student to enter in the following year. Only one deferment will be granted to each student. If a student does not attend in the year following acceptance, the student must re-apply to the program.

COURSE OF STUDY

To receive the Master of Software Engineering (MSE), the Master of Business Administration/Master of Software Engineering (MBA/MSE), Master of Science in Information Technology – Software Engineering (MSIT-SE), or Master of Science in Information Technology-Embedded Software Engineering (MSIT-ESE) degree, students must successfully complete the appropriate courses with an overall quality point average (QPA) of 3.0. If a grade lower than “B-” (B minus) is received in any core course, bridge course, or project course, those courses must be repeated, regardless of the QPA. A “B-” (B minus) or less in any course may jeopardize the student’s good standing in the Program. The required Communication courses must be successfully completed with a ‘pass’ designation.

For program-specific plans of study, visit the appropriate link below:
Note 1: Course units are listed as a convenience for those who wish to know this information. Three CMU units are roughly equivalent to one credit hour. Therefore, a 12-unit course is equivalent to a 4-credit course.

Note 2: As a general rule, the recommended number of units per semester is 48 units. Maximum registration in any given semester is 60 units. Registration for greater than 60 units requires the advance permission and approval/signature of the Program Director.

WHAT IS AN ELECTIVE?

An elective is a course taken in addition to the core, project, bridge and required courses, in an area of interest to the student, and is applicable to his or her software engineering degree. MSIT-ESE students should plan to select technical courses, but there is some flexibility in this area. All MSE and MSIT students are required to take a minimum of 45 units of elective coursework. Units associated with elective courses vary. All students are advised to discuss their choice of electives with his/her advisor, and receive approval before enrolling.

WHAT COURSES COUNT AS ELECTIVES?

Generally, electives are chosen from Computer Science, Robotics, Tepper School of Business, Heinz College, Electrical Engineering, and Software Engineering, but they can come from any school or department within Carnegie Mellon as long as:

- the student has not already taken the course;
- the course is in an area that is consistent with the student’s career goals.

At most, one course can be a lower level undergraduate course provided it has been pre-approved by the student’s advisor. This undergraduate course, however, does not factor into the student’s overall GPA. All elective courses taken for degree completion requirements must receive a letter grade and be approved by the student’s advisor. Elective courses may be taken pass/fail, although neither the units nor the course can be used toward degree completion requirements.

INDEPENDENT STUDY COURSES

An independent study course is one that is:

- designed by the student for further study in a particular area of interest, and
- is used when there is no formal course available in a given subject area.
Independent study courses can be worth either 6, 9, or 12 units. Each Independent Study course, regardless of the proposed units, will fulfill the requirement of one elective course only. A maximum of (2) Independent Studies is permitted to apply toward degree completion requirements.

Each Independent Study course must be approved by at least one faculty member and the Program(s)’s Director(s). Agreement by a faculty member to supervise an Independent Study is voluntary. It is the responsibility of the student, therefore, to negotiate the terms and conditions of the Independent Study with the pertinent faculty member(s) or technical staff supervising the study.

Once the student identifies the appropriate supervising individual, he/she must:

1. Enter into an agreement with the supervisor that clearly defines the learning objectives and expectations, schedules, timelines, and deliverables
2. Retrieve an “Independent Study Contract Form” from the Program Office, completing the form in its entirety.
3. Develop a detailed IS proposal that includes the work to be done, the deliverables, a timeline, and the agreed-upon expectations.
4. Submit the form, inclusive of signatures of the student and the supervisor, to the Programs Manager for review prior to submission to the Program Director.
5. Following any recommended revisions and final approval by the Program Director, the IS form is processed by the Programs Administrator.

The “Independent Study Contract Form” must be submitted no less than 2 weeks before the end of the semester preceding the term in which the IS will occur.

