Carnegie Mellon University
The Robotics Institute

2021-2022 Graduate Handbook

Master of Science in Robotics (MSR)

last revised August 17, 2021

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

Table of Contents

Table of Contents

Welcome 5

Carnegie Mellon University (https://www.cmu.edu/about/mission.html) 5

Mission or Philosophy/Brief Overview of Department 5

Robotics Institute Degrees Offered 6

Carnegie Mellon University Statement of Assurance 6

Graduate Student Handbook 7

The Carnegie Mellon Code 7

University Policies & Expectations 7

Academic Calendar 8

Safeguarding Educational Equity / Sexual Misconduct Policy: 8

Graduate Student Department/College Ombudsman 8

- Administrative Contacts 9
- University Contacts 9

Department Approach to Press and Media Relations 10

Department Information 10

Degree Attainment 10

- Faculty Advisor 10
- Full-time Status 10
- Statute of Limitations 11
- Residency Requirements ..... **Error! Bookmark not defined.**
- Master of Science Program Curriculum 11
- Review of Progress 12
- Master's Committee 12
- Course of Study 12
- Supervised Research 12
- Core Courses 13
- Elective Courses 13
- Resources and Regulations Governing Research at Carnegie Mellon 13

Final Presentation and Thesis Document 13
Carnegie Mellon Staff and Accelerated Graduate Students 14
Carnegie Mellon Staff Enrollees 14
Undergraduate Accelerated Graduate Student Enrollees 14
Program Policies 15
The Robotics Institute (RI) Orientation Week 15
Prerequisites to the Core Courses 15
Internship 15
Independent Study 15
Transfer Credit / Course Waiver & PCHE 16
University / Departmental Policies 16
Change of Address 16
New Policies / "Grandfather" Policy 16
Academic Integrity 17
Graduate Student Time off Policy (Including Summer months) 17
University Holidays: 17
Satisfactory Academic Standing 17
Process for Appealing Final Grades 17
Tuition 18
Student Support Offices / Resources 18
Assistance for Individuals with Disabilities 18
Policy against Sexual Harassment and Sexual Assault 18
Consensual Intimate Relationship Policy Regarding Undergraduate Students 18
Maternity Accommodation Protocol 19
Grades and Grading 19
Leave of Absence 19
Program Withdrawal 20
Withdrawal of a Degree 20
Enrollment Verification 20
Consensual Intimate Relationship Policy Regarding Undergraduate Students ..... **Error! Bookmark not defined.**
Funding / Employment 20
Employment Eligibility Verification 20
Consumer Information 20
Reporting Income / Taxes 20

Funding Payment Schedule 21
Internal Funding Opportunities through Carnegie Mellon 21
Departmental Assistantships 21
Fellowships 21
Emergency Loans 21
External Funding Opportunities 21
U.S. Department of Education Resources 21
Fellowships and Grants 22
Outside Employment 22
Loans 22
Other Resources 23
Sources of Financial Aid for International Students 23
Institute of International Education (IIE) 23
Ford Foundation International Fellowship Program (IFP) 23
Additional International Student Funding Resources 23

Welcome

We are proud of the open, friendly culture that has been the hallmark of the Robotics Institute since its inception. Faculty keep their office doors open to encourage informal meetings with students and colleagues. Graduate students organize frequent department-wide social activities, ranging from Friday afternoon get-togethers to rock climbing trips. And the department's strong support for collaboration creates an ideal environment for world class robotics research.

The Robotics Institute is an intellectually diverse, multi-disciplinary department. The Institute's faculty and students come from a wide variety of backgrounds and represent many unique areas of expertise. This diversity stems from the multi-disciplinary nature of the robotics, which encompasses aspects of computer science, mechanical engineering, electrical engineering, psychology, and many other disciplines.

The robotics Master of Science program brings together areas of robotics research that would otherwise be spread across different departments or separate universities, preparing students to take a leading role in the research and development of future generations of integrated robotics technologies and systems.

Since the start of the Robotics PhD program, we have steadily grown and expanded our programs of study. Today, we offer diverse opportunities at all levels of education - from master's programs and an undergraduate minor for Carnegie Mellon students down to the K-12 level, where our renowned programs, workshops, and summer classes inspire and educate the next generation of roboticists.

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

Carnegie Mellon University (https://www.cmu.edu/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.

Mission or Philosophy/Brief Overview of Department

Even when robotics technologies were relatively primitive, their potential role in boosting the productivity and competitiveness of the United States was foreseen in the evolving global marketplace. The Robotics Institute at Carnegie Mellon University was established in 1979 to conduct basic and applied research in robotics technologies relevant to industrial and societal tasks. Seeking to combine the practical and the theoretical, the Robotics Institute has diversified its efforts and approaches to robotics science while retaining its original goal of realizing the potential of the robotics field.

