Academic Year 2026-2027

School of Computer Science
Language Technologies Institute

Master's Student Handbook

Degree Program Covered by This Handbook:
Master of Science in Artificial Intelligence & Innovation

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SECTION 1: Welcome & Introduction

Welcome to Carnegie Mellon University! Being in the CMU School of Computer Science (SCS) is a unique experience because of the size of the school (over 2000 students, staff, and faculty), the quality of its members, the variety of research being conducted, and unparalleled learning opportunities. We encourage you to take advantage of CMU offerings, both inside and outside SCS, and also to explore Pittsburgh and southwest Pennsylvania to the extent your schedule permits. What you will find is an environment that encourages and rewards hard work and accomplishment. Pittsburgh has long been an industrial area whose residents build things. In SCS we build things, and you will also be building things.

While this handbook is specific to your academic experience in the department, it is just one element of the Graduate Student Handbook Suite. There are several other resources within the suite that you should consult when needed:

- Your Program Handbook
- Your College's Handbook
- University-Wide Graduate Student Handbook (Office of Graduate & Postdoctoral Affairs) https://www.cmu.edu/graduate/resources/
- Carnegie Mellon Student Handbook https://www.cmu.edu/student-affairs/cm-student-handbook

SECTION 2: Degrees Offered

The M.S. in Artificial Intelligence and Innovation (MSAII) is a professional master's program offered by the Language Technologies Institute (LTI) in the School of Computer Science at Carnegie Mellon University. This program seeks to educate students in the innovative use of artificial intelligence to create practical solutions in a wide variety of application areas. As artificial intelligence matures, there is a great need for professionals who can envision, design, plan and deliver solutions that integrate AI technologies such as deep learning, natural language processing, robotics and big data analytics into new applications. The program stresses both intrapreneurship and entrepreneurship and encourages students to develop ideas for startups and for their introduction into established companies.

The curriculum is designed for students who have a strong background in computer science with interest in in-depth study of AI to enable them to develop real-world applications, especially in areas to which AI has not yet been applied. The integrated curriculum includes coursework and team projects leading to a full-semester capstone project in which each team produces a

working prototype AI system that solves an application problem proposed by an external enterprise sponsor.

Note: Immigration changes may impact an F-1 or J-1 student's ability to change their academic program, even if allowed to by the program. Students on F-1 or J-1 documents should proactively consult with OIE when considering a program change.

SECTION 3: Departmental Personnel

The following are key personnel with whom you may interact during your time at Carnegie Mellon:

Martial Hebert
Dean, School of Computer Science
University Professor
GHC 6105
412-268-5704
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SECTION 4: Departmental Resources

Full-time students in the MSAII Program have access to a shared working space in TCS 350 to foster collaboration, create a sense of community and provide space for working when on campus.

Mailboxes, printers, copiers, and other departmental resources are located in GHC 5404 The use of a photocopier requires only a CMU ID card. The School of Computer Science provides a number of black-and-white and color printers for use by students. The SCS Computer Facilities publishes a list of printers online at https://computing.cs.cmu.edu/desktop/printing. When you send a file to the print queue, you may go to any of the listed printers, swipe your CMU ID, and the file will be printed on that printer.

Students are expected to provide their own laptop computers that can be used to access university resources and complete course assignments. Laptops running Windows, MacOS, and Linux software are all acceptable.

MS students will be given a CS user id. A CS user id is required to use the LTI computer cluster, department printers, and other SCS services. The School of Computer Science has a Help Center located at 4203 GHC. They can be contacted at help@cs.cmu.edu, extension 8-4231 from a campus phone, or 412-268-4231 from an outside line.

MS students will be given access to the LTI's computer cluster on an as-needed basis, to be used for course assignments, directed study projects, and/or the capstone project. The LTI cluster provides storage and computation for projects involving large datasets and/or lengthy computation.

SECTION 5: Advising

Every MSAII student will be assigned an advisor, normally the Program Director. Before the course registration period each semester, students must meet with their advisor to discuss their course selection. New students will be given instructions to register for their classes during the summer prior to entrance.

5.1: Review/Redress of Academic Issues

Students who believe that they have been inappropriately treated are encouraged to raise their concern(s) with the Program Director, department head, or other designated person in their department, college, or central administration according to University policies.