### COURSES TAKEN OUTSIDE THE DEPARTMENT

- Students may take courses outside the Institute for Software Research. Generally, these are courses offered by, but not limited to, SCS, Tepper, Robotics, Heinz College, and ECE. Only those approved by the student’s advisor will be counted toward the completion of elective requirements. (See above for elective requirement.) When in doubt regarding course approval, students should confer with their advisor.


### COURSE MATERIALS

All course materials are available as announced by the instructor. Books may be purchased at the Carnegie Mellon Bookstore or from the student’s favorite online bookseller.
TRANSFER FROM MASTER’S TO DOCTORAL PROGRAMS

• If the requirements for the Master of Software Engineering degree have not been completed when a student leaves to pursue another academic program, the MSE degree will not be awarded.

• Completion of the Master of Software Engineering degree does not guarantee admission into any doctoral degree program at Carnegie Mellon. The courses that are completed as part of the MSE/MSIT program may serve to enhance a student’s application to these programs, but do not ensure admittance.

ON PARTICIPATING IN CAMPUS COMMENCEMENT

Graduates of the 12-month MSIT program participate in the commencement ceremony in May of the current year of the completion of their degree requirements.

Graduates of the 16-month MSE and the 16-month MSIT-ESE programs participate in the commencement ceremony in May of the year following the completion of their degree requirements.

SCHEDULES

UNIVERSITY SCHEDULES

The university issues schedules of courses for each semester. These are generally available in mid-April for the summer session, late-April for the fall semester, and mid-November for the spring semester.

The most current course schedule for all courses (including MSE/MSIT courses) can be found on The Hub website:

https://enr-apps.as.cmu.edu/open/SOC/SOCServlet

The schedule lists, in addition to course number, title, instructor, section, days, hours and room, the prerequisites, if any, for particular course(s). Course schedules may change due to unexpected circumstances; such as non-availability of faculty, low class size, and unexpectedly high enrollment.

It is the responsibility of the student to refer to the latest course schedules.

EXAMINATION SCHEDULES

• The University’s official final examination period begins on the Monday immediately following the last day of classes and continues through the last day of scheduled final examinations, with the exception of reading day(s).

• Scheduled final examinations are those scheduled by Enrollment Services: http://www.cmu.edu/hub/courses/exams/index.html

• An instructor may choose not to set a schedule for the final examination, rather allowing each student to choose his/her examination time. Such exams are called self-scheduled examinations.
MAKE-UP EXAMS

Make-up exams remain the discretion of the individual course instructors and will be scheduled as appropriate.

ENROLLMENT

REGISTRATION PROCEDURES

- Course registrations are completed by the student online at: [http://www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio)
  - Note: First semester MSE students will have their required courses scheduled for them. However, after the first semester they must register via SIO.
- The MSE/MSIT program (and the university) reserves the right to withdraw any announced course if the enrollment is too low. The MSE/MSIT program also reserves the right to make changes in the schedule of hours, units, or in instructional staff.
- **It is the responsibility of each student to register for courses.** This can be done at any time, beginning with the pre-registration period and ending during the add/drop period. Dates can be found on the official academic calendar.
- Each student must register for each course, whether it is for credit or audit. Any student whose name is not on the roster for a particular course on the first day of class may be denied admission to the course.
  - CS Ph.D. courses are numbered 15-8xx.
  - SE Ph.D. courses are numbered 17-7xx.

POLICY ON APPROVED PLANS OF STUDY

To have a course count toward degree completion; it must be approved at the time of registration by the student’s academic advisor. All Plans of Study are reviewed and signed off by the Program Director. The typical per-semester unit load is 51 units; the program does not permit registration overloads.

UNIT LOADING AND OVERLOAD POLICY

The maximum number of units that a student in the MSE program can register for in any one semester is 51 units (after the final drop add date) in the first fall and spring semesters, and 48 units in the summer and second fall semesters. The program will accept for degree completion requirements only those units that have been approved and for which the academic advisor has signed off on the Course Registration Approval Form.

