

**Carnegie Mellon University**  
Mellon College of Science

# **Graduate Student Handbook**

## **Academic Year 2023-2024**

*M.S. Data Analytics for 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.

## Vision, Mission & Philosophy

### 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.

### Philosophy

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.

## Degrees Offered

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 2023-24 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](http://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](http://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/>.

## 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/>

## 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	<a href="http://www.cmu.edu/student-affairs/theword/index.html">www.cmu.edu/student-affairs/theword/index.html</a>
Academic Integrity Policy	<a href="http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html">www.cmu.edu/policies/student-and-student-life/academic-integrity.html</a>
University Policies Website	<a href="http://www.cmu.edu/policies/">www.cmu.edu/policies/</a>
Office of Graduate and Postdoctoral Affairs	<a href="http://www.cmu.edu/graduate/policies/index.html">www.cmu.edu/graduate/policies/index.html</a>

Due to the changing nature of conditions and expectations surrounding public health and safety requirements please visit: <https://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>. It provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

## Important Contacts

### College Contacts

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#### **Curtis A. Meyer**

Interim Dean, Mellon College of Science

Dean Meyer 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.

Office: Mellon Institute 414

Phone: 412-268-8156

Email: [mcsdean@andrew.cmu.edu](mailto:mcsdean@andrew.cmu.edu)

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#### **Manfred Paulini**

Associate Dean for Faculty & Graduate Affairs

Office: Wean Hall 7307

Phone: 412-268-3887

Email: [paulini@cmu.edu](mailto:paulini@cmu.edu)

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#### **Michael Young**

Associate Dean for Diversity Equity & Inclusion

Office: Mellon Institute 418

Phone: 412-268-2545

Email: [michaely@andrew.cmu.edu](mailto:michaely@andrew.cmu.edu)

### Program Contacts

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#### **Gwen Stanczak** – MCS Director of Graduate Programs

Gwen serves as the MS-DAS Academic Advisor and the main point of contact for any programmatic or personal issues or concerns.

Office: Mellon Institute 420

Phone: 412-268-1956

Email: [gwens@cmu.edu](mailto:gwens@cmu.edu)

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#### **MCS IT Services**

Email MCS IT Services to submit a ticket for technical issues with your laptop.

Email: [mcs-it-support@andrew.cmu.edu](mailto:mcs-it-support@andrew.cmu.edu)

Website: [www.cmu.edu/mcs/technology-services/](http://www.cmu.edu/mcs/technology-services/)

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#### **MCS Graduate Student Assembly Representatives**

The Graduate Student Assembly is the branch of CMU's student government that represents graduate students. Reach out to any MCS Departmental GSA Reps if you have questions, concerns or ideas for supporting the graduate community in MS-DAS and CMU.

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

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## Master's Degree Completion and Certification

### 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. The MS-DAS program is intended to be completed full-time within 9 months, 2 consecutive semesters (Fall and Spring). MS-DAS students enter the program in August and graduate in May. 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 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. Early completion is not possible with the MS-DAS program.

#### *Extended or Longer-than-Standard Competition*

[www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html](http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html)

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

### 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](http://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.

## 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/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.

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.

## Master's Degree Requirements and Related Policies

### Required Units for Degree Attainment

MS-DAS students are required to complete a minimum of 99 units to satisfy the degree requirements. All courses are required unless otherwise indicated.

**NOTE:** Carnegie Mellon has adopted the method of assigning a number of “units” for each course to represent the quantity of work required of students. For the average student, one unit represents one work-hour of time per week throughout the semester.

### Core Courses

#### Fall 2023

The Fall 2023 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
38-613	Communication Skills & Professional Development for Scientists	Mini 2	6
21-671	Computational Linear Algebra	Fall 2023	12
38614	Large-Scale Computing in Data Science	Fall 2023	12
38-615	Computational Modeling, Statistical Analysis and Machine Learning in Science	Fall 2023	12
36-600 OR 36-617	Overview of Statistical Learning & Modeling OR Applied Linear Models**	Fall 2023	12
<b>Total Fall 2023 Units</b>			<b>60</b>

\*Students with a strong mathematics background & advanced coursework in linear algebra may exempt from 21-670 with approval. 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 2024

