



**Carnegie Mellon University**

Computer Science Department

**5<sup>th</sup> Year Master of Science Program  
Student Handbook  
2022-2023**

*While this handbook is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Graduate Education Office, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.*

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# About the Program

## PROGRAM OVERVIEW

The Fifth-Year Master's Program is a research-oriented Master's degree program that only accepts students with a B.S. in Computer Science or in AI from Carnegie Mellon. One of the primary motivations for the Fifth-Year Master's Program is to encourage our very brightest undergraduates to become more involved with research as quickly as possible and to broaden their often- hectic undergraduate experience. Many of our students do get involved with research, even while they are still undergraduates, and many of them find that they will be interested in research as they learn more about it. We also want to encourage a select group of students to go on to graduate school by providing them with an additional qualification and period of study beyond the undergraduate degree.

In addition to student with a BS in CS from CMU from either the Pittsburgh or Qatar campus, students with a BS in AI from CMU are also eligible. However, they need to satisfy additional breadth requirements before starting the program, as described in section on Breadth Courses starting on page 6 of this handbook.

The duration of the program is 12 months, including one standard academic year and one summer. The most common scenario will be for students to start working on a research project during the summer after their senior year, and continue on with that project while taking classes during the academic year. Students can only start the Fifth-Year Master's program after they have received their Bachelor of Science in Computer Science.

Normally, a student's advisor will be the faculty member who sponsored the student's admission. The rationale for this is that the student has already gotten a head start working with that faculty member, and that faculty member has gone through the effort to work with that student and identify them as being talented.

## DEGREE OFFERED

Master of Science in Computer Science-Research Thesis

## ADMISSIONS

The Fifth-Year Master's Program is administered by the Department of Computer Science. Students may propose to do their work in any one of the divisions of SCS from an approved faculty advising list. The primary criteria for admitting a student is strong evidence of research potential based on close interaction with one or more faculty members — whether in projects, summer jobs, or advanced classes. In addition to the sponsor, there should be strong support from another faculty member who is also convinced that the student shows great promise for doing research in order for the student to be admitted.

Students typically apply in their senior year. A first application deadline is in the middle of the Fall semester. Official notification of acceptance to the Fifth-Year Master's Program will be given by the end of the Fall semester. The goal is to confirm acceptance prior to the normal job search and graduate school acceptance times. Early admission may also allow students to tailor the remainder of their undergraduate program to prepare for the Fifth-Year Master's Program. A second application period is held early in the Spring semester as well.

## PROGRAM ORIENTATION

There is a short program orientation at the beginning of the Fall semester. You will be notified in advance of the date and time.

## PROGRAM CONTACT AND PHONE NUMBERS

**Tracy Farbacher**, Program Administrator GHC 7117, [tracyf@cs.cmu.edu](mailto:tracyf@cs.cmu.edu)

Tracy is responsible for the day-to-day administration of the Program. She is the first place you should turn for information about the Program, and can help you with most of your concerns or connect you with those who can.

**Peter Steenkiste**, Program Director, 412-268-3261, GHC 9111, [prs@cs.cmu.edu](mailto:prs@cs.cmu.edu)

## ROLE OF THE PROGRAM DIRECTOR

The Director is responsible for the conduct of the Program. The Director has the power to interpret all policies and, with good cause, to grant exceptions to Requirements and policies, as well as to revise them. The Director has the power to delegate this authority.

## ACADEMIC CALENDAR

The Academic Calendar contains important dates, such as those of the registration periods, add and drop deadlines, University holidays and observances, and the final exam period. The Academic Calendar can be found here: <https://www.cmu.edu/hub/calendar/index.html>

## CURRICULUM

Students will take a minimum of 48 units worth of graduate courses in the School of Computer Science. To satisfy the breadth requirement, students should take at least two breadth courses in different areas in computer science. The remaining units (a minimum of 24) should consist of electives; these are typically used to gain depth in the student's research area. The elective units can be satisfied using any course at the 700 level and up in the School of Computer Science; with prior approval, it may also be possible to use courses outside of SCS.

Students can use one course taken as an undergraduate student to satisfy one of the course requirements, assuming they did not need that course for their BS degree.

Students must receive a grade of A or B in each of the courses; no credit will be given for grades of C or below. The exact program for each student depends on courses already taken as an undergraduate. Students should discuss their course selection with their research advisor.

Students must also complete a significant research project as part of their degree resulting in a thesis (typically 24 units during the fall and spring semester and 48 units in the summer). The thesis research should result in a thesis document and an oral presentation summarizing the results of the student's project.

Both the thesis document and presentation should be approved by the student's advisor and a "reader", a second faculty member familiar with the student's research area.

