

Carnegie Mellon University Australia

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Carnegie Mellon University in Australia (CMU-A) General Handbook

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1 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:

- [The Word/Student Handbook](#)
- [Academic Integrity Website](#)
- [University Policies Website](#)
- [Graduate Education Website](#)
- The Heinz College Handbook

2 THE CARNEGIE MELLON CODE

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 online.

3 EDUCATIONAL PLANNING

3.1 Program Handbook

Each degree program publishes a supplemental handbook addendum which outlines specific curricular and program requirements. It is important that you familiarize yourself with both your program handbook as well as this CMU-A Campus General Handbook.

3.2 Advisors

You will be assigned an academic advisor when you enter your graduate program. Your advisor can help you select courses and deal with academic questions and issues. You should plan to meet with your advisor at least twice per semester, but feel free to call upon your advisor at any time. If you choose to change advisors at any point during your academic career, you must file the petition for [Change of Advisor](#).

3.3 Student Responsibilities

The College's faculty and staff will try to help you in every way possible to successfully complete your program. **However, it is your ultimate responsibility to ensure that you meet all of your program's requirements.**

3.4 Changes to Requirements

This handbook is intended to summarize the policies of CMU-A. The policies and requirements outlined in this handbook may change. CMU-A will make a serious effort to see that all students are informed of any relevant changes in policy or operations. In general, when such revisions and additions increase requirements, only the next entering class will be bound by them.

3.5 Assistance for Individuals with Disabilities

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting access@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations. More information on requesting accommodations or services due to disability can be accessed at this [link](#).

3.6 Course Materials

A number of CMU-A courses employ the use of business case studies as required texts. These case studies are ordered via CMU-A to benefit from deep discounts and are automatically charged directly to the student account of each student on the roster at the end of the add/drop period. You have the option to purchase these case studies independently, but will not be eligible to receive the discounts offered on orders placed through CMU-A. At all times you must abide by all copy right laws. If you have concerns regarding the materials or charges, please speak with the course instructor or the Programs team.

4 PROGRAM COMMITTEE

Each degree has a Program Committee that oversees the Program and makes recommendations to the Head, CMU-A and faculty about the program and about students. The Program Committee makes unilateral decisions only on a very limited set of issues, such as petitions by students to waive requirements. Even in these cases, students may appeal a Committee ruling to the faculty or to the Head, CMU-A. The Committee has delegated to the Senior Director of Academic and Institutional Development the responsibility for decisions on certain petitions from students. On such issues as academic standing, the Committee reports its findings to the faculty, makes recommendations, and then acts on the faculty's decisions.

4.1 Program Committee Composition

The Program Committee consists of faculty members appointed by the Head, CMU-A and the Senior Director of Academic and Institutional Development.

4.2 Program Committee Meetings

The Program Committee meets periodically each semester. The meeting agenda is circulated in advance. If you want to place an item on the agenda or make a presentation to the Committee, consult with the Senior Director of Academic and Institutional Development at least one week before the meeting. The last meeting of each semester is devoted primarily to evaluating students' progress and typically does not include other agenda items.

Program Committee meetings generally are open to the College community when curricular and other general items are considered. However, when the committee is considering the progress of individual students, the meeting is closed.

4.3 Process for Petitions to the Program Committee

You may petition the Program Committee for permission to waive or modify your program's requirements. The Senior Director of Academic and Institutional Development will initially decide on petitions concerning the add and drop deadlines, course and credit loads, allowable units of Independent Study, late grade changes, late withdrawals, deferring of core courses and extension of incompletes. Most other petitions will be heard directly by the Program Committee.

Your petition for modification of any program requirements should be in the form of a memo to the Senior Director of Academic and Institutional Development, and should include a clearly written statement of the problem or issue, the suggested remedy or proposed plan, and supportive evidence, if relevant. A statement of support from your advisor is especially helpful.

When submitting a petition, it is essential that you follow a reasonable and timely procedure. In most cases, this means that the petition should be submitted prior to the beginning of the semester for which you are requesting an action. For example, you generally will not be allowed to waive a required course if you have already missed three weeks of the class. Generally, you should allow at least two weeks for review and action on a petition.

You may appeal any decision by the Senior Director of Academic and Institutional Development to the Head, CMU-A.

5 TEACHING

Quality teaching is an important element of the College's programs. The College solicits student evaluations of all courses, provides Teaching Assistants (TAs) in many required courses, and works with the University's Teaching Center to enhance the quality of teaching.

5.1 Instructors' Responsibilities

Instructors must provide a detailed syllabus that identifies course objectives, content, and procedures, and must communicate clear grading standards for homework assignments, tests, grades, and other work. Instructors with Teaching Assistants will describe TA responsibilities in the syllabus. Instructors will clearly describe what kinds of collaboration are prohibited. If the instructor does not make these issues clear, you should be sure to ask about them during the first class meeting. It is your responsibility to ensure you understand all course policies and requirements.

