



Carnegie Mellon University
Statistics & Data Science

Graduate Student Handbook
Master of Science in Applied Data
Science
Academic Year 2023-2024

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

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1 Welcome

On behalf of the Department of Statistics & Data Science, we welcome you to the Master of Science in Applied Data Science (MADS) program! This Graduate Student Handbook is specific to your academic experience as a student in the MADS program. To introduce you to our department and MADS program, we hold a mandatory two-day graduate student orientation one week before the start of the first day of classes. If you have additional questions related to the MADS program, please contact the **Special Faculty, Director, (Jamie McGovern)**, or the **Academic Program Manager (Tera White)**.

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

2 Vision, Mission & Philosophy

2.1 Vision

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

2.2 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.

3 Degrees Offered

Effective August 28, 2023, the Master of Science in Applied Data Science is the new program title of the program formerly known as the Master of Statistical Practice (MSP). All students admitted in the spring of 2023 were admitted under the MSP program name. Please note that the MSP and MADS are the same programs with the same degree requirements.

Because of the program name change, only the students who matriculated in the fall of 2023 have the option to have the Master of Statistical Practice OR the Master of Science in Applied Data Science as the degree listed on their diploma. The deadline for students to decide on which program name will appear on their diploma is mid-September. The two-day orientation will cover this information. Students are encouraged to meet with the Director if there are additional questions.

4 Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to

discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, 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 www.cmu.edu/police/annualreports

Information regarding the applicable grievance procedures for alleged violations of the Statement of Assurance is available at <https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf>.

The Office for Institutional Equity and Title IX may be reached at 412-268-7125 or <https://www.cmu.edu/title-ix/>.

5 The Carnegie Mellon Code

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

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

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

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

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not

destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at:

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

6 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:
<https://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:
<https://www.cmu.edu/policies/>
- Office of Graduate and Postdoctoral Affairs:
<https://www.cmu.edu/graduate/policies/index.html>
- Additional Policy Resources (e.g. college/department specific policies)

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

7 Academic Calendar

The Academic Calendar can be found at:

<https://www.cmu.edu/hub/calendar/index.html>

8 Departmental Information

8.1 Departmental Personnel

- Dean of Dietrich College: Richard Scheines, scheines@cmu.edu
- Statistics & Data Science Department Head: Rebecca Nugent, rnugent@andrew.cmu.edu
- Special Faculty, Director, MADS: Jamie McGovern, jspm@cmu.edu
- Academic Program Manager: Teraya White, terayaw@andrew.cmu.edu
- Business Manager: Laura Butler, lfbutler@cmu.edu
- Assistant Business Manager for Operations: Jess Paschke,

jpaschke@andrew.cmu.edu

- Assistant Director, Research Infrastructure Services: Carl Skipper, skipper@andrew.cmu.edu
 - (Direct all technical support requests to remarks@stat.cmu.edu)
- Faculty/Staff: <http://www.stat.cmu.edu/people>

8.2 Departmental Resources

The Department of Statistics & Data Science is housed in various suites: BH 132, BH 129, BH 232, BH 228, BH 229, PH 117, FMS, and the 3rd floor of Wean Hall. Faculty, student, and staff offices are interspersed throughout these areas. There is one conference room/library in BH 229A, and a lounge and small kitchen in BH 132.

MADS students have a lounge located at 318 FMS Building. The **MADS Lounge** is complete with a whiteboard, chairs, tables to study, and amenities such as a Keuring, microwave, and refrigerator. Access to the MADS Lounge is only by student ID (to get into the FMS Building) and key access is needed to enter the MADS Lounge space in 318 FMS. There is a \$10.00 US cash deposit required to receive a key to the MADS Lounge. Your \$10.00 deposit will be returned to you when your key is returned at the end of the spring semester.

Out of courtesy, all common areas should be kept in good condition. Dirty dishes and utensils should not be left in the kitchen; spills should be cleaned immediately. The refrigerator is for short-term storage only; all items should be removed after a few days before any spoilage occurs. Students should try to share these facilities as courteously as possible, and students should keep in mind that the offices are intended as a place for work.

9 Master's Degree Completion and Certification

9.1 Standard Degree Requirements & Degree Certification

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

To graduate from the MADS program, a student must earn a **minimum of a B- or**

better in each class and successfully complete 93 units or 96 units. There is no thesis requirement or qualifying exam needed for graduation. The final client report and presentation for 36-690 function in place of a thesis or qualifying exam. Students are expected to complete their degree within two consecutive semesters.

