Carnegie Mellon University

Master of
Computational
Data Science

STUDENT HANDBOOK
2020-2021

Master of Computational Data Science Program

Language Technologies Institute
School of Computer Science
Carnegie Mellon University

Version: August 28, 2020

Note: The information contained in this graduate handbook focuses on the resources
and locations available at the Carnegie Mellon Pittsburgh Campus.

1 Introduction

1.1 The MCDS Degree

The Master of Computational Data Science (MCDS) degree is a professional Master of Science degree offered by the Language Technologies Institute (LTI), a department in the School of Computer Science at Carnegie Mellon University. The MCDS degree offers students with a Bachelor's degree the opportunity to improve their training with advanced study in Computer Science and Machine Learning. We cater to students with basic analytic skills and a strong aptitude for mathematics, programming, and logical reasoning. An undergraduate degree in Computer Science is not required. Most students will complete the program in three semesters; students coming from other disciplines and students focuses on developing applied research skills in preparation for further graduate study or research-oriented employment may require an additional fourth semester.

The MCDS Program offers a core curriculum and several concentrations ; students entering the program enroll in core courses in their first semester and select further courses to satisfy at least one concentration   (see Section 3.3.6). Students construct their own course of study, in consultation with their academic advisor, in order to satisfy broad guidelines. Thus, a student may tailor their coursework in a given concentration to follow a particular area of emphasis. The MCDS program is typically a 16-month program consisting of courses, seminars, a required Capstone Project and a required summer internship or practical training. While some MCDS graduates continue on to PhD programs in the LTI or other leading universities, most graduates go on to jobs in corporate research and development laboratories.

The program consists entirely of coursework and a Capstone Project, and no Master's Thesis is required. All Capstone projects are structured as research activities and may lead to a publication. There is no Doctoral program in Computational Data Science. Because of the highly selective nature of the MCDS program and quality of the MCDS curriculum, performing well in the program will give a boost to a PhD application. MS graduates are welcome to apply to CMU PhD programs, but will not receive preferential treatment.

There are significant differences between CMU's different departments and degree programs in philosophical approach, procedures, policies and regulations. Each department issues a handbook that informs graduate students of their program requirements and procedures and ensures that students have written access to the standard information outlined below. This handbook describes the policies, procedures, and requirements for the Master of Computational Data Science (MCDS) degree.

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, Carnegie Mellon University Student

Handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix B of this handbook.

All policies not explicitly described in this document conform to School of Computer Science (SCS) policies and university policies described in The Word, Carnegie Mellon University Student Handbook and at the University Policies website.

1.2 MCDS Contact Information

The people responsible for administering the MCDS degree are:

Jennifer M Lucas, Academic Program Manager
Master of Computational Data Science Program
Language Technologies Institute
School of Computer Science
Carnegie Mellon University
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Robert Frederking, Graduate Program Chair
Language Technologies Institute
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Language Technologies Institute
School of Computer Science
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Gates-Hillman Center 5419
5000 Forbes Avenue, Pittsburgh, PA 15213
Phone: (412) 268-4525

The Language Technologies Institute is located primarily on the 5th and 6th floors of the Gates Hillman Complex (GHC) on Carnegie Mellon's Pittsburgh campus:

Language Technologies Institute
Carnegie Mellon University
5000 Forbes Avenue
Gates Hillman Complex 5402, LTI
Pittsburgh, PA 15241-3891

412-268-6591 (phone)
412-268-6298 (fax)

http://www.lti.cs.cmu.edu/

1.3 University Policies and Expectations

Each member of the Carnegie Mellon community must 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:	http://www.cmu.edu/student-affairs/theword/index.html
Academic Integrity Website:	https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website:	http://www.cmu.edu/policies/
Graduate Education Website:	http://www.cmu.edu/graduate/policies/index.html

Please see Appendix B for additional information about university resources.

1.4 Carnegie Mellon University 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.

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. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

1.5 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/.

2 The Language Technologies Institute

2.1 Main Office

The Gates Hillman Complex: Mailboxes, printers, copiers, and other departmental resources are in GHC 5404.

2.2 Photocopies and Printers

The use of a printer/copier requires a CS user id (see the 'Computers' section). The School of Computer Science provides a number of black-and-white and color printers for use by students. SCS Computing Facilities maintains a list of printers at http://www.cs.cmu.edu/~help/printing/.

2.3 Office Space for MS Students

In general, LTI makes available a limited number of shared study rooms for use by the students in our professional masters programs. However, for the 2020-2021 school year, we currently

have no plans in place to provide shared office space to students, due to concerns regarding COVID-19. You will be contacted by the department should the situation change in the future. Please contact Mary Jo Bensasi (maryjob@andrew.cmu.edu) for detailed information regarding shared master's spaces.

2.4 Computers for MS Students

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

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

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

3 MCDS Degree

This section describes the various rules and regulations that determine the attainment of a MCDS degree by the student.

3.1 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.

3.2 Full‑time Status

In order to be considered a full‑time student, a student must be registered for, and complete, a minimum of 36 units in every Fall and Spring semester. All international students are required by US Federal law to maintain full‑time status. Failure to maintain full-time status will result in loss of a student visa (and, therefore, "permit of stay"). All students having a Stafford Loan are required to maintain full-time status.

3.3 Degree Enrollment Process and Related Information

3.3.1 Duration of the degree program

The MCDS degree must be completed within five (5) years from the time that the student matriculates into the program.

3.3.2 Residency requirements

There is no formal residence requirement. However, most courses in the program are taught on campus without an option for distance education.