Instructors will insure fair and confidential grading. To insure confidentiality, instructors who use teaching assistants will ask you to identify homework, exams, and papers by your student ID instead of your name. In the syllabus, an instructor will describe how grades are assigned, what part a TA plays in the grading process, and how you can appeal a grade.

CMU-A is committed to a learning environment that provides students with a clear understanding of their progress and performance in each class taken. Communicating grades and providing timely feedback on assignments help students improve and better master course content.

To that end, faculty are expected to provide students with grades for each assignment, exam, paper, presentation or project that is factored into the final grade for the course.

5.2 Teaching Assistants

Teaching Assistant (TA) positions are given to students who have demonstrated both an understanding of the course material and the ability to help others learn this information. TAs are an important part of the success of programs. They assist the instructor by conducting review sessions, tutoring students, either individually or in small groups, and grading homework and examinations under the instructor's supervision. Information relating to TAs may be found in the [Teaching Assistants Handbook](#).

5.3 Evaluation and Recognition of Teaching Performance and Heinz College Students

You will be asked to evaluate your courses and instructors at the end of each mini or semester. Evaluations are conducted online and are anonymous. The results will not be available to instructors until after the final grading period. Final evaluations are posted on the [Faculty Course Evaluations site](#). On the course evaluation, you are encouraged to numerically rank performance and to give comments. Comments are extremely helpful in explaining low or high ratings, so be sure to take the time to provide constructive comments that can help the faculty and administration build a better program.

At the end of the academic year, a committee of students, staff and faculty select an instructor to receive the annual Teaching Award, and a teaching assistant from each school to receive the Teaching Assistant of the Year Awards.

6 SCHEDULING AND COURSE CREDIT

6.1 Length and Intensity of Courses

A full-semester course carries 12 units of credit and is generally expected to require an average of 12 hours per week of time, including time spent in and out of the classroom. “Mini” courses are those that are half a semester in length; they generally carry 6 units of credit, and also require approximately 12 hours per week of time.

Required classes are generally scheduled to meet for 90 minutes, three times a week during the day (on Monday, Wednesday, and Friday; or Tuesday, Thursday, and Friday). Frequently, instructors make Friday an optional review session; if so, the instructor will require more out-of-class work so that the time commitment to the course is similar to a course which meets formally three times a week.

Elective classes are generally scheduled to meet 90 minutes two times a week during the day or for three hours one time per week during the evening.

6.2 Course Loads

The number of units a student takes in any semester depends upon the program and enrollment status (either part-time or full-time). Additionally, individual circumstances may dictate a heavier or lighter course load in a given semester.

6.2.1 Full-time Student Course Load

Depending upon the degree program, full-time students generally register for 48-54 units of course work per semester to meet graduation requirements and may carry no more than 54 course units per semester, including courses outside of the Heinz College. You may petition the Senior Director of Academic and Institutional Development to take more than the maximum units if you feel you can handle the extra workload. **You will not receive credit toward your degree for coursework taken in excess of 54 units, unless you obtain prior approval from the Senior Director of Academic and Institutional Development before the end of the drop/add period for that semester.**

In addition, you must pay for all full-time semesters of CMU-A tuition that your program requires (i.e., three semesters of tuition for the 12-month track programs and four semesters of tuition for the 21-month track programs) even if you can complete all degree requirements in a shorter period of time.

Similarly, you can petition to take fewer than 48 units if there are reasons why you cannot carry a heavier load, and if you will be able to return to a normal course load the following semester. In some cases, this may delay your graduation date.

6.2.2 Auditing Courses

An audited course will be counted toward the 60 maximum allowable units per semester, even though it will not count toward the satisfaction of any degree requirement. Units are not earned for courses you audit. Students wishing to audit a course need to submit the [Petition to Audit a Heinz College Course](#) by the tenth day of the semester for a full-semester course and the fifth day of the mini for a mini course.

6.2.3 Part-time Student Course Load

Part-time students typically take 12-30 units per semester, depending upon their individual circumstances and professional obligations. Students pay tuition on a per course basis. Under special circumstances, you might be admitted into a typically full-time program as a part-time student. In this case, you must submit a plan to the Senior Director of Institutional and Academic indicating which courses you will take each semester before you register.

6.3 Adding and Dropping Courses

CMU-A's deadline for adding and dropping full-semester courses is the tenth day of the semester. The deadline for mini courses is the fifth day of the mini. Once you have met with your advisor, you can add/drop a course by using Carnegie Mellon's Online Registration up until the official add/drop deadline for the semester or mini. All Heinz courses for which you have registered will appear on your transcript and will be counted toward your QPA, even if you don't complete the course. **Therefore, if you do not drop a course on time, the grade (including a failing grade) will still count. Conversely, if you do not register properly for a course, you will not receive a grade, regardless of the amount or quality of your work in the course.**

In order to add or drop a course after the deadline, students must submit a [petition](#) to the Senior Director of Academic and Institutional Development. You should note that permission to late add or drop a course late is granted only when exceptional circumstances beyond your control have prevented you from submitting a timely course change. In general, academic difficulty or burdensome academic loads are not considered sufficient grounds for dropping a course late.