## BREADTH COURSES

The list of Area Breadth Courses below shows the breadth courses currently planned for the 22-23 academic year. Some courses are marked with an \* (asterisk) and some are marked with an – (em-dash). Classes marked with \* are recommended for students less familiar or experienced in an area since they:

- are designed and meant to be accessible to all Computer Science graduate students, not just those in the area, and typically only assume an undergraduate background in the relevant area; and
- are offered on a regular basis so students can plan ahead.

In some cases it is possible to use alternative courses to satisfy the breadth requirement. If you want to substitute a breadth course for educational reason, please submit a request to the 5<sup>th</sup> Year Program Director. You should check the list at <https://www.cs.cmu.edu/~csd-grad/breadth.html> to confirm currently available courses since course schedules can change during the year.

<i>AREA</i>	<i>BREADTH COURSES</i>
<b><i>Algorithms and Complexity</i></b>	*15-750 Algorithms in the "Real World"
	*15-751 A Theorists Toolkit
	– 15-850 Advanced Algorithms
	– 15-854(B) Modern Approximation Algorithms
	– 15-855 Graduate Computational Complexity Theory
	*15-857 Performance Modeling and Design of Computer Systems
	-15-858C Algorithms and Analysis for Large-Scale Cloud Computing Systems
	* 15-859(CC) Algorithms for Big Data
<b><i>Artificial Intelligence</i></b>	*15-780 Graduate Artificial Intelligence
	-15-784 Cooperative AI
	-10-714 Deep Learning Systems: Algorithms and Implementation
<b><i>Computer Systems</i></b>	*15-740 Computer Architecture
	*15-745 Optimizing Compilers for Modern Architectures
<b><i>Programming Languages</i></b>	*15-812 Programming Language Semantics
	*15-814 Types and Programming Languages
	*15-816 (C) Advanced Topics in Logic: Automated Reasoning and Satisfiability
	– 15-824 Foundations of Cyber Physical Systems
<b><i>Software Systems</i></b>	*15-712 Advanced Operating Systems and Distributed Systems
	– 15-719 Advanced Cloud Computing
	*15-744 Computer Networks
	– 15-821 Mobile and Pervasive Computing
	– 15-826 Multimedia Databases and Data Mining

## BREADTH COURSES

### Additional Breadth Requirements for Students with a B.S. in AI from CMU

- The [B.S. degree in AI](#) shares many of the technical course requirements with the B.S. in CS. Given this overlap, students with a B.S. in AI can also apply to the CSD 5<sup>th</sup> year MS program. Details on the B.S. in CS requirements can be found on our undergraduate curriculum page: <https://csd.cmu.edu/academics/undergraduate/requirements>
- The B.S. in CS and AI differ in their breadth requirements. In order to apply to the 5th Year MS, students in the B.S. in AI program must take two breadth area courses before they start the 5th Year MS:
  - 15-451 — Algorithm Design and Analysis
  - One course satisfying either the B.S. in CS *Logics/Languages* or the *Software Systems* requirement. The B.S. in AI includes SCS electives, which can be used to satisfy this breadth requirement. Refer to the undergraduate course catalog [B.S. in CS curriculum](#) for a list of available SCS courses.
- B.S. AI students automatically meet the AI Elective and, because of the AI Cluster Electives requirement, the Domains Elective requirements.
- As noted on the [CSD MS admissions page](#), BS AI students should include a short paragraph in their two-page statement documenting how they meet, or plan to meet, the BS CS breadth requirement listed above.

## REGISTRATION

Students should work directly with the [Program Administrator](#) for details regarding registration for appropriate credit each semester.

General course registration information is found on the Hub website at:  
<https://www.cmu.edu/hub/registrar/registration/index.html>



# PREPARING FOR YOUR THESIS PRESENTATION

## CHECKLIST FOR GRADUATING FIFTH-YEAR M.S. SCHOLARS

Each student should create a thesis committee consisting of the advisor and a second faculty member. The second faculty member should be a faculty member from the School of Computer Science or someone who has advising privileges in the Computer Science Department. The thesis presentation must be held on the CMU Pittsburgh campus, and both the student and the two thesis committee members **must be physically present at the thesis presentation**. This thesis committee must also approve the thesis document.