Courses not approved via the Course Registration Approval Form will not count toward degree completion requirements. All exceptions to this policy must be approved by the Program Director.

Students registering for courses other than those listed on the Course Registration Approval Form will be advised to drop the additional courses. Students who take an overload against the advice of their academic advisor may be subject to probation.
**DROP/ADD PROCEDURES**

For policies and procedures regarding the implications of adding and dropping courses, please refer to: http://www.cmu.edu/policies/student-and-student-life/grading.html (carefully review the “Drop/Withdrawal Grades” subsection)

Please consult the Official Academic Calendar for official add/drop dates: http://www.cmu.edu/hub/calendar.html

**COURSES WITH RESTRICTED ENROLLMENT**

MSE students have priority for MSE-originated courses. The MSE cannot intercede with other departments to secure seats for its students in other courses, as all departments reserve seats for their accepted students. Usually all remaining open seats are assigned on a first-come, first-served basis. Students can, on occasion, contact the assigned course instructor in order to plead his/her case for admission to the course. Admission may be granted at the discretion of the instructor. The policy of the department offering the course(s) is always followed.

**GRADES AND EVALUATIONS**

All courses offered through the program are graded on the 4.3 grading standard http://www.cmu.edu/policies/student-and-student-life/grading.html

- MSE and MSIT students must maintain a “B or better” overall average. “B” is equivalent to a 3.0 QPA.
- “R” = Failure. This grade is not acceptable for any graduate student.
- CMU policy specifies that a student who receives an “R” grade in any core course must retake the course and potentially assume supplemental tuition costs for the same. The program adheres to this and all CMU policies.
- If a grade lower than “B-“ (B minus) is received in any core, bridge or project course, those courses must be repeated, regardless of QPA.
- All required Communication courses must be successfully completed with a ‘pass’ grade.

**GRADE REPORTS**

Grades can be located at the student’s Student Information Online (SIO) site: http://www.cmu.edu/hub/sio

**POLICY ON GRADES FOR TRANSFER COURSES**

**UNIVERSITY POLICY**

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see 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: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

STUDENT REVIEW

To monitor individual student and project team performances, the MSE/MSIT program conducts regularly academic performance reviews at the mid- and end-term point each fall, spring, and summer semester. All core and associated faculty, mentors, directors and administration are encouraged to participate.

In assessing a student’s performance, faculty, mentor and directors consider academic achievement, personal responsibility, teamwork, and overall progress. Should a student’s effort fall below the acceptable level and/or fail to meet standards established by Carnegie Mellon and the MSE/MSIT program, the student will be informed in a formal performance letter that outlines a recommended plan for improvement and the consequences associated with failure to improve.

PROCEDURE FOR WRITTEN NOTIFICATION OF “INADEQUATE PROGRESS TOWARD A DEGREE”

Following the posting of mid-term grades, students are notified orally and/or in writing of less-than-acceptable progress in their course(s) of study. Recommendations for a plan of action are provided, with expectations set for the student to demonstrate improvement.

ACADEMIC PROBATION

Student progress will be monitored each semester. Should a student’s overall QPA drop below 3.0 during any semester, he/she may be placed on departmental probation for the following semester and required to improve his/her performance to the acceptable 3.0 QPA during that period. Failure to improve a QPA to 3.0 or better within the following semester may result in termination from the program.

CHANGE OF GRADERS AND MISSING GRADES

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the program.

- A graduate student who believes that the final grade assigned for a course is incorrect should:
  1. Discuss the matter informally with the course instructor responsible for the course in which the student believes an inappropriate grade has been awarded;
  2. Provide evidence that the grade issued was not the grade earned.
  3. If the instructor agrees, the student should contact the program administrator to process a Change of Grade Form in order to correct the grade that was issued in error.
PLEASE NOTE: “My employer won’t reimburse me for the cost of the course if I don’t get an ‘A’” is not a valid reason for requesting a change of grade. Students must provide the instructor with proof that an earned grade is higher than the one that was assigned. The instructor retains final authority with respect to student grades.