6.4 Students on Student visa (subclass 500) and Course Loads

Students on a student visa ([subclass 500](#)) must have applied for and been accepted to study in a registered full-time course at an educational institution in Australia. Regulations provide up to how many online/distance courses a student on a subclass 500 visa may take and still be considered to be enrolled full-time.

6.5 Credit for Prior Courses

In general, CMU-A does not give credit toward graduation for courses taken prior to entering the CMU-A program. **Even if you do receive prior credit, however, you must still pay tuition for the number of full-time semesters required by your program in order to receive a degree.**

6.6 Exemption of Courses

You are strongly encouraged to apply for exemption of a required course if you have already acquired all or most of the skills taught in that course outside CMU-A. In general, you will not be granted an exemption from a project course requirement.

To receive an exemption, you must either take a qualifying exam or petition the instructor of the relevant course—the process is detailed during your orientation. Exemption exams are given prior to or at the beginning of the semester for which the course is offered. Exemption exams for courses offered in multiple semesters must be taken prior to the start of the semester. If you have some background in the material of a core course, it is in your interest to take the exemption exam. Three scenarios may occur as a result of taking the exemption exam: 1) you fully exempt the course; 2) you

take the exam, but do not pass and need to take the course; 3) you demonstrate strong aptitude, but not mastery and are placed into a higher level course.

To petition to exempt a course that is not covered by an exam you should:

- Submit the [Petition for Course Exemption](#) form from the College website.
- Complete this form, and attach an official course description or syllabus from the prior course(s) you took, including the professor's name, textbooks used, and particular chapters covered. Also include a copy of your transcript that shows the grade you received in the class.
- Obtain the approval of the course instructor.
- File the petition with the Senior Director, Academic and Institutional Development.

Be aware that if your petition is granted, you may need to learn some particular skills taught in an exempted course on your own time.

Some students fear that if they exempt a course instead of taking it and getting a high grade, their grade point average might be lower, and might fall below the minimum threshold for graduation. To prevent this problem and to encourage you to apply for exemptions, CMU-A uses a "shadow" grade of A- (3.67 points) for an exempted course when determining if you 1) meet the grade point requirements for graduation, 2) should be suspended or 3) should be dropped from the program. In other words, CMU-A assumes that if you had taken the course, you would have received an A- grade, and if your grade point average would have been above 3.0 with that grade, CMU-A will not suspend or drop you from the College. This grade will not appear on your transcript, it will not be included in your official QPA, and it is not used to determine whether to place you on probation or to send a letter of warning or congratulations. Further, a shadow grade is not used in the calculation for graduation with honors. Only one exemption receives a shadow grade; you are encouraged to exempt multiple courses if you can, but you will receive a shadow grade of A- for at most 12 units of coursework.

6.7 Independent Study/Directed Reading

Independent study and directed reading courses allow for one-on-one interaction between a professor and a student. These courses allow you the flexibility to direct your own coursework. It is a faculty member's discretion whether to take on an independent study or not, therefore independent studies generally are built upon mutual interests of the student and faculty member. You and the professor should agree in advance on a program of study and a method of evaluation. The number of course units should equal the expected number of hours per week required during the semester.

To receive approval for an independent study course, you must submit an [Independent Study Contract](#) to the faculty advisor accompanied by a memorandum which describes the plan for this independent study or directed reading course and includes the number of units to be earned, the outcome of the independent study (i.e., a paper or series of papers, etc.). The faculty advisor must sign the petition and the memorandum. These should be submitted to the Senior Director of Academic and Institutional Development prior to beginning your study; without this memo, you will not receive credit for this course. Independent study courses may only be directed by full-time faculty at CMU-A unless permission is received in advance from the Senior Director of Academic and Institutional Development.

You may not count independent study or directed reading courses toward fulfilling requirements in

the Common Core or towards completion of your degree without approval from the Senior Director of Academic and Institutional Development. If you wish to take more than 12 units of such courses, you must submit a petition to the Associate Dean no later than one week prior to the add/drop deadline for the mini or semester.

6.8 Courses Outside of CMU-A

To fulfill the elective requirements for graduation, you may take graduate courses offered by Carnegie Mellon, **subject to the approval of the Senior Director of Academic and Institutional Development.**

If you wish to count a non-CMUA course as part of your degree, you must obtain approval from the Senior Director of Academic and Institutional Development in advance of registration. Lastly, CMU-A will count the course as 12 units toward your degree requirements when determining your eligibility for graduation.