Robotics Institute Degrees Offered

Information about the Robotics Institute academic offerings can be found here.

PhD Program

- Doctor of Philosophy (PhD) The world's first doctoral program in robotics prepares graduate students to be tomorrow's leaders in robotics research.

Masters Programs

- Master of Science Research (MSR) A two-year (24 month) master's program that teaches the fundamentals of robotics theory and practice through coursework and independent research.
- Master of Science - Robotic Systems Development (MRSD) An advanced graduate degree with a combined technical/business focus for recent- graduates/practicing-professionals engaged in, or wishing to enter, the robotics and automation field as practitioners in the commercial sector.
- Master of Science – Computer Vision (MSCV) A 16-month master's program that teaches thefundamentals of computer vision theory to prepare students for careers in industry.

Undergraduate Programs

- Robotics Additional Major- An in-depth understanding of Robotics Engineering and Science for undergraduates.
- Robotics Minor- An undergraduate program that teaches the principles and practice of robotics through theoretical studies and hands-on experience with robotics.

Carnegie Mellon University Statement of Assurance

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

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu.

Graduate Student Handbook

This handbook outlines the academic and departmental policies and procedures the MSR program. Students are encouraged to consult the handbook for guidance about degree attainment and other related topics. In addition to the handbook, students should familiarize themselves with the Roboguide.

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 www.cmu.edu/student-affairs/theword//index.html

Academic Integrity Website www.cmu.edu/policies/student-and-student-life/academic-integrity.html

University Policies Website www.cmu.edu/policies/

Office of Graduate and Postdoc Affairs Website www.cmu.edu/graduate/policies/index.html

Should you need any of the above resources in a different format, you may contact Barbara Jean (B.J.) Fecich. 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.

Safeguarding Educational Equity / Sexual Misconduct Policy:

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University's Policy Against Retaliation is available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, https://www.cmu.edu/title-ix/ 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323

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

Graduate Student Department/College Ombudsman

David Wettergreen and George Kantor serve as ombudspersons for graduate students to assist with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

- Difficulty in communications with advisor, particularly when those difficulties may lead to considering changing advisors or leaving the program
- Conflict with other group members that is difficult to resolve within the group
- Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science
- Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family, or financial challenges.

Directory

Faculty Contacts

Program Director, MSR, RI	George Kantor	MSR Program Chair, advisor signatures
Director of Education, RI	David Wettergreen	RI Director of Education, PhD Program Chair
Interim Director, RI	Srinivasa G. Narasimhan	Director level signatures
Associate Dean; SCS -MS Programs	David Garlan	Dean level signature
Dean, SCS	Martial Hebert	

Administrative Contacts

Academic Program Manager	Barbara (B.J.) Fecich	MSR program / Undergraduate programs
Senior Administrative Coordinator	Tracy Linza	Funding coordinator
Academic Program Manager	Sarah Conte	MRSD and MSCV programs
Academic Program Manager	Suzanne Lyons Muth	PhD program
Robotics Institute Main Office	Alan Guisewite	TR number requests, mail
SCS Computing Facilities	Printer issues and set-up	
SCS Building Facilities	Building, key related issues	

University Contacts

Graduate Education Office - Graduate student support/ advocacy

Student Academic Success Center - Graduate student academic support, workshops, and events

Division of Student Affairs - Graduate student support/ advocacy, emergency intervention

Office of International Education (OIE) - International graduate issues, generic tax workshop for international students, immigration compliance

Graduate Student Assembly (GSA) - Graduate student governance

Enrollment Services - The HUB - Enrollment, financial assistance, academic calendars, transcripts

Career and Professional Development Center (CPDC) - Interview, employment, career resources and advocacy

Health Services - Health-wellness issues

Counseling and Psychological Services (CAPS) - Health-wellness issues

University Police - Transportation - Shuttle/ Escort

Department Approach to Press and Media Relations

To assure consistency in all communications and to maximize external visibility to target audiences the marketing and communication staff works together to coordinate key messages and activities involving publicity.

The director of media relations in the SCS Dean's Office, Byron Spice, is the point-of- contact between news media and the School of Computer Science community, including faculty, students, administrators and staff. He can assist with strategic planning for publicity, interview preparation, and (depending on the specific project or issue) may assist in developing news stories or multi-media for the SCS website and social media channels.