3.3.3 Course requirements and related policies/protocols

- In order to receive the degree, students must have a Quality Point Average (QPA) of 3.0. Completion of the degree is based on completing courses in the core curriculum, the MCDS seminar, electives and capstone project.
- The capstone project consists of students working at CMU on a research project, or on an industry-sponsored project.
- The student must complete 144 eligible units of study. This includes eight 12-unit courses, two 12-unit seminar courses and two 12-unit capstone courses. All students complete a common MCDS core in their first two semesters, consisting of four courses. All students must also complete at least one concentration, consisting of three courses in one of three areas: Analytics, Systems, or Human-Centered Data Science. The remainder of the 12-unit courses with course numbers 600 or greater can be electives chosen from the SCS course catalog. Any additional non-prerequisite units taken beyond the 144 units are also considered electives.
- A full-time student must take at least 36 units per semester. A student may not take more than 60 units per semester, without permission. Students must register for a full course load in their final semester.

3.3.4 Prerequisite Core Course

All MCDS students are required to pass 11-637 Foundations of Computational Data Science course in the summer before study commences. The student must pass with a grade of "B" or better. Failure to pass the course means that the student must take 11-637 during their first semester.

3.3.5 Plan of study

The degree consists of two timing options based on the length of time the student spends working on the degree. The student chooses their timing at the start of the degree program (for visa requirements). Changes in timing are possible with the approval of the Director of the degree program and successful visa extension application with CMU's Office of International Education. Note that all degree options consist of the same amount of coursework:

- Professional Preparation Track – a 16-month degree consisting of study for Fall and Spring semesters, a summer internship, and Fall semester of study. Each semester consists of a minimum of 48 units of study. This timing is typical for most students. The student graduates in December.
- Research Preparation Track – a 20-month degree consisting of study for Fall and Spring semesters, a summer internship, and a second year of Fall and Spring study. Each semester consists of a minimum of 36 units of study. This timing is designed for students interested in extending their time at CMU for developing applied research skills in preparation for further graduate study or research-oriented employment. Note that the per-semester course load is lower, but the total cost is higher since four semesters of tuition are paid. This timing is also recommended for students interested in pursuing a PhD after graduation. The student graduates in May.

3.3.6.1 MCDS Curriculum

All MCDS students must complete 144 units of graduate study which satisfy the following curriculum:
- 11-637 - Foundations of Computational Data Science (pre-course)
- Four (4) MCDS Core Courses (48 units)
- Three courses (3) from one area of concentration curriculum (36 units)
- Three (3) MCDS Capstone courses (11-634, 11-635 and 11-632) (36 units)
- Two (2) Electives: any graduate level course 600 and above in the School of Computer Science (24 units)

3.3.6.2 Common MCDS Core Courses

All MCDS students are required to complete four common core courses in their first two semesters:
- 10-601 - Machine Learning
- 15-619 - Cloud Computing
- 05-839 - Interactive Data Science
- 11-631 - Data Science Seminar

3.3.6.3 Areas of Concentration

In addition to the common MCDS core, all students must complete at least one area of concentration, which consists of three courses in Analytics, Systems, or Human-Centered Data Science. Students consult with their academic advisor and choose one or more areas of concentration during their first semester, in preparation for enrolling in Spring classes.

- Analytics concentration:
    - One (1) machine learning course
    - One (1) software systems course
    - One (1) big data course
- Systems concentration:
    - 15-513 Introduction to Computer Systems (elective, prerequisite for many advanced Systems courses)
    - Three (3) systems project courses
- Human-Centered Data Science concentration:
    - One (1) methods course
    - Two (2) HCI courses

A detailed list of courses satisfying each concentration is contained in the MCDS Program FAQ.

3.3.6.4 MCDS Capstone Courses

All MCDS students complete three Capstone courses:
- 11-634 - Capstone Planning Seminar (12 units)
- 11-635 - Capstone Research (12 units)
- 11-632 - Data Science Capstone (12 units)

MCDS Program Learning Outcomes

- Design, implement and evaluate the use of analytic algorithms on sample datasets.
- Explain how a machine-learning model is developed for and evaluated on real world datasets.
- Design and execute experimental data collection and present resulting analyses using appropriate user experience (UX) techniques including interactive data visualizations.
- Apply and customize analytics, systems and human-centered data science techniques to application-specific data science requirements and objectives.
- Identify tradeoffs among data science techniques (analytics, systems and/or human-centered) and contrast design alternatives, within the context of specific data science application domains.

- Survey, interpret and comparatively criticize state of the art research talks and papers, with emphasis on constructive improvements.
- Organize, execute, report on, and present a real world data science project in collaboration with other researchers/programmers.

Depending on the concentration, additional learning outcomes are emphasized:

Analytics. Students electing to complete the Analytics concentration will also learn to:

- Design, implement and evaluate a software system and machine-learning model on real world datasets at real world scale.
- Analyze and document data science requirements in different application domains and survey as well as critique state of the art solutions for those requirements.

Systems. Students electing to complete the Systems concentration will also learn to:

- Implement and evaluate complex, scalable data science systems, with emphasis on providing experimental evidence for design decisions.
- Anticipate and avert structural and/or implementation problems with systems design, especially with scaling and tail distributions.

HCDS. Students electing to complete the Human-Centered Data Science (HCDS) concentration will also learn to:

- Design, implement and evaluate a user experience prototype to allow for clear understanding of data science solutions.
- Apply social and behavioral research methods to data science problems to understand the human aspects of data collection and analysis.

Throughout their coursework, students will take introductory courses on all those topics, practice them in advanced courses and seminars and demonstrate all learned skills in their Capstone project and internship. Students are encouraged to choose elective courses in the curriculum according to their professional goals and mastery of the main subjects.

3.3.10 Capstone project

The capstone project consists of students working in a team or individually on a project. The capstone project integrates the educational experience of the student. A capstone project is typically a CMU research project, or an industry sponsored project; occasionally students define capstone topics through communication with the faculty. Students interested in defining their own capstone topics should discuss with the MCDS faculty as early as possible. The capstone project is a great opportunity for a student (or student team) to "show off" their unique skills and

accomplishments. Capstone projects have been instrumental in the hiring decisions for several employers.

3.3.11 Elective courses

Electives can be any graduate level course (numbered 600 or above) in the School of Computer Science. Students use their elective courses to enhance study in an area of interest or to explore new areas of interest.