Transfer Credit from Other Universities

Students may apply to receive transfer credit from other universities by submitting a [Transfer Credit form](#). An original transcript or e-transcript from the other University is required when submitting the Transcript Credit form. CMU-A limits the number of units which will be permitted to be transferred. Please refer to [CMU's Transfer Credit Evaluation and Assignment policy](#). Students should contact the Senior Director of Academic and Institutional Development prior to submitting the Transfer Credit Form.

6.9 Final Examinations

Final examinations for full-semester courses are scheduled during finals week and typically take no more than three hours to complete. Finals for first and third mini courses are usually no longer than an hour and a half and are held during a three-day "mini-finals" period in the middle of the semester. Full semester courses continue to meet during this time. Finals for the second and fourth mini courses are held during finals week at the end of each semester and may be either an hour and a half or three hours in duration, at the discretion of the instructor. Final exams for evening courses will be held on the usual meeting day for the class, (e.g. a Monday evening class will have its final on the Monday evening of exam week). It is therefore possible that a student could have several finals in one day.

7 PERFORMANCE STANDARDS

7.1 Grading Scale

CMU-A operates on a 4-point grading scale as follows:

Letter Grade	Interpretation	Points	Credit toward Graduation?
A+	Exceptional	4.33	Yes
A	Excellent	4.00	Yes
A-	Very Good	3.67	Yes
B+	Good	3.33	Yes
B	Acceptable	3.00	Yes
B-	Fair	2.67	Yes
C+	Poor	2.33	Yes
C	Very Poor	2.00	Yes
C-	Minimal Passing	1.67	Yes
D, R	Failing	0	No
I	Incomplete	0	No

7.2 Incomplete: "I" Grades

You are expected to finish all required work in a course by the established deadlines. If you fail to do so, the instructor will give you the grade you deserve, based on the work you have completed. Under exceptional circumstances, the instructor may agree to assign a grade of "I" (Incomplete). Individual instructors establish specific policies concerning incomplete grades. In general, however, **you can expect to receive grade penalties if the incomplete is granted for reasons other than illness or other uncontrollable circumstances.**

In order to receive an incomplete grade, you must sign a [Contract for Completion of Incomplete Coursework](#) indicating what you must still finish and when you will turn it in. **The maximum time allowed is one semester past the end of the course.** You must submit the contract to the Senior Director of Academic and Institutional Development before the end of the semester while you are still enrolled in the class. Without this contract, you will automatically receive a grade of R (failure). If the contract expires before you turn in the work you will receive the default grade specified in the contract.

7.3 Pass/Fail Grades

You may take up to 12 units of non-core classes on a pass/fail basis. It is the student's responsibility to see if the class can be taken as Pass/Fail by checking the instructor's policy listed on the course syllabus or Blackboard. If the policy is not listed on the syllabus or blackboard, please contact Academic Services. See the Academic Service's office or the Heinz College Website for the proper [form](#). This form must be filed before the add/drop date of the relevant semester or mini semester (the tenth day of class for the semester and fifth day of class for a mini). Pass/fail grades are not used in calculating your grade point average. You may not take core courses as pass/fail (unless a core class is automatically graded on a pass/fail basis).

7.4 Change of Grades

If you find or suspect a computational or clerical error in the grade which you receive for a course, you should contact the instructor as soon as possible. If the instructor agrees that the grade is incorrect, he or she will submit a “Change of Grade” form to the College’s Office of Academic Services. In general, late grade changes due to the completion of extra work or revision of work already submitted will not be approved.

7.5 Appeal of Grades

If you believe that a grade is incorrect you should contact the instructor to clarify or appeal your grade. If you wish to appeal your grade beyond the instructor level, you must first notify the Senior Director of Academic and Institutional Development in writing of the basis for your appeal. The Senior Director of Academic and Institutional Development will discuss your concerns with you. After that conversation, you may request that your appeal be forwarded to the Head, CMU-A for a formal and final review. The University’s policy for appealing grades is outlined in the [Summary of Graduate Student Appeal and Grievance procedures](#).

Grades are viewed as the prerogative of the faculty. The Head, CMU-A will not grant appeals except in cases where objectively demonstrable and verifiable errors were made in grading (e.g., an error in the calculation of the grade) or serious violations of policy occur.

7.6 Grading Standards

Grading in a particular course is the prerogative of instructor of that course subject to the requirements described in sections above. There is no mandatory grading scale at CMU-A. There are, however, a set of general guidelines that the Dean of Heinz College has promulgated to help ensure equity and broad consistency in grading standards across courses. These guidelines are given below. While it is not the case that every class, each semester will meet the specific standard identified, these standards capture the general expectations for courses in each category.