The Spring 2024 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
38-612	Information Visualization for Data Scientists	Mini 3	6
38-616	Neural Networks and Deep Learning in Science	Spring 2024	12
38-617	MS-DAS Capstone Project Course	Spring 2024	12
-	Approved Elective Course Option*	Spring 2024	9-12
<b>Total Spring 2024 Units</b>			<b>39-42</b>

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

## Approved Electives

The following courses have been approved as elective course options. Students must get approval from their Academic Advisor for any substitute elective options. The purpose of the elective is to provide students with the opportunity to apply their data analytics skills in their scientific domain of interest. **When considering substitute electives, only courses that have a scientific application will be considered.** Approved elective course must be taken for a grade (i.e., cannot be taken Pass/No Pass).

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 and 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 for a maximum of 60-units per semester. Students are not permitted to take any additional coursework in the Fall semester; however, students may request an overload in the Spring up to 60-units from the Academic Advisor provided the student has demonstrated their ability to be successful in the prior semester with a minimum 3.0 cumulative QPA and no grades below a C. Students must petition the Associate Dean for Graduate and Faculty Affairs for permission to enroll in any additional units beyond the 60-unit max.

Any additional elective 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/No Pass. All courses taken for a grade or Pass/No Pass will appear on the student's transcript.

## Exemptions, Double Counting & Substitutions

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 in consultation with the faculty. 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.

## MS-DAS Policy for Withdrawing from a Course

MS-DAS students are not permitted to withdraw from any required MS-DAS course. Students may withdraw from elective courses provided an approved substitute is added prior to the add/drop deadline for the semester. Students may withdraw from additional elective courses that are not counted towards the required degree units in line with the add/drop deadline and process. Consult with the MS-DAS Academic Advisor before withdrawing from any course.

## Course Drop/Add/Withdraw Procedures

Students taking undergraduate and master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>. There is a separate calendar for doctoral level courses and courses offered through the Tepper School of Business and Heinz College.

**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.

## Voucher Process

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

The voucher process allows students a limited number of course drops and pass/no pass elections after the deadlines. Vouchers may not be used on any required courses. Master's students are permitted one voucher per 12 months of study and may use only one voucher per semester.

MS-DAS students may only use a voucher on additional elective courses not needed for degree completion. Consult with the MS-DAS Academic Advisor before initiating the voucher process.

## 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)

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

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

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

## Transfer Credit

The MS-DAS program does not accept transfer credits for any courses taken before enrolling in the program. Courses taken through the PCHE Cross-registration process will not count towards degree requirements, but can be taken as an additional elective, with prior approval from the MS-DAS Academic Advisor.

## Capstone Project Course Requirements & Expectations

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. Individual students and teams are expected to follow these guidelines:

- Students should be prepared to spend approximately 10-hours per week outside of class time on the capstone project. Additionally, students are expected to attend and actively participate in weekly class sessions.

- Teams will meet with project partner representatives at least every two weeks to provide project updates, ask questions and solicit feedback. MS-DAS faculty and administration will schedule meeting times that are convenient for faculty, students and project partners.
- Student teams will be expected to deliver a mid-semester project update presentation and a final presentation to the class and the client representative(s).
- Teams will also be required to submit a final report to the industry partner and faculty advisor that includes an executive summary, project objectives, data analysis and visualizations, programming code, conclusions and recommendations.
- Abide by the course requirements detailed in the course syllabus.

**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.

## Certification of Degree

The MS-DAS Academic Advisor will audit student's progress and grades 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.

## Student Leaves

### *Leave of Absence*

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.

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 2025, the student must notify their Academic Advisor by the first day of class of Mini 2 in Fall 2024.

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>.

## Program Withdraw

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

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

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 and Grievance Procedures

<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 has to follow the formal procedures outlined in the appeal and grievance procedures. 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 Liaisons for Graduate Affairs if needed. More information on the MCS Liaisons and departmental guidelines on navigating the grievance process can be found at: <https://www.cmu.edu/mcs/grad/liaison.html>.

# Grading and Evaluation

## University Policy on Grades

Complete details on Carnegie Mellon's grading policies including specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats as well as and graduate grading standards can be found at: <https://www.cmu.edu/policies/student-and-student-life/grading.html>.

## Grading Scale

Carnegie Mellon University uses the following 4.33 grading scale for all students classified as a graduate degree seeking student. 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](http://www.cmu.edu/policies/student-and-student-life/grading.html).

## Pass/No Pass and Audit Grade Option

Students are not permitted to take any required courses Pass/No Pass. 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 as Pass/No Pass. **MS-DAS students are NOT permitted to take any courses as an audit.**

Students must elect to take a course Pass/No Pass prior to the end of the university's add/drop period. Instructors will not be informed that a student has elected to take a course Pass/No Pass. Instructors will

submit a letter grade which will automatically be converted to a Pass/No Pass grade. A through D grades will receive a passing (P) grade and any grade below a D will receive a Not Pass (N) grade.

The MS-DAS Academic Advisor must be consulted prior to electing a course as Pass/No Pass. The Academic Advisor can assist with the election process. More details on these grade options can be found at:

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

## 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.

There must be a written agreement between the student and instructor that outlines the specific work that needs to be completed and the deadline by which that work should be submitted for the instructor to have adequate time to assess required work and update the grade prior to the grade submission deadline. A copy of this agreement should be provided to the MS-DAS Academic Advisor. Further details including the Incomplete Grade Agreement form can be found at: <https://www.cmu.edu/es/docs/incomplete-grade.pdf>.

## Retaking 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 faculty 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.

## 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.

## Policy on Grades for Transfer (PCHE) Courses

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

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

calculations. Courses taken at other institutions through cross-registration cannot be used towards MS-DAS degree requirements.

## 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: <https://rainier.accessiblelearning.com/cmu/> or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

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

### 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/institutionalequity@cmu.edu>  
412-268-7125
- 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>

## 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.

### 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.

## Financial Policies & Resources

### Tuition Requirement

Students are required to pay the MCS graduate student full-time tuition rate and associated fees for the duration of the MS-DAS program. Students must satisfy all university financial obligations for their degree to be conferred. The 2023-24 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](http://www.cmu.edu/hub/sio). Invoices are due on the 15<sup>th</sup> 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 made 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 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, <https://www.cmu.edu/student-affairs/dean/>, to inquire about the types of emergency funding available to enrolled students.

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

## Conference Funding

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

Mellon College of Science provides supplemental conference travel funding for MCS graduate students to enable MCS graduate students to attend and participate in key conferences and workshops that advance their research and professional development. Travel awards up to \$500 are available to individual graduate students or a group of graduate students attending the same meeting. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/mcs/grad/grad-student-conference-funding.html>.

## Additional Department and University Policies and Protocols

### CMU-Alert and 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](mailto: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 transcript, and enrollment verification. Current CMU students can request an official transcript through Student Information Online (SIO) at: [www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio)

Enrollment verifications can be requested online through The HUB at: <https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html>

### 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](mailto:mcs-it-support@andrew.cmu.edu).

## Health Insurance Requirements

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

All students are required to have medical insurance that meets the university requirements. Students will be responsible for covering the cost of the mandatory health insurance as required by Carnegie Mellon University. You may opt out of the CMU Student Health Insurance Plan (SHIP) if you can provide proof of adequate coverage elsewhere.

## Immunization Requirements

<https://www.cmu.edu/health-services/new-students/index.html#immunizations>

All students must submit required health forms and immunization information before arriving to campus through the CMU HealthConnect system.

Failure to comply with the health insurance and immunization requirements may result in administrative suspension.

## 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.

## Appendix A

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.

### Key Resources for Graduate Student Support

#### Office of Graduate and Postdoctoral Affairs

<https://www.cmu.edu/graduate>  
[graded@cmu.edu](mailto: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 serves 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](mailto:access@andrew.cmu.edu) to begin the interactive accommodation Process.

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

## Eberly Center for Teaching Excellence & Educational Innovation

<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 at: <https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html>.

GSA offers an expanding suite of social programming 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. Contact the GSA at [gsa@cmu.edu](mailto: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](mailto: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>

## 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 [it-help@cmu.edu](mailto:it-help@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 regulations. 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

<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 CU.

## University Police

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

412.268.2323

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

## 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/>.