3.3.12 Undergraduate courses

Undergraduate courses are taken to address an area of weakness in the student's prior preparation. Undergraduate courses (numbered less than or equal to 599) may be taken pass/fail or for credit. With the exception of 15-513, however, they do not count toward the 144 units of eligible study: The course and course grade *will* appear on the student's transcript, but the course grade *will not* factor as part of the student's QPA nor count towards the MCDS program.

3.3.13 Independent study course

Independent study courses allow students to cover study of a particular area of interest, and are used when no formal course is available in a given subject area. Students who are interested in continuing to a Ph.D. degree often enroll in Independent Study, since it offers the opportunity to perform research directly with a faculty member. Independent study courses are considered electives.

Each independent study course must be advised and approved by at least one faculty member. Agreement to supervise an independent study course is purely voluntary on the part of the faculty member. It is the duty of the student, therefore, to negotiate the terms and conditions of the independent study with the pertinent faculty members of CMU who will be supervising the study. These individuals are referred to as "independent study supervisors." Once the student finds someone who agrees to supervise such a course, he/she must:

1. Students wishing to take an independent study must request approval from their academic advisor and complete proposal before the first day of classes in a given semester:
2. Enter into an agreement with the independent study supervisor that includes course expectations, including deliverables.
3. Secure the "Independent Study Contract Form" from the MCDS administrator.
4. Complete the form, provide a brief description of the work to be done, including deliverables and how they will be graded.
5. Secure signatures of both the student and the supervisor. Return the form to the MCDS administrator in order to obtain approval for the independent study from the Director.

Independent study contracts must be submitted no later than on the last day of the first week of classes in a given semester.

3.3.14 Double counting courses

No course may be used to complete two MCDS degree requirements, nor may a course satisfy requirements in two degree programs.

3.3.15 Courses outside of the School of Computer Science

Elective courses in other Schools at Carnegie Mellon may be taken with prior permission of the Director.

3.3.16 Grades

All courses offered by the SCS CMU are graded on the 4.3 grading standard http://www.cmu.edu/policies/documents/Grades.html. MCDS students must maintain a 3.0 overall average each semester to remain in good standing. A student must obtain a B- or better grade in all courses, which count towards core requirements. If a student receives a C- or better, that course may count as an elective towards the degree requirements. All courses must receive a letter grade; courses taken pass/fail do not count towards the MCDS degree.

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/

3.3.17 Student Review, Academic Probation and Academic Actions

The MCDS program conducts an academic progress review at the conclusion of each semester in order to monitor individual student progress towards graduation regarding the fulfillment of curricular requirements, course grades, and academic integrity. Should a student's effort fall below the acceptable level of academic performance and/or fail to meet standards and policies established by Carnegie Mellon University, the student may be dismissed from the program.

Infractions

After each academic progress review, each student will receive a letter indicating the result of the review and their standing in the program. If applicable, the letter will also note the following *infractions* by the student in the given semester:
- Cumulative QPA is below 3.0, resulting in the student being put on *Academic Probation* (see below)
- Cumulative QPA is below 2.6, resulting in academic probation or possible dismissal (see below)
- Academic Integrity Violation (AIV) deemed an infraction by the MCDS committee (see 3.7.2)

Minimum QPA and Academic Probation

Students must maintain a cumulative QPA of 3.0 to remain in good standing with the program. Should a student's overall QPA drop below 3.0 during any given semester, he/she will be placed on *academic probation* for the following semester. In probation cases, the student will be required to

- enroll in courses as advised by the academic advisor,
- improve his/her grades to no less than an overall 3.0 QPA in the following semester, and
- meet any other goal set by the advisor during that period (e.g. fulfilling a core course requirement).

If a student's cumulative QPA drops below 2.6, the student will be considered at risk of being unable to complete the program and will be considered for dismissal. He/she will be required to meet the program director to discuss his/her situation. Only if, after that meeting, the MCDS program committee ascertains that the student is likely to complete the remaining program requirements in the allotted time, the student will be allowed to continue his/her studies in MCDS, and dismissed otherwise. If the student is allowed to continue their studies, they will be placed on academic probation for the following semester and is subject to the requirements above.

Dismissal

A student may be dismissed from the program for any of the following cases:

- If the student has been put on academic probation and failed to meet the remedial requirements set by the advisor in the following semester, or committed an Academic Integrity Violation deemed an infraction by the MCDS committee while on academic probation
- If the student has a cumulative QPA of 2.6 or lower and the MCDS program committee does not ascertain that the student is likely to complete the remaining program requirements in the allotted time
- If the student has committed two Academic Integrity Violation deemed infractions by the MCDS committee (see 3.7.2)
- If the student has committed an Academic Integrity Violation infraction where the violation is deemed to be sufficiently egregious as determined by the MCDS program committee
- If the student has been found to infringe a University Policy, where such infringement is deemed grounds for dismissal

Students who realize that one of these situations may apply to them are strongly encouraged to meet with the academic advisor to discuss a plan to mitigate the situation. Students who find they are struggling in the program will have the best chances of success if they communicate early and often with the academic advisor.

3.3.18 Incomplete grades

Carnegie Mellon University students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student has been unable to complete the work of a course. However, the work completed up to that date must be of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

By awarding an "I" grade, an instructor must specify the requirements for the completion of the work and designate a default letter grade in the event that the student fails to complete the remaining work.

Students must complete the required course work by no later than the end of the following academic semester or sooner if required by the instructor.

The instructor must record the permanent course grade by the last day of the examination period of the following semester, or the Registrar will automatically assign the default grade.

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

3.3.19 Change of grades and missing grades

If a grade has been assigned in error, it can be changed to a different permanent grade. The procedure for changing a grade is as follows:
● Discuss the matter with the course instructor; provide evidence that the grade issued was not the grade earned.
● If the instructor agrees, the student should contact the program administrator to process a Change of Grade Form in order to correct the grade that was issued in error. Generally, the instructor is the final authority for a course grade.
● If a grade has not been assigned, please notify the course instructor for the completion of a Missing Grade Form.

