

Carnegie Mellon University

School of Music

Graduate Student Handbook

2021-2022

Master of Music

- Instrumental Performance
- Keyboard Performance
- Vocal Performance
- Composition
- Collaborative Piano

Master of Music in Music Education

Master of Science in Music & Technology

Advanced Music Studies Certificate

- Individual Performance/Composition
- Orchestral Performance
- Chamber Music Performance
- Audio Recording and Production
- Piano Maintenance
- Music Entrepreneurship

Music Education Certificate

Artist Diploma

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

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Welcome

At its heart, the Carnegie Mellon School of Music is a conservatory of the highest order, where the best practices and traditions of music performance are transferred from brilliant studio teachers to talented and ambitious students. Our faculty is comprised of world-class performers and teachers who know first-hand how to achieve success in a changing, challenging marketplace.

Enveloping the School of Music is Carnegie Mellon University, one of the world's great educational and research institutions. This offers our music students a unique opportunity to explore extra-musical interests.

Carnegie Mellon is situated in the City of Pittsburgh, a place with culture, art and music in abundance. Home to the Pittsburgh Symphony Orchestra, Opera, Ballet, and countless other performing arts groups, its cultural landscape is the envy of many other cities.

The Carnegie Mellon School of Music is a stimulating place because passionate people with remarkable skills are doing extraordinary things.

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

Carnegie Mellon University (<https://www.cmu.edu/mission.html>)

Vision

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

Mission

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way – regionally, nationally, and globally – by engaging with partners outside the traditional borders of the university campus.

“My heart is in the work.” – Andrew Carnegie

School of Music

Mission

The Carnegie Mellon School of Music combines the strengths of a professional conservatory program with those of an innovative global research university to offer an education that fosters the artistic excellence, discipline, skills and entrepreneurship required by today's competitive, dynamic music field.

Degrees Offered

The School of Music offers the following Master's degrees:

Master of Music in Instrumental Performance
Master of Music in Keyboard Performance
Master of Music in Vocal Performance
Master of Music in Composition
Master of Music in Collaborative Piano
Master of Music in Music Education
Master of Science in Music and Technology

The School of Music offers the following Graduate Certificate Programs:

Advanced Music Studies Certificate

- Individual Performance (instrumental, vocal, piano)/Composition
- Orchestral Performance
- Chamber Music Performance
- Audio Recording and Production
- Piano Maintenance
- Music Entrepreneurship

Music Education Certificate

Artist Diploma

Graduate Student Handbook

The information that can be found within this handbook is applicable to graduate students in the School of Music. Some of the policies are University-wide, and pertain to all graduate students in all programs, and some are set in place directly by the School of Music and pertain only to those students in its programs. More information on University policies can be found here:

<http://www.cmu.edu/policies/index.html>

This handbook is available online at music.cmu.edu, and can be provided in large print format upon request to Kate Heston via email at kmheston@cmu.edu or in person in CFA 108.

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 412-268-7125 or tix@cmu.edu.

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

University Policies & Expectations

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

The Word/Student Handbook	www.cmu.edu/student-affairs/theword//index.html
Academic Integrity Policy	https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website	www.cmu.edu/policies/
Office of Graduate and Postdoc. Affairs	http://www.cmu.edu/graduate/policies/index.html

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

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.

School of Music Resources and Information

School Personnel

- Dean of the College of Fine Arts- Mary Ellen Poole
- Head of the School of Music- Denis Colwell
- Director of Graduate Studies- Dr. Stephen Neely
- Graduate Student Department/College Ombudsman
 - Sharon Johnston- Director of Student Services
 - Phone: 412-268-2385
 - slj@andrew.cmu.edu
 - Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.
- Faculty- <http://music.cmu.edu/profiles>
- School of Music Offices
 - **Denis Colwell- Head and Associate Professor**
 - Phone: 412-268-2384
 - dc38@cmu.edu
 - Hall of Arts (HOA) 102
 - **Daniel Fernandez, Director of Marketing and Communications**
 - danielf@andrew.cu.edu
 - 412-268-4921
 - HOA 102
 - **Ross Garin- Associate Head & Financial Manager**
 - Phone: 412-268-6627
 - garin@cmu.edu
 - HOA 102
 - **Megan Grady- Director of Recruitment & Enrollment**
 - Phone: 412-268-4118
 - mgraduy@cmu.edu
 - CFA 108
 - **Sharon Guberman- Executive Administrator and Alumni Liaison**
 - Phone: 412-268-2384
 - skg3@cmu.edu
 - Hall of Arts 102
 - **Kate Heston- Associate Director of Music Admission & Student Services**
 - Phone: 412-268-6239
 - kmheston@cmu.edu
 - CFA 108
 - **Sharon Johnston –Director of Student Services**
 - Phone: 412-268-2385
 - slj@andrew.cmu.edu
 - HOA 141A