Department Information

- **RoboGuide**: http://roboguide.ri.cmu.edu/
- **Department Directory**: http://ri.cmu.edu/people/
- **Mail**- the correct mailing address to use is:

  First and last name

  The Robotics Institute, c/o MSR Program 4000B Newell Simon Hall

  Carnegie Mellon University, 5000 Forbes Avenue

  Pittsburgh, PA 15213
- **Graduate Student Travel** - must be approved in advance by the student's advisor. For travel to a conference, approval must be obtained before the paper is submitted to the conference; for other travel, approval must be obtained before the student can make a commitment to attend. Additional details on travel can be found on the Business Travel section of the RoboGuide. It is generally expected that the student's advisor, or other faculty member overseeing the travel, will arrange for funding before granting approval for the travel. Funding must be arranged before the travel request can be approved. If there are visa concerns for graduate student travel, check the U.S. State Department's Travel & Living Abroad page.

Degree Attainment

Faculty Advisor

MSR students beginning in the fall semester must have a faculty advisor by October 31st; those beginning in the spring semester must have a faculty advisor by April 15th. Students must notify the master's program head of their mutually agreed-upon advisor-advisee relationship with a chosen faculty member. Note that the faculty must have a faculty appointment in the Robotics Institute, and that a faculty accepting the master's advisor relationship is never financially responsible for the master's student, except in the relatively rare cases when a research assistantship has been explicitly negotiated.

Full-time Status

Full-time status for all students in the Robotics Research Master's Program is a minimum of 36 units each semester. International students must be in Full-time status for all semesters and need to consult the Office of International Education if they may not be in full time status.

Statute of Limitations

As outlined in the Master's Students Statute of Limitations, https://www.cmu.edu/policies/student-and-student-life/masters-studentsstatute-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.

Master of Science Program Curriculum

The degree requirements for students in the Robotics Research Master's Program (MSR) at Carnegie Mellon consist of core course requirements, elective courses, and supervised research culminating in a public thesis talk and a master's Thesis document.

The Robotics Research Master's Degree (MSR) Program is a doorway to a research career, preparing the candidate well for doctoral degree programs as well as research staff positions at companies and government agencies such as NASA, Mitsubishi and Google. The degree emphasizes course and research qualifications equally, ensuring that the student attains both breadth of understanding in Robotics together with specialized depth knowledge in an area of particular interest to the student and faculty advisor. Depth areas are entirely customized to student and faculty joint interests, including for instance Human-Robot Interaction, Haptics, Field Robotics, Robotic Vision, Machine Learning, et cetera.

The MSR program is designed to be completed nominally in two full years as outlined below, with exceptional trajectories as described below for those admitted via the Accelerated Graduate Program available to admitted Carnegie Mellon undergraduates, and for Carnegie Mellon staff who are taking courses and conducting research part-time while performing staff duties. Cohorts start in the fall semester and graduate in August (summer) of their second year.

The MSR program does not provide or guarantee funding; students are expected to secure two years of funds to pay for their educational costs. It is Robotics Institute policy that incoming students may not receive funding (via a research assistantship or otherwise) their first semester unless the funding is outlined in their offer letter. Offer letters may be updated until April 1st. Accelerated admission students can begin the summer after bachelor's degree completion and count that as their first semester in the program if enrolled in 36 units of on-campus research with approval of their research advisor.

The Master's Thesis requirement is satisfied through the oversight of the master's Committee, formed from faculty and students at The Robotics Institute who read and approve the master's Thesis document and attend and approve the public thesis presentation, as described below.

Review of Progress

Satisfactory progress in coursework will be assessed by the student keeping up with the course schedule and passing courses. All courses must be passed with a grade of B-, or better. An overall grade point average of a 3.3 or higher is required to graduate.

Elective coursework must be approved by the master's program head during the first month of classes in the first semester, and prior to class enrollment in all subsequent semesters. The faculty research advisor will assign a pass / fail grade every semester for the supervised research. To oversee completion of the master's thesis requirements the student will form a master's Committee that will verify the quality of the master's thesis in both written and presentation forms.

Master's Committee

The Master's Committee must be formed by the end of the student's second semester. The student will form a master's Committee by the end of their second semester; consisting of their research advisor(s), an additional RI faculty member and an RI PhD student. If the student is co-advised both research advisors must be on the committee in addition to another faculty member. The additional faculty member should be from a different research group or project than that of the student. The PhD student must have completed their second year of study or has successfully graduated from the Robotics Research Master's program. The student is expected to hold at least two research meetings with each member of the committee individually, discussing their research directions.

On-line forms are used (Speaking and Writing Qualifier forms, via the Gsaudit site) by the committee members to report on and to approve the final thesis document and presentation. Committee approvals must be submitted by the grade deadline in the semester which the student wishes to graduate.