3.3.20 Qualifying examinations and procedures (or equivalent)

None required.

3.3.21 Thesis/dissertation

None required.

3.3.22 On transfer to another program

If the requirements for the MCDS degree have not been completed when a student leaves to pursue another academic program, the degree will not be awarded. Completion of the MCDS degree does not guarantee admission into any doctoral degree program at Carnegie Mellon

University. The courses that will be completed as part of the MCDS may serve to enhance one's application to these programs but will in no way insure admittance.

3.3.23 Intellectual property policy

The MCDS degree program adheres to Carnegie Mellon University policy on intellectual property: http://www.cmu.edu/policies/documents/IntellProp.html

3.3.24 Teaching requirements

None required. However, students are encouraged to apply for teaching assistant positions in courses where they have excelled.

3.3.25 Language proficiency requirements

None required. However, non-native English speakers are encouraged to take advantage of the various support functions provided by the Intercultural Communication Center (ICC) and the Global Communication Center (GCC).

3.3.26 Academic Integrity and Policies on Plagiarism and Cheating

The university considers any form of cheating or plagiarism to be a serious violation of student ethics. The student is required to understand and rigorously follow only the permitted forms of collaboration as defined by the instructor in every class. The work you submit must be your own, unless you have clearly attributed it to others. 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. Such conduct might be accepted or commonplace elsewhere, but it is not here. Be careful. Be warned. Failure to abide by these rules, even just once, can result in your permanent separation from the University without refund of money paid. Note that the policy requires the student to be informed and understand the academic integrity rules for every assignment or exam in a course.

The MCDS program strives to produce graduates with the highest standards of academic integrity. Academic Integrity Violations are taken very seriously and the MCDS program has a zero tolerance policy for multiple Academic Integrity Violations. A single violation is grounds for dismissal from the graduate program if deemed sufficiently egregious as determined by the MCDS program committee. If a student commits a second violation, the expected penalty is dismissal from the graduate program (see also academic progress review at section 3.3.17).

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 (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html) is also

recommended. 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.

3.3.27 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.

3.3.27 Teaching Assistants

The MCDS degree does not have a teaching requirement. However, some students may wish to be a teaching assistant. MCDS students may petition for approval to TA up to one course per semester provided that they are in good academic standing (Overall QPA 3.0 or above).

As required by the English Fluency in Higher Education Act of 1990, graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns.

The full university policy can be reviewed at:
http://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html.

In addition to administering the International Teaching Assistant (ITA) Test (amandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the website for additional information: https://www.cmu.edu/student-success/

3.3.28 Internship Requirement and Search for Full Time Employment

An internship is required for the degree program. In some cases, when a student has prior work experience, the Director of the degree program may waive this requirement. Students start searching for internships generally in the Fall and Spring semesters. Once the student returns

from an internal in the Fall, they should immediately begin the search for full time employment. Extensive resources are available at http://www.cmu.edu/career/ including a resume submission system, a list of employers, on campus interviews and mock interviews, and many other resources.

The Technical Opportunities Conference (TOC) http://engineering.cmu.edu/companies/toc/ occurs every September. This conference is one of the main recruiting events each year.

All international students are required to apply for Curricular Practical Training (CPT). CPT is employment that is an integral part of an established curriculum and is directly related to the student's major area of study. Please visit the Office of International Education (OIE) link below to learn more about the CPT process: http://www.cmu.edu/oie/forstu/jobs.html

3.4 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 via this link:
http://www.cmu.edu/hub/transcripts/verifications/enrollment.html

3.6 University Policies on Grades and Grading

3.6.1 University Policy on Grades

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

You can review the university grading policies here:
https://www.cmu.edu/policies/student-and-student-life/grading.html

3.6.2 University Policy on Grades for Transfer Courses

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 grades. 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.)

You can review the university policy here:

3.7 Academic Integrity

3.7.1 Expectations Regarding Proper Conduct

In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.

Carnegie Mellon University educates its students to become professionals who will serve society with integrity. The university also creates and disseminates new knowledge and expressions of knowledge in ways that benefit society. Carnegie Mellon strives to serve the changing needs of society through the three primary goals outlined in its mission statement: to create and disseminate knowledge and art through research and artistic expression, teaching and learning and transfer to society, to serve students by teaching them leadership and problem-solving skills, and the values of quality, ethical behavior, responsibility to society and commitments to work, to pursue the advantages provided by a diverse community, open to the exchange of ideas, where discovery and artistic creativity can flourish.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

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 (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html) is also recommended. 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.

3.7.2 Protocol for Academic Integrity Violations

The university has a very clear and specific protocol for responding to alleged violations of academic integrity. Carnegie Mellon's Academic Disciplinary Actions Overview for Graduate Students describes procedures and the appeal process for disciplinary actions against graduate students in cases of alleged academic integrity violation.

For more information on disciplinary actions please see:
https://www.cmu.edu/student-affairs/theword/acad_standards/creative/disciplinary.html

Further documentation on how to respond to an allegation of a violation as a graduate student:
https://www.cmu.edu/student-affairs/ocsi/academic-integrity/grads.html

Important Note: MCDS implements the above policy's option of "conven[ing] a disciplinary hearing according to the procedures of the department/program". We have adopted the following hearing procedure and "two strikes" rule:
- If an instructor determines that an academic integrity violation has occurred, both the instructor and students are given the opportunity to explain the situation to the MCDS program committee. A written hearing by email suffices for this purpose.
- The program committee then reviews all information and decides whether the violation is deemed an infraction (see 3.3.17), and which secondary actions are to be taken on the program level.
- Two-Strike-Rule: MCDS may dismiss students upon a first AIV infraction. A second infraction will **always** lead to the offending student being dismissed from the program, with no exceptions.