- Standard Core Courses: mean grade of 3.33 - 3.4
- Advanced Core Courses: mean grade of 3.5
- Concentration and Elective Courses: mean grade of 3.5
- Systems Synthesis and Project Courses: mean grade of 3.6 -3.67

There are numerous legitimate reasons why grades in a particular course might vary significantly from these guidelines.

8 ACADEMIC STANDING

The Program Committee both monitors the progress of students according to the standards of the College and makes suggestions to the faculty and the Head, CMU-A for academic actions based on its evaluation of student performance. Since CMU-A is a professional school with ethical obligations to the public regarding the students it certifies, grades are not the only factors involved in assessing academic standing.

8.1 QPA Requirements

Grade point averages are computed by translating all letter grades into quality point numeric values, weighting these values by the number of units in each course, summing the resulting numbers, and dividing by the total number of units.

You must maintain a cumulative grade point average (QPA) of 3.0 or greater in all courses for which you will receive grade credit. This includes all courses taken outside of the Heinz College for which you have been given approval to count towards your degree.

For the purpose of satisfying the minimum QPA requirements for graduation, you can count any combination of units that meet all of the requirements for graduation. For example, suppose that you have taken 210 units at the College, you have met all your core and required classes and you have a QPA of 2.9. Your degree requires 198 units to graduate, but you took one more elective course than you needed, and so have 12 more units than are required to graduate. If, by dropping the elective from the QPA calculation you would have a QPA of 3.0 or greater, you will be deemed to meet the requirement for graduation. In addition, as described in section 6.5, your QPA will be recalculated using “shadow grades” for up to 12 units of exemptions for purposes of determining your ability to graduate. An exception is if you retook a class that you had failed because of cheating. In that case, both grades for the course in question are included in calculations of QPA and no shadow grades will be applied.

Your official Carnegie Mellon transcript, however, will reflect all of your coursework and the resulting QPA (from which undergraduate courses are excluded), even though it may be below 3.0. Furthermore, CMU-A will use all of your coursework when determining eligibility for academic honors or other decisions that are based on the QPA.

8.2 Retaking Courses

You cannot take the same course twice and receive credit for both toward your degree. If the course content has changed significantly, you may petition your Program Committee for permission to get credit for both courses. You may retake any course in which you receive a grade of B- or lower in order to raise your cumulative QPA. You must register for the repeat course as you would any other. Your new grade will replace the original grade in evaluations of academic standing as an “RC”, but the earlier grade will remain on your official transcript and you will only earn units for the course once. You must petition the Senior Director of Academic and Institutional Development prior to the beginning of the semester if you want to retake a course in which you received less than a B-.

If a student fails a course because of an academic integrity violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student’s QPA.

8.3 Academic Status

8.3.1 Warning

If you receive a warning, it is because the faculty is concerned about your progress at the College and your ability to successfully complete the program. You can expect to receive a warning if your cumulative QPA falls below 3.1 or if your semester QPA falls below 3.0.

8.3.2 Probation

If you are placed on probation, it is an indication that the faculty feels you are performing below the level needed to successfully complete the program. If you are on probation, it has implications for future academic action, and your eligibility for financial aid may be affected. The Program Committee considers recommending probation to the faculty if your cumulative QPA falls below 3.0.

If you are placed on probation, you must achieve at least a 3.0 QPA in the semester you are on probation; otherwise, the Program Committee will generally recommend to the faculty that you be suspended or dropped from the program. In addition, you must demonstrate the ability to raise your cumulative QPA to 3.0 within the normal timeframe of graduation. Again, if this seems impossible, the Program Committee will generally recommend to the faculty that you be suspended or dropped from the program.

8.3.3 Suspension or Drop

In general, you will be dropped from your program only if you have been on probation during the previous semester. However, under extraordinary circumstances as determined by the faculty, you may be suspended or dropped without previously having been placed on probation. The Program Committee will recommend that you be dropped if, at the end of the semester of probation, your semester QPA falls below 3.0, or if your cumulative QPA is such that it is unlikely that you will be able to complete the program in the normal period of time. The Program Committee may recommend that you be suspended from the program for up to one year if your performance in the program is unsatisfactory, even if you have not previously been placed on probation. Suspension is, in effect, a temporary drop. If you are suspended, you cannot register for or take classes at CMU-A for a specified period of time, usually a year. The faculty views a suspension as a time to make up deficiencies, to develop a mature approach to the program, or to give more thought to future career goals. If you are suspended, you may enroll in your Program again after the specified period and the faculty will indicate the conditions of your re-enrollment in your original suspension letter.

The decision of the faculty to suspend or drop a student is final. If you wish to appeal the decision, you can speak to the Head, CMU-A; however, the Head, CMU-A will only determine whether the Program Committee and the faculty followed due process and considered all relevant information over a sufficient time period.

8.3.4 Good Academic Standing

When your cumulative QPA equals or exceeds 3.0, you are deemed to be in good academic standing and can pursue the normal course of study.