Course of Study

The Research Master's Degree requires completion of a minimum of 168 Carnegie Mellon units. Of the total units fulfilling the master's degree requirements, at least 84 units must be comprised of core and elective coursework, and at least 84 units must be comprised of supervised research. The 168 units for the MSR degree may not double count for another undergraduate or master's program. Four core courses and three elective courses are required as part of the 84-credit course minimum as described below:

Supervised Research

The remaining units, a minimum of 84 units, come from supervised research (16-997). Supervised research is conducted with a faculty research advisor. It consists of working on one of their on-going projects to develop a research thesis question, conduct the research and create the material results that can give form to the master's Thesis. Supervised research is graded pass/fail, based on the advisor's assessment that the student has learned how to contribute to an original research project. Those students who receive research assistantships (in the form of tuition or stipend) are expected to satisfy their supervised research requirement by registering for a minimum of 24 research units and working specifically on the project from which they receive their funding. A faculty advisor may require a student to remain on campus and continue full-time research during both summer sessions.

Core Courses

Four of the courses must be drawn from the "Core Courses", one course from each of the following four areas. If admitted into the RI PhD program the core courses taken during the MSR program can be used towards the core requirements of the Ph.D. program (with the exception of 10-601).

- **Perception**: vision, image sensors, range data interpretation, tactile and force sensors, inertial guidance, and other sensors.

  Core courses in Perception are 16-720 Computer Vision, and 16-722 Sensing and Sensors.
- **Cognition**: artificial intelligence for robotics, including knowledge representation, planning, and task scheduling.

  Core courses in Cognition are 15-780 Graduate Artificial Intelligence, and 10-601/10-701 Machine Learning (MS/PhD Levels).
- **Action**: kinematics, dynamics, control, manipulation, and locomotion.
  Core courses in Action are 16-741 Mechanics of Manipulation, and 16-711 Kinematics, Dynamic Systems and Control.
- **Math Foundations**: signal processing, optimal estimation, differential geometry, and operations research. There is one core course in this area: 16-811 Math Fundamentals for Robotics.

Elective Courses

The student must take at least 36 units of elective courses, comprising at least 3 elective courses. These can be drawn from appropriate graduate courses in Robotics and in related disciplines at Carnegie Mellon. All Robotics Institute graduate level courses (16-600 or higher) are approved electives. Elective coursework outside of the Robotics Institute must be approved by the master's program chair during the first month of classes in the first semester, and prior to class enrollment in all subsequent semesters. Request approval by e-mailing the program chair and cc'ing the MSR program manager.

Resources and Regulations Governing Research at Carnegie Mellon

- Office of Sponsored Programs
- Office of Research Integrity & Compliance
- Intellectual Property Policy
- Policy on Restricted Research
- Human Subjects in Research Policy

Final Presentation and Thesis Document

The student is expected to give an oral thesis presentation in a public venue at Carnegie Mellon. The student is expected to demonstrate the ability to present technical material to a technical audience that is not presumed to have specific expertise in the research area. The Master's Committee should be in attendance, but committee members may designate proxies to evaluate the presentation and fill out the Oral qualifying form.

The student is also expected to deliver a master's Thesis describing the supervised research. This should be a document for which the student is the sole or principal author. The thesis should demonstrate a style, organization and clarity that enable researchers in the field to comprehend the problem, method, and results of the research. The Thesis should, at a minimum, contain the following sections and ingredients: Background, Research Question, Related Work, Methods, Results, and Conclusions. There is not a specific page-based minimum length for the Thesis document. Once approved, the Thesis must be archived as a Carnegie Mellon

Technical Report. The principal approval for the Thesis document is provided by the student's committee, via the Writing Qualifier form.

In both the presentation and document, the student should convey a mastery of a topic related to contemporary robotics research. The student should present a summary of work related to the topic from the current research literature and should clearly describe how their research fits into the context of that research. It is not necessary for the student to generate their own novel research results that go beyond the current state of art, but of course novel results are welcome and will strengthen the presentation and document.

The student is also expected to deliver a complete thesis draft document to their committee sufficiently in advance (recommendation of two weeks) of the oral presentation to enable committee feedback. The oral thesis presentation must occur on a weekday on or before the last day of classes in the semester the student intends to graduate. All thesis requirements, including upload and qualifier forms, must be received by the date and time that grades are due for certification in that semester.

Carnegie Mellon Staff and Accelerated Graduate Students

Carnegie Mellon Staff Enrollees

Carnegie Mellon staff can enroll in university courses at reduced or zero tuition cost via the tuition remission benefit in Human Resources. Staff can utilize this approach to satisfy the core courses for the MSR program; however, staff should formally apply as soon as possible.

Following acceptance, staff should form their thesis committee and mutually select a faculty advisor. Staff are now eligible to take elective courses and must be enrolled in the MSR program for a minimum of two academic (fall and spring) semesters prior to graduation.