The MCDS program 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. The complete reference to this university policy is available at:
https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html

4   Academic Policies

4.1 MCDS Academic Policies

4.1.1 Duration of Study

MCDS students enrolled for full-time studies are normally expected to complete the degree in three semesters (16 months). This includes a summer internship.

4.1.2 Double-Dipping

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

4.1.3 Pass/Fail and Audit Grades

Pass/fail and audit grades are not permitted for courses used to satisfy a degree requirement. Graduate students who are required to take additional undergraduate courses to build up the core

foundations of computer science may not elect the pass/fail or audit option for these courses.

4.1.4 Transfer Credit

An equivalent graduate course previously completed at Carnegie Mellon, or another institution, may be permitted to satisfy one of the MCDS course requirements, with permission from the Director. Students must petition for transfer credit by providing the Program Director with the prior course syllabus and other details that may be required by the Director in order to make a decision. See the section on "Definition of transfer credit versus course exemption".

All MS students are required to take a minimum of 96 units of coursework at CMU.

4.1.5 External Internships and Job Interviewing

MCDS students are expected to attain an external internship during the summer. International students must coordinate carefully with the LTI, due to visa restrictions. International students must also have approval in advance from the Office of International Education (OIE).

We caution all students to be aware of potential intellectual property (IP) problems with internships, and to review any IP agreements with their advisors before signing them. It is possible to lose ownership of your ideas.

While it is necessary for students to travel off-campus for job interviews, it is not acceptable for a student to miss a course requirement or a capstone project commitment due to interview travel. Students should work proactively with prospective employers to arrange interview travel in a way that minimizes the impact on their final semester course work.

4.1.6 Transferring into the MCDS Program

Direct transfers into the MCDS program are not permitted. Students who are currently enrolled at Carnegie Mellon who wish to transfer into the MCDS program must do so by applying to the MCDS program via the normal admissions process. As specified in Sec. 4.1.4 in this document, some transfer credit and/or exemption from MCDS requirements may be possible on a case-by-case basis.

4.1.7 Transferring Out of the MCDS Program

The MCDS program does not prevent students from transferring to another degree program. Each degree program has its own rules about whether and when transfers into the program are permitted. A student that is interested in transferring out of the MCDS degree program should consult the handbook and Program Director of the desired degree program to learn whether transfers are permitted, and if so, how and when to request such a transfer.

4.1.8 Statute of Limitations

All units required for the Master's degree, whether earned in residence or transferred from another institution, must be recorded on the transcript within seven years of the date on which

the student enrolled in the program (CMU policy), or less if required by a more restrictive department, school or college policy. The SCS Associate Dean for Graduate Education can extend this statutory period for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. The SCS Associate Dean for Graduate Education and the Department Head must approve any request for a waiver of the statute of limitations for the Master's degree. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

4.2 LTI Academic Policies

4.2.1 "Grandfather" policy

A student can graduate under the policies in effect at the time that the student entered the program; or, at the student's choice, the student can graduate under policies that are adopted after the student entered the program. In unusual cases, the Director may approve exceptions to the program requirements.

4.2.2 Course Drop/Add procedures

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.

4.2.3 Courses with restricted enrollment

MCDS students have priority for the program core courses. The MCDS program administrators cannot intercede with other departments to secure seats for its students in other courses as all departments reserve seats for their accepted students. Usually all remaining open seats are assigned on a first- come, first-served basis. Students can, on occasion, contact the assigned course instructor in order to plead his/her case for admission to the course. Admission may be granted at the discretion of the instructor. The policy of the department offering the course(s) is always followed.

4.2.4 Definition of transfer credit versus course exemption

The LTI may grant transfer **credit** or issue an **exemption** for equivalent graduate courses previously completed at another institution. This decision rests with the chair of the particular program. If a student is **exempt** from a required course due to prior courses or experience, the student can replace that course with an open elective. The student does not receive credit for the external course, but can take any course that could normally count toward the degree in its place. If a student receives **credit** for prior coursework completed at CMU or elsewhere, the student

receives that many units of credit, and the total amount of required coursework is reduced by that amount.

4.2.5 External Employment/Consulting

Since the MCDS program places heavy demands on student time, external employment and/or consulting are strongly discouraged. Exceptional students who wish to consult should discuss this with their advisor. International students must also have approval in advance from the Office of International Education (OIE) for any outside employment.

4.2.6 Leave of Absence

A student in good standing may be granted a LOA of at most 1 year, upon written request to the Program Director and with consent of the student's advisor. It is the responsibility of the student on LOA to contact the program administrator to apply for a return to the program.

4.2.7 Withdrawal from Program

Students may voluntarily withdraw from the MCDS program. If a student decides to withdraw, or is considering a withdrawal, she/he should contact the program administrator to schedule an advising meeting as soon as possible.

The university's general withdrawal policy can be found here:
https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/

4.2.8 Satisfactory Progress

If a student does not make satisfactory progress each semester toward completing the degree, the LTI may remove the student from the program. See section on "End of Semester Evaluation". In particular, students in the three-semester program who fail one of their first-semester MCDS core required courses are strongly encouraged to consider switching to the four-semester program.

4.2.9 Winter and Summer Breaks

Students supported by research projects or working in an on-campus internship are expected to remain on campus working during breaks in classes. A two-week vacation is typically allowed in the summer for the students who are working on campus (not pursuing an external internship). Supported students should arrange their winter break time with their supervisor.

4.3 CMU Academic Policies

4.3.1 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 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, or call (412) 268-6121.

4.3.2 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. 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.

You can review a summary of the university's graduate student's appeal and grievance procedures here:
https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

4.3.3 Safeguarding Educational Equity: Sexual Harassment and Sexual Assault

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
- University Police, 412-268-2323

Additional resources and information can be found at:

4.3.4 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.

4.3.5 Maternity Accommodation Protocol

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 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.) will be reviewed during this meeting.