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource web page at www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.
This document summarizes processes available to graduate students who seek review of academic and nonacademic disciplinary and other issues. No effort will be made to prevent or discourage anyone from availing themselves of such procedures. Graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter must follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the Graduate Education Office (graded@cmu.edu) on issues of process or other concerns as they navigate conflicts.

SECTION 6: MSAII Degree Requirements

6.1: Residency Requirements

The MSAII is a full-time, in-residence program conducted only on the Pittsburgh campus. In exceptional circumstances, such as visa complications or medical exigencies, permission may be granted by the Director allowing a student to participate in short portions of the program remotely to the extent permitted by law and policies of the Office of International Education (OIE).

6.2: Registration Process

All entering students will register for required courses after accepting admission and receiving an Andrew ID. After that, students will register following the schedule set by the HUB. Note that students must meet with their advisor to obtain approval for their course selection. Registration information is available at www.cmu.edu/hub/registrar/registration/index.html. Online registration is done with an Andrew ID at https://www.cmu.edu/hub/sio/about.html. Students must register for at least 36 units each Fall and Spring semester. Students may not register for more than 60 units in any semester without permission of the Program Director. Such overload permission is normally granted for athletic courses not requiring homework.

6.3: Required Units for Degree Attainment

To receive the M.S. degree, all students must take and successfully complete **at least 195 units of coursework**.

These required 195 units include:

Core Courses (84 units)

Knowledge Area Courses (72 units)

Electives (36 units)

Summer Internship (3 units)

6.4: Course Requirements

1) Summer Before Entrance

Admitted students are required to take, pay for, and pass 15-503 Introduction to Computer Systems OR 11-637 Foundations of Computational Data Science during the summer prior to their arrival at Carnegie Mellon. These courses are taught remotely. The units earned in these courses are not counted toward the total number of units required for graduation. These courses may be taken pass/no pass, but cannot be dropped. A student who drops either course during the summer will not be permitted to begin the degree program in the fall, but must retake one of the courses **the following summer.** The MSAII course offerings are available at msaii.cs.cmu.edu/curriculum. The university's complete Schedule of Classes can be found at https://en-rapps.as.cmu.edu/open/SOC/SOCServlet/search.

2) The Core Courses (84 units) - Must be taken in THIS SEQUENCE:

11-651 – AI & Future Markets – (12 units). First Fall semester. *Only open to MSAII*.

17-762 – Law of Computer Technology (12 units). First Fall semester

11-695 – AI Engineering (12 units). First Spring semester

11-654 – AI Innovation (12 units). Second Fall semester. *Only open to MSAII.*

11-699 – Capstone Project (36 units). Second Spring semester. *Only open to MSAII*.

3) The Knowledge Area Courses (72 units):

11-601, Coding Bootcamp (12 units). First fall semester.

10-601, Machine Learning (12 units), First fall semester.

10-623 Generative AI (12 units). First spring semester. OR 11-667, Large Language Models (12 units). Second fall semester.

11-611, Natural Language Processing (12 units). Second fall semester.

11-785, Deep Learning (12 units). Second spring semester.

One more 12-unit AI, ML or NLP course of the student's choice (with approval of the Program Director)

4) **The Summer Internship**

11-934 – MSAII Practicum Internship (3 units). Summer after the first Spring semester.

In the event that a course is not available, a course covering equivalent material with a similar degree of difficulty may be substituted with the permission of the Director. If a student has already taken an equivalent course and shows proficiency in the subject area, a more advanced course in the area may be taken in place of these required courses with permission of the Director. Graduate students cannot receive MSAII program credit for undergraduate courses.

6.5: Program Learning Outcomes

The MSAII curriculum is designed to develop and prepare students for applied AI careers in industry, in roles that involve deep technical AI knowledge, solution development, effective team work and leadership, and innovation. In particular, the MSAII program trains students to:

1. Identify potential artificial intelligence applications
2. Develop and deploy AI solutions to large practical problems
3. Work in teams to implement AI systems responsive to market needs

6.6: Electives

It is recommended to take zero or one elective in the first fall semester, one or two in the first spring semester, one or two in the second fall semester and zero or one in the second spring semester. The courses below are automatically approved. A student who wants to take a course not listed must obtain approval of the Director prior to registering. In general, the Director will approve any graduate SCS course of not more than 12 units. It is also possible to seek approval for courses in other Colleges at CMU. However, those courses must be rationally related to an AI career in order to be approved as electives.