Please see: <http://www.cs.cmu.edu/~csd-grad/thesiscommittee.html>. (requires authentication)

## SCHEDULE A DATE

- Thesis presentations should be scheduled only during academic periods -- not during holidays, weekends, etc., and should be scheduled in normal business hours. Exceptions must be approved by the Director of the Fifth-Year Scholars program.
- The student should coordinate the date with the committee members and finalize it at least one month in advance to allow time for review of the document and comments by the committee. Be sure to check with Tracy Farbacher (tracyf@cs) before finalizing the date, to make sure there are no other presentations scheduled at the chosen time.
- Thesis presentations cannot be scheduled to overlap with other MS thesis presentations or PhD proposals and orals. Once you have settled on a date/time Tracy will help you to reserve a room.
- The room scheduled must be available to the public and must accommodate a reasonably large number of people (~30). Tracy will help you schedule an appropriate room in GHC.
- Thesis presentations will be announced by Tracy at least one week prior to thesis presentation date. Please cc your advisor on all correspondence to Tracy for date and time requested.

## AT LEAST ONE WEEK BEFORE THE ORAL

Send to Tracy (tracyf@cs) the information needed for posting notice:

- 1) Date
- 2) Time
- 3) Place
- 4) Title
- 5) Thesis committee members
- 6) Thesis Abstract - Less than 350 words describing the thesis. Send on-line, ascii text.
- 7) Pointer to the thesis document - Send either a website location or a pdf. The site will be announced on the web and on physical postings.

## DAY OF ORAL EXAMINATION

Pick up the signature forms from Tracy before going to the examination.

**Thesis Forms** - to be signed by the thesis advisor, the program head, and the dean, once the final copy of the thesis has been approved by both committee members. Once your advisor signs, Tracy will handle the

remaining signatures.

## SUBMITTING YOUR THESIS

- Talk with Catherine Copetas about making your thesis into a CS Technical Report by putting it on-line. If you are able to do this successfully, she will not need a hard copy. If not, you will need to provide a second copy to her for the Tech Report. This copy should be formatted for two-sided copying.
- Check for proper title page format.
- If you are financially supported by your advisor at Carnegie Mellon, check research credits with Nancy McCarthy and/or Todd Seth.
- Send Tracy a PDF version of your final approved document.

## TIME TO COMPLETION AND CERTIFICATION

The Fifth Year MS is a 12-month program. Students must remain on campus for the duration of the program, including during their summer research semester. Even if the advisor is away, the student should plan to work from the university during this time. Early completion is not possible.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students should refer to the CMU Policy on Master's Student Statute of Limitations ([www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html](http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html)) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification

## BEFORE YOU LEAVE

Leave your forwarding address with the program manager.

# ACADEMIC POLICIES

## UNIVERSITY POLICIES AND EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: [www.cmu.edu/student-affairs/theword//index.html](http://www.cmu.edu/student-affairs/theword//index.html)
- Academic Integrity Policy: (<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

Please see Appendix A for additional information about The Word and University resources.

## THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at:  
<https://www.cmu.edu/student-affairs/theword/>.

## ACADEMIC ADVISING

Students are required to review their academic plans and proposed schedules with their assigned Academic Advisor prior to registering for classes and prior to adding or dropping any courses intended to be used to satisfy Requirements.

## ACADEMIC INTEGRITY

Please understand that CMU's standards for academic integrity are high and may differ significantly from the standards at other places you may have studied. Conduct which may be accepted or commonplace elsewhere may result in you failing a class here, and may also lead to stronger sanctions, such as temporary suspension, permanent Dismissal from the Program, and/or expulsion from CMU.

As just one example, we understand that at some institutions it is acceptable to submit code written by somebody else as long as you can explain it in detail when asked to. At CMU the submission of any code written by anybody else usually counts as an academic integrity violation, often results in a failing course grade, and may result in additional sanctions.

Generally speaking, all work you submit must be your own, you must not use the work of others without proper citation, and you must not use resources, including other persons, except as authorized by the course or project for which you are submitting the work. The University Policy on Academic Integrity includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

Please review the University Policy on Academic Integrity:

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures is also recommended:

<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>

These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

## RESPONSIBILITY FOR SATISFYING REQUIREMENTS

It is the sole responsibility of the student to satisfy all requirements of the Program. The Director, Administrator, Advisors, and other faculty and staff, although sources of information and advice, are not responsible for notifying students of deficiencies in their academic plans or progress. Students are strongly encouraged to become familiar with the requirements and to review their progress each semester.

## MINIMUM QPA

During each semester, students must achieve each of a 3.0 QPA across all courses taken during the semester and also a 3.0 QPA in Qualifying Courses. Furthermore, students must maintain a minimum of a 3.0 QPAs cumulatively across all semesters.

## GRADES

A passing grade is B or higher, regardless of the home department or level of the course. A passing grade is required for a course to count toward the Requirements or to serve as a prerequisite for another course.