• If the instructor and the graduate student do not agree, and the student is not satisfied with the instructor’s grade decision, the student may appeal to the department head within fourteen (14) days of the final grade award. This is done with a formal, written letter and provision of the appropriate documentation. For university policy on grade appeals, see:
  

• If a grade has not been assigned, please notify the course instructor for completion of a Missing Grade Form.

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**PROGRAM POLICY ON PASS/FAIL COURSES**

With the exception of the required Communication I and II courses, all courses applied toward degree completion must carry an earned letter grade. Students may take elective courses for their educational enrichment on a pass/fail basis with the understanding that they will not fulfill degree completion requirements.

**PROGRAM POLICY/PROCESS FOR ‘W’ FROM A COURSE**

The School of Computer Science does not grant ‘W’, or ‘withdrawal’ grades. Therefore, any student wishing to withdraw from a course so as not to negatively affect his or her QPA must do so in advance of the posted Course Drop deadline. This date is listed on the university academic calendar: [http://www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html)

**PROGRAM POLICY ON GRADES FOR RETAKING A COURSE**

Any student who receives a final failing grade in a course will be reviewed at the end-semester performance review meeting. Under advisement from the committee, the Program Director may require that the student repeats the course to fulfill degree completion requirements.

**INCOMPLETE GRADES**

• Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of “I” (incomplete) may be given when a student has been unable to complete the work of a course. However, the work completed up to that date must be of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

• In awarding an “I” grade, an instructor must specify the requirements for the completion of the work and designate a default letter grade in the event that the student fails to complete the remaining work.

• **Students must complete the required course work by no later than the end of the following academic semester**, or sooner if required by the instructor.
• The instructor must record the permanent course grade by the last day of the examination period of the following semester, or the default grade will be automatically assigned by the Registrar.

INCOMPLETE GRADES DELAYING GRADUATION

If an Incomplete grade is earned during the semester in which the student expects to graduate, the student may choose to:

• accept the grade of “I” (Incomplete), thus delaying graduation until the successful completion of the course

OR

• accept a grade of “C”, be certified to graduate, successfully complete the required course work, and request a change of grade to reflect the completion of assignments.

QUALIFYING EXAMINATIONS AND PROCEDURES (OR EQUIVALENT)

None required

THESIS/DISSERTATION

None required

OTHER PUBLIC PRESENTATIONS/EXAMINATIONS (OR EQUIVALENT)

There are numerous opportunities for students to make public presentations. Such presentations include:

MSE STUDIO AND OTHER PRESENTATIONS

• Various group presentations throughout the program duration.
• Mid-semester presentation (MOSP, mid spring and summer semesters)
• End-of-semester presentation (EOSP required at the end fall/spring semesters).
• Final presentation at the conclusion of the summer semester; generally the first week of August.
• Studio IV Reflective poster session, generally scheduled in mid-November.
• As required by individual courses.

MSIT-SE/ESE PROJECT AND OTHER PRESENTATIONS

• Various group presentations throughout the program duration.
• Mid-semester presentation (MPP scheduled end-spring semester)
• End-of-semester presentation (FPP end-summer semester).
• Final presentation at the conclusion of the last semester; generally scheduled for the first week of August.
• As required by individual courses

GRADUATE CERTIFICATION AND DEGREE TITLE
Upon successful completion of all coursework, students will be certified for graduation by the appropriate program administrator.

Degree Titles appear on the degree as follows:

**MSE:**
Master of Software Engineering

**MBA/MSE:**
Students will receive two diplomas which read, respectively:
Master of Software Engineering
Master of Business Administration

**MSIT-SE:**
Master of Science
Information Technology (Software Engineering)

**MSIT-ESE:**
Master of Science
Information Technology – Embedded Software Engineering

PROCESS FOR TAKING & RETURNING FROM LEAVE OF ABSENCE

• Students who are in good standing may apply for a leave of absence from the Program. Such a leave of absence is usually granted for a **maximum of no more than one year and must be formalized by a written request**. After that time, the student must contact the department for possible re-entry into the Program.

• The MSE Program reserves the right to set entry conditions that must be met when a student returns from a Leave of Absence. A student will be granted **only one** leave of absence from the MSE Program.

• Refer to the university’s policy on Leave of Absence and Return from Leave
  
  o [http://www.cmu.edu/hub/registration/leave.html](http://www.cmu.edu/hub/registration/leave.html)

GRADUATION AND DEGREE COMPLETION SPECIFICATIONS AND SUMMARY REQUIREMENTS

None required
TEACHING REQUIREMENTS

None required

LANGUAGE PROFICIENCY REQUIREMENTS

In order to be successful academically and professionally, students should be able to express themselves clearly via spoken and written English, as well as through presentations.

English language proficiency is demonstrated and verified as a part of the admissions process. Additionally, MSE, MSE/MBA, and MSIT-SE programs require the successful completion of the two-part “Communication for Software Engineers” series.

RESIDENCE REQUIREMENTS

None required

ACADEMIC INTEGRITY STATEMENT

Please review the University expectations at: http://www.cmu.edu/academic-integrity/

Please review the entire policy at http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.

Carnegie Mellon University educates its students to become professionals who will serve society with integrity. The university also creates and disseminates new knowledge and expressions of knowledge in ways that benefit society. Carnegie Mellon strives to serve the changing needs of society through the three primary goals outlined in its mission statement: to create and disseminate knowledge and art through research and artistic expression, teaching and learning and transfer to society, to serve students by teaching them leadership and problem-solving skills, and the values of quality, ethical behavior, responsibility to society and commitments to work, to pursue the advantages provided by a diverse community, open to the exchange of ideas, where discovery and artistic creativity can flourish.

ACADEMIC INTEGRITY POLICY

The majority of students in our programs don't cheat. Cheating is a choice. If you choose to cheat and are caught doing so, you can expect that the following things will happen:

- You will be penalized on the assignment in question, and placed on probation.
- If you are already on probation for any reason when the cheating incident is reported,
you will be dismissed from the program.

- If the incident is the second time you’ve cheated, you will be dismissed from the program.
- You may not be eligible to assume leadership positions (i.e., Studio Manager, MSELi) and you may not be eligible to serve as an MSE Teaching Assistant.

All students should review and familiarize themselves with the University’s Academic Integrity Policy. The policy can be found at:

http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf

### ADDITIONAL DEPARTMENT AND UNIVERSITY POLICIES/PROTOCOLS

#### ADVISING

#### ROLE OF THE ADVISOR

An advisor will be assigned to each student at the start of the program. The advisor’s role is to:

- offer advice on appropriate elective courses to meet individual career goals;
• monitor student progress throughout the program;
• evaluate student performance as related to English language proficiency and suggest appropriate intervention, as needed;
• recommend and help arrange for tutoring, if needed;
• recommend disciplinary action to the Executive Committee, if needed;
• meet at the conclusion of each semester to discuss student progress and to provide progress documentation to the student.

*Mentors of the Software Development Studio may choose to act as advisors on an informal basis.*

**ROLE OF THE STUDENT**

Initial advising is done at the MSE/MSIT Orientation. **Students are then responsible for making subsequent appointments with their program-assigned advisors.** Opportunities for such meetings include mid-term (prior to registration for the following semester) for advice on courses to take in the upcoming semester.

**HOW TO CHANGE ADVISORS**

If a student experiences difficulty working with his/her assigned advisor, the relationship and associated circumstances should be discussed first with the assigned advisor. In the event that no resolution is forthcoming, the student should discuss the situation(s) with the MSE/MSIT Program Director and offer suggestions for an alternate advisor. The Director will act as arbiter regarding advising change requests.