11-636 MSAII Independent Study (may be taken at most TWICE as an elective). See instructions below.
11-642 Search Engines
11-663 Applied Machine Learning
11-676 Big Data Analytics
11-681 AI Venture Studio
11-692 Speech Technology for Conversational AI 11-
741 Machine Learning with Graphs
11-747 Neural Networks for NLP
11-755 Machine Learning for Signal Processing

11-777 Multimodal Machine Learning
11-781 Generative AI for Biomedicine
11-791 Design of Intelligent Information Systems
11-797 Question Answering
11-830 Ethics, Safety, and Social Impact in NLP and LLMs
11-851 Talking to Robots
11-891 Neural Code Generation
02-604 Fundamentals of Bioinformatics
02-718 Computational Medicine
10-605 Machine Learning with Large Datasets
10-608 Conversational Machine Learning
10-702 Statistical Machine Learning
10-703 Deep Reinforcement Learning & Control
10-725 Convex Optimization
15-619 Cloud Computing
15-624 Foundations of Cyber-Physical Systems 15-
645 Database Systems
15-681 AI: Representation and Problem Solving
15-688 Practical Data Science
15-851 Algorithms for Big Data
16-720 Computer Vision
16-725 Medical Image Analysis
16-772 Sensing and Sensors
16-824 Visual Learning and Recognition
17-637 Web Application Development
17-639 Management of Software Development
17-652 Methods: Deciding What to Design
17-653 Managing Software Development
17-766 Software Engineering for Startups

Independent study (11-636) is encouraged. The process is that the student must find a faculty member willing to supervise their independent study, who will then assign a number of credits not to exceed 12, and assign a grade at the end of the study. The faculty member must send an email to the Director indicating such willingness. The student can then register for 11-636.

Courses carrying more than 12 units in a semester are NOT APPROVED as electives.

Students may take athletics or music or theatrical performance courses that do not require work outside of class times. However, such courses will NOT count toward the 195 units required for graduation.

6.7: Department Policy on Double Counting Courses

An MSAII student who applies courses taken as part of another degree program (at Carnegie Mellon or elsewhere) toward their program requirements cannot use those same courses toward any other M.S. degree offered by the School of Computer Science without prior approval.

6.8: Department Policy for Courses Outside the Department/College

It is possible to seek approval to take elective courses in other Colleges at CMU. However, those courses must be rationally related to an AI career in order to be approved as electives.

6.9: Course Exemptions

Some students will have taken courses similar to ours at other universities before entering the MSAII program. Based on such equivalent coursework, any student can apply to replace (not reduce) these CMU courses. The student should email the MSAII Program Director with the following information: A side-by-side comparison of the syllabus of the required course and that of the previous course they would be using to justify the replacement, showing how most topics in the MSAII course were covered in their previous course. A petitioning student should have exhibited a strong performance in the previous course, and should include the relevant transcript with their email. Based on this information, the MSAII Program Director will decide whether to approve the exemption and discuss and agree with the student on a suitable substitute course.

6.10: Protocol for Evaluation of Transfer Credit

The MSAII program does not accept transfer credit for courses taken as part of a degree program prior to matriculation at Carnegie Mellon.

6.11: Teaching Requirements/Opportunities

None. Students who wish to do so may apply for teaching assistant positions for courses in which they have excelled. It is important to ensure that the student's academic responsibilities are not adversely impacted by a TAship, and vice-versa. MSAII students should limit their TA commitments to no more than 10 hours per week, while they maintain a full course load during the school year.

The responsibilities of a TA vary with different courses. Examples are:

- Help design homework assignments and other instructional materials
- Give recitations
- Grading
- Help with organizing poster sessions
- Advise small groups of students for class projects

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html

The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information: www.cmu.edu/studentsuccess

6.12: Research Requirements/Opportunities

Grading system for research

Research done as an Independent Study is graded with a letter grade assigned by the research advisor.