8.3.5 Congratulations

Each semester, the faculty and the Program Committee review the academic progress of all the program's students and send a letter of congratulations to those students who demonstrate superior academic performance.

8.4 Graduation Review

At the end of each academic year, the faculty review the academic records of all students to determine who has met the requirements for graduation. If you have not met a requirement and do not have prior approval from your Program Committee to exempt the requirement, you will not be approved to graduate. If you have not met all requirements by the review, but are in good academic standing and are deemed likely to finish by the end of August, then you may be permitted to participate in Commencement in May, although you will not receive a diploma until you have finished all requirements.

As of August 2012, the **Pretest Assessment** and **End of Program Student Survey** are graduation requirements. All graduating students will receive an email from the Senior Director of Academic and Institutional Development with a link to the surveys. This survey data is confidential and the data will be used in aggregate to evaluate programming and to help us to continually improve the CMU-A experience. Your individual results will not be reported to anyone in CMU-A. Because of the importance of gathering statistically significant data, the surveys are a **graduation requirement** for CMU-A students. Therefore, choosing not to complete the surveys could prevent the certification of your degree.

8.5 Awards

Graduation with Distinction

Those students with exemplary academic records throughout their careers at CMU-A will be considered for graduation with "distinction" or "highest distinction". Graduation with "highest distinction" requires an overall QPA of 3.85 or greater. Distinction is awarded to those students with a cumulative QPA of at least 3.75 but less than 3.85.

CMU-A awards will not be listed on your university diploma. This honor will be awarded to you with a certificate signed by the Dean of Heinz College.

All College courses count toward determining the QPA for distinction and no shadow grades will be used for exempted courses. If you retook a course, the original grade will count in the computation.

Students who have violated the Heinz College's academic standards cannot graduate with "distinction" or "highest distinction."

8.6 Degree Completion Statute of Limitations

As outlined in the [Master's Students Statute of Limitations](#), students in part-time programs have seven years to complete the program (from the semester in which the student first enrolled). Full-time students have five years to complete the program (from the semester in which the student first enrolled). Should a student take a leave of absence (see section below) which extends the study beyond the period above, the student will need to reapply for admission to the program.

8.7 Leave of Absence Policy

Occasionally, a student will have pressing personal circumstances that require him or her to take a leave of absence from the program. In such cases, the student should complete a Leave of Absence form, available on the HUB website, to be approved by the Senior Director of Academic and Institutional Development. Typically, a leave of absence is for one academic year.

9 ETHICS AND DISCIPLINE

CMU-A is a professional school designed to prepare students for responsible positions requiring the trust and confidence of the public. Therefore, CMU-A must demand the highest ethical standards of its students. The two cornerstones of these ethical standards are honesty and concern for others. CMU-A will not tolerate plagiarism, false representation of the extent of individual contributions to joint efforts, cheating, or falsification of records. It also will not tolerate disruptive behavior, ethnic intimidation, sexual harassment, or illegal activities. Any of these actions can carry severe penalties up to and including expulsion from the university.

9.1 Academic Integrity

Plagiarism and other forms of academic misrepresentation are viewed as extremely serious matters. Misrepresentation of another's work as one's own is widely recognized as among the most serious violations. The violation is clearly flagrant when it occurs as plagiarism on a required paper or as cheating on an examination, including take-home as well as in-class examinations. The punishment for such offenses can involve being dropped from your program. There are many other ways in which violations can occur. The circumstances and the rules may vary for different courses, and each instructor will establish his or her own rules for a particular course. Each student is responsible for understanding these rules.

The University policy on Cheating and Plagiarism is posted on Carnegie Mellon's website at: http://www.cmu.edu/student-affairs/theword/acad_standards/integrity.html.

For comprehensive information and resources regarding Academic Integrity please go to: www.cmu.edu/academic-integrity

Definitions

The University's definition for cheating and plagiarism and should be reviewed in its entirety on-line: <http://cmu.edu/policies/documents/Cheating.html>

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

1. Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
2. Use of an alternate, stand-in or proxy during an examination.
3. Copying from the examination or work of another person or source.
4. Submission or use of falsified data.
5. Using false statements to obtain additional time or other accommodation.
6. Falsification of academic credentials.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

1. Text, either written or spoken, quoted directly or paraphrased.
2. Graphic elements.
3. Passages of music, existing either as sound or as notation.
4. Mathematical proofs.
5. Scientific data.
6. Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

1. Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
2. Submission of work completed or edited in whole or in part by another person.
3. Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
4. Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
5. Use of unauthorized devices.
6. Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

University Procedures for Dealing with Academic Integrity Violations

Carnegie Mellon's policy on Academic Disciplinary Actions Overview for Graduate Students is the university procedure that describes procedures for disciplinary actions against graduate students in cases of alleged violations of academic regulations.