**ORIENTATION**

The MSE/MSIT program offers a mandatory orientation to new students during the week prior to the beginning of fall classes. This orientation may also be attended by continuing students and may be followed shortly thereafter with a “refresher” of procedures.

**ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES**

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form to access@andrew.cmu.edu to begin the interactive accommodation process.

For more information please see [http://www.cmu.edu/hr/eos/disability/index.html](http://www.cmu.edu/hr/eos/disability/index.html). Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

**PROFESSIONAL DEVELOPMENT**
In order to support the student’s personal and professional goals, the MSE/MSIT program has worked with the Software Engineering Institute (SEI) to secure a reduced rate for students enrolling in SEI courses.

### Types of Professional Development

- Software Engineering Institute (SEI) professional short course
- Software Engineering conference/workshop attendance.

### Securing Professional Development Funding

- Gather all pertinent information and discuss it with your advisor.
- Students must justify attendance at a course by explaining how it relates to his/her career goals and professional growth.
- For an SEI short course, a student should download an application from the SEI website and complete all but the “how to pay” and “cost” portions of the forms. Give the completed application to the Programs Administrator who will process the request.

*NOTE:* MSE/MSIT program participants receive a discounted price for SEI courses. Individuals paying full course fees, however, are given priority for registration. If the course(s) chosen is fully subscribed, the student may be dropped from the course(s) regardless of advance registration and will be notified by the SEI of his/her status in the course. The SEI does not guarantee a student’s acceptance and/or attendance in any SEI course.

### Information on Professional Development

Information on software engineering-related conferences and workshops is readily available. Students are encouraged to subscribe to SEWorld at the following web address for regular mailings on event schedules:

http://www.sigsoft.org/seworld/

### Policy on Immigration and Offers of Employment

All international students are required by the university to consult with the Office of International Education for eligibility BEFORE signing an Offer of Employment contract.

### On Intellectual Property as it Applies to Student/Instructor Collaboration

The professional graduate software engineering programs adhere to Carnegie Mellon’s policy:

http://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html

### Student Rights

The professional graduate software engineering programs adhere at Carnegie Mellon’s policy regarding student rights:

http://www.cmu.edu/policies/student-and-student-life/students-rights.html
FORM OF REVIEW/REDRESS FOR ACADEMIC CONFLICTS.

The student should discuss any issues associated with academic matters with the Program Director. The MSE/MSIT Executive Committee will address unresolved conflicts. If not resolved, the student may appeal to the College Council. For further information on procedures and the university policy, see:

http://www.cmu.edu/academic-integrity/responding/allegations/grad.html

SAFEGUARDING EDUCATIONAL EQUITY

POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at:

http://www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean’s Office staff to determine resources and procedures appropriate for the individual student. Planning for the student’s discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

“GRANDFATHER” POLICY

When policies change, it is because the department recognizes that the newly-adopted rule is an improvement. Students enrolled in a degree program that is affected by a change in policy may, in some cases, choose to be governed by the policy in effect at the time of their matriculation.
TUITION AND FINANCIAL AID

ASSOCIATED FEES

The MSE/MSIT programs do not include additional associated student fees. The associated fees for students in the School of Computer Science can be reviewed at: http://www.cmu.edu/hub/tuition/graduate/scs.html

Should a student choose to travel to a conference for professional development, the Graduate Student Assembly (GSA) and the Provost’s Office offer funding opportunities to this end. For more information on this funding and the application process, please visit: http://www.cmu.edu/graduate/professional-development/conference-funding/index.html

UNIVERSITY FINANCIAL AID

Graduate students should consult the graduate student financial aid information found on The HUB website: 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, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

PROGRAM TUITION AND FINANCIAL AID

TUITION PAYMENTS

To understand your invoice, payment options, etc., visit: http://www.cmu.edu/hub/billing/index.html

The student must handle tuition problems by directly contacting the HUB. The MSE/MSIT program administrators cannot solve tuition problems.

