MCIT Online
Graduate Student Handbook

January 2019

Contents

Welcome to MCIT Online!

The online Master of Computer and Information Technology (MCIT) degree is a first-of-its-kind graduate-level degree program in Computer Science tailored for non-Computer Science majors. Hosted on Coursera, this program brings online the long-running, established on-campus MCIT degree that empowers students without computer science backgrounds to succeed in computing and technology fields. MCIT students come from diverse academic backgrounds ranging from literature and history to chemistry and medicine.

This program fosters a rich and inclusive community for students, who have access to core services from across the University to support their well-being and future career goals. Exposure to real-world projects throughout the program will prepare students to use their skills to positively impact society. MCIT graduates will be uniquely positioned to fill technical jobs in industries such as education, healthcare, social work, government and urban development, as well as in the core software development industry. Upon completion of the degree, MCIT alumni have gone on to earn jobs with competitive salaries at technology companies such as Amazon, Facebook, Google, Microsoft, Oracle, and Bloomberg.

One of the things we value greatly in the MCIT Online program is our diverse community of students, instructors and staff. We will cultivate a strong, inclusive community that is respectful and supportive. One of the main tools that we will use to share interesting events and community discussions will be in Slack, which will be discussed at greater length later in this course. This will be a platform for us to share opportunities with each other such as online seminars, interesting articles, job opportunities, etc. The MCIT Online Student Affairs team will help to coordinate local meet-ups as well, when possible!

Computer and Information Science Department

Penn Engineering is the birthplace of the modern computer. It was here that the ENIAC, the world's first electronic, large-scale, general-purpose digital computer, was developed in 1946. Since this auspicious beginning more than seven decades ago, the field of computer science at Penn has been marked by exciting innovations. Today, the Computer and Information Science department is home to nine research centers and institutes and more than 50 world-class faculty engaging in teaching and interdisciplinary research across many traditional and cutting-edge fields including intelligent systems and artificial intelligence, information systems and data science, hardware and software systems, computer networks, and theory of computation. Faculty and students work together and across sectors to develop new ideas and new solutions to challenges rapidly emerging in the field. Now, more than ever, breakthroughs in computer and information science are changing our world, and computer scientists have an amazing opportunity to lead that change.

Penn Values[1]

INCLUSION

Increasing diversity, expanding financial aid, and offering free online classes to the public are three of the many ways Penn nurtures an inclusive learning environment.

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[1] https://president.upenn.edu/penn-compact

INNOVATION
Penn's culture of innovation, entrepreneurship, and interdisciplinary collaboration generates discoveries and applies them to pressing social needs.

IMPACT
Faculty and students leverage Penn's distinctive intellectual resources to promote progress and prosperity in our local, national, and global communities.

Senior Staff

Vijay Kumar | *Nemirovsky Family Dean of Penn Engineering*

Boon Thau Loo | *Professor and Associate Dean, Master's and Professional Program*s

Zachary Ives | *Department Chair and Adani President's Distinguished Professor of Computer and Information Science*

Sampath Kannan | *MCIT Online Co-Director, Henry Salvatori Professor in the Department of Computer and Information Science*

Chris Murphy | *MCIT Online Co-Director, Associate Professor of Practice in the Department of Computer and Information Science*

Rebecca Hayward | *Director of Penn Engineering Online Learning*

Olivia N. Roth | *Associate Director of Student Affairs*

Laura Orsetti | *Associate Director of Course Operations*

Program Overview

Curriculum
MCIT Online students must complete **six core courses** and **four electives**. The core courses must be taken sequentially.

Core Courses
-CIT 591 Introduction to Software Development
-CIT 592 Mathematical Foundations of Computer Science
-CIT 593 Introduction to Computer Systems
-CIT 594 Data Structures & Software Design
-CIT 595 Computer Systems Programming
-CIT 596 Algorithms & Computation

Electives
MCIT Online students must also complete four graduate-level electives. The schedule for the electives will be published in advance of each semester starting in October 2019.

CIT 591 Introduction to Software Development (launching Spring 2019)
This course is an introduction to fundamental concepts of programming and computer science, including principles of modern object-oriented programming languages: abstraction, types, polymorphism, encapsulation, inheritance, and interfaces. This course also focuses on best practices and aspects of software development such as software design, software testing, pair programming, version control, and using IDEs.

CIT 592 Mathematical Foundations of Computer Science (launching Spring 2019)
This course introduces students to math concepts that form the backbone of the majority of computer science. Topics covered include sets, functions, permutations and combinations, discrete probability, expectation, mathematical induction, and graph theory. The goal of the course is to ensure that students are comfortable enough with the math required for most of the CIS electives.

CIT 593 Introduction to Computer Systems (launching Summer 2019)
This course provides an introduction to fundamental concepts of computer systems and computer architecture. Students learn the C programming language and an instruction set (machine language) as a basis for understanding how computers represent data, process information, and execute programs.

CIT 594 Data Structures & Software Design (launching Summer 2019)
This course focuses on data structures, software design, and advanced Java. The course starts off with an introduction to data structures and basics of the analysis of algorithms. Important data structures covered include arrays, lists, stacks, queues, trees, hash maps, and graphs. The course also focuses on software design and advanced Java topics such as software architectures, design patterns, and concurrency.

CIT 595 Computer Systems Programming (launching Fall 2019)
This course is a continuation of CIT 593 and introduces students to fundamental concepts in computing systems. The course is divided into two parts. The first half of the course introduces important concepts in modern operating systems: processes, scheduling, caching, and virtual memory. The second half of the course provides an introduction to fundamental concepts in the design and implementation of networked systems, their protocols, and applications. The course will use the C program language, and will develop your knowledge on C system calls, and libraries for process/thread creation and manipulation, synchronization, and network communication.

CIT 596 Algorithms & Computation (launching Fall 2019)
This course focuses primarily on the design and analysis of algorithms. It begins with sorting and searching algorithms and then investigates graph algorithms. In order to study graph algorithms, general algorithm design patterns like dynamic programming and greedy algorithms are introduced. A section of this course is also devoted to understanding NP-Completeness.

Penn Academic Calendar
MCIT Online will follow the Penn Academic Calendar schedule.

Course Experience

You may have taken online courses on websites such as Coursera or edX as a MOOC learner. Although MCIT Online is hosted on Coursera, your experience as an admitted Penn student will be different from other online courses that you may have taken in the past. In this section, we will cover what you can expect during a typical MCIT Online course.

Timing
Your online course material will be organized into modules, which are groups of lessons forming a larger unit of learning. Each module corresponds to one week in the course. Most or all of the lecture videos will be available as soon as the course opens, however the assignments will become available based on their due dates. You are free to work ahead by watching videos, but please note that the course staff will not be available to answer questions regarding future modules until the corresponding assessments have been unlocked.

In order to stay on track, it is important to be mindful of any deadlines throughout the week. There are some tools built into our program to assist you with this. Every time you log into your Coursera homepage, you will be able to see a list of upcoming due dates. To find the full list of due dates within a course, click on the Grades page. You'll also receive automated reminders about assignments that are incomplete when deadlines are approaching.

Keep in mind that there may be times when a portion of an assignment is due earlier in the week in order to provide you with early feedback, and you may need to complete a reading or watch a video before you can do that assignment. It's critical that you stay on top of deadlines and find strategies for managing your time so you don't fall behind. Leave yourself enough time to gain confidence with what you're learning!

Structure

Our courses are made up of lecture materials that your instructors created to teach you key concepts. You'll also be learning from videos or other resources, including guest lectures, valuable websites, or other relevant materials your faculty has curated to help you learn.

In addition to readings and recorded lectures, you will also have regular assignments and graded activities throughout your courses that will ask you to synthesize what you are learning and put it into practice. This may include quizzes, assignments, individual and group projects, coding assignments, topics to debate in discussion forums, and optional synchronous recitations. Of course, each course is influenced by the personality and the style of the instructor who is leading it, so you will notice some differences across courses.

Grading

The course instructor has full discretion with regards to assignment and course grading policies. Please see the individual course syllabi for details.

Course Team

Instructors and teaching assistants will be active participants in the course along with you and will be responding to your questions and providing feedback on the work you complete.

Instructors will offer group or private office hours on a regular basis via Zoom. The process for signing up will be outlined in the discussion forum of the course. You will use Google Calendar to book a time slot and the Zoom links will be found within the Calendar appointments. Instructors will also send out video updates throughout the semester with feedback on how the course is going.

TAs will be available to answer questions in the Coursera Discussion Forum of each course. You can expect a response from the course staff within 24 hours, unless your question is answered by a fellow student. TAs will also offer private office hour sessions via Zoom each week. You can sign-up for these sessions through Google Calendar as well.