Staff members interested in utilizing the tuition benefits must coordinate directly with Human Resources. If the staff member is here on a Visa, it is the staff member’s responsibility to ensure they have appropriate status with the Office of International Education to pursue an academic degree.

Undergraduate Accelerated Graduate Student Enrollees

Carnegie Mellon undergraduates can minimize the two-year program commitment by applying as an accelerated graduate student their senior year. If admitted accelerated graduate students may take a maximum of the four core courses while still an undergraduate student. Elective courses and supervised research may only be taken upon completion of a bachelor’s degree, while enrolled as a graduate student.

To finish the program students must complete all core courses (as an undergraduate or graduate student), enroll in full- time supervised research the subsequent summer after graduation, register for supervised research and elective courses during the fall and spring semesters and complete their research and thesis requirements in the second summer. This is the earliest possible completion for the program. Students are also able to utilize the entire two years if they prefer.

Note that courses cannot count toward multiple degrees, therefore core courses taken as an undergraduate can only be applied toward the MSR degree if they are not used to satisfy any undergraduate degree requirements. Following acceptance, students wishing to complete the program early should form their master’s Committee and mutually select a faculty advisor. This is particularly important for senior undergraduates wishing to begin their research units in the summer, as research units will not count toward the MSR degree unless the student has an approved committee and research advisor.

Program Policies

The Robotics Institute (RI) Orientation Week

The student's research education begins during the Robotics Institute's Orientation, which incoming students must attend at the beginning of their first semester in the program. RI Orientation is a series of lectures, discussions, and activities that familiarize students with Carnegie Mellon, the Robotics Institute, and the MSR program. Orientation week introduces students to the faculty and research labs within the Institute and affiliated departments, providing an opportunity for students to learn what it means to conduct graduate level research and identifying potential faculty advisor matching opportunities.

Prerequisites to the Core Courses

It is each student's personal responsibility to arrive with, or to acquire rapidly thereafter, basic understanding (at the level of an introductory undergraduate course) in the following areas:

- Mathematics: calculus, linear algebra, numerical analysis, probability, and statistics
- Computer Science: programming, data structures, algorithms
- Physics and Engineering: mechanics, dynamics, electricity and magnetism, optics

On request, the faculty will advise incoming students about individually appropriate alternative ways to satisfy these requirements, e.g., taking an undergraduate course, serving as a TA in an undergraduate course, or self-study by guided reading and discussion.

Internship

Practicum (16-990) is a course designed to provide students with an opportunity for internship experience to count towards the required 84 units of research. MSR students have the option to register for a maximum of 24 units in the summer after their first academic year. Students are not eligible for summer internship credit in their first or last semester. International students must consult with the Office of International Education for eligibility prior to seeking an internship or signing an offer contract.

Students interested in doing a summer internship must first have their research advisor's support. Some research projects require students to be on-campus performing research for both summer sessions. Students must also have their research advisor's approval that the content of the internship corresponds to or assists with the student's on-campus research project. By providing their approval the research advisor is committing to over-see the content of the internship, which culminates in a one-page report due to the Program Manager the day before summer grades are due.

Independent Study

Independent Study (16-995) is a course designed to provide students with an opportunity for intensive study of a subject that is either unavailable or insufficiently covered in regular course work. Independent study is not intended to substitute for existing courses, but to provide the opportunity for a specialized educational and research experience.

Any faculty member in the Robotics Institute is eligible to serve as the supervisor of an Independent Study project. The student must complete the Independent Study Request form, which includes a brief prospectus of the project to the faculty supervisor as a basis for reaching agreement on the objectives of the study. The Independent Study Request Form will be reviewed by the MSR Program Chair for final approval.

Independent studies may only be requested during the normal course add period for any given semester.

Transfer Credit / Course Waiver & PCHE

Transfer courses are not accepted for the MSR program. However, if a student has completed course work related to the required core courses, they may request a core course waiver. A core course waiver is requested via email by the student directly to the faculty member teaching the core course. The teaching faculty member will identify if the student has mastered the course content and provides their waiver recommendation via email to the Program Chair and Program Manager. The Program Chair makes the final decision. If a student disagrees with the waiver request outcome, he or she may petition the Program Chair to assign a suitable faculty member, aside from the teaching faculty member, to review the request, typically the relevant course instructor or an expert in the topic.

A core course waiver permits the student to take an additional 12-unit elective course instead of a course in the core area. The waiver does not provide units for the course and does not appear on a student's transcript.

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

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

University / Departmental Policies

Change of Address

Students are responsible for notifying RI and the HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

Students can change their address using SIO, which is available via the HUB website: http://www.cmu.edu/hub/index.html .

New Policies / "Grandfather" Policy

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

Academic Integrity

Please review the University Policy on Academic Integrity (https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html) The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

Graduate Student Time off Policy (Including Summer months)

Students with graduate assistantships are expected to continue with their research during academic breaks (including the summer months) except for the official university holidays. A complete list of the official university holidays can be found at the Human Resources website.