Research funding options

Most MSAII students do research only for course credit or solely for their professional development. Research Assistantship (RA) positions may be available with individual

professors, and interested students are allowed to seek such positions when available. However, MSAII students should limit their RA commitments to no more than 10 hours per week, while they maintain a full course load during the school year. Funding is not guaranteed for students conducting research.

6.13: Internship/Co-op Requirements and Opportunities

Students must obtain an internship during the summer between the first and second years of the program. This is a program requirement. An internship will provide students with the opportunity to apply the knowledge and technical skills learned during the first year of the program, to gain insight into AI and future market needs to further their experience and develop a strong context for the second-year concentration coursework. Normally the internship will be with an outside company. In some circumstances, a student who plans to do research with a CMU faculty member during the summer may request the Director *in advance* that such research qualify as an internship.

The internship must involve at least two months of full-time work and must relate to computer software development and should be AI-related.

Students are encouraged to intern with an organization that corresponds to their individual area of interest and career goals.

All students who secure summer internships must register for three units of 11-934 (MSAII Practicum Internship). This course can be taken once during the program with Pass/Fail and will be counted toward graduation units. International students must apply for Curricular Practical Training (CPT) for the internship by contacting the Office of International Education (OIE). To obtain CPT, students need an offer letter spelling out employment dates, work hours, and wages or stipend. To receive credit for the internship units, students are required to give a presentation during the semester following the internship to all current MSAII students detailing the student's internship experience.

International students who are interested in working in the U.S after graduation are required to consult with the Office of International Education (OIE) which oversees the OPT registration and approval process. Note: Regular OPT may only be used after students have completed their degree at Carnegie Mellon. Permission for use of pre-completion OPT may be sought from the Director if approved by OIE. This would apply, for example, to consulting work performed by international students during the Fall and Spring semesters.

NOTE: Students are personally responsible for securing a suitable internship. The Career and Professional Development Center will assist in their search for counseling, workshops, and internship opportunity listings in Handshake. We strongly suggest students begin the internship

search early in the Fall of their first year in the program. Some internship opportunities have application deadlines in the Fall, so by starting your search early, you won't miss out on these internships. The Career and Professional Development Center will assist students with the internship search, but does not match students with employers; obtaining and securing an internship is the students' responsibility.

The following steps are recommended to ensure a successful internship outcome.

September/October

- Meet with your advisor to discuss your interests and plan your internship search.
- Review the internships of previous students. We also encourage you to speak informally with second-year students who can offer first-hand information about their internships.
- Attend the STEM Career Fair at Carnegie Mellon for exposure to potential employers for internships.

November/December

- Begin researching organizations and internship opportunities. Pay close attention to organizations that have established internship programs and their deadlines.
- Attend workshops to perfect your resume, hone your interviewing skills, and gain knowledge about the internship search process.

January/February

- At this point, you should have a "short list" of organizations at which you would like to intern. This list can include organizations that have established internship programs as well as those that interest you without formal internship programs.
- Update your resume with relevant academic projects, coursework, etc.
- Begin utilizing your network for internship leads as well as checking organization's websites for internships.
- Make contact with employers, sending resumes and applications, and initiating internship interviews in person or by phone.
- Attend Network Nights and talk to alumni about internship opportunities in their organization. They are an excellent resource for learning more about a particular organization, career field or employment opportunity. You can find alumni in the Alumni Directory, Alumni Career Advisor Network, and Carnegie Mellon Alumni LinkedIn Network.

March/April

- At this point, you should have secured an internship or be in advanced stages of interviewing with various organizations.
- Prepare a backup plan if your first choices of internships do not work out.
- Attend relevant Network Nights and Career Fairs at Carnegie Mellon.

- If you are an F-1 Visa student, you must apply for CPT.
- MSAII students should enroll in 11-934 for three units. You will not have to pay tuition for this course.

International students are required to consult with the Office of International Education for eligibility for work authorization before starting or seeking an internship/co-op or consulting opportunity. International students will benefit from proactively reviewing OIE guidance regarding off-campus work authorization. Off-campus work authorization processing times can take several weeks or months, and international students will benefit from starting the off campus work authorization process as early as possible.

