

# Carnegie Mellon University

# HeinzCollege

INFORMATION SYSTEMS • PUBLIC POLICY • MANAGEMENT

MSIT  
Program  
Handbook

2018-2019

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## Master of Science in Information Technology

- Information Technology Management
- Information Security and Assurance
- Business Intelligence and Data Analytics
- Software Design and Management
- Customized Partner Programs:
  - *General Motors – Information Systems Management*
  - *General Motors – Software Engineering*
  - *Dual Degree with Tec de Monterrey – Information Technology Management*

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# MSIT PROGRAM HANDBOOK

## 1 COLLEGE AND PROGRAM HANDBOOKS

It is the student's responsibility to know and understand the policies contained in the Heinz College-wide Student Handbook and the MSIT Program Handbook. The Student Handbook details College-wide policies and procedures pertaining to educational planning, program committee, teaching, scheduling and course credit, performance standards, academic standing, ethics and discipline, student privacy rights, and major forms and deadlines. The Program Handbook provides specific information on the curriculum and program requirements for the Master of Science in Information Technology (MSIT) degrees. Therefore, students must familiarize themselves with **both** handbooks, which are available at the Heinz College website at <https://www.heinz.cmu.edu/current-students/> and upon request from the MSIT Program Director: Mrs. Allison Frankoski, 412-268-8983, [allison@cmu.edu](mailto:allison@cmu.edu), Hamburg Hall 1104D.

## 2 MSIT PROGRAM OVERVIEW

The MSIT program is for the experienced technology professional to complete part-time alongside their full-time job. Its flexible curriculum and part-time study with evening and distance class formats allows students to complete one of four graduate degrees while maintaining their full-time employment. Students may choose a course load each semester that best suits their personal/work situation. Most part-time MSIT students take 1-2 courses each semester and are able to complete the program in 2-3 years. However, students have up to five years to finish the program and may extend up to seven years when due to extenuating circumstances or extended leaves of absence.

The MSIT program offers four majors of study:

- MSIT-Information Technology Management – evening (MSIT-ITM) or distance MSIT-(IMD)
- MSIT-Information Security & Assurance – evening (MSIT-ITA) or distance (MSIT-DIA)
- MSIT-Business Intelligence & Data Analytics – evening (MSIT-BI) or distance (MSIT-DBI)
- MSIT-Software Design & Management – evening only (MSIT-ITD)

Each degree requires completion of 60 units of core courses and 84 units of elective coursework. Of those 84 units of elective, up to 12 units may be an independent study related to the selected track and up to 24 units may be from transfer credit of previously earned graduate credit.

Electives may be from the list of 95-xxx Information Systems Management department courses, the MSIT distance course catalog, and graduate-level courses offered by other Heinz College programs or CMU departments, subject to pre-approval from the Program Director.

This handbook also covers customized degree programs for our partnerships with General Motors and Tec de Monterrey. These programs are variations of the above tracks of study and their program requirements are in section 4.5 of this handbook.

### 3 MSIT PROGRAM SPECIFIC POLICIES

The Master of Science in Information Technology (MSIT) program abides by the policies of the Heinz College as outlined in the Heinz College-wide Student Handbook. In particular, MSIT students are expected to maintain good academic performance with integrity, as outlined in sections 7.Performance Standards, 8.Academic Standing and 9.Ethics and Discipline.

Here are some specific requirements or modifications from the College-wide handbook that are important to MSIT students:

#### 3.1 *Graduation Requirements*

A student must satisfy the following requirements **within five years** from the first semester in which they matriculated in order to graduate from the MSIT program:

- Earned 144 units of course credit (*including approved transfer credit*);
- Successfully passed all required core courses (*with a grade of C- or better or earned an exemption*);
- Achieved a minimum cumulative quality point average (QPA) of 3.0.

The statute of limitations is five years for the MSIT degree. This is a more restrictive policy than the 7-year statute posted in the Heinz College-wide Handbook or by [Carnegie Mellon University](#). Most part-time MSIT students can complete their degree in two to three years. After five years, a student may petition to extend this up to seven years if the delay was due to extenuating circumstances and/or extended leave(s) of absence that prevented the student from completing the MSIT degree within five years. Students must contact the Program Director during their fifth year to discuss a plan for completion.

#### 3.2 *Part-time Course Load*

A full-semester course carries 12 units of credit and generally expects 12 hours for time and effort per week on average, including 3 hours of lecture per week. “Mini” courses are half of a semester in length; they generally carry 6 units of credit and also require approximately 12 hours per week. Part-time students should use this as a guide to determine how much coursework they can manage on top of their employment and personal commitments.

MSIT is a **part-time only** program so students may take **up to 30 units per semester**, although most find 12-18 units a more manageable load. Students may petition to exceed 30 units temporarily if the student has extenuating circumstances that warrant a heavier course load and their demonstrated academic performance shows they can handle the extra workload. Students who intend to enroll full-time (36 units or more) on a regular basis should pursue one of the full-

time Heinz College programs instead. **International students cannot exceed 30 units**, regardless of circumstances, due to visa regulations.

Students may adjust their course load without penalty up until the official Add/Drop deadline for Heinz College classes, which is typically the first two weeks of a semester-long class and just the first week of each mini-semester class. Any schedule changes after that deadline must be due to extenuating circumstances and require filing a [General Petition form](#). Students should discuss their situation with the Program Director first as there may be other options besides dropping, such as requesting an Incomplete (I) grade.

The incomplete grade option may be appropriate when a student is making good progress in a class but extenuating circumstances will prevent them from completing all requirements for a course by the end of its semester. If the instructor agrees, the student and instructor must [submit a formal contract](#) before the official Last Day of Class detailing the plan for completion, including a default final grade if the remaining work is not done. The incomplete work must be done no later than the end of the subsequent semester.

Part-time students may take a semester or more off from classes by submitting a Leave of Absence form to the Program Director at least one week before the first day of the semester. When a student is ready to return to studies, they must submit the Petition to Return from Leave to the Program Director at least one week before the first day of the semester. Students can get these forms from the registrar's website: [www.cmu.edu/hub](http://www.cmu.edu/hub).

### 3.3 *Exemption and Transfer Credit*

**MSIT students may pursue exemptions from core courses** if you have already acquired all or most of the skills taught in that course outside of the College. To receive an exemption, you must petition the instructor of the relevant course or take their qualifying exam. The procedures are in the College handbook. Please note you do not earn credit for an exemption, therefore, you must take additional elective to make up the units. An exemption does mean you have satisfied completion of that core course for purposes of graduation, as well as if that course is a prerequisite for a different class.

In general, the Heinz College full-time programs do not give transfer credit for graduate courses taken prior to admission. However, the **MSIT program will consider up to 24 units of relevant transfer credit** to count towards MSIT electives. Petitions are decided on a case-by-case basis and depend on a number of factors. Minimum criteria include that the credit was earned with a grade of B or better within the last 10 years at a regionally accredited university. That grade will not be calculated into your CMU quality point average but the units will be counted towards MSIT elective requirements.

**All petitions for exemption and transfer credit must be submitted within your first semester of enrollment.**

### 3.4 *Elective Options*

Students may take up to 12 units of Independent Study as an elective, except for our sponsored students from General Motors and Tec de Monterrey. Contact the Program Director for guidelines on developing an appropriate independent study.

Students may take up to 12 units of elective coursework as Pass/No Pass grade, except for our sponsored students from General Motors and Tec de Monterrey.

Students may take graduate coursework from other CMU departments, except for our sponsored students from General Motors and Tec de Monterrey, but they must get approval in advance from the Program Director before registering for the class.

Courses at other universities fall under the transfer credit policy for MSIT and must be courses completed prior to admission. Any exceptions to that policy must be due to extenuating circumstances and require a petition to the Program Director **before** taking the non-CMU course, or was already pre-approved as part of a custom curriculum for one of our partner programs (like GM or Tec de Monterrey.)

### 3.5 *Java Programming Prep Course*

The School of Information Systems and Management courses typically expect students have had an undergraduate level object-oriented programming course or equivalent work experience. This background is especially important to have before taking our programming classes, 95-712 or 95-807, which are NOT intro to java programming courses. Anyone lacking that background or wanting a refresher should pursue a prep course outside of the MSIT curriculum. For example, CMU students also have free access to online training at [www.cmu.edu/lynda](http://www.cmu.edu/lynda) which has several object-oriented foundations classes. The Heinz College admissions office also has some [Pre-Approved Java Programming Courses](#) for suitable intro classes.

## 4 MSIT CURRICULUM

### 4.1 *MSIT-Information Technology Management (MSIT-ITM, MSIT-IMD)*

This degree can be done fully online or hybrid online/evening campus classes. It requires one undergraduate level object-oriented programming class or equivalent work experience prior to admission because that is a prerequisite for the core java class (95-712 or 95-807). See Section 3.5 for refresher suggestions. *Evening students may need to take a core course in distance mode <sup>(D)</sup> if the instructor only teaches online or during the daytime, or they can take the daytime class if their schedule permits.*

95-703	Database Management	12 units
95-712*	Object Oriented Programming in Java	12 units
95-706	Object-Oriented Analysis and Design	6 units
95-705 <sup>(D)</sup>	Telecommunications Management	12 units
95-730 <sup>(D)</sup>	E-business Technology and Management	12 units
95-808**	IT Project Management	6 units
Various	Electives	84 units

\* 95-807 <sup>(D)</sup> is substituted for 95-712 in the distance program; evening students may take either one but 95-712 is recommended if you will take more technical electives offered on campus.

\*\* 94-813 can be substituted for 95-808.

#### 4.2 MSIT-Information Security and Assurance (MSIT-ITA, MSIT-DIA)

This degree can be done fully online or hybrid online/evening campus classes. The core requirements were updated by Heinz College faculty in January 2016. Students admitted prior to January 2016 should consult with their Program Director to develop a transition plan.

*Evening students may need to take a core course in distance mode <sup>(D)</sup> if the instructor only teaches online or during the daytime, or they can take the daytime class if their schedule permits.*

95-752	Intro to Information Security Management	12 units
95-705 <sup>(D)</sup>	Telecommunications Management	12 units
94-806 <sup>(D)</sup>	Privacy in the Digital Age	6 units
95-755	Information Security Risk Management I	6 units
95-744	Cyber Security Policy and Governance I	6 units
95-748	Software and Security	6 units
95-758	Network and Internet Security	12 units
Various	Electives	84 units

#### 4.3 MSIT-Business Intelligence and Data Analytics Track (MSIT-BI, MSIT-DBI)

This degree can be done fully online or hybrid online/evening campus classes.

*Evening students in this major will need to take several core course in distance mode <sup>(D)</sup> if the instructor only teaches online or during the daytime, or they can take the daytime class if their schedule permits.*

95-703	Database Management	12 units
95-710	Economic Analysis	6 units
95-796	Statistics for IT Managers	6 units
94-806 <sup>(D)</sup>	Privacy in the Digital Age	6 units
95-797	Data Warehousing	6 units
95-868 <sup>(D)</sup>	Exploring and Visualizing Data (using R)	6 units
95-791 *	Data Mining	6 units
95-852 <sup>(D)</sup>	Applied Data Science	6 units
95-866 <sup>(D)</sup>	Advanced Business Analytics (take as last core course)	6 units
Various	Electives	84 units

\* It is highly recommended that students are familiar with R programming before taking Data Mining, either by taking 94-842 R Programming for Analytics, 95-868 Exploring and Visualizing data, or free online training through [www.cmu.edu/lynda](http://www.cmu.edu/lynda) or MOOCs like Coursera.

#### 4.4 MSIT-Software Design and Management (MSIT-ITD)

This degree is in conjunction with the School of Computer Science and is limited to local evening students. There is no fully online option at this time even though many courses can be taken online. The programming and software development experience required as a prerequisite to apply means students admitted to this major have essentially earned an exemption from 95-712/95-807 and have satisfied that as a prerequisite for any course that lists it.

95-771	Data Structures and Algorithms	12 units
17-653	Managing Software Development	12 units
17-655	Architecture of Software Systems	12 units
95-703	Database Management	12 units
95-706	Object-Oriented Analysis and Design	6 units
95-808*	IT Project Management	6 units
Various	Electives	84 units

\* 94-813 can be substituted for 95-808.

#### 4.5 Customized Partner Programs

All Heinz College and MSIT policies may apply unless otherwise modified in the curriculum distribution listed here and/or in the educational partnership agreement/contract.

##### 4.5.1 General Motors Information Systems Management (MSIT-DIM or MSIT-ISM)

95-703	Database Management	12 units/4 credits
95-807	Object Oriented Programming	12 units/4 credits
95-705	Telecommunications Management	12 units/4 credits
95-730	E-business Technology and Management	12 units/4 credits
95-833	Global IT Mgmt, Sourcing & Automation	12 units/4 credits
95-831	Enterprise Architectures	6 units/2 credits
95-872	Art and Science of Business Analytics	6 units/2 credits
17-653	Managing Software Development	12 units/4 credits
17-638*	Architecture of Software Systems	6 units/2 credits
95-720	Information Systems Project	24 units/8 credits
Various**	Electives (pick 2-3)	30 units/10 credits

\* 17-655 can be substituted for 17-638 for students with robust java programming skills.

17-655 is 12 units/4 credits so this will take away 6 units/2 credits from electives.

\*\* Includes CMU electives and pre-approved electives offered by other GM TEP partner universities.

#### 4.5.2 General Motors Software Engineering (MSIT-DIS or MSIT-SE)

This program requires experience in programming and software development as a prerequisite to apply. Students admitted to this track have essentially earned an exemption from 95-807 and have satisfied 95-807 as a prerequisite for any course in the curriculum below:

17-651	Models of Software Systems	12 units/4 credits
17-652	Methods: Deciding What to Design	12 units/4 credits
17-653	Managing Software Development	12 units/4 credits
17-654	Analysis of Software Artifacts	12 units/4 credits
17-655	Architecture of Software Systems	12 units/4 credits
95-703	Database Management	12 units/4 credits
95-705	Telecommunications Management	12 units/4 credits
95-730	E-business Technology and Management	12 units/4 credits
95-720	Information Systems Project	24 units/8 credits
Various*	Electives (pick 2)	24 units/8 credits

\* Can include other CMU courses in the GM offerings and pre-approved electives offered by other GM TEP partner universities.

#### 4.5.3 Dual degree with Tec de Monterrey (MSIT-MATI)

This dual degree distance program with Instituto Tecnológico y de Estudios Superiores de Monterrey, México (ITESM) requires students to complete 96 units from each university by following a prescribed plan of study with their cohort. ITESM will transfer all 96 units of MSIT credit towards their MTI degree; Heinz College will transfer 48 units of ITESM credit to count towards completion of the 144 units required for the MSIT degree. Therefore, students cannot earn one degree without completion of the other. There are also no course exemptions, electives or independent study allowed in this program. This online only program is intended for IT professionals working in the Latin American market.

The MSIT-MTI dual degree program requires successful completion of the following 96 units of MSIT coursework plus completion of ITESM's MTI degree:

95-805	Business Communications	6 units
95-833	Global IT Mgmt, Sourcing & Automation	12 units
95-703	Database Management	12 units
95-710	Economic Analysis	6 units
95-808	IT Project Management	6 units
95-872	Art and Science of Business Analytics	6 units
95-705	Telecommunications Management	12 units

95-796	Statistics for IT Managers	6 units
95-797	Data Warehousing	6 units
95-760	Decision Making under Uncertainty	6 units
95-831	Enterprise Architectures	6 units
95-722	Digital Transformation	6 units
95-774	Business Process Modeling	6 units

## 5 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 also be found on-line at:

<https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.