The protocol can be found at:
https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html

4.3.6 Change of Address

MCDS students are responsible for notifying MCDS and the HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.
Students can change their address using SIO, which is available via the HUB website:
http://www.cmu.edu/hub/index.html

5   Financial Issues

5.1 Tuition

5.1.1 Tuition payments

To understand your invoice, payment options, etc., visit: http://www.cmu.edu/hub. The MCDS program sets tuition each year for all students in the program. The student must handle tuition problems by contacting The Hub. The MCDS Program Administrators cannot solve tuition problems.

5.1.2 Sponsored Students

A sponsored student is one who has another party (such as an embassy or company) who has agreed to pay the student's tuition. Please read the "Sponsored Students" section.

5.1.3 Employer Reimbursement Process

If you have an employer reimbursement plan, write your employer's name and address on the bill (or provide CMU with a letter of support) and pay at least one-third of the tuition charge when returning the bill. You must pay previous semester balances before you can enroll for the next semester.

5.1.4 Carnegie Mellon employee reimbursement procedure

Contact the Benefits Office for specific information on tuition benefits. You must complete a Tuition Remission Form each semester in order to receive these benefits. To receive a Tuition Remission Form, visit the Human Resources website at: http://www.cmu.edu/hr.

5.1.5 Financial aid, tuition waivers, Scholarships

The MCDS degree program does not provide financial aid to graduate students, nor does it provide tuition waivers or scholarships. For complete financial aid information see: https://www.cmu.edu/sfs/financial-aid/index.html . The Financial Aid Office of Carnegie Mellon will provide assistance in completing the necessary paperwork to apply for Stafford loans.

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, to inquire about an Emergency Student Loan.

U.S. citizens and permanent residents may complete the Free Application for Federal Student Aid (FAFSA) on line at https://fafsa.ed.gov

Students may obtain information regarding their loans through the William D. Ford Direct Loan Program, including deferment forms and payment information at http://www.dlssonline.com/index.asp

Information about the federal student aid programs may be found at www.studentaid.ed.gov

5.1.6 External fellowships

The MCDS program will accept students with external fellowships.

5.1.7 Grade Reports

Grade reports are mailed to individual students by the university at the conclusion of each semester. See the official calendar for mailing dates.

5.1.8 Late Graduation

On occasion, a student and/or his/her employer may request that the student attend Carnegie Mellon for an additional semester in order to complete a program that will be beneficial to both the student and the employer. Under such circumstances late graduation can be arranged. Student is to discuss his/ her situation with the Director.

5.2 Conference Travel Funding

Students funded by a research project may receive travel funding according to policies set by the individual projects. Students who have no project funding may be provided with partial funding, with a larger amount available for travel to present a refereed conference paper. There is an LTI form that must be filled out in advance.

An additional conference travel funding opportunity is provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/index.html

5.3 Expenses

The program will reimburse any expenses incurred on behalf of the MCDS program if approved by the Director. The student must apply for approval of expenses *before* they are incurred. Verification of purchase and/or expenses along with receipts is to be presented to the program administrator for reimbursement. Reimbursement requests must be filed within three months of the calendar date when it was incurred. If the reimbursement request concerns pre-approved conference or workshop travel expenses of an MCDS students, then it must be filed within three months of the calendar date of the event's last day. Reimbursement requests received after this period will not be processed. The University *does not* reimburse for taxes.

5.4 Health Insurance

http://www.cmu.edu/policies/documents/StudentInsurance

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree-seeking students to carry adequate medical insurance. Students must either purchase the plan offered by the University or an application for a waiver can be made if the student is "enrolled as the dependent, partner/spouse or principal in an employer or government-sponsored insurance plan". It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester, or elect a payment plan over the course of the academic year. More information is available at the Student Health Services Web site www.studentaffairs.cmu.edu/HealthServices/insurance.

5.5 Emergency Loans

http://www.cmu.edu/student-affairs/index.html

All students regardless of their program are eligible for the Emergency Student Loan, which is an interest-free and emergency based loan repayable within 30 days. It is available through the Office of the Dean of Student Affairs; students may apply for the loan by stopping in to the Student Affairs Office, Warner Hall 301, or by calling (412) 268-2075 for an appointment.

6   Additional University Resources

6.1 The HUB Student Services Center

The HUB is located in Warner Hall, Lower Level. The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payment, registration and academic records. The Assistant Directors in The HUB serve as contacts for specific colleges and assist enrolled students with key aspects of the enrollment process. Student can find their assigned HUB Assistant Director on their Student Information Online (SIO) Resource page. Questions that need specialized, in-depth attention can be directed to the student's assigned Assistant Director. For general questions and information, students may email The HUB or call 412-268-8186.

thehub@andrew.cmu.edu and http://www.cmu.edu/hub/

6.2 Student Information Online (SIO)

Student Information Online (SIO) is a secure site where students can find important, personalized information, including E-Bills and student account information, financial aid status and eligibility, grades and QPA, and course schedules. Students can update their and their spouse's or domestic partner's contact information, sign up for E-Check & E-Refund, authorize their spouses, domestic partners or other individual to receive a copy of their E-Bill, request verifications, view their housing and meal plan assignments, and much more. Students can log on to SIO by going to www.cmu.edu/hub/sio and entering their Andrew User ID and password.

On SIO, students will designate an emergency contact address of a relative or family friend to be contacted in the case of an emergency. If students do not want their name and address published in the campus directory, they must notify the HUB in writing.

6.3 ID Cards

Graduate students can obtain their ID card from The HUB once they have been entered into SIO for the semester. These cards identify their holders as members of the campus community. Student cards are deactivated upon the cardholder's separation from the university.

Affiliate ID Cards are available for spouses and partners of graduate students that allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For information about domestic partner registration, visit the Office of the Dean of Student Affairs webpage:
http://www.studentaffairs.cmu.edu/dean/domestic_partner/.

For more information about student and affiliate ID cards (spouse, domestic partners and dependent children), please visit: http://www.cmu.edu/idplus/idcards/cardtypes.html.

6.4 Transcripts

Information about and instructions for ordering transcripts are available at: www.cmu.edu/hub/transcripts.html. Transcript questions may be directed to esg-transcripts@andrew.cmu.edu.