Early Competition

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

Extended or Longer-than-Standard Competition

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

9.2 Additional Guidance for Students

Program of Study

Students seeking guidance about their program of study and degree requirements should consult with the Director and the Academic Program Manager.

Financial Aid and Student Account

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.)

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard

completion, or integrated undergraduate and master's degree programs.

International Students

Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

9.3 Statute of Limitations

As outlined in the Master's Students Statute of Limitations:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

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

The maximum allowable time for MADS program completion is **3 years**. Once this time-to-degree limit has lapsed, the student 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.

9.4 Registration Process/Procedures

Because of the prescriptive nature of the MADS program, all course registration is handled by the Academic Program Manager. MSP students are not permitted to take courses outside of the prescribed MADS curriculum unless permitted by the Director.

10 Master's Degree Requirements and Related Policies/Protocols

10.1 Core Courses

Master of Science in Applied Data Science Curriculum

Fall Semester Curriculum

- 36-611 (6 units) Professional Skills I
- 36-613 (6 units) Data Visualization
- 36-614 (6 units) Data Engineering and Distributed Environments
- 36-650 (9 units) Statistical Computing
- 36-617 (12 units) Applied Linear Models

Electives

- 36-666 (9 units) Statistical Methods in Finance OR
- 36-668 (9 units) Text Analytics

Total units = **48 units for the fall**

Spring Semester Curriculum

- 36-612 (6 units) Professional Skills II
- 36-6XX (9 units) Time Series (final course number to be determined)
- 36-662 (9 units) Statistical Machine Learning (students who took 36-462/36-662 cannot take this course)
- 36-690 (12 units) Statistical Practice

Electives

- 36-660 (9 units) Sports Analytics OR
- 36-670 (9 units) Computational Public Health (title is subject to change)

OR

Take 36-615 (6 units) Software for Large-Scale Data **AND** 36-6XX (6 units) Experimental Design (final course number to be determined)

Total units = **45 – 48 units for the spring**

Special note: Students who previously took 36-462/36-662 at CMU cannot retake this course as MADS students. In place of 36-462/36-662, students must take a

Special Topics course AND 36-615 (6 units) Software for Large-Scale Data AND 36-6XX (6 units) Experimental Design (final course number to be determined)

Electives are offered on a rotating basis. MADS students are typically not permitted to take courses outside of the Department of Statistics & Data Science. Normally, all the MADS students take core requirements together as a cohort.

10.2 Required Units for Degree Attainment

The number of units needed to graduate is 93 units or 96 units.

10.3 Electives

MADS students will select electives (some electives are known as a Special Topics course). The topics of the electives will rotate from year to year. MADS students are typically not permitted to take courses outside of the Department of Statistics & Data Science unless permitted by the Director.

Alternative courses within the Department of Statistics & Data Science may be allowed as a substitute should a comparable course of study already have been successfully completed prior to entry into the MADS program — any substitutions are considered on a case-by-case basis and must be approved by the Director.

10.4 Department Policy on Double Counting Courses

There are instances where courses previously taken at Carnegie Mellon may overlap with the MADS electives. MADS students who were Carnegie Mellon undergraduates may have previously taken the undergraduate-level section of a course that is one of the MADS fall or spring electives. As an example, a MADS student who took 36-462/36-662 cannot take 36-662 as an elective; therefore, the student would need to select two electives outside of 36-662. In this instance and similar instances, 36-462 or 36-662 would not be counted toward the MADS degree. Undergraduate-level courses that may overlap with MADS electives are (but not limited to): 36-461, 36-462, 36-463, 36-465, 36-467, 36-468, and 36-469.

If there is a request for a substitution beyond what is abovementioned, substitutions are considered on a case-by-case basis and must be approved by both the Director and/or the Head of the Department of Statistics & Data Science.

10.5 Department Policy for Courses Outside the Department/College

MADS students are typically not permitted to take courses outside of the Department of Statistics & Data Science unless permitted by the Director.

10.6 Department Policy/Process for Incompletes

MADS students should speak with the Director and the Academic Program Manager to learn more about Incompletes. The University policy for Incompletes

can be found at

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

10.7 Department Policy/Process for Withdrawing from a course

MADS students should speak with the Academic Program Manager and/or the Director before withdrawing from a course.

10.8 Drop/Add/Withdraw Procedures

Students taking Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at

<https://www.cmu.edu/hub/registrar/course-changes/index.html>

10.9 Department Policy/Protocol for Make-Up Exams

If, for any reason, a student needs to schedule a make-up exam, the instructor should be immediately informed as well as the Director and Academic Program Manager.

10.10 Transfer Courses and Pittsburgh Council on Higher Education (PCHE)

<https://www.cmu.edu/policies/student-and-student-life/masters-student-status.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (Pittsburgh Council on Higher Education - PCHE) and through the receipt of transfer credit from other accredited institutions (Note: transfer credit for MADS degree requirements applies only if evaluated as eligible per the Protocol for evaluation transfer courses below). 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 a 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 for MADS degree requirements only if evaluated as eligible per the Protocol for evaluation transfer courses below.)

10.11 Protocol For Evaluation of Transfer Credit

Due to the coordinated nature of the MADS program, we generally do not accept transfer courses for MADS program credit unless approved by the Director and Head of the Department of Statistics & Data Science. If a course with similar competencies aligned to applied, mastery-level pre-professional statistics has already been taken at an accredited institution and is deemed to sufficiently

overlap with the learning goals and proficiency level of a MADS course, upon consultation with the Director and if approved by the Head of the Department of Statistics & Data Science, an alternative CMU Statistics & Data Science course may be substituted in the student's schedule on an exception basis.

10.12 Teaching Requirements

At the time of the admissions offer, MADS students are offered opportunities to be teaching assistants (TA) for undergraduate courses for the fall and spring semesters. MADS students receive a stipend for being a TA at the amount included in the admissions offer letter. External employment is not recommended. TA's have opportunities to strengthen their statistical knowledge and/or get practice explaining statistical ideas. TA training is provided during orientation. If applicable, students should sign the MADS teaching assistant expected conduct contract. International students also should consult the Office of International Education (OIE) if there are questions related to employment.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>

The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information:

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

Students may choose to take additional training through the Eberly Center for Teaching Excellence & Educational Innovation Teaching Excellence & Educational Innovation.

10.13 Leave of Absence

University process for leave of absence:

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

Students should first consult the Director and the Academic Program Manager in

the event that a leave of absence needs to be granted.

10.14 Withdrawal of Degree

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

Students taking Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. However, students must first discuss this with the Director, as changes to their registration can imperil their status or progression toward their degree.

10.15 Advising

The role of the Academic Program Manager is to ensure the academic and career progression of all MADS students. The Academic Program Manager will meet with all students to discuss academic and career goals. The Academic Program Manager shares student progress with the Director. The Academic Program Manager connects students to campus resources, campus events, job fairs, job opportunities, and provides a weekly e-newsletter throughout the fall and spring semesters. If any personal or academic concerns impact a student's time at CMU, then the Academic Program Manager should be made aware. Students with disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations.

The MADS degree is generally earned in a full-time status. Any student who needs to be less than full-time due to an urgent extenuating circumstance should first contact the Director and receive approval. International students must be full-time for all semesters and need to consult the Office of International Education if they cannot be full-time.

10.16 Summary of Graduate Student Appeal and Grievance Procedures

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

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.

11 Grading and Evaluation

11.1 Department/College Grading Scale/System

All MADS students must earn a final grade of a B- or better in each course as mandated through the Dietrich College of Humanities & Social Sciences. Coursework with a final grade lower than a B- **does not** satisfy MADS degree requirements. Students who receive a final grade lower than a B- would not be eligible for graduation. Pass/fail grades for courses **do not** qualify for units used to satisfy MADS degree requirements.

11.2 University Policy on Grades

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

This policy document details 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.

11.3 Process for Appealing Final Grades

<https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html>

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

11.4 Policy on Grades for Transfer Courses

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

11.5 GPA Requirements and QPA Requirements for graduation

In order to graduate, all MADS students must earn a final grade of a B- or better in each course as mandated through the Dietrich College of Humanities & Social Sciences. Coursework with a final grade lower than a B- do not satisfy MADS degree requirements. Students who receive a final grade lower than a B- would not be eligible for graduation.

Prior to students receiving a final grade, the Academic Program Manager reviews the mid-semester grades for all MADS students. If any student receives a mid-semester grade lower than a B-, there will be a meeting between the student, the Director, and the Academic Program Manager. MADS students should also be proactive in their coursework. If a student has any academic issues or concerns that could impact the successful completion of the program, the student should immediately notify the Director and the Academic Program Manager.

11.6 Academic Integrity

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

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

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

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

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

12 Safeguarding Educational Equity

12.1 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, 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:

<https://rainier.accessiblelearning.com/cmu/>

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.

12.2 Sexual Misconduct Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking and violation of

protective measures. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.

The University's Sexual Misconduct Policy is available at:

<https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The University's Policy Against Retaliation is available at:

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

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

- Office for Institutional Equity and Title IX

<http://www.cmu.edu/title-ix/>

412-268-7125

institutionalequity@cmu.edu

- University Police

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

412-268-2323

Additional resources and information can be found at:

<https://www.cmu.edu/title-ix/resources-and-information/index.html>

12.3 Gestational and Parental Accommodations

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

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

Accommodations for Gestational Parents

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child.

Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- **Formal Leave of Absence**– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (<https://www.cmu.edu/oie/>) before considering this option due to visa implications.

Financial Assistance for Student Parents

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (<https://www.cmu.edu/student-affairs/dean/loans/>) from the Office of the Dean of Students.

12.4 Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

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

13 Additional Department and University Policies and Protocols

13.1 Verification of Enrollment

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/enrollment.html>

13.2 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.

13.3 Time Away from Academic Responsibilities

The university is closed these days, and students are not expected to report to work.

Official University Holidays

Labor Day	September 4, 2023
Thanksgiving Day	November 23, 2023
Day After Thanksgiving	November 24, 2023
Winter Break	December 25, 2023 - January 2, 2024
Martin Luther King, Jr. Day	January 15, 2024

13.4 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.
- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

14 Financial Support

14.1 Types of Department Funding

At the time of the admissions offer, MADS students are offered opportunities to be teaching assistants (TA) for undergraduate courses for the fall and spring semesters. MADS students receive a stipend for being a TA at the amount included in the admissions offer letter. TAs have opportunities to strengthen their statistical knowledge and/or get practice explaining statistical ideas. TA training is provided during orientation. International students also should consult the Office of International Education (OIE) if there are questions related to employment.

If students elect to enroll in Carnegie Mellon University's Student Health Insurance Plan (SHIP), the Department will cover 100 percent of the premium cost for the individual medical coverage under SHIP. To be eligible for this financial support, students must first enroll in the SHIP program by the date designed by SHIP.

<https://www.cmu.edu/health-services/student-insurance/faqs.html>

<https://www.cmu.edu/graduate/current-grad-students/health-and-wellness/frequently-asked.html>

14.2 Funding Payment Schedule

MADS students can please see Lee Ann Chapman regarding the TA pay schedule.

14.3 Department Policy on Outside Employment

The MADS program does not recommend outside employment for students who serve as TAs.

14.4 Lost Funding

International Students must notify the Office of International Education (OIE) if they lose their funding.

14.5 University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>.

14.6 Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students:

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

to inquire about the types of emergency funding available to enrolled students.

Appendix A

2023-2024

Highlighted University Resources for Graduate Students

Note: The following pages are meant to broadly include only some of the resources available to graduate students. It is not an exhaustive appendix of resources, and students are strongly encouraged to visit the various websites linked below for the most up-to-date information.

15 Key Resources for Graduate Student Support

Office of Graduate and Postdoctoral Affairs

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

graded@cmu.edu

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners 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. Graduate students will find the enrollment information for Domestic Partner Registration and Parental 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 currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring 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.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. 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 Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating 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

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)

Assistance for Individuals with Disabilities

<https://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. The Office works 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

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

The Eberly Center offers 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, Eberly's 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:

<https://www.cmu.edu/teaching/graduatestudentsupport/>

Graduate Student Assembly

<https://www.cmu.edu/stugov/gsa/>

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. GSA's recent accomplishments are a testament to their 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. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

<https://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. 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

<https://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 urovaedbenefits@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, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

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

Policy Against Retaliation

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

Additional details regarding the Policy Against Retaliation are available at:

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

16 Key Offices for Academic & Research Support

Computing and Information Resources

<https://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 ithelp@cmu.edu.

Student Academic Success Center

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

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

University Libraries

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

The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, 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

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

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 are found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

<https://www.cmu.edu/research-compliance/>

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.

17 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

<https://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.

Religious and Spiritual Life Initiatives (RSLI)

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They 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. RSLI staff are available 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

<https://www.cmu.edu/police/> x2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, 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. The report also contains 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 [x2323](tel:x2323). The annual security and fire safety report is also available

online at:

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

Shuttle and Escort Services

<https://www.cmu.edu/parking/transport/>

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.

18 The WORD

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

The WORD is Carnegie Mellon University's online 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. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <https://www.cmu.edu/policies/>.