This procedure should be reviewed in its entirety on-line:

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

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

If a student fails a course because of a cheating violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student's QPA.

Any student who violates the academic integrity policy may not be a Student Representative, Teaching Assistant, Officer of a student club/organization and cannot graduate from the college with highest distinction or distinction or serve as commencement speaker. Per University policy, all academic integrity violations will be reported to the Heinz College Associate Dean and Carnegie Mellon's Dean of Student Affairs.

Cases of cheating and plagiarism will be reviewed by the Dean, who may impose additional penalties. Students should understand clearly that such offenses are not tolerated at Carnegie Mellon. A first offense could result in being dropped from your program. In the event of a second offense, you will be dropped from your program.

Generally, sanctions resulting from an Academic Disciplinary Action take effect immediately, regardless of whether an appeal is filed.

Additional requirement at Carnegie Mellon University Australia campus

All students enrolling for programs at the campus in Adelaide are required to attend one of the two sessions programmed on Academic Integrity during their Orientation Week. At the end of that session, students will be asked to sign two documents. The first is an acknowledgement that they have attended the session. The second is an acknowledgement that they have understood the information presented on both the definitions of violations of academic integrity and the consequences of those violations.

Questions regarding the graduate policies and/or procedures pertaining to cheating and plagiarism should be directed to Professor Tim O'Loughlin at 8110 9923, 0419 822 915 or toloughlin@australia.cmu.edu

Summary of practical actions

The actions students should take are:

- Make sure you understand the definitions of cheating, plagiarism and unauthorised assistance as set out in this document
- Study carefully the specific requirements of each course instructor as set out in the outline for each course. If in any doubt, raise queries with the instructor at the earliest opportunity
- Familiarise yourself with the consequences of breaches of academic integrity
- Refer any questions of the general policies referred to in this document to Professor Tim O'Loughlin, Senior Director of Academic and Institutional Development.

9.2 The Community Standards Violation Process

As members of the university community, Carnegie Mellon students are expected to respect the rights of all students, faculty and staff and adhere to the [Community Standards, Policies, and Procedures](#).

If a student has observed a violation of university policy, or feels that his/her rights have been violated in some way, he/she should file a report with the Manager of Admissions and Student Services.

9.3 Software Piracy

All College students are required to sign the following software policy agreement:

In the following agreement, “the College” refers to the Heinz College and University refers to Carnegie Mellon as a whole or any part thereof, software and documentation refers to any software made available to me through the College or the University or given directly to me for my use by staff of the College.

The software and documentation made available to students at the College is copyrighted or subject to strict license agreements concerning unauthorized duplication and/or dissemination.

Students may not copy any of said software or documentation, in whole or in part, or have them copied by other parties.

Students may not change any copyright, trade secret, or trademark notice in any of the software or documentation.

Students must agree to return or destroy, at the end of their enrollment, copies of software or documentation for which the College or the University has negotiated site licenses to make unlimited copies of for use on campus, both those made by the student and those given to the student. Students may not use any of said software or documentation outside of the University for purposes other than those directly related to coursework or research at the College.

Violation of this policy is subject to appropriate disciplinary action.

9.4 Misuse of Computing Facilities and Networks

Students using any CMU network who misrepresent themselves as another person or College entity violate the standards and behavior deemed appropriate and acceptable. Any student who, using the identity of another, sends messages to individuals inside or outside the College, is subject to disciplinary action up to and including expulsion. Students who send obscene, harassing, or intimidating messages under their own or another’s name are violating the University’s standards of ethics and are subject to disciplinary action up to and including expulsion.

The University’s [Computing Policy and Guidelines](#) may be accessed online.

All students of the College are subject to these policies.

9.5 Other violations

Students who engage in disruptive behavior, criminal activities, ethnic intimidation, sexual harassment, moral turpitude, violations of College procedures, or violations of University regulations will be subject to disciplinary action, including possible expulsion.

10 GRADUATE STUDENT CONCERNS AND GRIEVANCES

10.1 Informal Discussion

Graduate students are encouraged to discuss their academic and non-academic concerns with the Senior Director of Academic and Institutional Development. The Head, CMU-A is also available for discussions at any stage of the process.

10.2 Filing a Grievance

When an informal resolution cannot be reached, a graduate student who seeks further review of the matter shall be guided by the University's [Graduate Student Appeal and Grievance Procedures](#).

- a. **Summary of levels of appeal for final grades** – Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit, or program.
 - i. Informal discussion with faculty member
 - ii. Formal written appeal to the Senior Director of Academic and Institutional Development
 - iii. Formal written appeal to the Head, CMU-A
 - iv. Formal written appeal to the Dean of Heinz College. The Dean issues final non-appealable decision.