TAs will also offer optional recitations on a regular basis. In these sessions, TAs will demonstrate sample problems, provide supplemental materials and answer questions in real time. The links for these sessions will be posted on the Live Events page for each course. The sessions will be recorded and posted on the Resources page for those who can't attend.

Finally, if you have a private question for anyone on the course staff, you can always send contact the MCIT Online program team and it will be forwarded to the appropriate person.

Program Requirements

Students must:
- Complete the academic requirements of the degree program within seven (7) years of matriculation
- Meet the course distribution requirements of the degree program
- Maintain a 2.7 cumulative average

Students may take 1-4 courses each semester. The number of courses you take each semester defines whether you are part-time or full-time.

Full-time status is defined as taking three or more courses per semester. (Full-time enrollment will not be available for the January 2019 cohort).

Part-time status students may take one or two courses each semester. Note: In order to be considered for federal financial aid, a student must be enrolled at least "half-time" which is two or more courses per semester for MCIT Online students.

Students must register for at least one course unit during the fall and spring semesters in order to remain continuously enrolled in their programs. If you choose not to enroll in any courses for a fall or spring semester, please follow our Leave of Absence policy. (There is no need to apply for a LOA over the summer).

Technical Requirements
- **Internet** - MCIT Online is an online degree program and it is your responsibility to have and maintain internet access that permits you to receive and transmit information freely for the duration of the program. Penn is not responsible for any inability to access the program due to disruptions in your internet service, whether caused by technical problems, governmental or other third party actions.
- **Recommended Browsers and devices**
- **Desktop or Laptop** - A few times each semester, students will take proctored exams. Please see the system requirements for ProctorU which is the company administering the exams.

Registration

The student affairs team will register you for all of the core courses in the coming semesters.

Penn Engineering policy states that you are allowed to waive up to two courses and/or transfer up to two courses. A small number of students choose to waive out of a core course by taking and passing a waiver exam. Students who waive courses must still take 10 Penn courses total. Students may also transfer up to two courses (with faculty approval) which will fulfill one or two of the program requirements.

Note: MCIT Online students must take a minimum of four out of the six courses at Penn.

For inquiries about waiving or transferring credit, contact the MCIT Online program team.

Getting Started

Your PennKey name and password gives you access to a Penn email account, and many other essential online services. See the PennKey website for details on obtaining a PennKey and password. New students receive the instructions for setting up their PennKey upon enrollment.

Two Step Verification
All MCIT Online students must enroll in Two-Step Verification. Two-Step is a second layer of log-in protection.

Penn Accounts
Create your SEAS account and use it to set up your University of Pennsylvania email address. (You may need to wait 24-hours from when you activated your PennKey.)

Activate Google@SEAS for your SEAS account by setting its password. This will give you access to Gmail and cloud services.

Create a Coursera account
You will receive instructions on how to set up your Coursera account as well as access to the program onboarding course after you submit your Enrollment Form and Deposit.

Penn InTouch
While this course will be a resource on Coursera that you will refer to throughout your course of study, Penn InTouch is the University of Pennsylvania portal for academic, financial and profile information, including:
- Academic records and transcript orders
- Student billing and payment information
- Financial aid application status and awards
- Student loan application status, disbursements and loan history
- Updating your emergency contacts and address information
- Privacy settings for the release of academic and financial information
- Direct Deposit enrollment for student refunds
- Course registration and schedule planning tools

Tuition & Billing

Billing always follows registration. Electronic bills or e-bill are sent from the University's Student Registration and Financial Services (SRFS) Office to a student's official email address on file and can be accessed through Penn in Touch. SRFS bases its charges on data provided by the Registrar. For this reason, a problem in billing may reflect a problem in registration rather than a financial miscalculation.

Frequently, a bill is incorrect because a student's registration was not properly completed. To avoid these problems, double-check all registration, including dropped and added courses.

Please view the SRFS Billing schedule for specific billing dates.

Information on tuition can be found on Paying for Your Education.

After the Course Selection Period is over, communication between the Registrar and SRFS is less frequent. For this reason, a change in registration after the second week of classes necessitates manual tuition adjustments. RAS Graduate Student Office will do these billing adjustments.

Ideally, a student's bill should reflect all charges and all financial aid credits for the semester in question. Frequently, University and departmental financial aid awards are credited after the date of initial billing. When this happens, the bill reflects a higher debt than the student anticipated. The student's first step is to check with their department to make sure the financial aid was credited. Students utilizing tuition benefits with questions should contact tuition@hr.upenn.edu. Students supported from outside the University should check directly with their sponsors.

The University will withhold diplomas at graduation when financial questions are unresolved. It is the responsibility of the student to keep track of their outstanding balance and to resolve any problems that might arise.

Payment Options
You can pay your student bill through four methods of payment:
Online through Penn.Pay
Through Mail
In Person
By Wire Transfer
Please see the Student Financial Services website for more information on how to pay your bill.

If you are interested in setting up a payment plan, please follow the instructions on this website.

For all other financial related questions, please reach out to Elvira Cruz at cruz@upenn.edu.

Tuition & Fees for Spring 2019[2]
Total Tuition = $25,000 USD ($2,500 per course unit)
Total Fees = $1,300 USD ($130 per course unit)

Tuition will vary depending upon how many courses a student enrolls in each semester. Please see table below for details.

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[2] Please be aware that tuition and fees are posted as a guide and may be subject to change.

Number of Courses	Cost
1 Course	$2,630 ($2,500 Tuition + $130 Fee)
2 Courses	$5,260 ($5,000 Tuition + $260 Fee)
3 Courses	$7,890 ($7,500 Tuition + $390 Fee)
4 Courses	$10,520 ($10,000 Tuition + $520 Fee)

Online students who are enrolled at least half-time will be eligible to apply for federal student loans. International students' eligibility may vary depending upon their international status.

School of Engineering Policies

The Penn Engineering Graduate Handbook contains policies for all students in the School of Engineering and Applied Science. Below are relevant policies that have been adapted when necessary for our online students.

Academic Probation Policy (if applicable)
Master's students are required to maintain a minimum GPA of 2.7 at the end of every semester, and must be completing the appropriate courses in accordance with their degree program, as agreed upon with their assigned Faculty Adviser.

Students not making satisfactory academic progress may receive a warning or be placed on probation. In the absence of improvement in the subsequent semester, students on warning or probation may be dropped from their program.

There is a minimum cumulative GPA of 3.0 to increase registration max above 4 courses for master's students.

More information on academic credit can be found here.

Course Cancellation and Refund Policy
The deadline to **add or drop** a course is around the end of the second week of each semester. Specific dates can be found on the University of Pennsylvania academic calendar[3]. Tuition will automatically be refunded for the course only if the course is dropped during the first two weeks of the semester. Students can drop a course by contacting the MCIT Online program staff.

A student may not drop a course if it is the only course for which he or she is registered.

After the fifth week but before the final day of class, a student may **withdraw** from a course with permission of the program director. If permission is granted, a "W" will appear on the student's

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[3] Please note that the date on the academic calendar which refers to a "Drop Period" is for undergraduates only.

transcript for the course, but **please note that no tuition refund will be issued**.

Students can request a withdrawal by contacting the MCIT Online program staff. Withdrawal requests will not be considered after the final day of classes.

Course unit (CU) registration
Maximum enrollment for MCIT Online is 4 courses. A petition and satisfactory GPA (3.0 minimum) is required for more than 4 CU's after completion of one semester.

Disability information
Any student who has a disability and wishes to self-identify with the Office of Student Disabilities Services (SDS) at the Weingarten Learning Resources Center, should complete the Self-Identification Form. Submission of this form is the first step in the Self-Identification Process. Any student requesting accommodations will also need to submit documentation of the disability and schedule an in person meeting as part of the collaborative process in determining eligibility for accommodations. Further questions should be directed to SDS.

Grievance Procedures Guidelines
In general, a Graduate student with a grievance should first discuss the matter with the immediate supervisor of the individual involved. In case of conflicts of interest, then the next non-conflicted level should be engaged. For academic matters the normal hierarchy is (as applicable):

      a) relevant course teaching assistant;
      b) relevant course faculty instructor;
      c) Graduate Program Director;
      d) Graduate Group Chair;
      e) Department Chair;
      f) Associate Dean;
      g) Ombudsman.

At any point the student may wish to circumvent steps a-f and contact the Ombudsman.

If a graduate student has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with (as applicable):

      a) Graduate Program Director;
      b) Graduate Group Chair;
      c) Department Chair;
      d) Associate Dean;
      e) Ombudsman.

At any point the student may wish to circumvent steps a-d and contact the Ombudsman.
Further information about University grievance procedures policy can be found here.

Leave of Absence (LOA)

Students may request a Leave of Absence for up to two years, after which time, students must reapply for admission. Time spent in the military service and medical cases do not count under the time limit. Reinstatement is dependent upon departmental and SEAS approval. While on LOA and not registering for courses, students may still utilize the library and/or recreational facilities by requesting and paying a special service fee.

When students are ready to return after a leave of absence, they must contact the MCIT Online program team. The request must be submitted no later than thirty (30) days prior to the start of the semester the student wishes to return.

Plagiarism Policy

Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

The student will not knowingly use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through misrepresenting the originality of one's work (plagiarism), particularly through failing to footnote the contributions of another, except as permitted by the instructor.

Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
If a student is unsure whether their action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

The University disciplinary process at Penn may involve the following stages:
    Bringing a Complaint to the Office of Student Conduct
    Resolving a Complaint by Mediation
    Investigating a Complaint
    Filing Charges by the University Against a Student
    Resolving Charges by Voluntary Agreement to Sanctions
    Resolving Charges by Disciplinary Hearing
    Appealing the Decision of a Hearing Panel
    Imposing Sanctions on a Student
    Fulfilling Sanctions Imposed by the University

The University Code of Academic Integrity and Charter of the Student Disciplinary System can be found here.

Transfer of External Credit to Penn

Students are permitted to transfer two (2) courses from another university graduate program. Students should submit a Graduate Transfer of Credit Petition along with an unofficial transcript with the course name(s) and grade(s) earned. Only courses with grades of B are higher will be approved. Courses taken under a certificate program or online are not allowed and they will not be reviewed or considered for transfer. Courses counted towards an undergraduate degree will not be considered for graduate credit unless in an approved submatriculation program. Transfer credit must be taken prior to matriculation at Penn as students cannot be enrolled in two schools at once. Courses are held to a time limit of five years.

Withdrawal

Withdrawal from the University may be granted by first contacting the MCIT Online program team. Reinstatement is dependent upon departmental and SEAS approval.

Graduation process & convocation

Filing for Graduation

It is very important to note the application deadlines for graduation:
- Opens in December For May Graduation
- Opens in May for August Graduation
- Opens in August for December Graduation

Commencement is held once a year in May. The University and the School of Engineering invite students who graduate in May to attend commencement the year they graduate. Students who graduate in August or December may attend the May ceremony directly following or preceding their graduation. Please order cap and gown from the Bookstore online by early May if you wish to participate in the May graduation ceremony. MCIT Online students will be invited to campus to participate in Penn's Commencement ceremonies in May. Attendance is optional.

Master's students applying for graduation must first contact the MCIT Online program team for instructions.

Graduation Checklist

Complete the application (see above) well in advance of the deadline.
Make sure that your financial obligations are cleared before the end of the term.
Meet with your program staff to make sure that appropriate courses have been taken for the degree.

Diplomas

Diplomas will be mailed approximately eight to ten weeks following the official degree conferral date by the Office of the Secretary. Diplomas are issued three times a year: May, August, and December and are mailed in July (May graduates), October (August graduates) and February (December graduates).

The University will withhold diplomas at graduation when financial questions are unresolved. It is the responsibility of the student to keep track of their outstanding balance and to resolve any problems that might arise.

Information on what happens to [email accounts post graduation is found here](#).

Alumni Relations

Upon graduation, you will have access to various resources as a Penn alum. However, the items in the list below will be available as soon you matriculate.

- [QuakerNet:](#) Update your contact information on Penn's Alumni Directory, QuakerNet. By keeping your profile up to date will allow you to find, and be found, by members of the University of Pennsylvania's global alumni community. This is a fantastic opportunity for networking.

- [LinkedIn](#): Join Penn Engineering alumni group to help build your professional network and leverage your Penn Engineering degree

- [Engineering Alumni Society](#): Stay engaged with other alums and the School by becoming active in our Alumni Society

- [Penn Global Club Network](#): Connect with Penn alums in over 120 clubs around the world.

University Policies and Codes of Conduct

The [Pennbook](#) contains policies that apply to all students at the University of Pennsylvania. You can refer to this resource throughout your time as a Penn student for important information on topics such as academic integrity, sexual harassment policy, and more.

[Code of Academic Integrity](#)
[Code of Student Conduct](#)

 In addition to the resources listed above, please familiarize yourself with the following policies as they relate to your time as a student in MCIT Online.

- [Acceptable Use of Electronic Resources](#)
- [Privacy in the Electronic Environment](#)
- [Sexual Violence, Relationship Violence, and Stalking Policy](#)
- [Sexual Harassment Policy](#)

Engineering Code of Ethics
The School of Engineering and Applied Science has its own [Student Code of Ethics](#) as well.

The mission of the Engineering School's Code of Ethics ("Code") is to promote the growth of ethically responsible students and future professionals in engineering and other fields through adherence to the highest standards of academic integrity and overall ethical conduct, to develop a sense of individual responsibility on the part of each member of the Penn Engineering community to participate actively in maintaining such standards, to foster an environment of honor and trust within the Penn Engineering community, and to engender respect for the ethical standards of the engineering graduate. Fulfilling this mission is a collective responsibility of the members of the Penn Engineering community. Striving for adherence to high standards of ethics will enhance the quality of the Penn Engineering experience, will enrich the image of Penn Engineering and strengthen the equity associated with the Penn Engineering degree, and will reinforce the societal norms of moral responsibility.

As a member of the Penn Engineering community, the Penn Engineering student will maintain the highest standards of honesty and integrity. The student will strive for these standards in their representations, academic pursuits, and respect for the property and individual rights of others; will uphold the specific principles described in the Code; and will actively support the Code. Standing in the Penn Engineering community will be subject to adherence to these basic principles of ethics.

The Penn Engineering student is expected to read and understand the following professional codes of ethics:

ABET Code of Ethics of Engineers
IEEE Code of Ethics
NSPE Code of Ethics for Engineers
ACM Code of Ethics and Professional Conduct

The Code will be administered and maintained by the Research and Academic Services (RAS) office, in consultation with the Penn Engineering Undergraduate and Graduate Affairs Committees, and in close collaboration with the University's Office of Student Conduct. If a student fails to adhere to the Code, the student may be referred to the University's Office of Student Conduct for adjudication.

Specific Standards

A. Representations

The Penn Engineering student is expected to represent themselves honestly in all oral or written statements. The student will not knowingly misrepresent any material fact to other students, faculty, staff, prospective employer, or anyone else while representing themselves as a member of the Penn Engineering community, especially through, but not limited to:

1. Lying to prospective employers, either directly through oral or written statements or indirectly through misrepresentation of background in resume;
2. Misrepresenting any material fact on a Penn Engineering application, financial aid form, or other official document;
3. Lying to a fellow student, a faculty member, or an administrator in order to gain preferential treatment.

B. Academic Pursuits

The Penn Engineering student is expected to represent their academic product honestly and fairly. The student will not knowingly use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through, but not limited to:

1. Giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment that has been designated as individual by the professor;
2. Misrepresenting the originality of one's work (plagiarism), particularly through failing to footnote the contributions of another, except as permitted by the instructor;
3. Continuing to write after time has been called on an exam; or
4. Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor.

C. Property

The Penn Engineering student is expected to respect the materials, data, and property of other members of the Penn Engineering community. The student will not misuse or misappropriate the materials, data, or other property of another, especially through, but not limited to:

1. Accessing, removing, or destroying any information, materials, or other property from another student's or student organization's premises, locker, computer files, or mail folder without prior permission;
2. Accessing or removing without prior permission, or hiding or destroying any corporate records, files, job postings, or academic materials from the library, the career planning office, or any other administrative office;
3. Divulging proprietary or confidentially-provided information obtained for class assignments; or
4. Utilizing for commercial gain any material, systems, websites, or software provided to or by Penn Engineering specifically and restrictively for educational purposes without prior permission of the provider.

D. Individual Rights

The Penn Engineering student is expected to respect the individual rights of others. Specifically, Penn Engineering students will observe the University of Pennsylvania policies against harassment and discrimination. Any complaint of a violation of these policies brought to the attention of the Office of Research and Academic Services will be referred to the appropriate body of original jurisdiction within the University.

Coursera Codes

Since the MCIT Online program is hosted on Coursera, all students are expected to follow the Coursera Honor Code and Coursera Code of Conduct.

Policies and procedures are subject to change throughout the year at the discretion of the University of Pennsylvania and the School of Engineering and Applied Sciences. The policies and procedures in this handbook are intended to provide guidelines for academic planning and to help students make informed decisions throughout their graduate degree(s) at Penn. Faculty advisors, academic advisors, program staff, and the graduate advisors in the Research and Academic Services (RAS) Office in Engineering are available to provide clarity and further information if needed.