6.5 Pittsburgh Council on Higher Education (PCHE) and Cross-registration

Cross-registration provides an opportunity for enriched educational programs by permitting full-time graduate students to cross-register for courses (usually no more than one per semester) at Pittsburgh Council on Higher Education (PCHE) Institution. Full-time Carnegie Mellon degree students are eligible and the PCHE course may not count towards full-time status unless the student is enrolled in an inter-university program. Students interested in taking advantage of this opportunity should be familiar with the Policy on Grades for Transfer Courses already outlined previously in this handbook. Department specific information about graduate students' ability to cross register and transfer grades should be included here.

You can review the PCHE cross-registration guidelines here:
https://www.cmu.edu/student-affairs/theword/acad_standards/creative/cross-college-and-university-registration.html

6.6 Student Privacy Rights and FERPA

This university policy notifies students of their rights under the federal Family Educational Rights and Privacy Act (FERPA). According to FERPA, students have the right to:
- Inspect and review their education records;

- Request an amendment to their education record if they believe they are inaccurate or misleading;
- Request a hearing if their request for an amendment is not resolved to their satisfaction;
- Consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent;
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated.

For questions about Student Privacy Rights, FERPA or filing a complaint, contact John Papinchak, University Registrar, jp7p@andrew.cmu.edu, in Enrollment Services.

You can review the university's policy on privacy rights here:
https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html

6.7 Academic Calendar

The Academic Calendar can be found at https://www.cmu.edu/hub/calendar/index.html and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more. Students taking 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.

6.8 Professional Development

The Career and Professional Development Center (CPDC) at Carnegie Mellon is a centralized career center staffed by a team of seasoned and highly educated professionals who orchestrate the career exploration, experiential learning, and career networking needs of students and alumni.

CMU's career and professional development model is grounded in discipline-specific career development, experiential learning, and employer relations shaped by strong connections with the university's seven academic colleges. The center's success is founded upon a solid understanding of career and professional development theory, integration of technology, and an unwavering commitment to providing personalized attention towards meeting the unique individual needs of students, alumni, and employers. The CDPC is located on the Lower Level of the University Center, 412-268-2064

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at:
http://www.cmu.edu/graduate/.

http://www.studentaffairs.cmu.edu/career/index.html

6.9 University Libraries

There are three main libraries at Carnegie Mellon: Hunt Library, Mellon Institute Library and Engineering & Science Library with the combined mission of providing access and help to graduate students in finding the information needed, teaching graduate students to evaluate available information and use reliable sources. The libraries' digital resources and services, including off-campus/ wireless access to databases and e-journals, offer online access. There are also two neighboring libraries open to Carnegie Mellon graduate students: Carnegie Library of Pittsburgh and University of Pittsburgh Libraries. Visit the University Libraries website for information about all mentioned library locations and hours, on-line resources and FAQ's.

More information can be found at:
http://www.library.cmu.edu/

6.10 Computing Services

Computing Services is located in Cyert Hall 285. Computing Services develops, maintains and supports the computing infrastructure for Carnegie Mellon students, faculty members and staff members. This includes the campus wired and wireless networks, public computer labs or "clusters," cable television and telephone services, computing related documentation and support through the Help Center. In addition, Computing Services provides standard classroom technologies for over 100 lecture halls, classrooms and seminar rooms across campus. The website contains additional information regarding The Help Center hours, location and contact information, computing cluster hours and location, the Carnegie Mellon web portal, computing security and policies and guidelines. Students can email the Help Center at advisor@andrew.cmu.edu with questions and for assistance.

More information
http://www.cmu.edu/computing/

6.11 Family and Dependents Resources

The Graduate Student Assembly website maintains a resource page for spouses, domestic partners and families of graduate students, including The Student Parent Association, new mother rooms, and links to resources around campus and the Pittsburgh area.

Affiliate ID Cards are available for spouses and domestic partners of graduate students that allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year.

More information can be found at:
http://www.cmu.edu/stugov/gsa/resources/family.html

For more information about student and affiliate ID cards, please visit:
http://www.cmu.edu/idplus/idcards/cardtypes.html.

6.12 Domestic Partner Registration

Carnegie Mellon extends certain benefits to domestic partners of students. Eligible students may elect benefits for their domestic partners through the registration process orchestrated by the Office of the Dean of Student Affairs, located on the 3rd floor of Warner Hall. See the web site for information regarding the benefits available for domestic partners, eligibility for domestic partner benefits, registration instructions and forms.

More information can be found at:
http://www.studentaffairs.cmu.edu/dean/domestic_partner/index.html

6.13 Housing

The University does not currently offer housing to graduate students. The Office of Housing and Dining Services does provide community housing information on a very limited basis to assist graduate students who are seeking housing in the communities surrounding the university, including information on the legal aspects of renting an apartment, moving checklists and the off-campus housing database.

More information can be found at:

www.cmu.edu/housing/community-housing/index.html

6.14 Dining

Dining services and operations are offered through the Office of Housing and Dining Services. The office operates dining locations open around campus in academic buildings, Hunt Library and the University Center. These locations offer flexible hours with options from the early morning through late night. The Dining Service website contains information about dining locations, hours of operation, graduate student dining plans forms, nutritional information, and weekly menus for dining locations.

More information can be found at:
http://www.cmu.edu/dining/

6.15 Parking and Transportation

Graduate students will find information about parking and availability, parking policies, transportation options and Port Authority Transit usage with a valid university ID on the Parking and Transportation Services site. The Parking and Transportation Services office is located in the lower level of the University Center, LL#8. There is limited parking on campus and the varying permit rates can be found on the website. All parking areas of campus are either by permit, metered or by the hour in the garage. Parking and Transportation Services will ticket any car parked in a permit area without a permit or at an expired meter. The city monitors the metered parking along Margaret Morrison, Frew and Tech Streets and will ticket at expired

meters as well.

More information can be found at:
http://www.cmu.edu/parking/

The University offers shuttle and escort services operated through University Police. The Shuttle Service operates several routes within Oakland, Squirrel Hill and Shadyside areas, as well as to University sites located outside of the main campus. The Escort Service offers vehicle routes within a radius of campus between 6:30 pm-6 am daily. Information regarding up-to-date shuttle and escort schedules, pick-up/drop-off locations, routes and usage policies can be found at: www.cmu.edu/police/shuttleandescort/.

SafeWalk provides another option to campus community members walking across and around campus during late-night hours. SafeWalk is a student volunteer organization that provides campus escorts for all members of the Carnegie Mellon community. SafeWalk operates nightly during the regular academic year (except certain holidays and break periods) from 10pm until 2am. Students, faculty and staff may request an escort by calling 412-268-SAFE (8-7233 from a campus phone), by approaching an escort team, or by stopping by the SafeWalk dispatch area in the University Center, Lower Level near the Post Office Package Pick-Up window between 10pm-2am. SafeWalk will escort to locations approximately one mile from campus. Additional SafeWalk information can be found at:
www.studentaffairs.cmu.edu/safewalk.

6.16 Copying, Printing and Mailing Services

Carnegie Mellon offers community members easy access to FedEx, copy centers, printing and mailing services, and postal services. More information regarding these services, locations and contact information can be found at the provided link.

More information can be found at:
http://www.cmu.edu/student-affairs/theword/campus_resources/copyprintmail.html

6.17 University Center

The University Center is a centerpiece of the campus that provides a space for special events, physical fitness, student organizations and various activities, as well as accommodating retail and dining services. As the campus crossroads, the University Center functions as a place for students to interact, get involved and enjoy new experiences. Visit the University Center website for information about campus eateries, ATMs and PNC Bank, fitness rooms and schedules, retail stores, scheduling University Center space, the public prayer room, student organizations and the Wright-Rogal Chapel.

The University Center Information Desk is the location if you want to know about upcoming campus events or have questions about Carnegie Mellon in general, call the Information Desk at 412-268-2107. The Information Desk not only provides information about campus events, but

also sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, and has information brochures about Pittsburgh and the campus.

More information can be found at:
http://www.cmu.edu/university-center

6.18 Athletic/Fitness Facilities

For the participant or the spectator, Carnegie Mellon offers intercollegiate athletics, intramural sports, physical education classes and club sports. The Athletics Department also offers aerobics classes in the University Center and Skibo Gym as well as occasional workshops and instruction related to fitness and health. The Athletics Office is located in the Skibo Gymnasium.

Skibo Gym facilities include courts for basketball, volleyball, badminton, as well as weight-training and aerobic equipment. The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, aerobics room, fitness center and gym for basketball and volleyball. All users must present a current Carnegie Mellon Card to use these facilities.

More information can be found at:
http://www.cmu.edu/athletics

6.19 CMU Alert

CMU Alert sends voice and/or text messages to registered phones in the event of a campus emergency that threatens public safety or during tests of the system in the Spring and Fall semesters. Students can register for CMU Alert through the web site.

More information can be found at:
http://www.cmu.edu/alert

6.20 Accidents on CMU property

Please report all accidents to Jim Skees (skees@cs.cmu.edu) and the MCDS program administrator. You will be asked to complete an accident report. By reporting accidents, the student helps minimize future harm! Serious accidents and accidents taking place elsewhere on campus should be reported to Campus Police, x8-6232 (non-emergency), x8-2323 (emergency).

6.21 Consumer Information

Carnegie Mellon University suggests that all current and prospective students be informed consumers. Please see this link for detailed consumer information: https://www.cmu.edu/hub/consumer-information/.

Appendix A
2020/2021

Highlighted University Resources for Graduate Students

and

The WORD, Student Handbook

A.1 Key Offices for Graduate Student Support

A.1.1 Graduate Education Office

www.cmu.edu/graduate; grad-ed@cmu.edu

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

Resources offered through the Graduate Education Office 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 email 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 all issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in forming 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 our graduate students' advancement.

A.1.2 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 following offices and departments (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

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Emergency Student Loan (ESLs) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

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.

A.1.3 Center for Student Diversity & Inclusion

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

A.1.4 Assistance for Individuals with Disabilities

http://www.cmu.edu/education-office/disability-resources/
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 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 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
or call (412) 268-6121

A.1.5 Eberly Center for Teaching Excellence & Educational Innovation

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.

A.1.6 Graduate Student Assembly

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 3rd 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> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

A.1.8 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. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, 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 programs.

A.1.9 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, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resources in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

A.1.10 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:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net(user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.
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

A.2 Key Offices for Academic & Research Support

A.2.1 Computing and Information Resources

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.

A.2.2 Student Academic Success Center

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

Student Academic Support Programs

A.2.3 Tartan Scholars

· The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self -authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.

· There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at ddhighto@andrew.cmu.edu for more details.

A.2.4 Learning Support

· **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select

courses based on data related to past student performance and feasibility.

· **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.

· **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.

· **"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.

· **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

A.2.5 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 choose from sessions on
- how to give a strong presentation,
- writing academic emails,
- 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.

A.2.6 University Libraries
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.

A.2.7 Research at CMU
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.

A.2.8 Office of Research Integrity & Compliance

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 consults on, advises about and handles allegations of research misconduct.

A.3 Key Offices for Health, Wellness & Safety

A.3.1 Counseling & Psychological Services

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and perhaps confused about how to deal with those feelings. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS also provides workshops and group sessions specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

A.3.2 Health Services

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.

A.3.3 Campus Wellness

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

At the university, 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 bit.ly/BeWellatCMU or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

A.3.4 Religious and Spiritual Life Initiatives (RSLI)

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.

A.3.5 University Police

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

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street (entrance is on 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 registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint 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 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/annualreports/.

A.3.6 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.

A.4 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 Code

Academic Standards, Policies and Procedures

    Educational Goals
    Academic and Individual Freedom
    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

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