

MSIT  
Program  
Handbook

2021-2022

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## Master of Science in Information Technology

- Information Technology Management
- Information Security and Assurance
- Business Intelligence and Data Analytics
- Customized Partner Programs:
  - *General Motors*

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# MSIT PROGRAM HANDBOOK

## 1 COLLEGE AND PROGRAM HANDBOOKS

It is the student's responsibility to know, understand and abide by the policies contained in both 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 designed for the experienced technology professional to complete one of three master's degrees on a part-time basis alongside their full-time job. It offers fully online or hybrid of on-campus evening and online course modalities and the flexibility for students to choose a course load each semester that best suits their work/personal situation. Most part-time MSIT students take 1-2 courses each semester and can 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 three majors of study:

- MSIT-Information Technology Management – evening (MSIT-ITM) or online (MSIT-IMD)
- MSIT-Information Security & Assurance – evening (MSIT-ITA) or online (MSIT-DIA)
- MSIT-Business Intelligence & Data Analytics – evening (MSIT-BI) or online (MSIT-DBI)
- *NOTE: MSIT-Software Design & Management – ended December 2020*

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 major 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 online course catalog, and graduate-level courses offered by other Heinz College programs or CMU departments, subject to pre-approval from the MSIT Program Director.

This handbook also covers customized degree programs for our partnership with General Motors. These custom programs are variations of the above programs of study and their 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. The following are some requirements or modifications from the College-wide handbook that are specific to MSIT students:

#### 3.1 *Graduation Requirements*

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

- Earned 144 units of course credit (*including approved transfer credit*)
- Successfully passed all core courses (*or earned an exemption from the course*)
- 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 by taking 18-24 units every semester. 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 of 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 around 18 units is 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 load. 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 MSIT students cannot exceed 30 units**, regardless of circumstances, due to visa regulations. **MSIT is not eligible for student visa.**

Students may adjust their course load without penalty up until the official Add/Drop deadline for Heinz College classes, which is typically within 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 using your Late Voucher or 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, or sooner if the contract dictates.

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: <https://www.cmu.edu/hub/forms.html>.

### 3.3 *Exemption and Transfer Credit*

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

**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 that were exempted. 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 another class.

See Section 6.9.4 of the Heinz College Student Handbook for Transfer Credit information and application. 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 few factors. Minimum criteria include that the credit was earned with a grade of B or better within the last 7 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 and will appear on your CMU transcript.

### 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. 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.

Students may take up to 36 units of **graduate coursework from other CMU departments outside of Heinz College**, except for our sponsored students from General Motors. You **must get approval in advance** from the Program Director before registering for the class by emailing the director or filing a [General Petition](#).

**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, unless it was already pre-approved as part of a custom curriculum, e.g., GM.

### 3.5 *Java Programming Prep Course and Other Training Options*

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 required before taking our programming classes, 95-712 or 95-807, which are NOT introductory java programming courses. Anyone lacking that background or wanting a refresher should pursue a prep course outside of the MSIT curriculum, such as:

CMU Open Learning: <https://oli.cmu.edu/courses/introduction-to-programming-in-java-o-f/>  
 Heinz College Admissions: [Pre-Approved Java Programming Courses](#) for MSIT/MISM applicants.  
 CMU students have free access to online training at [Lynda/LinkedIn Learning](#).

## 4 **MSIT CURRICULUM**

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

This degree can be done fully online or hybrid with online and on-campus evening 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.

95-703	Database Management	12 units
95-807*	Object Oriented Programming for Managers (Java)	12 units
95-706	Object-Oriented Analysis and Design	6 units
95-705	Telecommunications Management	12 units
95-734**	Managing Digital Business	12 units
95-808***	IT Project Management	6 units
Various	Electives	84 units

\* 95-712 can be substituted for 95-807; local students may take either one but 95-712 is recommended if you intend to take more technical electives offered on campus.

\*\* 95-734 replaced the 95-730 E-business Tech core effective Fall 2019.

\*\*\* 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 with online and on-campus evening classes.

95-752	Intro to Information Security Management	12 units
95-705	Telecommunications Management	12 units
94-806	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 with online and on-campus evening classes. The core requirements were updated by Heinz College faculty in 2019. Students admitted prior to August 2019 should consult with their Program Director to develop a transition plan.

95-703	Database Management	12 units
95-710 *	Economic Analysis	6 units
95-796 *	Statistics for IT Managers	6 units
94-806	Privacy in the Digital Age	6 units
95-797**	Data Warehousing	6 units
95-868	Exploring and Visualizing Data (using R)	6 units
95-791 ***	Data Mining	6 units
95-865	Unstructured Data Analytics (replaced 95-852 ADS)	6 units
95-866	Advanced Business Analytics	6 units
Various	Electives	84 units

\* 91-803 can be substituted for 95-710 and/or 91-801 can be substituted for 95-796. Since 91-803 and 91-801 are each worth 12 units, they will use 6 units of core and 6 units of electives. This applies to Pittsburgh area students only since 91-803 and 91-801 are only offered as on-campus evening classes.

\*\* 95-797 has been on hiatus since it was last offered in Fall 2020. Students may petition to substitute with a similar data management course, like 95-737 NoSQL, or an advanced quantitative course, like 95-760 Decision Making Under Uncertainty.

\*\*\* It is strongly 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 equivalent work or practical experience.

#### 4.4 *MSIT-Software Design and Management (MSIT-ITD) – no longer offered*

This degree was in conjunction with the School of Computer Science and ended with the last graduates in December 2020.

#### 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 aka 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
95-734	Managing Digital Business	12 units/4 credits
95-752	Intro to Info Security Management	12 units/4 credits
95-706	Object-oriented Analysis & Design	6 units/2 credits
95-808	IT Project Management	6 units/2 credits
95-720	Information Systems Project	24 units/8 credits
Various**	Electives	48 units/16 credits

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

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

This major has ended, and no new students were admitted after Spring 2018. The last student is expected to graduate December 2021.

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
95-734*	Managing Digital Business	12 units/4 credits
95-720	Information Systems Project	24 units/8 credits
Various**	Electives (pick 2)	24 units/8 credits

\* 95-734 replaced 95-730 in 2019.

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

#### 4.5.3 General Motors Business Intelligence & Data Analytics (MSIT-GBI aka MSIT-BIDA)

This major was added by GM TEP in Spring 2018:

95-703	Database Management	12 units/4 credits
95-710	Economic Analysis	6 units/2 credits
95-796	Statistics for IT Managers	6 units/2 credits



94-806	Privacy in the Digital Age	6 units/2 credits
95-797*	Data Warehousing	6 units/2 credits
95-868	Exploring and Visualizing Data (using R)	6 units/2 credits
95-791**	Data Mining	6 units/2 credits
95-865	Unstructured Data Analytics	6 units/2 credits
95-866	Advanced Business Analytics	6 units/2 credits
95-720	Information Systems Project	24 units/8 credits
Various***	Electives	60 units/20 credits

\* 95-797 has been on hiatus since it was last offered online in Fall 2020. Students may petition to substitute with a similar data management course, like 95-737 NoSQL, or an advanced quantitative course, like 95-760 Decision Making Under Uncertainty.

\*\* It is strongly 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 equivalent work or practical experience.

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

#### 4.5.4 General Motors Information Security & Assurance (MSIT-GSA or MSIT-ISA)

This major was added by GM in Fall 2018:

95-752	Intro to Information Security Management	12 units/4 credits
95-705	Telecommunications Management	12 units/4 credits
94-806	Privacy in the Digital Age	6 units/2 credits
95-755	Information Security Risk Management I	6 units/2 credits
95-744	Cyber Security Policy and Governance I	6 units/2 credits
95-748	Software and Security	6 units/2 credits
95-758	Network and Internet Security	12 units/4 credits
95-720	Information Systems Project	24 units/8 credits
Various*	Electives	60 units/20 credits

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

#### 4.5.5 Dual Degree with Tec de Monterrey (MSIT-MTI) – no longer offered

This dual degree distance program with Instituto Tecnológico y de Estudios Superiores de Monterrey, México (ITESM) has ended with the last graduates in December 2020. No new students were admitted after Fall 2018.

## 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 Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-7125.

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>.