University Policy on Grades: <https://www.cmu.edu/policies/student-and-student-life/grading.html>

Process for Appealing Final Grades <https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

## REGISTRATION, ADDING, DROPPING AND WITHDRAWING FROM COURSES

Newly admitted students will receive information about course registration. The timetable for course registration, as well as for adding and dropping courses is set by the University as published in the official academic calendar, which can be found here: <http://www.cmu.edu/hub/calendar.html>

Especially after the end of the Add period, you should consult your Academic Advisor before dropping a class. Frequently you should discuss the situation with your course instructor(s) as well. It is generally quite unwise to drop a class without appropriate consultation.

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/course-changes/index.html>. There is a separate calendar for doctoral level courses.

## COURSE LOAD

Because courses at Carnegie Mellon are very demanding, the program defines a maximum course load, which may be different for incoming and returning students. Academic Advisors can increase the maximum course load for an individual student, based upon that student's academic plan and achievement. Your Academic Advisor will increase your maximum course load, if needed, to allow you to register for any appropriate schedule. Please seek your Academic Advisor's guidance prior to registering, dropping, or adding classes.

## OVERLAPPING COURSES

As attendance is expected in all courses, students are not permitted to enroll in courses that overlap in time. Please schedule only courses that you are able to attend.

## RESTRICTED ENROLLMENT

Not all classes at Carnegie Mellon are open to all students. Some classes are restricted by program, by year, or by prerequisites. A few require permission of the instructor, portfolio reviews, auditions, etc. Some courses may have reservations governing how many students may enroll from particular programs or seniority levels. If you are encountering difficulty registering for a desired class, please see your Academic Advisor, who may (or may not) be able to help you register for certain courses within the School of Computer Science, and can often offer advice about similar or alternative courses, the likelihood of getting registered, etc.

## TRANSFERRING COURSE CREDIT FROM WITHIN CARNEGIE MELLON

One course taken at Carnegie Mellon prior to matriculation into the Master's program may be eligible to be counted toward the program Requirements. These courses cannot satisfy any requirement, including a unit count requirement, of any degree or certification earned prior to, or concurrent with, any portion of the Master's program. To request such credit, please email the Program Director explaining your request. This email constitutes permission for the Director or designee to review your prior CMU academic records for this purpose. Your request is not approved until you have received written or email approval from the Director or designee.

## PITTSBURGH COUNCIL ON HIGHER EDUCATION (PCHE) CROSS-REGISTERED COURSES

<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

## ENFORCEMENT OF ACADEMIC POLICIES

Any student who fails to achieve the minimum QPA, or otherwise fails to make appropriate progress toward graduation falls out of Good Standing with the Program. The first time a student falls out of Good Standing, the student is subject to Academic Probation, which serves as a warning to the student and may also trigger supportive actions on the part of the program, such as advising meetings and reduced maximum course load.

If, after one semester, the student has not returned to Good Standing, or should a student fall out of Good Standing more than once during the course of the Program, the student is subject to Academic Suspension, which is a mandatory, but temporary, leave from the University. It serves as an opportunity for the student to reevaluate goals, reflect on the requirements for success, and return to the University better prepared to succeed.

Any student, who having ever previously been placed on Academic Suspension, fails to remain in Good Standing, may be Dismissed from the program (i.e., expelled). Dismissal indicates a complete and permanent separation of the student from the Program.

## GRANDFATHERING OF REQUIREMENTS

A student is generally bound to the Requirements in force at the time of matriculation, but may elect to satisfy any curriculum Requirements more recent than those under which they matriculated, e.g. a student matriculating in the 2014-2015 academic year may elect to satisfy the Requirements in force during the 2015-2016 academic year.

Because the Master's program is relatively short and in a relatively rapidly changing area, students returning from Leave or Suspension may not be able to return under the same catalogue year, e.g. Requirements, under which they originally matriculated, as the supporting courses may no longer be offered or offered in their original form. Under these circumstances, the Director may approve exceptions to the prior Requirements or require that the returning student satisfy the requirements of more current Requirements, at the Director's option.

Additionally, the Director may revise the Requirements from time to time, so long as these revisions do not unreasonably impede the graduation of those in good standing. The Director may approve exceptions to revised requirements to mitigate the impact of revisions upon those affected.

## GRADUATION AND AWARD OF DEGREE

The University's academic regulations govern graduation and the award of academic degrees, including the Master's in Computer Science. The Director shall not unreasonably withhold the certification for graduation of any candidate who satisfies the Requirements of the Program. But, strictly speaking, neither this certification nor this recommendation guaranty that the University shall award a degree. For example, the University may withhold degrees for individuals who have unsatisfied financial obligations.