Due to federal regulations governing graduate student support, paid time off for personal business and vacations is not provided. A supported graduate student wanting to take a one-week break during one of the summer months in which they are receiving a stipend is expected to get approval for that break with their advisor and make up the work during the other three weeks of that month. Supported graduate students wishing to take longer periods of personal time off must do so without pay and must receive advanced approval from their research advisor a minimum of four weeks prior to the requested time off. The advisor must then notify the Graduate Program Administrator and Business Manager of this approval so that stipend adjustments can be processed.

University Holidays:

New Year's Day	Labor Day	Day before Christmas
Memorial Day	Thanksgiving Day	Christmas Day
Independence Day	Day after Thanksgiving	Day before New Year's Day

Satisfactory Academic Standing

Outline definition of, process for determination, and communication of:

- probationary status and returning to good standing
- suspension and return to program
- dismissal from program/department/college

Process for Appealing Final Grades

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

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

Tuition

Current tuition rates and cost of living including books, insurance, activities and technology fees, food and lodging costs can be found at the Enrollment Services website. Research and teaching assistantships are available to qualified, full- time students.

Student Support Offices / Resources

Assistance for Individuals with Disabilities

http://www.cmu.edu/education-office/disability-resources/

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

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. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm.

If you have been impacted by any of these issues, you are encouraged to contact any of the followingresources:

- Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

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

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.

Maternity Accommodation Protocol

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

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. 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.

Grades and Grading

A letter grade of a B- or better is required for all MSR core and elective coursework. Once the required coursework is completed, students register for a blanket course (e.g., 16-997- "Reading and Research") covering all their program activities for that semester, for which they receive a Pass/No Pass grade.

The University Policy on Grades https://www.cmu.edu/policies/student-and-student-life/grading.html offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

Leave of Absence

Students who wish to leave the program temporarily may request a leave of absence by submitting a request to the Program Manager. The entire process for taking a leave and returning from a leave can be found at: https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/ .

Leaves are initially granted for a period of no more than one year, but an extension of up to one additional year may be granted under exceptional circumstances. Students not in good standing will have conditions for return determined by the Program Chair in consultation with the advisor.

Students on leave of absence should contact the Program Manager two months prior to the end of the leave to indicate their plans for the next year. While a leave can, in principle, start at any time, university regulations allows students to return only at the beginning of a semester (usually late August or early January).

Program Withdrawal

Process for 'Withdrawal' from a program: https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/

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

Enrollment Verification

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

Funding / Employment

Master's programs are not funded by the Robotics Institute. Students are welcome to apply for external funding opportunities and/or discuss potential Research Assistantships with their research supervisor.

Additional information on external funding can be found via the Fellowships and Scholarships Office available on-line: http://www.cmu.edu/fso.

Employment Eligibility Verification

If you are receiving a stipend, are going to be a TA or you are planning to have a position with CMU then Employment Eligibility Verification is required.

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:

- The Form I-9 must be completed on or before your first day of work for any type of compensation (stipend or 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.

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."

Consumer Information

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

Reporting Income / Taxes

The deadline for local, state, and federal taxes is April 15. Questions about your tax status should be addressed to the IRS or the Pennsylvania Department of Revenue. Although subject to federal taxes, student stipends are generally not assessed local or state taxes.

Funding Payment Schedule

● The start and end dates and the frequency of payment from standard stipend disbursement based on department/university schedule for stipends should be defined here.

Internal Funding Opportunities through Carnegie Mellon

CMU University Financial Aid Office - https://www.cmu.edu/sfs/financialaid/graduate/index.html

Departmental Assistantships

- **Research** - Research assistantships (R.A.s) are provided by projects which are funded by government agencies, private industries, and consortia. R.A.s will be expected to conduct appropriate research under the direction and guidance of their research advisor. R.A. positions can cover tuition and/or a monthly stipend, they are not paid hourly. Health insurance and activities fees are always the responsibility of the student.
- **Teaching** - Teaching assistantships (T.A.'s) are awarded to faculty members who then award these positions to selected students. Teaching assistant duties include, but are not be limited to, holding office hours, conducting recitation classes, and grading. There are minimum English proficiency requirements that must be met in order for a student to accept a teaching assistantship. Pennsylvania state law requires that all students who are not native speakers of English take and pass a state administered proficiency test. Support for teaching activities can be found through the Eberly Center for Teaching Excellence. Students who will be T.A.s for the department are encouraged to visit the Teaching Center and to take advantage of the information and services located there.
- GuSH Research Funding - GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: https://www.cmu.edu/

Departmental assistantships are renewable based on a student's acceptable performance in course work and research and availability of funds. If support is through an external grant or contract, and this funding is lost, reduced, or changed, the advisor will notify the student accordingly. All efforts will be made to facilitate the student's continuation in their degree program, if the student is progressing in an acceptable manner.

