

M.S. in Data Analytics for Science

2022-2023 STUDENT HANDBOOK

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Carnegie Mellon University
Mellon College of Science

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WELCOME

Welcome to the M.S. in Data Analytics for Science (MS-DAS) program in the Mellon College of Science (MCS) at Carnegie Mellon University (CMU).

This handbook presents information for graduate students in the MS-DAS program and summarizes the rules and degree requirements governing the program. While this handbook is specific to the academic experience in the MS-DAS program, 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 general CMU graduate student handbook, the Office of Graduate and Postdoc Affairs, the Office of the Dean of Student Affairs, and others are included in Appendix A of this handbook.

MISSION, VISION & PHILOSOPHY

CARNEGIE MELLON UNIVERSITY

www.cmu.edu/about/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.

MELLON COLLEGE OF SCIENCE

The Mellon College of Science is a dynamic, collaborative college and home to four departments: Biological Sciences, Chemistry, Mathematical Sciences, and Physics. We approach scientific problems from fresh angles using innovative interdisciplinary approaches while drawing on our departmental strengths in the core sciences. Our mission is:

- To harness the remarkable research strengths and collaborative culture at Carnegie Mellon University to support foundational discovery and solve issues of global significance.
- To provide students with a rigorous education that provides in-depth skills within their discipline, exposure to a breadth of scientific fields as well as the knowledge and ability to identify and address significant and challenging problems.
- To tell the world about the collaborative scientific and educational culture of CMU and how we are harnessing it to achieve transformational results.

The MS-DAS program, launched in 2021, was created with this mission in mind. The program was developed to ensure students in the foundational sciences were trained in modern data analytics, computational modeling, data visualization tools and machine learning techniques necessary to advance scientific discovery.

DEGREE OFFERINGS

The M.S. in Data Analytics for Science program is currently the only college-level graduate degree offered by the Mellon College of Science with individual MCS departments offering several graduate degrees at the Master and Ph.D. levels.

The MS-DAS program is a one-year degree program. Most required courses are offered through MCS, apart from one required statistics course offered through the Department of Statistics and Data Science in CMU's Dietrich College. Students will also have access to faculty and computing resources from the Pittsburgh Supercomputing Center, a world leader in high-performance computing and data analytics.

As part of the required course sequence, students will complete a full-semester capstone project. The purpose of the capstone projects is to give students the opportunity to apply knowledge obtained in the MS-DAS program to real-world, data-driven problems provided by industry partners. Capstone partners and projects will be sourced by the MS-DAS program.

USING THE GRADUATE STUDENT HANDBOOK

This handbook was created for students entering the MS-DAS program for the 2022-23 academic year. This document outlines university policies and expectations, resources available to students, and the MS-DAS degree requirements. All questions regarding this publication or the University's policies should be directed to your Academic Advisor. ***Students are responsible for knowledge of and adherence to all these policies.***

CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html

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 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 at: 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	www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website	www.cmu.edu/policies/
Office of Graduate and Postdoc Affairs	www.cmu.edu/graduate/policies/index.html

Due to the changing nature of conditions and expectations surrounding public health and safety requirements, please visit www.cmu.edu/coronavirus for the most up-to-date information.

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.

Note: MS-DAS students will take a mixture of mini-semester and full-semester courses. Dates and deadlines will differ between full-semester and mini courses.

COLLEGE/PROGRAM CONTACTS

This section identifies key people for whom MS-DAS students should be aware and with whom they may interact throughout the program duration.

COLLEGE CONTACTS

Rebecca W. Doerge – Dean, Mellon College of Science <i>Dean Doerge conducts a monthly town hall for MCS faculty, staff, and graduate students. Students are encouraged to attend, ask questions, and provide feedback about the college.</i>	Office: Mellon Institute 414 Phone: 412-268-8156 Email: mcsdean@andrew.cmu.edu
Manfred Paulini - Associate Dean for Faculty & Graduate Affairs <i>Prof. Paulini also serves as an MCS Ombudsperson and is available to assist with resolving any issues or conflicts if further escalation is needed.</i> www.cmu.edu/mcs/grad/ombudsperson.html	Office: Wean Hall 7307 Phone: 412-268-3887 Email: paulini@cmu.edu
Michael Young - Associate Dean for Diversity Equity & Inclusion <i>Prof. Young also serves as an MCS Ombudsperson and is available to assist with resolving any issues or conflicts if further escalation is needed.</i> www.cmu.edu/mcs/grad/ombudsperson.html	Office: Mellon Institute 418 Phone: 412-268-2545 Email: michaely@andrew.cmu.edu

PROGRAM CONTACTS

Gwen Stanczak – MCS Director of Graduate Programs <i>Gwen serves as the MS-DAS Academic Advisor and the main point of contact for any programmatic or personal issues or concerns.</i>	Office: Mellon Institute 420 Phone: 412-268-1956 Email: gwens@cmu.edu
MCS IT Services <i>Email MCS IT Services to submit a ticket for technical issues with your laptop.</i>	Email: mcs-it-support@andrew.cmu.edu Website: www.cmu.edu/mcs/technology-services/

MS-DAS STEERING COMMITTEE

The MS-DAS Steering Committee is made up of members representing each of the four MCS departments and the Pittsburgh Supercomputing Center (PSC). The MS-DAS Steering Committee developed and oversees the program. Additionally, many working group members serve as faculty members in the program.

Olexandr Isayev – Assistant Professor, Chemistry	Office: Mellon institute, Rm. 511A Email: olexandr@cmu.edu
Hayden Schaeffer – Associate Professor, Mathematical Sciences	Office: Wean Hall, Rm. 7127 Email: schaeffer@cmu.edu

John Urbanic – Parallel Computing Scientist, PSC	Office: 300 S. Craig St., Rm. 410 Phone: 412-268-7861 Email: urbanic@cmu.edu
Joel Welling – Senior Scientific Specialist, PSC	Office: 300 S. Craig St., Rm. 315 Phone: 412-268-6352 Email: jw1d@andrew.cmu.edu
David Yaron – Professor, Chemistry	Office: Mellon Institute 501 Phone: 412-268-1351 Email: aron@cmu.edu

MCS GRADUATE STUDENT ASSEMBLY REPRESENTATIVES

The Graduate Student Assembly (GSA) is a branch of the student government that represents graduate students at CMU. The mission of the GSA is to advocate for and support the diverse needs of all CMU graduate students in their personal, professional and public lives. Learn more about the GSA at a monthly meeting or contact one of Mellon College of Science GSA representatives. More information on the GSA can be found at: www.cmu.edu/stugov/gsa/index.html

The MCS GSA representatives for AY 2022-23 are:

Kayla Bollinger – PhD, Mathematical Sciences	kbolling@andrew.cmu.edu
Logan Carpenter – PhD, Physics	lcarpent@andrew.cmu.edu
Keegan Cove – PhD, Physics	kcove@andrew.cmu.edu
Hannah Frame – PhD, Chemistry	hframe@andrew.cmu.edu
Alice Nam – PhD, Biological Sciences	aynam@andrew.cmu.edu
Lia Poulos – MS, Computational Biology	kpoulos@andrew.cmu.edu
Stephen Schmidt – PhD, Chemistry	sschmid2@andrew.cmu.edu
Cameron Stopperich	cstopper@andrew.cmu.edu

DEGREE PROGRESS AND ATTAINMENT

STANDARD MASTER'S DEGREE REQUIREMENTS & DEGREE ATTAINMENT

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.

Early Completion

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. Early completion is not possible with the MS-DAS program.

Extended or Longer-than-Standard Completion

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

MS-DAS DEGREE ATTAINMENT

To graduate from the MS-DAS program, students must satisfy the following requirements:

- Complete a total of 99 units of required coursework or approved substitutes with a cumulative QPA of 3.00 or higher and no grades below a C. Refer to the *Grading Policies* section for more details.
- A student account in good standing with the university with no delinquent charges.
- All materials borrowed from Carnegie Mellon University must be returned in satisfactory condition or sufficiently replaced.
- Students must be in good standing with the university with no University Disciplinary Committee or University Review Board decisions outstanding.

STATUTE OF LIMITATIONS

Students are required to complete all requirements for the MS-DAS degree as a full-time student in two consecutive academic semesters (Fall and Spring). Exceptions to this policy may be made during a Leave of Absence, suspension or with specific approval by the student's Academic Advisor.

As outlined in the Master's Students Statute of Limitations, 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.

FULL-TIME STATUS

The typical full-time course load for MS-DAS students is 54 units in the fall semester and 48 units in the spring semester. The university requires a total of 36 units for students to be considered in full time status. Reducing below 36 units may affect financial aid. Students should contact [The Hub](#) for any questions regarding the financial impact of dropping below full-time status.

International students must be in full-time status for all semesters. Failure to maintain full-time status may jeopardize an international student's legal immigration status. International students must consult the Office of International Education if they may not be in full-time status. More information can be found at: www.cmu.edu/oie.

RESIDENCY REQUIREMENTS

The MS-DAS program will be offered at the CMU Pittsburgh location only. Students will reside in Pittsburgh, off-campus, and be expected to participate fully, in-person in all course requirements. No part of the program will be delivered using distance education; this is a fully residential program.

REGISTRATION PROCESS AND PROCEDURES

MS-DAS students will be registered by their Academic Advisor for fall courses in the summer prior to the start of fall classes. Students will be responsible for registering themselves for spring courses when course registration opens.

Students must register for one elective course in the spring. If the elective course is not one of the pre-approved elective courses, the student must get permission from their advisor before registering for a non-approved elective course.

The MS-DAS Academic Advisor will perform an audit after the open registration period to ensure all students are registered for courses needed for graduation.

ADDITIONAL GUIDANCE FOR STUDENTS

Program of study

Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and/or appropriate associate dean.

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.

DEGREE REQUIREMENTS AND RELATED POLICIES

CURRICULUM & COURSEWORK

Students are required to complete a minimum of 99 units to satisfy the degree requirements. All courses are required unless otherwise indicated.

Fall 2022

The Fall 2022 semester courses are offered from August – December. Mini 1 courses are offered from August – October. Mini 2 courses are offered from October – December. Refer to the Academic Calendar for specific dates and deadlines: <https://www.cmu.edu/hub/calendar/index.html>

Course Number	Course Name	Semester	Units
21-670	Linear Algebra for Data Science*	Mini 1	6
38-610	Modern Programming for Data Scientists	Mini 1	6
38-611	Introduction to Large-Scale Computing in Science	Mini 2	6
21-671	Computational Linear Algebra	Fall 2022	12
36-600 OR 36-617	Essentials of Statistical Practice for Graduate Students OR Applied Linear Models**	Fall 2022	12
38-615	Computational Modeling, Statistical Analysis and Machine Learning in Science	Fall 2022	12
Total Fall 2022 Units			54

*Students with a strong mathematics background and prior advanced coursework in linear algebra may exempt from 21-670 with approval from their Academic Advisor. If a student exempts the course, they are required to take a replacement course, approved by their Academic Advisor, to satisfy the minimum unit requirements for graduation.

**Students are required to complete either 36-600 or 36-617 to satisfy the program’s degree requirements. To be eligible for 36-617, students are required to have a strong mathematics background including successful completion of the following courses: Calculus-based Probability (36-226 at CMU), Mathematical Statistics (36-226 at CMU), Linear Regression (36-401 at CMU), and Matrix Algebra. The MS-DAS Academic Advisor will work with the students and the Department of Statistics and Data Science to ensure students are registered accordingly.

Spring 2023

The Spring 2023 semester courses are offered from January – May. Mini 3 courses are offered from January – March. Mini 4 courses are offered from March – May. Refer to the Academic Calendar for specific dates and deadlines: <https://www.cmu.edu/hub/calendar/index.html>

Course Number	Course Name	Semester	Units
38-613	Communication Skills and Professional Development	Mini 3	6
38-612	Information Visualization for Data Scientists	Mini 4	6
38-616	Neural Networks and Deep Learning in Science	Spring 2022	12
38-617	MS-DAS Capstone Project Course	Spring 2022	12
-	Approved Elective Course Option*	Spring 2022	9-12
Total Spring 2023 Units			45-48

*Students may choose to register automatically from one of the below listed approved elective course options. Students may seek approval from their Academic Advisor for alternative elective options. Students are required to complete a minimum of 9-units of elective coursework.

Approved Elective Course Options

The following courses have been approved as elective course options. Students must get approval from their Academic Advisor for any substitute elective options. Approved elective course must be taken for a grade (i.e., cannot be taken as an audit or pass/fail).

Course Number	Course Name	Units
02604	Fundamentals of Bioinformatics	12
02613	Algorithms & Adv. Data Structures	12
02710	Computational Genomics	12
09763	Molecular Modeling and Computational Chemistry	12
09860	Special Topics in Computational Chemistry: Digital Molecular Design Studio	12
10708	Probabilistic Graphical Models	12
10725	Convex Optimization	12
16720	Computer Vision	12
21270	Intro to Math Finance	9
21690	Methods of Optimization	12
21765	Intro to Parallel Computing & Scientific Computation	9
33456	Advanced. Computational Physics	9
36662	Methods of Statistical Learning	9
42685	Biostatistics	9

OVERLOADS & ADDITIONAL ELECTIVES

A normal course load is defined as, “the total number of units required for the degree divided by the expected number of semesters to complete the degree.”(See *Course Overload Policy at: <https://www.cmu.edu/hub/registrar/registration/course-overload.html>*.) In the case of the MS-DAS program, a normal course load is 48-units and students are permitted to take an additional 12-units beyond the normal course load without seeking permissions.

If a student wants to take an additional elective beyond the degree requirements that would extend their course load beyond the 63-unit normal course load maximum, they must receive approval from the Academic Advisor. Any additional courses taken for a grade will count towards the student’s overall QPA but will not factor into the minimum MS-DAS QPA requirements. Additional electives beyond the required elective may be taken pass/fail.

EXEMPTIONS, DOUBLE COUNTING & SUBSTITUTES

Students with a strong mathematics background and prior advanced coursework in linear algebra may be exempt from 21-670, Linear Algebra for Data Science, with approval from their Academic Advisor. If a student exempts the course, they are required to take a replacement course, approved by their Academic Advisor, to satisfy the minimum unit requirements for graduation.

If a student has previously taken a required MS-DAS course as part of a prior degree at CMU, the student may not count the course towards the MS-DAS graduation requirements nor is the student expected or required to retake the course. The student will work with the Academic Advisor to identify a suitable replacement course option.

Students will not be permitted to exempt from any other required MS-DAS course. However, students may petition to take a non-approved elective provided the course aligns with the overall program philosophy and advances the student’s background in the data science domain. Students must seek approval from their Academic Advisor for exemptions and substitutes prior to the drop deadline for the semester in which the course is offered.

ADD/DROP/WITHDRAW PROCEDURES

Students 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>

Note: MS-DAS students will take a mixture of mini-semester and full-semester courses. Dates and deadlines will differ between full-semester and mini courses.

EXAM POLICY

Examinations are given at the discretion of each individual course instructor. All students are expected to take exams simultaneously at the assigned time and to comply with the academic integrity policy standards set by the instructor in the course syllabus and by the university in the Academic Integrity Policy at: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

Make-up exams may be given in the case of documented emergencies (e.g., a family or medical emergency) with prior permission from the instructor. The CMU Examination Policy can be found at: <https://www.cmu.edu/policies/student-and-student-life/examination-policies.html>

TRANSFER COURSES AND PITTSBURGH COUNCIL ON HIGHER EDUCATION (PCHE)

<https://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html>

Carnegie Mellon University offers students the opportunity to take courses at select accredited institutions and receive credit through the Pittsburgh Council on Higher Education (PCHE) cross registration program. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be considered for academic actions, honors or QPA calculations.

Students must submit a PCHE form to The Hub at CMU and to the host institution registrar's office prior to each institutions' add/drop deadlines. More details on the PCHE cross-registration process can be found at: <https://www.cmu.edu/hub/registrar/registration/cross/>.

Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow.

TRANSFER CREDIT

The MS-DAS program does not accept transfer credits for any courses taken before enrolling in the program.

CAPSTONE PROJECT COURSE

All students are required to complete the MS-DAS Capstone Project Course. Projects will be sourced and offered by the MS-DAS program administration. Students will have the opportunity to rank project preference, but final assignment of projects and teams will be made by the faculty lead

Note: Each student will be required to sign an Educational Project Agreement (EPA) prior to starting work on the assigned project. This may include a Non-Disclosure Agreement (NDA). If a student is unwilling/unable to sign the EPA, the student must complete an independent project using publicly available data. Under the EPA, students retain Intellectual Property (IP) for work developed on the project; however, the industry partner does receive non-exclusive, royalty-free, commercial-use license to use the student work product from the project. Any additional IP rights can be negotiated between the sponsor and students after the completion of the course.

DEGREE CERTIFICATION

The MS-DAS Academic Advisor will audit student's progress and grades and the MS-DAS Working Group will review the audit to make a final determination that each student has successfully completed all degree requirements. The MS-DAS Academic Advisor will then certify the degrees in the university system for production and mailing of diplomas.

The degree title on the diploma is: Master of Science in Data Analytics for Science.

LEAVE OF ABSENCE & WITHDRAWALS

Students may need to leave the university for personal, financial, or academic reasons and may choose to either take a Leave of Absence (LOA) or a Withdrawal from the university.

Leave of Absence (LOA)

A student may apply for a one-time LOA which would allow the student to return to the MS-DAS for up to two years from the date the LOA is approved. Students must meet with their Academic Advisor to discuss the LOA options and complete the university's LOA form (<https://www.cmu.edu/hub/docs/loa.pdf>). It is important to note that LOAs take effect as of the date signed by the MCS Dean and this may affect tuition and grades. International Students on an F1/J1 visa should also consult with the Office of International Education prior to pursuing an LOA.

Students must notify their Academic Advisor of their intention to return at least one mini semester prior to the return. For instance, if a student is planning to return for Spring 2023, the student must notify their Academic Advisor by the first day of class of Mini 2 in Fall 2022.

More information on the University's Leave of Absence Policy can be found at:

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

Withdrawal

Students may elect to withdraw from the MS-DAS program. Withdrawing means that a student is, "leaving with no intent of returning." Students must meet with their Academic Advisor to initiate a withdrawal and complete the Withdrawal form (<https://www.cmu.edu/hub/docs/withdrawal.pdf>).

Once the withdrawal has been processed, the student's account will be terminated with the university including campus ID, email and access to classes. International Students on an F1/J1 visa should also consult with the Office of International Education prior to pursuing a withdrawal. Withdrawn students must reapply and be admitted to return to the MS-DAS program.

WITHDRAWAL OF DEGREE

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

ADVISING

The MS-DAS Academic Advisor, Gwen Stanczak, will be a student's main point of contact for any administrative, programmatic, or academic concerns. However, students are also encouraged to reach out to MS-DAS faculty for additional support. Students who are experiencing difficulty in a class should consult with the Academic Advisor and faculty member for resources to support success in the classroom.

The Academic Advisor will also regularly monitor student's progress towards degree requirements. Students will be notified in writing if there are any indications that a student is not making adequate progress and provided with assistance, where needed.

SUMMARY OF GRADUATE STUDENT APPEAL & GRIEVANCE PROCEDURE

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

This webpage 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 may confer with one of the designated MCS Ombudsperson. More information on the MCS Ombudsperson and departmental guidelines on navigating the grievance process can be found at:

<https://www.cmu.edu/mcs/grad/ombudsperson.html>

GRADING/EVALUATION

GRADING SCALE

Carnegie Mellon University uses the following grading scale for all students classified as a graduate degree seeking student or students taking graduate-level courses. Letter grades below a 'C' are not satisfactory grades for required MS-DAS courses.

Grade	Quality Points	
A+	4.33	
A	4.0	
A-	3.67	
B+	3.33	
B	3.0	
B-	2.67	
C+	2.33	
C	2.0	
C-	1.67	
D+	1.33	
D	1.0	
R	0.0	Failure
X	0.0	Conditional failure

The following grades are not factored into a student's QPA calculation:

S	Satisfactory
P	Passing
N	Not Passing
O	Audit
W	Withdrawal
I	Incomplete

More information on the university grading policy can be found at: www.cmu.edu/policies/student-and-student-life/grading.html

PASS/FAIL GRADE OPTION

Students are not permitted to take any required courses Pass/Fail. Courses that count towards the 99-unit degree requirement must be taken for a grade. However, any additional elective courses that do not count towards the degree requirements may be taken pass/fail.

Students must elect to take a course pass/fail prior to the end of the university's withdraw period. Instructors will not be informed that a student has elected to take a course pass/fail. Instructors will submit a letter grade which will automatically be converted to a pass/fail grade. A through D grades will receive a passing (P) grade and any grade below a D will receive a Not Pass (N) grade.

INCOMPLETE GRADES

Students are expected to complete all course requirements on time and with the academic semester in which the courses were taken. Exceptions to this policy can be made at the discretion of the instructor who will assign a grade of "I" for Incomplete.

In awarding an "I" grade, the instructor must also determine the specific requirements for completing the coursework and will assign a default grade in the case that the student does not complete the required assignments. Students will have no later than the end of the subsequent academic semester, or earlier if so determined by the instructor, to complete the required coursework. The instructor must submit the final grade no later than the last day of the examination period of the following semester or the default grade will automatically be assigned.

RETAKE A COURSE

Students are not permitted to retake a course for credit that was already successfully completed.

Withdrawal from a course does not constitute a completed course. Exceptions to this policy include:

- A student must retake any required courses that have been assigned a failing grade of "R". Both the failing grade and the new grade for the retaken course will appear on the student's transcript and both grades will be factored into the student's MS-DAS and overall QPA calculation. If the student fails to successfully pass the required course on the second attempt, the MS-DAS administration may dismiss the student from the program for failure to maintain satisfactory academic progress.
- A student may be required after academic review by the MS-DAS administration to retake a course if it is deemed that the student did not master the course material. The original grade and the new grade will appear on the student's transcript and will be factored into the student's MS-DAS and overall QPA calculation.

SATISFACTORY ACADEMIC STANDING

To remain in good academic standing, students must maintain a cumulative QPA of 3.00 or higher in required courses counted towards the degree requirements. Grades for any additional electives taken beyond the required MS-DAS coursework will not count towards degree or minimum QPA requirements but will factor into the student's overall QPA. No grade lower than a C can be used towards the degree requirements.

The MS-DAS Academic Advisor will review grades mid-semester and after the final exam period at the end of the Fall semester. At mid-semester, the Academic Advisor will contact the student to assess whether additional academic support measures are needed. Students are always encouraged to reach out to the Academic Advisor and/or MS-DAS faculty for assistance.

If at the end of the Fall semester, a student is not maintaining good academic standing, the student's file will be reviewed by the Associate Dean for Faculty and Graduate Affairs and the MS-DAS Working Group to determine whether a penalty will be incurred, which can range from academic probation to academic suspension to dismissal from the program. Students will be informed in writing of any academic actions taken by the committee including any remediation plan.

Academic Probation

A student on academic probation may not take any additional courses beyond the MS-DAS requirements and must consult with the Academic Advisor for any course changes. Students will be reviewed in mid-semester to assess whether adequate progress is being made. Students who are unable to return to satisfactory academic standing may be placed on academic suspension or be dismissed from the program.

Academic Suspension

A student may be placed on academic suspension if a student is unable to make satisfactory academic progress or if the student is in violation of an academic requirement. The student will be notified of the decision and the terms of a return to the program and university. Students studying on a visa will need to consult with the Office of International Education. The Academic Advisor will notify the Hub of the suspension and the student will be immediately withdrawn from classes. Any tuition adjustments will follow the university's tuition adjustment policy. The student will need to follow the *Leave of Absence* policy to return to the university.

Dismissal

A dismissal may occur if a student is not able to sustain adequate academic progress. If a student is dismissed from the program, they may not return without successfully reapplying to the program. The Academic Advisor will notify the Hub of the suspension and the student will be immediately withdrawn from classes. Any tuition adjustments will follow the university's tuition adjustment policy.

APPEALING GRADES

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.

ACADEMIC INTEGRITY

Students are expected to maintain high ethical standards and are strongly encouraged to read and understand the University's Academic Integrity Policy at: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>. This policy details the University's expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

In addition to the university policy, individual course instructors may set specific course or assignment policies which are typically outlined in the course syllabus. **Students are responsible for reading and understanding the instructor's policies. If you are not 100% certain about what is allowed on an assignment, do not start working on it until you have contacted the instructor to clarify.** An unintentional violation of course policy is treated as a violation of academic integrity and can result in course-level penalties and program level suspensions. Penalties may range from a warning to dismissal from the program.

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.

SAFEGUARDING EDUCATIONAL 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, 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 at <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.

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 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 contact any of the following resources:

- Office of Title IX Initiatives - <https://www.cmu.edu/title-ix/>, 412-268-7125, tix@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>

CHILDBIRTH /MATERNITY ACCOMMODATION

<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. Any student who gives birth to a child while engaged in coursework or research is eligible to take either a short-term absence or formal leave of absence. 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 appropriate academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.
- Students in course work should consider options for the semester of the anticipated birth such as working with their course instructors to receive incomplete grades, electing to drop to part-time status or taking a full 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 and for resuming upon return.
- Master's students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Students.

POLICY ON CONSENSUAL INTIMATE RELATIONSHIP WITH 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.

FINANCIAL INFORMATION

TUITION REQUIREMENT

Students are required to pay the MCS graduate student full-time tuition rate for the duration of the MS-DAS program. Students must satisfy all university financial obligations for their degree to be conferred. The 2022-23 MCS Graduate Tuition & Cost of Attendance can be found at:

<https://www.cmu.edu/sfs/tuition/graduate/mcs.html>

BILLING AND PAYMENTS

The Student Accounts Office will create monthly electronic invoices. Students can view their monthly statement on Student Information Online (SIO) at www.cmu.edu/hub/sio. Invoices are due the 15th of each month. Failure to pay an invoice by the posted due date may incur a monthly interest fee until the balance is paid in full. More information on billing and payments can be found at:

<https://www.cmu.edu/sfs/billing/index.html>

TUITION ADJUSTMENTS

Tuition and fees are fully refundable if a student takes a leave of absence or withdraws from the university within the first 10 days of classes or 15 calendar days. After this date, students who take a leave or withdraw before completing 60% of the semester will be assessed tuition based on the number of days completed within the semester, including calendar days, class & non-class days, from the first day of classes to the last day of final exams. Thanksgiving and Spring break are not counted. No adjustment will be given after 60% of the semester is completed. More details on tuition adjustments can be found at:

<https://www.cmu.edu/sfs/tuition/adjustment/>

UNIVERSITY FINANCIAL AID

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

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 (see Appendix A), <https://www.cmu.edu/student-affairs/index.html>, to inquire about the types of emergency funding available to enrolled students.

ADDITIONAL INFORMATION

CMU-ALERT & SAFETY MEASURES

The safety and well-being of students is the top priority for Carnegie Mellon. CMU-Alert is Carnegie Mellon's emergency notification service. In the event of an emergency, the system will send a text, voicemail and email message to all registered members of the CMU community.

Students are automatically registered for CMU-Alert through [Student Information Online](#) (SIO). Students are strongly advised to check SIO to ensure their contact information is accurate in the system. Questions about the CMU-Alert system can be directed to cmu-alert@andrew.cmu.edu

Students are also encouraged to download the Guardian Mobile App, a virtual buddy system that turns your smartphone into a safety device. You can learn more about the app at:

<https://www.cmu.edu/erm/guardian.html>

For additional information on CMU-Alert, Guardian Mobile and other safety resources available to CMU students, visit: <https://www.cmu.edu/alert/>

TRANSCRIPTS AND VERIFICATION OF ENROLLMENT

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcripts, and enrollment verifications. Current CMU students can request an official transcript through Student Information Online (SIO) at: www.cmu.edu/hub/sio

Enrollment verifications can be requested online through The HUB at:

www.cmu.edu/hub/registrar/student-records/verifications/

CHANGE OF ADDRESS

Students are encouraged to keep their local address current in Student Information Online (SIO). Having accurate living information for students is vital to support students for a variety of reasons including the ability to facilitate wellness checks, ensuring international students are in compliance with visa requirements, and mailing of official university/college/program notifications.

COMPUTING AND TECHNOLOGY RESOURCES

MS-DAS students are required to have a laptop computer. Students may purchase a laptop through the CMU Tech Store, which offers educational pricing on products. More details on products and pricing can be found at: <https://bookstore.web.cmu.edu/SiteText?id=73600>.

If a student has questions about laptop specifications or needs assistance with their laptop, contact MCS IT Support at mcs-it-support@andrew.cmu.edu

EMPLOYMENT ELIGIBILITY VERIFICATION

If you are receiving a stipend, work as a TA, or are planning to have a paid position with CMU, an 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 and can be found at www.cmu.edu/hr/service-center/new-faculty-staff/i-9-e-verify/.

To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy](#) 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.

APPENDIX A: 2022-2023 HIGHLIGHTED UNIVERSITY RESOURCES FOR GRADUATE STUDENTS AND THE WORD, STUDENT HANDBOOK

KEY RESOURCES FOR GRADUATE STUDENT SUPPORT

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 [Childbirth/Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#). This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan

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

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

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

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

Center for Student Diversity & Inclusion

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

Student Academic Success Center

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

The Student Academic Success Center offers a variety of Student Academic Support Programs, including:

Communication and Language Support

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

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

Language and Cross-cultural Support

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- giving a strong presentation,
- writing academic emails,
- analyzing expectations and strategies for clear academic writing,
- talking about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.

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

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

Learning Support

- ***Academic Coaching***

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

- ***Peer Tutoring***

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

- ***“Just in Time” Workshops***

The Student Academic Success team is available to partner with instructors and departments

to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

University Libraries

www.library.cmu.edu

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

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 can be 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 the Campus Wellness website 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 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 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 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 412-268-2323.

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/>.

University Information

- Carnegie Mellon Vision, Mission
- Statement of Assurance
- Carnegie Mellon Code

Academic Standards, Policies and Procedures Educational Goals

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

Research

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

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

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

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

Community Standards, Policies and Procedures

- Active Medical Assistance Protocol
- Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property
- Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy
- Immunization Policy
- Missing Student Protocol
- Non-Discrimination Policy
- On-Campus Emergencies
- Pets
- Political Activities
- Recycling Policy
- Riotous and Disorderly Behavior

- Safety Hazards
- Scheduling and Use of University Facilities
- Sexual Misconduct Policy (Interim)
- Smoke-less Campus Policy
- Student Accounts Receivable and Collection Policy and Procedures
- Student Activities Fee
- Student Enterprises
- Workplace Threats and Violence Policy