- b. **Summary of levels of appeal of academic actions** – An “academic action” is an action by a program, unit, or department based on a graduate student’s academic performance or failure to satisfy program requirements. Examples of academic action include, but are not limited to, academic probation, academic suspension, and dismissal/drop.
 - i. Informal resolution within the Program and the Senior Director of Academic and Institutional Development
 - ii. Formal written appeal to the Head, CMU-A
 - iii. Formal written appeal to the Dean of Heinz College. The Dean issues a decision.
 - iv. Formal written appeal to the Provost. Provost issues final non-appealable decision.

- c. **Summary of levels of appeal for academic disciplinary action** - Academic disciplinary actions refers to penalties or sanctions imposed for violation of academic regulations against cheating or plagiarism. The procedures for disciplinary actions against graduate students are contained in [CMU’s Academic Disciplinary Actions Overview for Graduate Students](#).
 - i. Academic disciplinary penalty imposed by faculty and/or department – The most severe penalty available at this level of review and action shall be failure in the course or dismissal from a project, although instructors may also recommend a more severe penalty to the Senior Director of Academic and Institutional Development. The Senior Director of Academic and Institutional Development retains the option to impose more severe penalties (e.g. suspension or dismissal from the program. Elements to consider include prior incidents of academic disciplinary action in a student’s record.
 - ii. Formal written appeal to the Head, CMU-A
 - iii. Formal written appeal to the Dean of Heinz College
 - iv. Formal written appeal to the Provost. Provost issues a decision.
 - v. Formal written appeal to the President. President issues a final non-appealable decision.

- d. Summary of levels of appeal for community standards violations – Please refer to [CMU's Community Standards, Policies, and Procedures](#)
- e. Summary of levels of appeal for general grievances
 - i. Formal review by the Senior Director of Academic and Institutional Development
 - ii. Formal written appeal to the Head, CMU-A
 - iii. Formal written appeal to the Dean of Heinz College
 - iv. Formal written appeal to the Provost. Provost issues final non-appealable decision.

11 STUDENT PRIVACY RIGHTS

Students' rights to privacy are protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. Sec. 1232g. The university's guidelines for student privacy are posted on the website at <http://www.cmu.edu/policies/documents/StPrivacy.html>

12 SAFEGUARDING EDUCATIONAL EQUITY

12.1 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/administrative-and-governance/sexual-harassment-and-sexual-assault.html>. 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
- Bower Place – Counselling Services
Level 2/55 Gawler Place
Adelaide
Ph: 08 – 8221 6066
- John Lindner (University Chaplain)
0424 563 511
Lindner.john@gmail.com

- Wakefield Street Police Station
60 Wakefield Street
Adelaide
Ph: 08 – 8172 500

Hindley Street Police Station
26 Hindley Street
Adelaide
Ph: 08 – 8303 0525

Police (non-emergency) – 131 444
- Royal Adelaide Hospital (Public)
North Terrace, east of Frome Road, Adelaide
Ph: 08 - 8222 4000
- **Emergency Services**
Police, Ambulance and Fire Brigade – 000
Mental Health Service Emergency Crisis (all hours) – 131 465
Crisis Care Emergency after hours assistance – 131 611, Monday to Friday 4:00pm-9:00am, weekends and public holidays 24 hours)

12.2 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 course work 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 Manager of Admissions and Student Services. Students will complete an information form and meet with the Manager of Admissions and Student Services 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.

13 PROFESSIONAL CONDUCT

Students in the CMU-A graduate programs are preparing for professional careers in positions of leadership. Consistent with the standards of our programs, such positions carry with them expectations for integrity, ethical bearing and behaviors that are acceptable in the workplace. Students who undertake class projects, serve as interns or apprentices, or complete their work-study assignments in organizations outside the College must conduct themselves in a manner consistent with the standards of the professional workplace.

Likewise, students are expected to exhibit professional conduct in the classroom and other University learning environments and to serve as productive, positive forces in our academic community. Students who engage in behaviors that are dishonest, unethical, abusive, violate University and workplace rules on the use of drugs and alcohol, or otherwise undermine classroom learning or the environment of their workplace assignment or the College will be subject to disciplinary action up to and including being dropped from your program.

14 DEGREES OFFERED

Master of Science in Information Technology (MSIT)

- MSIT Information Technology Management
- MSIT Information Technology Management (Information Security concentration)
- MSIT Business Intelligence & Data Analytics

Master of Science in Public Policy and Management (MSPPM)

- MSPPM
- MSPPM (Digital Transformation and Analytics concentration)

Advanced Certificate in Business Intelligence and Data Analytics

Graduate Certificate in Business Intelligence and Data Analytics

Master of Information Systems Management (Global)

Master of Science in Public Policy and Management (Global)

15 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.

Obtain general information about Carnegie Mellon University by calling + 412-268-2000. The [Statement of Assurance](#) can be accessed online.

16 The WORD

[The WORD](#) is Carnegie Mellon University's student online 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 your full potential as a member of the Carnegie Mellon community.