Fellowships

Students who are interested in applying for external fellowships should see their advisor or check the on-line information provided by the Office of Scholarships and Fellowships Web site. The Web site is an excellent resource for locating an abundance of information regarding available funding for students.

Emergency Loans

The Office of the Dean of Student Affairs offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month).

External Funding Opportunities

U.S. Department of Education Resources

- U.S. citizens and permanent residents may complete the Free Application for Federal Student Aid (FAFSA) on line at https://fafsa.ed.gov/
- Students may obtain information regarding their loans through the William D. Ford Direct Loan Program, including deferment forms and payment information at http://www.dlssonline.com/index.asp.
- Information about the federal student aid programs may be found at www.studentaid.ed.gov.

Fellowships and Grants

- National Science Foundation: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201
- Fellowship resources compiled by the National Association of Fellowship Advisors: http://www.nafadvisors.org/scholarships.htm

Outside Employment

Students are not allowed to be employed outside of the university during the academic year nor during the summer if they are being supported by the department.

Loans

Students who hold American citizenship or who are permanent residents of the United States may submit the Free Application for Federal Student Aid (FAFSA) so that the Office of Financial Aid may determine their eligibility for loans through the William D. Ford Direct Stafford Loan Program. International students with a credit worthy US cosigner may apply for private educational loans through Citibank's Citiassist Loan Program.

Grad PLUS

Effective July 1, 2006 a graduate or professional student may be eligible to borrow a Federal Graduate PLUS Loan. This loan allows you, not your parents, to borrow up to the cost of attendance less any other financial aid you receive. It has a fixed interest rate of 8.5%, and no aggregate limits. You must be a US citizen or permanent resident to qualify. Credit checks are also required to determine eligibility, but the credit criteria are much less stringent than for most private alternative loans. If you don't meet the credit criteria you may still obtain the loan with an "endorser" who does meet the credit requirements. PLUS applicants cannot have adverse credit based on a review of at least one credit report from a national credit reporting agency. Adverse credit is defined as:

- No Federal Student Aid loans in default or delinquent status
- No accounts that are 90 days or more past due
- No evidence of default, foreclosure, tax lien, repossession, wage garnishment, or judgments in the last 5 years
- No accounts in collection
- No accounts that were "write-offs" or never able to collect upon A lack of credit history or insufficient credit history is not considered adverse credit.

Creditworthiness is not based on a FICO score, debt to income ratio, or annual salary. You must complete a FAFSA and have applied for your annual loan maximum eligibility under the Stafford program first. You will also have to complete a Master Promissory Note (MPN) and Addendum for this loan.

If you decide to apply for the GRAD PLUS loan here at SAIS, here are the instructions: You will need to log into http://www.asa.org. You will need to follow the instructions for applying for the GRAD PLUS loan and be sure to complete your Master Promissory Note. A drop down list of our preferred lenders will pop up for your convenience. Preferred lenders have been chosen because of the benefits that they offer our students and in addition, will not charge the 1% default fee mentioned in the attached comparison chart. If you choose to go with an outside lender, please keep in mind that there is a possibility that you may be charged a 1% default fee.

Private

(Note: links throughout the rest of this section have not been verified or updated by Graduate Education)
Students who need additional funds beyond the financial aid package offered by SAIS have the option to borrow

funds through a private lender. These loans are credit based, so applicants may need a cosigner. International students may utilize private lenders if they have a US citizen or permanent resident as a cosigner.

Other Resources

The following websites are available for researching other sources of financial aid. Please be sure to pay close attention to the stated application deadlines.

www.finaid.com www.collegeinfo.org www.fastweb.com www.SALLIEMAE.COM
www.MACH25.com www.Fastaid.com www.Wiredscholar.com

College Board Scholarship Search

Fellowship Resources Compiled by the Soros Fellowship: http://www.pdsoros.org/links.html

National Association of Fellowship Advisors: http://www.nafadvisors.org/scholarships.htm

Sources of Financial Aid for International Students

The following information is designed to help international students in the search for additional sources of financial aid for attendance at SAIS. This list includes a Fellowship Program from the Institute of International Education, a number of Loan Programs, and relevant websites and online sources of information.

Institute of International Education (IIE)

The IIE is a nonprofit organization that promotes international education. They provide information about the Fulbright Program on their website: www.iie.org. Number and amount of grants differs from country to country. They also publish several useful guides, including Funding for US Study: A guide for Foreign Nationals, English Language Orientation Programs (a guide to ESL programs in the US), and Academic Year Abroad. Books can be ordered through e-mail to iie-books@iie.org. You may also write to: Institute of International Education (IIE), 809 United Nations Plaza, New York, NY 10017-3580.