TUITION PAYMENT FOR SUMMER COURSES/FULL- AND PART-TIME STUDENTS

Students enrolled in the full-time campus programs are charged the per-semester tuition based upon the rate at the time of their matriculation. That said, students registering for the MSE Software Development Studio in summer and fall (2) will be charged at the tuition rate as set for the prior academic year.

TUITION REFUND POLICY FOR FULL-TIME AND PART-TIME STUDENTS

The MSE/MSIT program adheres to the university policy pertaining to tuition refunds. See: http://www.cmu.edu/hub/billing/refunds.html
SPONSORED STUDENTS

A sponsored student is one who has another party (such as an embassy) under agreement to pay the student's tuition. See: http://www.cmu.edu/hub/billing/sponsor/index.html

CARNEGIE MELLON EMPLOYEES REIMBURSEMENT PROCEDURE

Contact the Benefits Office (8-2049) for specific information on tuition benefits. You must complete a Tuition Remission form each semester in order to receive these benefits. To receive a Tuition Remission form, visit the Human Resources website at: http://www.cmu.edu/hr

Note: Because tuition remission is a taxable benefit, employees of Carnegie Mellon University assume the payment of taxes for any graduate courses taken.

FULL-TIME/PART-TIME STATUS REQUIREMENTS

- To be considered a full-time student, a student must be registered for a minimum of 36 units in every semester.
- All international students are required by federal law to maintain full-time status. Failure to maintain full-time status will result in loss of a student visa (and, therefore, “permit of stay”).
- All students having a Stafford Loan cannot drop below part-time status.

FINANCIAL SUPPORT FROM THE MSE/MSIT PROGRAM

- The MSE/MSIT programs do not provide financial support. The program does offer two competitive funding opportunities for exceptional performers (see below),
- Carnegie Mellon University, SCS and the MSE/MSIT program do not grant tuition waivers.

EXTERNAL FELLOWSHIPS

- The MSE/MSIT program accepts students with external fellowships.
- For information on external fellowships: http://www.cmu.edu/finaid/basics/graduate/
- The MSE/MSIT program seeks to list applicable third-party funding sources. You can view the working list of fellowships and scholarship for which you may be eligible here: External Funding Opportunities
- The receipt of outside funding sources will not adversely affect the student’s eligibility for the MSE Fellowship. However, as financial need is a factor considered for the James E. Tomayko Scholarship, it may impact the student’s eligibility for that scholarship.

MSE FELLOWSHIP

The MSE/MSIT program offers a one-year fellowship to an outstanding student who completes his or her studies, yet wishes to remain engaged with the program conducting research. Such fellowship candidates are recommended by program advisors and/or program faculty, are formally reviewed, and must be unanimously approved. If you are interested in this fellowship, ensure that your program advisor is aware of your interest.
JAMES E. TOMAYKO SCHOLARSHIP

The James E. Tomayko Scholarship is awarded to one or more students who demonstrate academic excellence, leadership potential, strong communication skills, exceptional personal initiative, and demonstrated financial need. Prospective awardees are generally identified upon the completion of one or two full semesters in the program, with recipients chosen by committee.

POLICY ON OUTSIDE EMPLOYMENT

Full time graduate students within the Software Engineering Professional Programs are ordinarily expected to devote their full attention and energy to their educational endeavors. Classwork and project assignments are deliberately planned so as to occupy full time students, thus effectively precluding outside employment and consulting.

All full time students are advised to decline such work and concentrate on their graduate studies.

AVAILABILITY OF SUMMER EMPLOYMENT

The MSE/MSIT Programs do not provide summer employment opportunities. Further, as the programs require a full-time course load during the summer semester, it is highly unadvisable to seek internal or external summer employment.