## STATUTE OF LIMITATIONS

As outlined in the Master's Students Statute of Limitations, <https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html> students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

## WITHDRAWAL OF DEGREE

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

## LEAVE OF ABSENCE/WITHDRAWAL

Matriculated students may voluntarily separate themselves from the University through two mechanisms. A “Leave of Absence” is a separation which is intended to be temporary. In other words, a student who requests a leave of absence states that it is their intention to return in the future. A student may also “Withdraw” from the University, in which case the student is stating to the University that they are separating themselves from the University with no intention of returning.

Should the University choose to grant a student’s request for a Leave of Absence, it may impose conditions upon the student’s return. For example, should a student request and receive permission to take a Leave of Absence during a period of academic difficulty, the Program may require the student take particular courses upon return or take particular steps to reinforce prerequisite material prior to return. These conditions, to the extent that they are known in advance, are documented on the request form prior to its approval.

## PROCESS FOR TAKING LEAVE OF ABSENCE

(University process and/or departmental process) University process:

<https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

Process for ‘Withdrawal’ from Program. University process

<https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

Withdrawal of Degree. University Policy

<https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>

The Program adheres to the University’s procedures, policies, and process with respect to the student’s financial obligations as affected by leaves and withdrawals.

These policies can be found here: <https://www.cmu.edu/policies/student-and-student-life/tuition-fees-adjustment.html>

Students who fail to meet required standards of academic achievement may be required to leave the University, either temporarily or permanently. The University policies governing these academic actions can be found here: <https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html>

## RETURN FROM LEAVE OF ABSENCE

Students seeking to return from a Leave of Absence should contact their academic advisor to review their academic situation and academic plans and to ensure that any conditions that were set at the time the leave was granted are satisfied. The next step is to complete and submit the “Petition to Return from a Leave of Absence” Form (available from the HUB). This request should be completed at least one month prior to the start of the semester. Students may not return from a Leave of Absence until this petition is approved by the University. Further information about the Carnegie Mellon University Student Return Policy can be found at the following website: <https://www.cmu.edu/policies/student-and-student-life/return-student.html>



## PROGRAM TRANSFER WITHIN CSD, SCS OR CMU

Each degree program within Carnegie Mellon operates according to its own admissions process. Admission into one program does not guarantee admission into any other program, nor does it grant any preference. Students within Carnegie Mellon seeking to transfer into the Master's Program should contact the Administrator for information about applying. Students within the Program who seek to transfer to another program at Carnegie Mellon should contact that program for information about their requirements and process.

## DEFERRED MATRICULATION

Offers for admission into the Program are valid only for the academic year for which they are issued. There is no right to defer an admission offer. Should it be necessary to delay your entry to the Program, it may be necessary to reapply, including payment of any necessary fees.

Should your circumstances necessitate a delay in your matriculation after your acceptance, please contact the Administrator or Director to request a deferral, which is granted solely at the discretion of the Program.

## FULL-TIME STATUS REQUIREMENT

Those students admitted with full-time status are, in general, required to carry a full-time course load, presently defined by the University as 36 units. Full-time students seeking to convert, temporarily or permanently, to part-time status may request approval from the Director. Because University policy generally prevents the conversion from part-time status to full-time status beyond the enrollment period at the beginning of the semester, status changes should only occur between semesters. Under certain circumstances international students may be required to maintain full-time student status. International students must seek the advice of the Office of International Education (OIE) before assuming a part-time status, even if that status is approved by the program Director or Administrator.

## FINANCIAL OBLIGATIONS AND POLICIES

It is essential that your tuition and other fees be paid on time. The University has a variety of mechanisms to sanction those with delinquent accounts, including withholding degrees, transcripts and registration. Academic departments do not usually receive information about a student's financial situation, so we are unable to help you with financial difficulties and processes. Please contact the HUB for more information about financial policies, procedures, and practices: <http://www.cmu.edu/hub/>

### Graduate Small project Help (GuSH) Research Grant

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>.

### University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), [www.cmu.edu/student-affairs/index.html](http://www.cmu.edu/student-affairs/index.html), to inquire about an Emergency Student Loan.

## **INTELLECTUAL PROPERTY**

The Program incorporates the University's policy on intellectual property, which can be found here: <http://www.cmu.edu/policies/documents/IntellProp.html>

## **ENROLLMENT VERIFICATION**

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at <https://www.cmu.edu/hub/registrar/student-records/verifications/>.

## **PRIVACY AND FERPA**

Under the Family Educational Rights and Privacy Act (FERPA), a student has the right to:

- Inspect and review his/her education records
- Request an amendment to his/her education records if the student believes they are inaccurate or misleading
- Request a hearing if his/her request for an amendment is not resolved to his/her satisfaction
- Consent to disclosure of personally identifiable information from his/her education records, except to the extent that FERPA authorizes disclosure without his/her consent
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if he/she believes his/her rights under FERPA have been violated.

Please review the University's full privacy policy:

<https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html>

# Graduate Student Support

## 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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at [www.cmu.edu/police/annualreports](http://www.cmu.edu/police/annualreports).

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at [www.cmu.edu/title-ix](http://www.cmu.edu/title-ix). The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or [tix@cmu.edu](mailto:tix@cmu.edu).

## SUMMARY OF GRADUATE STUDENT APPEAL AND GRIEVANCE PROCEDURES

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage: <https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, 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 is to 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.

## INCORPORATION OF APPLICABLE SCS AND UNIVERSITY POLICIES

This handbook describes policies unique to the Master's in Computer Science Program, as well as many University policies of interest to students within the Program. It is however not comprehensive. You can find applicable University-level policies here: <http://www.cmu.edu/policies/>

Additionally, the School of Computer Science and the Computer Science Department may adopt policies applicable to students within the Program.

## CHANGE OF ADDRESS

Departments are asked to encourage students to keep their current local address up-to-date in SIO. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements, etc.

## EMPLOYMENT ELIGIBILITY VERIFICATION

**If you are receiving a stipend, are a TA or are you planning to have a paid position with CMU then Employment Eligibility Verification is Required.**

Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy](#) [pdf – authentication required] covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.

For more information, please see CMU's [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU](#) [pdf], or visit the Human Resources Service website to [learn more about Form I-9 and E-Verify](#) and to [schedule an appointment to complete the Form I-9](#).

## CAREER

The Career and Professional Development Center is an outstanding resource to guide you as you begin the process of thinking about internships and life after graduation. The career consultants for the School of Computer Science are Sarah Kochin ([sarahmn@cmu.edu](mailto:sarahmn@cmu.edu)) and Katelyn Livingston ([kjliving@andrew.cmu.edu](mailto:kjliving@andrew.cmu.edu)). They are both excellent source of information about employers and opportunities, as well as a great resource as you prepare your resume and prepare for interviews. Since the Master's program is intense, but short, you are encouraged to contact them during your first semester.

For more information, and for information about additional resources, please do check the Center's Web portal: <http://www.cmu.edu/career>

## INTERNATIONAL STUDENTS

The Office of International Education at Carnegie Mellon University is committed to supporting, promoting, and celebrating individuals in an intercultural environment. They advocate for and facilitate international and cross-cultural experiences, perspectives and initiatives. They also help international students with the process of coming into the United States and maintaining legal status here, as well as with the process of settling in within the United States and on campus.

Their website is a great resource and contains their contact information: <https://www.cmu.edu/oie/>

## ENFORCEMENT OF ADMINISTRATIVE POLICIES

Violations of Administrative policies, at the discretion of the Director, may result in sanctions including, but not limited to, probation, suspension or separation from the Program.

## COMPUTING

Carnegie Mellon has a rich computing environment, including OS X-, Linux-, and Windows- based computers, public printers, public wireless networking, and a large library of software licensed for use by students.

More information about these resources can be found on the Computing Services Web pages:

<https://www.cmu.edu/computing/start/students.html>

If you need assistance, you can contact the Help Center at 412-268-HELP or [advisor@andrew.cmu.edu](mailto:advisor@andrew.cmu.edu).

## PARKING

Parking on campus is largely based upon an annual fee-for-permit system, although there are a few short-term meters, and the East Campus garage accepts fee-per-use users at low-volume times, and is often free on evenings and weekends.

For more information about parking on campus, please contact Parking and Transportation Services:

<http://www.cmu.edu/parking/>

## UNIVERSITY AND PUBLIC TRANSIT SYSTEMS

### Public Transit

The Port Authority of Allegheny County (PAT) operates a system of buses and trains that serve the greater Pittsburgh area. Your University ID serves as a pass that allows you to ride most, if not all, of these services for free. You can find routes and schedules here: <https://www.portauthority.org/schedule-finder/>

### Shuttle & Escort Service

<https://www.cmu.edu/parking/shuttle/index.html>

<https://www.cmu.edu/parking/shuttle/escort-and-policies.html>

The Shuttle and Escort Service offers transportation options for students, faculty, and staff members. The Shuttle Service operates on a fixed route with specific stops throughout the area. The Escort Service operates in

the evening/overnight and provides transportation from campus to your neighborhood. There are also Shuttles that service the Pittsburgh Technology Center (PTC) and Bakery Square.

### **University Police**

University Police provide traditional security and police services on campus, as well as operate crime prevention programs, offer Rape Aggression Defense Systems (RADS) classes, fingerprinting services, and operate a lost and found. They can be reached by dialing 8-2323 from any campus phone.

Additional information can be found here: <http://www.cmu.edu/police/>

When off campus, in order to contact the local police, call the emergency dispatcher by dialing 9-1-1 from any cellular or landline phone.

## **Safeguarding Educational Equity**

### **HARASSMENT, SEXUAL HARASSMENT**

The free exchange of ideas, the confidence to work, to study, to innovate, and to perform, even the standards of discussion and performance to which the University is dedicated are based upon an atmosphere of open trust and mutual respect - an atmosphere on which the intrusion of personal advantage or harassment, in any of its forms, can only be destructive to the desired environment.

Sexual harassment, like all forms of harassment, is prohibited by the University. Any faculty member, staff employee, or student found to have violated the University's policies against harassment, including sexual harassment, will be subject to immediate and appropriate disciplinary action, including possible suspension, termination, or separation from the program or permanent expulsion from the University.

### **SEXUAL MISCONDUCT POLICY**

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>.

The University's Policy Against Retaliation is available at: <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>.

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, <https://www.cmu.edu/title-ix/> 412-268-7125, [tix@cmu.edu](mailto:tix@cmu.edu)
- University Police, 412-268-2323

Additional resources and information can be found at: <https://www.cmu.edu/title-ix/resources-and-information/resources.html>.

## **CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS**

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

## **MATERNITY ACCOMMODATION PROTOCOL**

<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.

## **ROUTINE MEDICAL AND HEALTH CARE**

University Health Service is the on-campus health center. It is available to provide students with routine health and medical care, and to help students find health and medical resources off-campus, when needed.

Appointments can be made on-line and by phone. For more information, please consult their Web site:

<http://www.cmu.edu/health-services/>

## **EMERGENCY MEDICAL ASSISTANCE**

For emergency medical assistance on campus, call the University Police dispatcher at 412-268-2323. In most areas off campus, dialing 9-1-1 will put you in touch with an emergency dispatcher who can summon emergency medical assistance, e.g. an ambulance, for you.

Additional Health and Wellness resources can be found in *Appendix A*

# Appendices

## APPENDIX A

2022-2023  
**Highlighted University Resources for Graduate Students  
and  
The WORD, Student Handbook**

### KEY OFFICES FOR GRADUATE STUDENT SUPPORT

#### Office of Graduate and Postdoc Affairs

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of Graduate and Postdoc Affairs provides central support for all master's and doctoral students, as well as academic programs, with a focus on supporting graduate student success at Carnegie Mellon.

Examples of resources offered through the Office of Graduate and Postdoc Affairs include but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly newsletter to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Office of Graduate and Postdoc Affairs also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally, we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.



## Office of the Dean of Students

<https://www.cmu.edu/student-affairs/dean>

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for Domestic Partner Registration and Childbirth/Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund.

These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding.

Additional resources for graduate students include College Liaisons and the Student Support Resources team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list.

The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

## Center for Student Diversity & Inclusion (CSDI)

<https://www.cmu.edu/student-diversity/>

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

## Assistance for Individuals with Disabilities

<http://www.cmu.edu/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu), or call (412) 268-6121.

## **Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable.

Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at [www.cmu.edu/teaching/graduatestudentsupport/index.html](http://www.cmu.edu/teaching/graduatestudentsupport/index.html).

## **Graduate Student Assembly (GSA)**

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university.

GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3<sup>rd</sup> floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus.

Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at [gsa@cmu.edu](mailto:gsa@cmu.edu) to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

## **Office of International Education (OIE)**

<http://www.cmu.edu/oie/>

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

## **Veterans and Military Community**

<http://www.cmu.edu/veterans/>

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at [uro-vaedbenefits@andrew.cmu.edu](mailto:uro-vaedbenefits@andrew.cmu.edu) or 412-268-8747.

## **Carnegie Mellon Ethics Hotline**

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law.

Topic areas for reporting may include, but are not limited to:

- Academic and Student Life
- Bias Reporting
- Discriminatory Harassment / Sexual Misconduct / Title IX
- Employee Misconduct
- Employment Related
- Environmental Health and Safety / Pandemic Safety

- Financial Matters
- Health and Wellness
- Information Systems and Data Privacy
- Public Safety & Criminal Activity
- Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting [cmu.ethicspoint.com](http://cmu.ethicspoint.com). All submissions are reported to appropriate university personnel and handled discreetly.

**The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.**

### **Policy Against Retaliation**

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

## **KEY OFFICES FOR ACADEMIC & RESEARCH SUPPORT**

### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or [it-help@cmu.edu](mailto:it-help@cmu.edu).

## Student Academic Success Center

<https://www.cmu.edu/student-success/>

Student Academic Support Programs

### ***Communication and Language Support***

Communication Support: The program offers free consultations for all CMU students on their written, oral, and visual projects. Our trained communication consultants help communicators convey ideas clearly and effectively on a variety of STEM and humanities topics. Consultants support communication excellence on essays, technical reports, oral presentations, slides, data visualization, advanced English language learning, and many other project types. Clients can bring in a project at any stage including brainstorming ideas, organizing thoughts, responding to instructor feedback, or putting finishing touches on the final draft.

Support is offered in several modes:

- One-on-one communication tutoring (in-person or Zoom synchronous meeting)--Clients meet with a consultant to improve the logic, clarity, and flow of writing or presentation and receive expert feedback that will strengthen a project. When making an appointment, clients upload a draft, instructor prompts, and rubrics so consultants can use specific criteria to give relevant feedback. See the [appointment types](#) offered.
- *Video response* (asynchronous)--Clients upload documents in advance, then receive a 20- to 30-minute recorded video with a consultant's feedback. The feedback video will be received within 5 days after the scheduled appointment.
- *Group appointments*--Participate with your group to accomplish peer reviews or focus on collaborative presentation strategies.
- [Workshops](#)--Workshops are available on a variety of topics and help attendees learn research-backed communication strategies.
- [Resources](#)--An online collection of handouts and videos that concisely explain specific communication strategies is available

### ***Language and Cross-cultural Support***

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- analyzing expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,

- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.

Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom.

Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department

### ***Learning Support***

**Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

**Peer Tutoring:** Weekly tutoring appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

**“Just in Time” Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery

## **University Libraries**

[www.library.cmu.edu](http://www.library.cmu.edu)

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data.

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

## **Research at CMU**

[www.cmu.edu/research/index.shtml](http://www.cmu.edu/research/index.shtml)

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

## **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](http://www.cmu.edu/research-compliance/index.html)

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct



## KEY OFFICES FOR HEALTH, WELLNESS & SAFETY

### Counseling & Psychological Services

<https://www.cmu.edu/counseling/>

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

### Health Services

[www.cmu.edu/HealthServices/](http://www.cmu.edu/HealthServices/)

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

### Campus Wellness

<https://www.cmu.edu/wellness/>

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter via <https://bit.ly/BeWellNewsletter> or by contacting the Program Director for Student Affairs Wellness Initiatives, at [alusk@andrew.cmu.edu](mailto:alusk@andrew.cmu.edu).

## Religious and Spiritual Life Initiatives (RSLI)

[www.cmu.edu/student-affairs/spirituality](http://www.cmu.edu/student-affairs/spirituality)

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

## University Police

<http://www.cmu.edu/police/>

412-268-2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-2332. The annual security and fire safety report is also available online at

<https://www.cmu.edu/police/annualreports/>.

## Shuttle and Escort Services

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The [Shuttle & Escort website](#) has full information about these services, stops, routes, tracking and schedules.

## THE WORD

<http://www.cmu.edu/student-affairs/theword//>

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

Carnegie Mellon Vision, Mission  
Statement of Assurance  
Carnegie Mellon Code

#### Academic Standards, Policies and Procedures

- Educational Goals
- Academic and Individual Freedom
- Academic Disciplinary Actions Overview
- Statement on Academic Integrity Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations
- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

#### Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

#### Tax Status of Graduate Student Awards

#### Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing

Division of Student Affairs  
Domestic Partner Registration  
Emergency Student Loan Program  
Gender Programs & Resources  
Health Services  
Dining Services  
The HUB Student Services Center  
ID Card Services  
Leonard Gelfand Center  
LGBTQ Resources  
Multicultural and Diversity Initiatives  
Opportunities for Involvement  
Parking and Transportation Services  
Shuttle and Escort Services  
Spiritual Development  
University Police  
Student Activities  
University Stores

Community Standards, Policies and Procedures

Active Medical Assistance Protocol  
Alcohol and Drugs Policy  
AIDS Policy  
Bicycle/Wheeled Transportation Policy  
Damage to Carnegie Mellon Property  
Deadly Weapons  
Discriminatory Harassment  
Disorderly Conduct  
Equal Opportunity/Affirmative Action Policy  
Freedom of Expression Policy  
Health Insurance Policy Immunization Policy  
Missing Student Protocol  
Non-Discrimination Policy  
On-Campus Emergencies  
Pets  
Political Activities  
Recycling Policy  
Riotous and Disorderly Behavior  
Safety Hazards  
Scheduling and Use of University Facilities  
Sexual Harassment and Sexual Assault Policy  
Smoking Policy  
Student Accounts Receivable and Collection Policy and Procedures  
Student Activities Fee  
Student Enterprises  
Workplace Threats and Violence Policy