- **Rich Kawood- Information Technology Coordinator**
 - rkawood@andrew.cmu.edu
 - CFA A7
- **Nomi Marcus – Assistant Director of Special Music Programs**
 - Phone: 412-268-3667
 - njmarcus@andrew.cmu.edu
 - HOA 101E
- **Stephen Neely- Director of Graduate Studies**
 - sn1e@andrew.cmu.edu
 - HOA 131
- **Robert Skavronski- Director of Operations**
 - rs73@andrew.cmu.edu
 - CFA M164
- **Kristian Tchetchko- Coordinator of Recording Services**
 - kft@adndrew.cmu.edu
 - HOA A26

School Information

- School Directory- <http://music.cmu.edu/profiles>
- Bulletin Boards
 - CFA 108- Music Admission and Student Services
 - CFA Great Hall - General School of Music
 - HOA Level 1 Hallway - Music Extension Division and Pre-College
- Mailboxes
 - Staff- HOA Mail Room
 - Student Folders- HOA Mail Room
- Computer Clusters
 - CFA 3rd floor clusters
 - CFA 317
 - CFA 318
 - CFA 321- Sound Room
 - CFA 323- Multimedia Studio
 - Hunt Library 4th floor cluster
- Practice rooms
 - Available to all School of Music students on a first-come, first-served basis
 - Piano Practice rooms, Cello Room, Percussion Practice Rooms and Studio and Tuba Room are locked – students who need access to any of these areas will be issued a key by the Office of Student Services
- Key Distribution
 - Key Scheduling Office
 - HOA 102
- Purchases on behalf of the School of Music should only be made after getting approval from a School of Music staff member, and original receipts must be presented to the Associate Head, Ross Garin, within 30 days of purchase
 - University Business and Travel Expense Policy: <http://www.cmu.edu/finance/controller/bte/index.html>

- School Office/Building Security, Repairs and Services
 - Contact Robert Skavronski- Director of Operations for the School of Music
 - Piano Maintenance - Contact Peter Stumpf – pstumpf@andrew.cmu.edu
- Student Organizations
 - Graduate Student Assembly <http://www.cmu.edu/stugov/gsa/>

Master's Degree Progress and Attainment

Degree Attainment

Students who are accepted to begin work in the Master of Music program at Carnegie Mellon University are not automatic candidates for the degree. All graduate students in the Carnegie Mellon School of Music must complete 36 hours of graduate courses with a cumulative QPA of at least 3.0, and have received a grade of at least a B each semester in the student's major area to have completed the program.

All Master of Music candidates are required either to pass basic competency examinations in music history and theory, or if failing to pass the examination, then to pass with a grade of B- or better the appropriate graduate courses before they may receive the degree. In the event that a student does not pass the remedial course, the next steps will be determined in consultation with the Director of Graduate Studies. All competency examinations and/or coursework must be completed before registering for the third semester of study at Carnegie Mellon.

Master of music candidates in performance must perform a minimum of one full recital. All Master of Music candidates must pass a comprehensive review in their major area. Successful completion of this review is a requirement for graduation. Guidelines for the comprehensive review project can be found on the [Current Students](#) page in the [Graduate Comprehensives and Outreach Guidelines and Forms](#).

Students will complete all requirements for their graduate program 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 their program only if newly admitted to a currently offered program under criteria determined by that program. Under extenuating circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a college/school 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 the 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. This rule will apply to all master's students matriculating at Carnegie Mellon University beginning in Fall 2012. The university Statute of Limitations policy is outlined in the next page of this document.

Normally, graduate credit earned at other institutions will not be accepted toward a graduate program at Carnegie Mellon. Students may petition for an exception to this policy.

Students will receive a "WARNING" if they fail to maintain standards in a required course or a cumulative 3.0 QPA. Warning action is intended to notify students of unsatisfactory work, so that they may take steps to determine and correct the difficulty. Graduate students may be dropped

from their programs at any time if the faculty believes that they are failing to maintain the professional standards of the school or failing to make sufficient progress during any semester.

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 who have matriculated at Carnegie Mellon beginning Fall 2012 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.

Full-time Status and Part-time Status

All School of Music graduate programs are intentionally defined as full time programs. Graduate students are required to maintain a course load of 36 units per semester to maintain full time status. Anything below a status of 36 units, even if the student was originally registered for 36 or more units and dropped below that number, is considered part time.

International graduate students are required to complete a minimum of 36 units for each semester in order to maintain their visa status. Contact the Office of International Education (OIE) with any questions regarding this policy.

Graduate students who wish to complete a graduate program as a part time student are considered case-by-case and should contact the Director of Graduate Studies.

Residency Requirements

A candidate for a School of Music master's degree must complete at the university a minimum of three semesters of full-time study, or the equivalent of part-time study, comprising at least 108 units of coursework.

School Registration Process and Procedures

Registration (Checklist)

(Fall)

1. Check your enrollment status! Make sure that you are financially cleared and that your academic information is correct.
 - a. Check Student Information On-line (SIO) at: <https://acis.as.cmu.edu/sio> to confirm your enrollment status, class level and home department.
2. View the School of Music Class Schedule or University Class Schedule to locate specific classes.
 - a. The School of Music schedule is at: <http://music.cfa.cmu.edu> under Registration and Scheduling Information>Class Schedule. The Carnegie Mellon University schedule is at: <https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>
 - b. Class type (music support, etc.) is found on the School of Music Class Schedule. Course descriptions and notes are found on the University Class Schedule by clicking on the course number. In addition to department, the University Class Schedule can be searched by mini courses only, course level, instructor, starting time, and keyword.
3. Draft your class schedule on the Registration Worksheet on Student Information Online (SIO) (<http://www.cmu.edu/hub/sio>).
 - a. The Music Curriculum Checklists, Registration Checklist, Registration Class Instructions, Registration Worksheet, and other registration information can be found in CFA 108 and/or at: <https://www.cmu.edu/cfa/music/current-students/index.html>
4. Make an appointment to meet with Kate Heston, the School of Music graduate academic advisor, to discuss your scheduling options.
 - a. Kate Heston can assist you with planning your class schedule, evaluating your academic progress, and checking your graduation requirements.
 - b. MEETING WITH YOUR ACADEMIC ADVISOR IS RECOMMENDED. IF NOTIFIED, MEETING WITH YOUR ACADEMIC ADVISOR BEFORE REGISTRATION IS REQUIRED.
 - c. Also, you may wish to make an appointment to meet with your studio teacher, who is your professional advisor; and if applicable, the faculty member who is also your professional advisor and mentor. (If you don't have a professional advisor/mentor and you are interested in having one, please see Sharon Johnston.)
5. Double check to make sure that the classes you are taking are applicable to your curriculum requirements!
 - a. It is wise to review your Music Curriculum Checklist prior to making any final decisions on which classes to take and to then discuss any questions or concerns you may have with Kate Heston.
6. Be aware of exceptions that may affect you.
 - a. If you anticipate registering for an overload (depending on your current QPA, over 58 or 70 units for undergraduate students, or over 48 units for graduate students), please complete and submit an overload request petition to Kate Heston BEFORE you register.
 - b. If you are a graduate student and anticipate registering for a class with an undergraduate course number only, please complete and submit an undergraduate credit petition to Kate Heston BEFORE you register. You may register for up to 12 units of undergraduate classes as electives without special permission – certain restrictions apply.

7. Once you have checked your enrollment status, drafted your schedule, and double checked your requirements, go online and register.
 - a. Online Registration is located at: Student Information Online (SIO) <http://www.cmu.edu/hub/sio>
 - b. Registration dates and times are located at: Student Information Online (SIO) <http://www.cmu.edu/hub/sio> on the Plan Course Schedule page under the Course Schedule tab
 - c. All students must register at their assigned times. You must be enrolled (registered and financially cleared) by the first day of the semester. You may continue to add classes until the add deadline.
 - d. **In some cases, you may need to be registered as full-time (36 units total) in order for your loan to be processed. **
 - e. You should register first for what you're behind in, second for what you need now, and third for what you want now. When in doubt, follow the instructions. Be careful! Register for the correct course numbers (if there are two numbers, the graduate number is the higher number of the two), section letters, units (if the class has variable units), and co-requisites (if applicable).
8. Register as soon as possible.
 - a. Don't procrastinate! You may not get a space in your preferred section of a class, or in a class with limited spaces. In some instances, you may need to schedule an appointment with Kate Heston to discuss registering for a specific class. Do this as soon as possible in order to avoid the possibility of being put on a class waitlist. Once you are on a waitlist, it is not assured that a space will be reserved for you in that specific class! If the class is needed for graduation or for any other critical purpose, schedule an appointment with Kate Heston to discuss your options.
9. Once you have completed your registration, you can change it.
 - a. If you want to add or drop a course, speaking first with Kate Heston is recommended. If it is a required music course, petitioning to drop the course is required. Then, go to SIO and either add or drop the course. If there is a problem doing so, see Kate Heston. Once you are eligible to begin the registration process, you can continue the process until the add and drop deadlines of the applicable semester.

Project/Recital/Outreach Performance/Comprehensive

- If you are planning to complete one or more of the following requirements, please register for the indicated course number. These are 0-unit, pass/no-credit courses.
 - Graduate Composition Project 57-796 A2 (Fall) or A4 (Spring)
 - Graduate Recital (first year, for piano and strings) 57-798 A2 (Fall) or A4 (Spring)
 - Graduate Recital (second year, for all) 57-898 A2 (Fall) or A4 (Spring)
 - Advanced Music Studies Recital 57-990 A2 (Fall) or A4 (Spring)
 - Artist Diploma Recital (first year, fall or spring) 57-991 A2 (Fall) or 57-992 A4 (Spring)
 - Artist Diploma Recital (second year, fall or spring) 57-993 A2 (Fall) or 57-994 A4 (Spring)
 - Outreach Performance 57-790 A2 or A4 (WAIVED FOR 2021-2022)
 - Comprehensive (Analysis) conducting/performance majors 57-793 A2 or A4
 - Comprehensive (Notes) conducting/performance majors 57-794 A2 or A4
 - Comprehensive (Analysis Paper) composition majors 57-795 A2 or A4
 - Comprehensive (Music Ed) music education majors 57-800 A2 or A4

- For the Outreach Performance and the Comprehensives, see the information available in CFA 108 and at <http://music.cfa.cmu.edu>. **Please Note: Outreach Performance is waived for the 2021-2022 class year.**

Chamber Music / Sonatas

- If you need to complete the Chamber Music requirement, and you wish to request a coach for a partially formed or complete group, please submit a general or string quartet Chamber Music/Sonatas Group Form. (The forms are at <https://www.cmu.edu/cfa/music/current-students/index.html> under Registration.) If you need to complete the Chamber Music requirement, and you are not part of a group, a chamber music coordinator will place you in a group. In either case, please initially register for the applicable course number.
 - Brass Chamber Music 57-670 section Z
 - String Quartet Chamber Music 57671 section Z
 - Woodwind/Mixed Chamber Music 57672 section Z
- The School of Music will update the section letter on your schedule once you have been assigned a section and coach. Chamber Music or Sonatas may be arranged only with a coach who is approved by the School of Music. The Chamber Music/Sonatas deadline applies: You may not register for Chamber Music or Sonatas after the announced deadline without special permission.

Collaborative Piano

- Please complete and submit a Collaborative Piano request Form. The School of Music will add the course to your schedule. The add deadline applies: You may not register for Collaborative Piano after the 10th day of the semester without special permission.

Independent Study

- Please complete and submit an Independent Study request Form. The School of Music will add the course to your schedule. An Independent Study may be arranged only with a full-time faculty member. The add deadline applies: You may not register for Independent Study after the 10th day of the semester without special permission.

Collaborative

- Piano majors must fulfill this requirement by submitting a request form for Collaborative Piano or Chamber Music / Sonatas.

Major Studio

- You are required to register for major studio every semester.
 - Please register for 57-7xx (Major Studio). Co-requisite course for graduate orchestral instrument majors: 57-818 (Major Instrumental Ensemble).

Major Ensemble

- If applicable, you are required to register for a major ensemble every semester. Co-requisite course: 57-7xx (Major Studio)
 - If you are a graduate orchestral instrument major, you will register for 57-818, Major Instrumental Ensemble section A.

Keyboard Studies

- Graduate Composition Majors and Voice Performance Majors Only: You must fulfill this requirement by registering yourself for a space in Keyboard Studies (57-791 for 6 units), if you will be in your first semester of the class, or for Keyboard Studies (57-792 for 6 units), if you will be in your second semester of the class. (See Sharon Johnston for more information.)

Production For Voice Majors

- If you have been cast in the production, please register for 57-771 (fall) or 57-772 (spring).

Vocal Coaching for Voice Majors

- If applicable, voice majors are required to register for Graduate Vocal Coaching (57-693). The School of Music will add the course to your schedule.

Music Support Courses

- Music Support courses can only be academic courses inside of the School of Music (57-7xx, 57-8xx, 57-9xx). A performance course may not be taken as a music support course. HINT: Look at the Music Schedule of Music Support Classes, Music Support Courses Two-Year Rotation list, the Selected Course Descriptions list and/or search for Music Support courses on the School of Music Schedule of Classes at <http://music.cfa.cmu.edu>

Elective Courses

- Elective courses can be any courses inside or outside of the School of Music (xx-7xx, xx-8xx, xx-9xx). HINT: Look at the School of Music Schedule of Classes at <http://music.cfa.cmu.edu> and at the University Schedule of Classes at <https://enrapps.as.cmu.edu/open/SOC/SOCServlet>

Registration (Cross Registration)

Carnegie Mellon University students are permitted to cross-register at any of the ten Pittsburgh Council of Higher Education (PCHE) institutions for courses not offered at Carnegie Mellon. The opportunity to cross-register is open to all full-time graduate and undergraduate students. Students will not be charged any additional tuition charges; however, they must pay special course or laboratory fees to the host institution if necessary. Students do not acquire status at the host institution, but they will have library and bookstore privileges. Cross-registration applies to fall and spring semesters only. Students must be registered for at least 36 units prior to adding a PCHE course.

INSTRUCTIONS FOR OUTGOING CROSS-REGISTRATION:

1. Complete the cross-registration form in its entirety including all required course information as well as obtaining advisor and dean's signatures. Student's advisor and dean are responsible for assuring eligibility for the course in which the student intends to enroll. If student is registering for a course at the University of Pittsburgh, both the course number and the CRN number listed in their catalog should be included. If the class has a restriction or special permission requirement, the student must go directly to the University of Pittsburgh's offering department and request and complete an "Admission to Closed/Restricted Course" form. This form must be processed by the University of Pittsburgh's Registrar's Office in order to be registered into their student system. It is the student's responsibility to provide Carnegie Mellon's University Registrar's Office with a copy of the permission slip.
2. Students wishing to cross register for more than one course must have a letter of approval from their dean. Students enrolled in an approved joint program between two PCHE institutions are exempt from the requirement of being full-time at either school. This information must be indicated on the top of the cross-registration form at the time the form is submitted to the University Registrar's Office.
3. **Students in their final semester should not cross-register for classes. Due to various final grade submission deadlines of the other institutions, grades are often late and may delay degree certification.**
4. Auditing - If students choose to audit a class, they must adhere to the deadlines set forth by the host institution. No exceptions will be granted. Also, students must submit a course audit approval form (available at the host institution) to the CMU University Registrar's Office within the first 10 days of class.

5. Pass/Fail - If students choose to take a class at the host institution, they must adhere to the deadlines set forth by the host institution. No exceptions will be granted. Also, students must submit a pass/no pass approval form (available at the host institution) to the CMU University Registrar's Office by the deadline in the [Academic Calendar](#).
6. The Registrar's Office of the host institution will notify student regarding whether the cross registration request has been accepted or if special permission is required for registration. If the student attends classes at the host institution after notification without first obtaining written approval, the student will not receive credit. If the course doesn't appear on student's schedule within 10 working days, contact [The HUB](#) for resolution.
7. Once The HUB has received confirmation from the host institution of enrollment; student will see a temporary placeholder course on their schedule (i.e. UPITT, CCAC etc.). Before final grades are due, the place holder course will be removed and an assigned course number and title verified by the host institution will be entered on the student's schedule.
8. Carnegie Mellon students wishing to drop their cross-registration course, should contact the [University Registrar's Office](#). Students wishing to drop a course must adhere to the drop deadlines set forth by the host institution. No exceptions will be granted. The University Registrar's Office will inform the host institution.
9. The host institution will report student's final grade(s) to the University Registrar's Office. Please be aware that final grade(s) may be delayed due to various academic calendar and grade processing schedules among PCHE institutions. PCHE institutions do not report mid-term grades.

Master's Degree Requirements

Course Requirements and Related Policies/Protocols

The curriculum for each area of study can be found on the Current Students site:

Master of Music in Instrumental Performance
Master of Music in Keyboard Performance
Master of Music in Vocal Performance
Master of Music in Composition
Master of Music in Collaborative Piano
Master of Music in Music Education
Master of Science in Music and Technology

Advanced Music Studies in Individual Performance/General Composition
Advanced Music Studies in Orchestral Performance/Special Composition
Advanced Music Studies in Chamber Music Performance
Advanced Music Studies in Audio Recording and Production Certificate
Advanced Music Studies in Piano Maintenance Certificate
Advanced Music Studies in Music Entrepreneurship
Music Education Certificate
Artist Diploma

- For all Master of Music and Master of Science programs, 144 **units** must be completed to receive the degree.
- The number of **electives** required, listed by concentration, can be found below:
 - Vocal Performance: 18-27 units
 - Orchestral Instruments: 21 units
 - Composition: 21 units
 - Keyboard: 21 units
 - Music Education: 24 units
 - Collaborative Piano: 12 units
 - Music and Technology: 26 units
- Some music courses can be **double counted** toward the graduate degree.
 - For questions on whether a particular course can be double counted, contact Kate Heston.
- Some courses outside of the School of Music can satisfy the requirements for the degree.
 - For questions on whether a particular outside course can satisfy the required curriculum, contact Kate Heston.
- Grades of “incomplete” can be assigned by instructors if the work for the course has not been completed by the grade deadline with the expectation that the student will complete the work and the grade will be updated retroactively.
- In order to **petition** a particular School of Music policy, the student must fill out a [petition form](#) and submit to Kate Heston for approval.
 - Note that there are various petition forms on this website. Please select the appropriate form for the particular policy that you are petitioning.

- **Drop/Add/Withdraw Procedures:** Students taking undergraduate or 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.
- **Make up work/exam policies** are set by the faculty for each course.
- To apply work done in a previous semester and/or program to the requirements for the graduate degree in progress, students should contact John Ito for more information on **submitting a petition** for that requirement.
- **Transfer Courses & PCHE**
<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be considered 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.)

- Department Policy for **transfer credit**
 - Acceptance of transfer credit towards the requirements for a School of Music master's degree is approved by special permission via a School of Music general petition directed to the Graduate Studies Committee.
 - The credit must be documented by an official transcript from an accredited university or conservatory showing an A or B grade for the courses or courses and the course description must also be included. The student may be required to provide supporting documentation that may include the syllabus and/or work completed for the course.
 - If the transfer credit is approved, units but not grades will be listed on the student's CMU transcript.
 - Transfer credit may not be approved if the courses are not graduate level and/or not relevant to a music master's degree.
- Courses to be completed remotely or for study off-campus
 - For questions relating to distance education, or coursework completed off campus, students should contact Kate Heston.
- If a student holds a Bachelor's degree in a discipline other than music and wishes to pursue the Master's Degree in Music, and is accepted into the program, there may be additional remedial courses that will be required for degree completion.
- Students will follow the course add/drop procedure and timeline set forth by the university registrar's office. The deadlines for add/drop can be found in the [academic calendar](#). In order to add/drop a course, students should first consult with the Graduate Student Advisor, Kate Heston.

Independent Study/Directed Reading (if applicable)

- To register for an Independent Study, a music student must write a brief proposal, obtain the approval of a full-time music faculty member as supervisor of the independent study, and submit an Independent Study request [form](#) that has been signed by the student and the faculty supervisor. Students register for an Independent Study on a semester-by-semester basis, with the same registration and grade deadlines as for a class.

Teaching Requirements

- The School of Music does not typically offer any Graduate Teaching Assistantships.

Internship/Co-op Requirement

- An internship or co-op is not required but can be taken as an elective. For more information, contact the Director of Student Services, Sharon Johnston.
- Expectations – if the experience will have units attached to it, the program should have deliverables from the student commensurate with the number of units they are taking. This can be in the form of interim and final reports on the experience, presentations in the following semester regarding the experience, assessments of their experience as it relates to their course of study, etc.
- International students must consult with the Office of International Education for eligibility requirements before seeking an internship/co-op or signing a contract.

Non-thesis Research Requirements

- All Graduate Students pursuing the Master of Music degree are required to complete a [Graduate Comprehensive Project](#)
 - The Graduate Comprehensive Project serves as a capstone review to the master's degree curriculum in which the student analyzes, researches, and writes about the music to be performed on his or her final graduate recital. The National Association of Schools of Music, the accrediting agency for Carnegie Mellon's School of Music, mandates that candidates for the Masters Degree in Music successfully pass a comprehensive review as an exit requirement for the granting of the degree. In keeping with this requirement, the graduate faculty of the CMU School of Music have designed a final project that meets this objective while maintaining a strong relevance to each student's major area of study, whether performance, composition, or conducting.
- Research funding options
 - [Gindroz Prize for Travel](#)
 - [School of Music Travel Funds Application](#)
 - [GSA/Provost Conference Funding](#)
 - GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html>.
- Resources and Regulations Governing Research at Carnegie Mellon
 - [Office of Sponsored Research](#)
 - [Office of Research Integrity & Compliance](#)
 - [Intellectual Property Policy](#)
 - [Policy on Restricted Research](#)

- [Human Subjects in Research Policy](#)

Thesis Requirement

- A Thesis is required for degree completion in select programs.
 - For information specific to the thesis requirement for the Master of Music Education, contact Susan Raponi.

For information specific to the thesis requirement for the Master of Music and Technology, contact Riccardo Schulz.

Graduate Certification Process and Degree Title

- The degree will appear on the diploma or Certificate as follows:
 - Graduate Degree Programs
 - Master of Music
 - ◆ Instrumental Performance
 - ◆ Keyboard Performance
 - ◆ Vocal Performance
 - ◆ Composition
 - ◆ Collaborative Piano
 - Master of Music in Music Education
 - Master of Science in Music & Technology
 - Graduate Certificate Programs
 - Advanced Music Studies Certificate
 - ◆ Individual Performance/Composition
 - ◆ Orchestral Performance
 - ◆ Chamber Music Performance
 - ◆ Audio Recording and Production
 - ◆ Piano Maintenance
 - ◆ Music Entrepreneurship
 - Music Education Certificate
 - Artist Diploma

Process for Taking & Returning from Leave of Absence

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

- Student Leave of Absence
 - A leave of absence should be taken when a student is, for any reason, unable to participate fully in the professional program of the School of Music for an extended period. A Leave of Absence Form must be submitted and can be found here: <http://www.cmu.edu/hub/forms.html> If the leave is taken before the drop deadline for a semester, all courses will be dropped from the student's transcript for that semester and this will not reflect adversely on the student's record. All payments will be refunded if a leave is taken before the first day of the semester. Information about tuition adjustment after a semester begins can be found here: <https://www.cmu.edu/policies/student-and-student-life/tuition-fees-adjustment.html>

- Student Professional Opportunities
 - Musical performance opportunities do not wait until you're out of school to present themselves, but all are not equally important. Your private instructor is your primary source of information on the value of an opportunity. Or, if the opportunity conflicts with your School responsibilities, the affected instructor's approval must be obtained. If an opportunity arises that does not conflict with any of your School responsibilities, check with your studio teacher for advice. If an opportunity comes up that conflicts with your responsibilities either during the semester or at the beginning of the semester or at the end of the semester, but it appears to be a rare opportunity, check with your studio teacher and with the professor(s) whose class(es) or rehearsal(s) you would need to miss. You must not commit yourself until you have received permission to participate from the School, and in the case of an audition opportunity, until you have contacted the applicable organization about scheduling your audition to minimize conflicts with your School of Music responsibilities. You must submit an Excused Absence Petition Form, available here: <https://www.cmu.edu/cfa/music/current-students/guidelines-forms/petition%20forms.html>
- School policies on Attendance and Leave of Absence can be found [here](#).

Process for 'Withdrawal' from Program

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

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

Student-Professor Relationship

- Students are expected to maintain a professional demeanor when interacting with School of Music faculty and professors.

Advising

- **Philosophy**
 - The School of Music seeks to graduate every student accepted into its program. Much care is given, therefore, to the selection process. While an emphasis is placed on the audition, the academic profile of each student is considered carefully before acceptance into the program is granted. Students are accepted as music majors only when the professional faculty feel they have potential for careers in music, and their college records indicate they are also capable of succeeding academically at Carnegie Mellon.
- **Structure**
 - The School of Music has a three-tier system of advising: Academic Advisor (Director of Student Services for undergraduate students, Associate Director of Music Admission and Student Services), Professional Advisor, and School Head.
- **The Role of the Advisor**
 - Academic Advisor

relationships directly or with the facilitation of the Director of Student Services or Director of Graduate Studies.

- Monitoring Advisors
 - School of Music advisors consult frequently with one another to coordinate academic and professional support for a student, referrals for the student, and to confirm academic policies applicable to the student. Advisors keep advising notes and give written documents to the Director of Student Services to place in the student's file as appropriate.
- Communicating Unsatisfactory Academic Progress
 - Once enrolled, a student is expected to make strong musical and academic progress. Each semester when grades are issued, a list is made of all graduate music students who have a "C", "D" or "R" in a course or a "C" in major studio. This list is compiled by the Director of Student Services and sent to the School Head. The faculty as a group discusses every student experiencing difficulty in the program in special grades meetings at the conclusion of each semester. Students who fall short of the school standards are placed on academic action and notified of the action, the reason(s) for the action, and the conditions that must be met to remove the action in a letter from the School Head.
 - Occasionally it is determined by the faculty that a student is not succeeding in the program. The School administration will advise a student of this concern as soon as it can be determined. At the point of being dropped, the student will be advised carefully and personally of the options available: to transfer to another music program in another setting or to transfer to another department at Carnegie Mellon University.

Protocol for Review/Redress of Academic Conflicts

The School of Music follows the university policies for avenues available to graduate students who feel the need to address an academic concern, as summarized below. The procedure for appealing any of the University or School of Music policies is outlined in the [Summary of Graduate Student Appeal and Grievance Procedures](#).

Summary of Levels of Appeal for Final Grades:

- Informal discussion with the faculty member
- Formal written appeal to the department head (or the program head if the department head chooses to delegate the decision to him/her)
- Formal written appeal to the Dean
- Dean issues final non-appealable decision

See also [Carnegie Mellon University Grading Policies](#)

Summary of Levels of Appeal for Academic Actions:

- Seek informal resolution within department, unit, or program
- Formal written appeal to the Dean
- Decision rendered by the Dean

- Formal written appeal to the Provost
- Provost issues final non-appealable decision

Summary of Levels of Appeal for Academic Disciplinary Actions:

- Academic disciplinary penalty imposed by faculty and/or department
- Formal written appeal to the President
 - o President issues final non-appealable decision

Summary of Levels of Appeal for General Grievances:

- Seek informal resolution within department, unit, or program
- Formal review by the appropriate department, unit, or program head, or director or designated committee.
- Formal written appeal to the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

Summary of Graduate Student Appeal and Grievance Procedures

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

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. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

Grades and Grading

- Normally, graduate credit earned at other institutions will not be accepted toward a graduate program at Carnegie Mellon. Students may petition for an exception to this policy.
- The School of Music follows the grading policy set forth by Carnegie Mellon University. Specifically, grading for School of Music classes is based on the requirements outlined in the syllabus for the class; grading for School of Music ensembles is based on the requirements stated in the written policies for the ensemble, which may include attendance. A detailed grading policy can be found [here](#).
- Students must stay in successful academic standing in order to receive the Master of Music degree.
 - This is defined as maintaining a cumulative QPA of at least a 3.0 or higher and no grade below a “B”, maintaining the professional standards of the school, and making sufficient progress each semester.
- University Policy on Grades
<https://www.cmu.edu/policies/student-and-student-life/grading.html>
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.
- Policy on Grades for Transfer Courses
<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>
Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college and department's policies allow this.)
- Courses that are graded as Pass/Fail cannot count towards the Master's Degree.
- When a course is repeated, all grades will be recorded on the official academic transcript and will be calculated in the student's QPA. This is the case regardless if the first grade for the course is a passing or failing grade. When a student takes a course s/he has already passed, only one set of units will count towards graduation requirements.

Description/Outline of Common or Regular Reviews & Evaluations by School

In addition to evaluations during individual classes, School of Music graduate students are evaluated in one or both of two ways:

- By the School of Music faculty during a faculty meeting scheduled immediately after the end of every semester specifically for the purpose of reviewing the overall academic performance of students in academic difficulty in a class or classes. The joint written evaluation is mailed to the student immediately after the meeting and includes a description of the procedure for the student to question or appeal the evaluation.

- By the applicable School of Music studio faculty during juries scheduled at the end of every semester specifically for the purpose of reviewing the studio performance of all performance majors. The studio faculty prepares their students for the juries. The individual written evaluations are provided to the student immediately after the jury. Students can discuss the jury evaluations with their studio teachers.

An unsatisfactory evaluation can result in the student being placed on academic action or dropped from the School of Music. If the student is placed on academic action, conditions for the student to meet to return to good academic standing are communicated to the student and advice and support are provided by advisors, faculty, and the university as applicable, and the student is re-evaluated after the end of the following semester.

Academic Integrity

Please review the University Policy on Academic Integrity (<https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.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.

School Expectations on Academic Integrity are in line with the University policies listed above. The School of Music reserves the right to impose more severe penalties than those outlined in the University policies. Violations of Academic Integrity will be handled by the Director of Graduate Studies on a case-by-case basis.

Safeguarding Education Equity

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 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 Catherine Getchell, 412-268-6121, getchell@cmu.edu.

Policy Against 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 policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm. 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, <http://www.cmu.edu/title-ix/>, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

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

Maternity Accommodation Protocol

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

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

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and

procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

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.

Additional Department and University Policies/Protocols

Enrollment Verification

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

Change of Address

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

New Policies/“Grandfather” Policy

When policies are changed it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

Vacations and Time-Off

It is important that graduate students do not assume that their time-off follows the academic calendar of courses but programs should also be aware that time off contributes to a healthier student experience. Many are coming from an undergraduate environment where their university academics and/or employment followed their course schedule. If master's students will be engaged in research activities then they need to know that they are expected to negotiate time off. If there are requirements for their time beyond a typical week day, this should be specified. It is important to also clarify that University Holidays are student holidays as well and the students need to consult their faculty about coverage during University Holidays if they have challenges with taking time off during that time, i.e. if experiments are running that need to be monitored continuously. Arrangements can be made for students to take an equal number of days off at another time.

Graduate students who have been placed in an assistantship are expected to perform the duties within the times as assigned by the faculty or staff they have been assigned to. There is no paid time off or vacation given to graduate students. Students are not required to work on University Holidays.

University Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day

Employment Eligibility Verification

“If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy [pdf] covering the university’s I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU’s Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf], or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

Financial Support

Departmental Financial Support

- Requirements of Awarding and Continuation of Funding
 - In order for fellowship/scholarship funding to continue for graduate students, the student must remain full-time and in good academic standing
- Fees Covered by Department
 - The School of Music does not guarantee funding for travel costs, however students are welcome to apply for travel funding for events that they feel will be beneficial to their musical learning and development
 - The form to apply for travel funding from the School of Music can be found [here](#), and should be submitted to Ross Garin.
 - Conference Funding is a funding application process 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>.
- Funding Payment Schedule
 - Fellowships and Scholarships are placed on student accounts at the beginning of each semester
- Additional Sources for Financial Support
 - Student employment positions are often available in staff offices
- Tax Implications of Financial Support
 - Contact Ross Garin with specific questions regarding taxes and taxation of student funding and financial support
- Recourse if Funding is Lost
 - International Students Notify OIE
 - Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan
- Outside Funding, Fellowship and Scholarship Opportunities
 - School of Music students are welcome to apply for the Gindroz Prize for Travel by filling out the form located [here](#).
- Research Funding
 - [GSA/Provost Conference Funding](#)
 - GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at: www.cmu.edu/graduate.
- Department/College Policy on Outside employment/internships
 - The School of Music does not discourage outside employment that does not interfere with the student's ability to complete requirements for the degree.
 - Employment in the student's field of study is encouraged
- Availability of Summer Employment
 - International students must contact the Office of International Education regarding ability to hold employment

University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <http://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, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

Appendix A

Appendix A

2021-2022

Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Resources for Graduate Student Support

- [Office of Graduate and Postdoc Affairs](#)
- [Office of the Dean of Students](#)
- [Center for Student Diversity and Inclusion](#)
- [Assistance for Individuals with Disabilities](#)
- [Eberly Center for Teaching Excellence and Educational Innovation](#)
- [Graduate Student Assembly](#)
- [Office of International Education](#)
- [Veterans and Military Community](#)
- [Ethics Reporting Hotline](#)
- [Policy Against Retaliation](#)
- [Computing and Information Resources](#)
- [Student Academic Success Center](#)
- [University Libraries](#)
- [Research at CMU](#)
- [Office of Research Integrity & Compliance](#)

Key Resources for Health, Wellness & Safety

- [Counseling and Psychological Services](#)
- [University Health Service](#)
- [Campus Wellness](#)
- [Religious and Spiritual Life Initiatives](#)
- [University Police](#)
- [Shuttle and Escort Services](#)

- [The WORD](#)

Office of Graduate and Postdoc Affairs

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

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

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

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

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

Office of the Dean of Students

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

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

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

Additional resources for graduate students include College Liaisons and the Student Support Resources team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

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

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

Center for Student Diversity & Inclusion

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

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world. The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

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

Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu 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.

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.

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.

Office of International Education (OIE)

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

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

Veterans and Military Community

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

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

Carnegie Mellon Ethics Hotline

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

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

- 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>

Key Offices for Academic & Research Support

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.

Student Academic Success Center

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

Student Academic Support Programs

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.

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.

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.

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.

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.

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 provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

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

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

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.

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 and laptop 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/>.

Shuttle and Escort Services

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

The WORD

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

The WORD is Carnegie Mellon University's student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. 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
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research
- Tax Status of Graduate Student Awards
- Campus Resources & Opportunities
- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- Shuttle and Escort Services

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