6.14: Requirements for Application/Consideration for Entry into a PhD Program

MSAII students interested in applying to a PhD program after graduation, either at CMU or elsewhere, are encouraged to begin Independent Study as soon as possible with a faculty member. The purpose is for you to demonstrate to a faculty member that you are capable of doing research and to enable the faculty member to provide a letter of recommendation for you. Each year, about 10-15% of MSAII graduates go on for a Ph.D.

6.15: MSAII Orientation

Each Fall semester, the MSAII program provides a program orientation to help new students learn about the program. All new students are required to attend the orientation sessions and treat them seriously because they explain the program sequence, its Core and Knowledge courses requirements and how students will meet the program learning outcomes.

SECTION 7: Department Policies & Protocols

7.1: Department Policy for Withdrawing from a Course

Dropping courses is not recommended except for reasons of health or family emergency. Many SCS courses have long waitlists, and dropping a course means that some other student on the waitlist, who might have had the opportunity to take the course, was denied that ability. Also, if students in the MSAII program are known to frequently drop courses, then the instructors of those courses may no longer allow MSAII students to enroll. This has happened in the past and is extremely undesirable.

Sometimes, however, a student's workload can become unexpectedly heavy because of course requirements. No one is expected to suffer from such pressure and dropping a course may become a necessity. To avoid this unfortunate circumstance, you should inform yourself in advance of the curriculum and workload in each course you plan to take and ensure that you are capable of handling the load. Note that CMU SCS courses are typically very difficult and demanding, and students who may easily have handled taking five courses simultaneously at another institution may not be able to do so at CMU.

Exact add, drop and withdrawal dates may be found on the official Academic Calendar. Up until the deadlines, students can initiate course adds and drops through Student Information Online (SIO). Courses dropped by the deadline will not appear on the student's record, and courses withdrawn from by the deadline will receive a 'W' grade. Additionally, a voucher process has been implemented for late drops.

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/coursechanges/index.html.

7.2: Expected Background

Incoming students are expected to have a bachelor's degree and must have a strong background in Computer Science, including a solid understanding of complexity theory and good programming skills, as well as a good background in mathematics. Specifically, the first-year courses assume at least one year of college-level probability and statistics, as well as matrix algebra and multivariate calculus. Experience in MATLAB/R/SciPy-NumPy is especially helpful, as is probability/stats, linear algebra, and matrix and tensor calculus. We will accept equivalent coursework or experience from outside of CMU for these prerequisites.

7.3: New Policies / "Grandfather" Policy

A student can graduate under the policies in effect at the time that the student entered the program; or, at the student's choice, the student can graduate under policies that are adopted after the student entered the program. If it is not realistic to follow a particular policy exactly, the department may approximate the policy as closely as possible; this situation is rare and typically arises only when a student is enrolled in the program for an extended period.

SECTION 8: Grading & Evaluation

8.1: Grading Scale/System

In order to receive academic credit, all required Core Courses must be completed with a grade of B or better. For the Knowledge Area Courses, students must maintain a B average. No grade lower than C (or Pass in the case of Pass/No Pass courses) can be used for credit applied toward graduation. Under SCS policy, only a grade of C or higher will be regarded as a Pass in Pass/No Pass course.

8.2: Department Policy on Grades for Retaking a Course

Students are required to repeat any required course that they have completed with a grade less than the required minimum, preferably at the next offering. (Please note that Core courses and most Knowledge courses are only offered once per year.) Students will be allowed to retake a required course **only once.** If a student fails in the second attempt, he or she will be dropped from the MSAII program. If a student fails an elective course, she or he will need to repeat the same or take a substitute course (equivalent course approved by the Director).

8.3: Department Policy on Pass/Fail, Satisfactory/Unsatisfactory

With the approval of the Program Director, a graduate student may choose to take **one** ELECTIVE course as pass/no pass. Core courses and Knowledge courses may not be taken as pass/no pass because a minimum grade or grade average is required for these courses. By the deadline for changing a course to pass/no pass, the student must fill out the Pass/No Pass Approval Form and receive permission from their advisor. A pass/no pass election is irrevocable as a matter of CMU policy. (A form can be found at https://www.cmu.edu/hub/forms.html)

8.3.1: Auditing a Course

With the approval of the Program Director, a graduate student may audit a course by obtaining the permission of the instructor or teaching department and completing the Course Audit Approval Form. Audited classes are not taken for credit and cannot be used to fulfill graduation requirements. (The audit form can be found at https://www.cmu.edu/hub/forms.html)

8.4: Department Policy for Incompletes

Carnegie Mellon University 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.

By 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 Registrar will automatically assign the default grade. If further work has not been completed after one semester and a default grade is rendered, the default grade will become the grade of record.

8.5: Independent Study/Directed Reading

Independent study (11-636) is encouraged. The process is that the student finds a faculty member willing to supervise their independent study, who then assigns a number of credits not to exceed 12, and assigns a grade at the end of the study. The faculty member must send an email to the Director indicating such willingness. The student can then register for 11-636.

8.6: Satisfactory Academic Standing

All grades count towards the program QPA, except for repeated courses, in which case the final grade replaces the previous grade. Courses taken as pass/no pass do not affect the student's QPA. . Students who do not achieve the required minimum grade in a required course, who elect to take an "incomplete" in a required course, or whose cumulative grade point average is below a B (3.0), will be placed on academic probation. Students on probation are not eligible to graduate. Students who are placed on academic probation shall receive written notice of this

finding, including a list of measures that need to be taken to be removed from academic probation. A student on academic probation for two consecutive semesters may be dropped from the program.

8.7: Regular Reviews and Evaluations by Department

The MSAII program conducts an academic progress review at the conclusion of each semester in order to monitor individual student progress toward graduation. Should a student's effort fall below the acceptable academic performance and/or fail to meet the standards established by the MSAII program and Carnegie Mellon University, the student may be dismissed from the program.

Should a student's overall QPA drop below 3.0 during any given semester, he/she will be placed on academic probation for the following semester and will be required to improve his/her grades to no less than overall 3.0 QPA during that period. Failure to improve to an overall 3.0 QPA or better by the end of the following semester may result in termination from the program. In addition, a student who violates policies established by Carnegie Mellon University may be dismissed from the program.

After each academic progress review, a student may receive one or more letters, indicating the result of the review. Warning letters are issued for the following cases:

1) Overall QPA below 3.0 (Academic probation)
2) Semester QPA is below 3.0
3) Grade below B in a Core course
4) Academic Integrity Violation (AIV) according to the university policies. This includes any AIV letter received during the summer preceding matriculation.

A student may be terminated from the program under any of the following circumstances:

a) A student who has received two Academic Integrity Violation (AIV) letters **will** be terminated. There are **no exceptions** and the Program Director has no discretion over such a termination as it is an LTI departmental policy.

b) A student who has received one Academic Integrity Violation (AIV) letter **may** be terminated by the Program Director if the director determines that the violation is so serious that the student cannot be allowed to remain in the MSAII Program.

c) A student has received three warning letters of any type from the MSAII program.

d) A student has been found to have violated a University Policy for which termination is the explicitly designated prescribed penalty.

An AIV letter or violation of University Policy may be appealed pursuant to CMU appeal procedures. See Section 8.7, above. However, a decision to terminate a student after appeal because of conditions a), b), c) or d) is not appealable.

SECTION 9: Funding & Financial Support

9.1: Statement of Department Financial Support

The LTI does not provide financial aid or support to students in the professional MS programs. Students are encouraged to seek financial aid and support from other sources. The HUB website (https://www.cmu.edu/sfs/financial-aid/graduate/index.html) provides the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links. Additional information on financial issues for graduate students can be found on the web at www.cmu.edu/hub/new-grad/.

Students in the professional MS programs are not prohibited from seeking support as Teaching Assistants and Research Assistants. However, typically full-time MS students do not have time for these activities. Typically, Research Assistantships are most likely to be awarded to students in Carnegie Mellon's research-oriented degree programs

9.2: Travel/Conference and Research Funding

The LTI department will provide Conference Funding for 2-3 MSAII students per year. The funding is $250 if they do not present a paper and $750 if they do present a paper. Contact lti-travel@andrew.cmu.edu for further details. Additional Conference Funding is available via a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines at:

https://www.cmu.edu/graduate/funding/index.html

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:

https://www.cmu.edu/graduate/professional-development/research-funding/index.html

9.3: MSAII Policy on Outside Employment

If permitted by their visa status, students are permitted to engage in paid consulting outside of the university during the academic year for a maximum of ten hours per week.