Ford Foundation International Fellowship Program (IFP)

The Foundation sponsors three minority graduate fellowship programs - predoctoral, doctoral, and postdoctoral through the National Research Council. For information write or call the: National Research Council, 2101 Constitution Avenue, Washington, DC 20418. Or phone: (202) 334-2872

The IFP provides support for up to three years of formal graduate-level study. Fellows will be selected from countries in Africa and the Middle East, Asia, Latin America, and Russia where the foundation maintains active overseas programs. U.S. nationals are not eligible, although fellows may study in the United States. IFP Fellows must be nationals of eligible countries.

Please refer to the following website for more detailed information concerning the application process, eligible candidates, and IFP requirements: www.fordfound.org

Additional International Student Funding Resources

International students may find the information on the websites below helpful in researching funding sources:

www.internationalscholarships.com www.educationusa.state.gov

Native Leadership Scholarship (women only) - http://www.onsf.uconn.edu/find-scholarships/opportunities-for-non-us-citizens/

Appendix A

2021-2022

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

Key Resources for Graduate Student Support

- Office of Graduate and Postdoc Affairs
- Office of the Dean of Students
- Center for Student Diversity and Inclusion
- Assistance for Individuals with Disabilities
- Eberly Center for Teaching Excellence and Educational Innovation
- Graduate Student Assembly
- Office of International Education
- Veterans and Military Community
- Ethics Reporting Hotline
- Policy Against Retaliation

Key Resources for Academic and Research Support

- Computing and Information Resources
- Student Academic Success Center
- University Libraries
- Research at CMU
- Office of Research Integrity & Compliance

Key Resources for Health, Wellness & Safety

- Counseling and Psychological Services
- University Health Service
- Campus Wellness
- Religious and Spiritual Life Initiatives
- University Police
- Shuttle and Escort Services
- The WORD

Office of Graduate and Postdoc Affairs

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

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

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

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

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

Office of the Dean of Students

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

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

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

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

appropriate to each student's situation.

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

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

Center for Student Diversity & Inclusion

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

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

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

Assistance for Individuals with Disabilities

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

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

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

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at www.cmu.edu/teaching/graduatestudentsupport/index.html.

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <gsa@cmu.edu> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

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

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

and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website and conducting orientation and pre-departure programs.

Veterans and Military Community

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

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

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

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

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

Policy Against Retaliation

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

Additional details regarding the Policy Against Retaliation are available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (https://www.cmu.edu/computing/safe/) section and the University Computing Policy (https://www.cmu.edu/policies/information-technology/computing.html)

Visit the Computing Services website (https://www.cmu.edu/computing/) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

Student Academic Success Center

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

Student Academic Support Programs

Tartan Scholars

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

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

Learning Support

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

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

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

● **"Just in Time" Workshops:** The Student Academic Success team is available to partner

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

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

Language and Cross-cultural Support

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

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

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

University Libraries

www.library.cmu.edu

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to

identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

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

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

The University Police Department is located at 300 South Craig Street (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/annualreports/.

Shuttle and Escort Services

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

The WORD

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

The WORD is Carnegie Mellon University's student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: http://www.cmu.edu/policies/.

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code
Academic Standards, Policies and Procedures
Educational Goals
Academic and Individual Freedom
Statement on Academic Integrity Standards for Academic & Creative Life
Assistance for Individuals with Disabilities
Master's Student Statute of Limitations
Conduct of Classes
Copyright Policy
Cross-college & University Registration
Doctoral Student Status Policy
Evaluation & Certification of English Fluency for Instructors
Final Exams for Graduate Courses
Grading Policies
Intellectual Property Policy
Privacy Rights of Students
Student's Rights
Research
Human Subjects in Research
Office of Research Integrity & Compliance
Office of Sponsored Programs
Policy for Handling Alleged Misconduct of Research
Policy on Restricted Research
Tax Status of Graduate Student Awards
Campus Resources & Opportunities
Alumni Relations
Assistance for Individuals with Disabilities
Athletics, Physical Fitness & Recreation
Carnegie Mellon ID Cards and Services
Cohon University Center
Copying, Printing & Mailing
Division of Student Affairs

Domestic Partner Registration
Emergency Student Loan Program
Gender Programs & Resources
Health Services
Dining Services
The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
LGBTQ Resources
Multicultural and Diversity Initiatives
Opportunities for Involvement
Parking and Transportation Services
Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores
Community Standards, Policies and Procedures
Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property
Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy Immunization Policy
Missing Student Protocol
Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy