Carnegie Mellon University
The Robotics Institute

2022-2023 Graduate Handbook

Master of Science in Computer Vision (MSCV)

last revised August 29, 2022

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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.

Welcome!

A Note from the MSCV Program Director:

Dear MSCV Students:

On behalf of the faculty, staff, and current students of The Robotics Institute (RI), I would like to welcome you to the family. The faculty and staff of RI will function not only as mentors and facilitators, but also as coworkers in this process.

The field of Computer Vision is advancing rapidly, and its applications continue to expand in areas of great societal value. The Master of Science in Computer Vision (MSCV) program is a unique advanced graduate degree that provides in-depth education and project experience in many areas of the field.

The MSCV program was created in 2014 to meet the growing demand for talent. It has been very exciting to watch the first six cohorts of MSCV students succeed throughout the program, during their internships, and now at their places of employment. I am thrilled to report that we had 100% placement for summer 2022 internships. Students were hosted by great companies, such as: Amazon (5), Waymo (4), Cruise (3), Meta (3), Amazon Robotics (2), Amazon Web Services (2), Zoox (2), Apple, Google, and NVIDIA, among several others.

RI is home to one of the largest academic groups in Computer Vision with nineteen faculty, many students, post-docs, and staff. We all look forward to getting to know each of you!

 Warm Regards,

Kris Kitani
Director, MSCV Program
Professor, Robotics Institute

Degrees Offered

The Robotics Institute offers diverse educational opportunities at all levels.

Doctor of Philosophy (PhD)
- Doctor of Philosophy – Robotics

PhD Affiliated Programs
- MD / PhD – Robotics
- CNBC

Masters of Science (MS)
- Master of Science – Robotics
- Master of Science – Robotic Systems Development (MRSD)
- Master of Science – Computer Vision (MSCV)

Undergraduate Programs
- Additional Major – Robotics
- Minor – Robotics

This handbook focuses on the policies for the Master of Science in Computer Vision (MSCV) program. Information about the RI Academic programs can be found [here](.).

Graduate Student Handbook

This handbook outlines the academic and departmental policies and procedures for students in the MSCV program. Students are encouraged to consult the handbook for guidance about degree attainment and other related topics. In addition to the handbook, MSCV students should familiarize themselves with the [Roboguide](.) (must be accessed within network).

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](.)
- [Academic Integrity Website](.)
- [University Policies Website](.)
- [Office of Graduate and Postdoc Affairs](.)

Carnegie Mellon University Statement of Assurance

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

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

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online 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 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

The Carnegie Mellon Code

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

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

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

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

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at https://www.cmu.edu/student-affairs/theword/
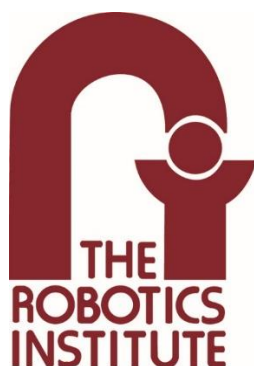
1. Directory

A. Faculty Contacts

Dean, School of Computer Science	Martial Hebert	Interim Dean of SCS
Associate Dean for MS Programs	David Garlan	Associate Dean level signatures
Interim Director, RI	Srinivasa Narasimhan	Director level signatures
Program Director, MSCV	Kris Kitani	Internship placement, project design, career advising
Director of Education, RI	David Wettergreen	Form signatures

B. Administrative Contacts

Academic Program Manager	Sarah Conte	MSCV, MRSD; Admissions, Advising
Academic Program Manager	Barbara Jean (BJ) Fecich	MSR, Undergraduates; Admissions, Advising
SCS Help	help@cs.cmu.edu	Printing & Technology Needs
Graduate Program Manager	Suzanne Lyons Muth	PhD; Admissions, Advising
Assoc Dir Finance & Administration	Cheryl Wehrer	Administrative oversight

C. University Contacts

Division of Student Affairs	Angela Lusk	General Graduate Student Support/ Advocacy, Emergency Intervention
Office of International Education (OIE)	Alison Day	International Graduate Issues, Graduate Tax Workshop for International Students, Immigration Issues
Career and Professional Development Center	Allison Viverette	Career Resources: Resume reviews, mock interviews, job fair preparation, negotiations, etc
Office of the Assistant Vice Provost for Graduate Education (AVPGE)		Graduate Student Academic Support/ Advocacy, Diversity Recruitment and Programming, Graduate Policy, Graduate Student Service Awards, Professional Development Seminars, Conference Funding, Diversity Programming, Graduate Women's Gatherings, General Graduate Student Support/ Advocacy
Language Support in the Student Academic Success Center		International TA Screening and Support, Language Skills Assessment and Placement, Cross-Cultural Adjustment, Academic Fluency
Graduate Student Assembly (GSA)		Graduate Student Governance
Enrollment Services - The HUB		Enrollment, Financial Assistance, Academic Calendars, Transcripts
Health Services		Medical Health-Wellness Issues
Counseling and Psychological Services (CAPS)		Emotional/Mental Health-Wellness Issues
University Police		Transportation - Shuttle/ Escort

D. Abbreviations

CIT	College of Engineering
CMU	Carnegie Mellon University
CSD	Computer Science Department
CV	Computer Vision
GHC	Gates Hillman Center
GPA	Grade Point Average
GSA	Graduate Student Assembly
ITA	International Teaching Assistant
LOA	Leave of Absence
MLD	Machine Learning Department
MSCV	Master of Science in Computer Vision
NSH	Newell Simon Hall
OIE	Office of International Education
PCHE	Pittsburgh Council on Higher Education
RI	Robotics Institute
SCS	School of Computer Science
SIO	Student Information Online
TA	Teaching Assistant/Assistantship

2. Departmental Policies

A. Department Directory
A comprehensive listing of all Robotics Faculty, Staff and Students can be found on the People of RI website. General contact information for faculty, students and staff affiliated with CMU can be found via directory search.

B. Academic Calendar
The Academic Calendar can be found here. It provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

C. Bulletin Boards and Email Distribution Lists
Students are welcome to post flyers, advertisements, etc. to any bulletin board in Newell Simon Hall (NSH) common spaces (i.e. outside of elevators). MSCV students may use e-mail distribution lists to communicate messages to one another. Information about email distribution lists can be found in the Roboguide.

D. Computing Facilities
Students should use the on-campus computing facilities offered by Computing Services. Students should adhere to the Computing Policies and Guidelines.

E. Copy Machine and Fax Availability
As a courtesy, MSCV students have access to the machine on the 4th floor of NSH. Questions about connecting to printing are to be directed to SCS Help. Students may also use public "Andrew" printing. The Andrew Printing service makes printers available in cluster locations, university libraries and public areas across campus. These printers can be

accessed from a cluster computer, Web Station, or from your personal computer. All campus affiliates are allotted a per-semester print quota which is debited as you print. Some locations offer color printing and special paper sizes. Instructions on installing the print drivers can be found here. For help with printing, refer to the *How to Print* documents.

F. Work Space
Students are encouraged to study in the Robolounge (NSH 1513) which is a common space specifically for grad students in RI. Two conference rooms (NSH 4224 and 4501) are also available to students, but require a reservation. Students are welcome to use SCS common space in NSH, EDSH, and GHC. Students may also access conference rooms after hours. Students are expected to return rooms to their original condition after use.

G. Key/Access Card Distribution
MSCV students have key access to NSH (004); this key works for the student conference rooms. If interested, ask the MSCV Program Manager for a key! It is up to the student to keep track of all keys and to return them when requested. Lost keys should be reported to the MSCV Program Manager right away.

H. Locker Rental
Students may rent a locker in NSH to store their belongings. Students should contact Sarah Conte to complete a Locker Usage Agreement and to submit a cash deposit. RI is not liable for materials stored in the lockers. Students may not store open liquid containers, perishables, flame producing objects, or live animals in the lockers. The RI staff maintains keys to all lockers and has the right to open any locker at any time as deemed necessary.

I. Purchasing and Reimbursement Procedures and Policies
MSCV students will be provided with tools and supplies upon matriculation. If a student identifies the need for a tool or supply, he/she should speak to the MSCV Program Director. Students should not make MSCV purchases with personal funds without permission from the Program Director; this ensures that the business purpose is relevant and reimbursable. Once the purchase is approved, the student may move forward with the acquisition. Promptly following the purchase, the student should submit the original, itemized receipt for reimbursement.

J. Security, Repairs, and Services
Students should inform the MSCV Program Manager of any non-emergency issues related to building security or repairs. If a student feels like he/she is in immediate danger, Campus Police should be called at 412-268-2323.

K. Graduate Student Organizations
The Graduate Student Assembly (GSA) is the branch of student government that represents all graduate students at CMU. GSA maintains an e-mail distribution list that students can subscribe to called GSA-Happenings. Women@SCS aims to create, encourage, and support academic, social, and professional opportunities for women in computer science and to promote the breadth of the field and its diverse community. Dec\5 is a social organization that encourages interaction between different Departments and Industry partners within SCS. RoboOrg is the graduate student organization of the RI. It organizes social events, trips, maintains the RoboLounge, and is also involved in the strategic long-term planning of the RI. MSCV students are encouraged to volunteer 1-2 representatives to work with RoboOrg in an active role.

L. Community Spirit
Our sense of community is a well-known, distinguishing aspect of studying robotics at CMU. RI is proud of our strong community spirit, which we foster through close working relationships between students, staff, and faculty. People volunteer their time, energy, intellect, and other skills to do many of the things that keep our environment running smoothly. These efforts include organizing seminars, serving on departmental committees, being a host during Open House, planning and running social activities, and giving tours. MSCV students are encouraged to get involved in the RI community!

3. Degree Attainment

A. Course Requirements

The degree requirements for students in the MSCV Program consist of required courses, elective courses, and an internship/practicum. **To be eligible for degree certification, students must complete a minimum of 144 units of MSCV coursework as outlined in the curriculum**. Detailed course descriptions can be found through the Schedule of Classes.

i. Sequence of Courses

It is recommended that students adhere to the following course sequence.

1st Semester, Fall Term – 36 units		
Course No.	Course Title	Units
16-720	Computer Vision	12
10-601	Introduction to Machine Learning	12
16-811 *16-831*	*Mathematical Fundamentals for Robotics* *Statistical Techniques in Robotics*	12*

2nd Semester, Spring Term – 36 units		
Course No.	Course Title	Units
16-621	MSCV Project I	12
xx-xxx	Approved Elective Course	12
16-823 *16-824*	*Physics-Based Methods in Vision* *Visual Learning and Recognition*	12*

Summer Term: 36 units of CV-related internship

3rd Semester, Fall Term – 36 units		
Course No.	Course Title	Units
16-622	MSCV Project II	12
xx-xxx	Approved Elective Course	12
16-822 *16-833*	*Geometry-Based Methods in Computer Vision* *Robot Localization and Mapping*	12*

ii. Required Courses

The courses listed below are required and must be completed by all students in the MSCV program with a grade of "B-" or better. The asterisk (*) denotes that only one of the italicized courses should be chosen, and the choice may largely depend on course availability.

- Computer Vision (16-720)
- Introduction to Machine Learning (10-601)
- Mathematical Fundamentals of Robotics (16-811) *or* Statistical Techniques in Robotics (16-831)
- Visual Learning and Recognition (16-824) *or* Physics-based Methods in Vision (16-823)
- Geometry Based Methods in Computer Vision (16-822) *or* Robot Localization and Mapping (16-833)
- MSCV Project I (16-621)
- MSCV Project II (16-622)

iii. Elective Courses

MSCV students are required to complete a total of two 12-unit electives. The electives listed on the [MSCV Curriculum Webpage](#) have been pre-approved for the MSCV degree; these do not require permission from the MSCV Program Director. Courses that are not included in the list require permission from the MSCV Program Director. To petition a course for degree inclusion, the student must send an email to the MSCV Program Manager that includes the course title, name of instructor, course description, and reasoning for requesting the course. With permission from the Program Director, MSCV students may be permitted to take up to 12 units of upper-level Undergraduate (XX-300/400 level) coursework for the degree. The MSCV program cannot guarantee the regularity in which electives will be offered. Students should consult the [Schedule of Classes](#) to obtain this information. Students are required to earn a grade of "B-" or better in all elective courses.

iv. Project Requirement

Students must complete a substantial 2-semester capstone project to be eligible for degree certification (16-621/16-622). Project topics will be presented in the first semester at the MSCV seminar; students will be assigned to a project by the end of the first semester. Students are expected to devote part-time effort (12 hours per week) to the project in the Spring and second Fall semester. This project is separate from the required summer internship.

v. Program Track

The majority of MSCV projects are offered by RI and industry sponsors. Should the opportunity present itself, students may complete a project offered by the Computer Science Department (CSD) or Lane Center for Computational Biology. Students who choose to complete a project offered by CSD or the Lane Center for Computational Biology will register for the MSCV Project Course under a course number specific to the home Department of the project. Students will be required to complete one of their two electives from the department in which the project is being offered (i.e. students working on a CSD project must take one elective from CSD, 15-xxx).

B. Internship

The MSCV curriculum requires that students engage in a CV-related Internship during the summer between the 2nd and 3rd semester. The MSCV Program office will work with industry partners in the computer vision field to identify and present internship opportunities to students.

Students will be registered for 36 units of 16-991 "Internship." The 36 units will factor into the 144-unit total required for graduation. Internships are expected to fall within the summer term as outlined by the University [Academic Calendar](#). The internship must be relevant CV. International students are required to consult with Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract.

All interns are required to submit a final end-of-internship report documenting the work that they carried out as part of their internship. The MSCV Program Director will review the reports and assign a Pass/Fail grade at the end of the summer term.

C. Registration Process

MSCV students are responsible for managing their registration via [Student Information Online](#) (SIO).

i. Drop/Add Procedures

Students must adhere to the drop/add deadlines outlined by the University [Academic Calendar](#).

ii. Withdrawing/Dropping Courses

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. More information can be found [here](#). There is a separate calendar for doctoral level courses.

Due to the structured curriculum of the MSCV program, it is not recommended that students drop or withdraw from courses. Students who drop/withdraw from a course should consult with the MSCV Program Director and Program Manager to confirm that this is the best option. Students will be required to make-up the dropped course at a later date.

iii. Courses Outside of the Curriculum

The MSCV curriculum is designed to occupy a student's full-time effort. Students who wish to enroll for additional courses outside of the curriculum will be charged for the extra courses on a per-unit basis. Due to the intensive and collaborative nature of the program, the MSCV Program Office cautions students against enrolling in extra coursework.

iv. PCHE

CMU offers students the opportunity to take courses for credit through the [Pittsburgh Council on Higher Education (PCHE)](#) cross-registration program. Both CMU courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. University policy stipulates that students are not permitted to participate in the PCHE program during their final semester at CMU. With the approval of the Program Director, MSCV students are permitted to enroll in up to one relevant elective course through the PCHE program.

D. Advising

MSCV students are advised by the MSCV Program Director and Program Manager. Advising is to provide support; students are still fully responsible for their own academic progression and the timely meeting of requirements. Students are welcome and encouraged to seek out faculty and other students for specific technical guidance as needed.

E. Statute of Limitations

Per [University Policy](#), students will complete all requirements for the Master's degree within a maximum of seven years from original matriculation as a Master's student. 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 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.

F. Full-time Status and Part-time Status

The MSCV program is designed to be completed full-time in 16 months. To maintain full-time status, the student must register for a minimum of 36 units per semester. Students with fewer than 36 units are considered part-time and will be assessed tuition on a per unit basis. Students who are registered full-time as of the 10th day of classes are expected to remain full-time for the duration of the semester.

The MSCV program offers part-time enrollment at the discretion of the Program Director. The part-time candidate must apply and be accepted into the MSCV program, and commit to completing the entire curriculum within the statute of limitations.

G. Residency Requirements

Students are required to complete the course requirements in their entirety at Carnegie Mellon University's Pittsburgh campus. MSCV does not offer an option for distance learning. Students are required to be present on campus to complete all course requirements. In many cases, the optional internship will be carried out at an off-site location with an approved industrial partner.

H. Double Counting Courses

Students in the MSCV program are prohibited from double counting courses. A course that has been counted towards another degree cannot be counted towards fulfilling course requirements for MSCV. Courses may not count for more than one requirement within the Master's program.

I. Waiver Policy

At the discretion of the MSCV Program Director, a student may be permitted to waive a core course requirement. Waivers will be considered if (1) the student provides sufficiently detailed descriptions of the previously taken course (syllabus, etc.), (2) the student can successfully pass a commensurate final exam in the offered MSCV course, as given by the course instructor, and (3) the student would be willing to successfully pass a verbal and interactive discussion/review/test on the various subjects taught in a particular course, as administered by the respective faculty instructor. Should a student obtain a waiver for a course, he/she will still be responsible for completing 144 units. Essentially, the student would be permitted to take an approved elective in place of the core course.

J. Transfer Courses

The MSCV program does **not** allow students to transfer previously taken courses from other Universities to meet the program requirements. The MSCV courses are tailored to a specific content not typically available in other courses, making it difficult to allow the transfer of previous coursework.

K. Grading Policy

The CMU grading policy is outlined on the [University Grading Policy](#) website. MSCV students will be awarded a letter grade for all required courses and electives. Students must earn a grade of "B-" or better in all courses in order for the course to count towards the MSCV degree requirements. Should a student receive a grade that is less than satisfactory in a required course, he/she will be required to retake the course at a later date. Students failing to obtain a satisfactory grade on the second attempt will be terminated from the MSCV program. Should a student receive a grade that is less than satisfactory in an elective class, he/she will be required to make up the units through another elective course.

Pass/fail grades are not permitted for formal coursework used to satisfy MSCV requirements, except that students will earn a Pass/fail grade for internship. Audit grades are not permitted for courses used to satisfy MSCV requirements.

i.   Academic Standing

At the end of each semester, the MSCV Program Office will review student grades to determine if program standards are being met. Students must maintain a GPA of 3.0 or higher to retain good academic standing in the program. Students dropping below a 3.0 will be required to meet with the MSCV Program Director to develop a plan for improvement. Students failing to rise above a 3.0 in the subsequent semester will be terminated from the MSCV program.

Should a student receive a grade that is less than satisfactory in a required course, he/she will be required to retake the course at a later date. Students are responsible for paying tuition for course retakes. Students failing to obtain a satisfactory grade on the second attempt will be terminated from the MSCV program. Should a student receive a grade that is less than satisfactory in an elective class he/she will be required to make up the units through another course. Due to the sequential and interactive nature of the MSCV Capstone Course, there is not an opportunity for a retake. Any student failing to satisfactorily pass the Capstone Course will be terminated from the program.

ii.   Incomplete Grades

MSCV students are expected to complete all courses during the academic semester in which the course is taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student, for reasons beyond his or her control, is unable to complete the coursework, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

In awarding an "I" grade, an instructor must specify the requirements for completing the work and designate a default letter grade that will be assigned if no further work is submitted. Students must complete the required coursework no later than the end of the following academic semester or sooner if required by prior agreement. The instructor must record the permanent grade by the last day of the examination period of that following semester. Failure to do so will result in Enrollment Services administratively assigning the default grade.

iii.   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.

L. 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.

It is also recommended that you review the University's Academic Disciplinary Actions procedures outlined here: https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html. This clearly explains the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

M. 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 here.

N. Teaching Assistantships

If approached by faculty, MSCV students are permitted (not required) to work as a TA in their 2nd and 3rd semester. Students receive a modest stipend as compensation for their work. All graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test, which is a mandatory screening test for any non-native speaker of English, Language Support in the Student Academic Success Center helps teaching assistants who

are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the website for additional information: https://www.cmu.edu/student-success/

O. Switching Programs

Admission to the MSCV program does not in any way signify admission to other RI degree programs. Each of RI's graduate programs (MSR, MRSD, MSCV, PhD) are separate and have their own application steps, admission criteria, selection processes, and admission decisions. MSCV students may apply to other RI degree programs at any point in their academic career. The MSCV program should not be viewed as a preparatory program for the RI PhD program, but rather as a stand-alone degree program for those primarily interested in a professional career track.

P. Leave of Absence

CMU defines a Leave of Absence (LOA) as leaving the University temporarily with the firm and stated intention of returning (see Student Leave Policy). Students who wish to take a LOA must state their intentions in writing to the MSCV Program Director and Program Manager. Upon receiving the written request, the MSCV Program Office will contact the student to discuss their plans while on leave and to work out any conditions that may be necessary for a smooth return to CMU. Once all parties are in agreement that LOA is the best way to move forward, the student will be required to complete a Leave of Absence (.pdf) form. The form must include **all** necessary signatures or the process will not be completed.

Students who take a LOA before completing 60% of the semester will be charged tuition based on the number of days completed within the semester (see Tuition Adjustments). There is no tuition adjustment after 60% of the semester is completed. There is no adjustment of the media fee, transportation fee, technology fee, or student activities fee. Students needing an adjustment to the health assessment fee must contact Student Health Services.

Students wishing to return from LOA to resume their studies should follow the Return from Leave Policy and complete a Return from Leave of Absence (.pdf) form. All degree requirements must be completed before the Statute of Limitations for MS students.

Q. Withdrawing from Degree Program

CMU defines a withdrawal as leaving the University with no intention of returning (see Student Leave Policy). Students who wish to withdraw from the MSCV program must state their intentions in writing to the MSCV Program Director and Program Manager. The student is then required to complete the Withdrawal (.pdf) form. The form must include **all** necessary signatures or the process will not be completed.

Students who withdraw before completing 60% of the semester will be charged tuition based on the number of days completed within the semester (see Tuition Adjustments). There is no tuition adjustment after 60% of the semester is completed. There is no adjustment of the media fee, transportation fee, technology fee, or student activities fee. Students needing an adjustment to the health assessment fee must contact Student Health Services.

R. 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: http://www.cmu.edu/hub/transcripts/verifications/enrollment.html.

S. Degree Certification

Upon satisfactory completion of 144 units of degree requirements, the Master of Science (MS) degree will be certified by the MSCV Program Manager.

4. Financial Policies

A. Departmental Financial Support
RI does not currently offer any financial support to MSCV students. All accepted students are expected to be fully self-supported, including tuition, fees, health insurance, and any additional costs for books, supplies, room and board.

B. Student Fees
Students are responsible for paying all student fees in a timely manner. Failure to pay fees will result in the inability to register for subsequent semester and/or a hold on the student diploma.

C. Health Insurance
Students are required to maintain health insurance and are responsible for enrolling and paying the balance each year. Information can be found on the Heath Services website.

D. Travel & Conference Funding
MSCV does not provide funds for travel or conferences. Funds are available for students to attend a conference, whether as a participant or as a presenter, from GSA and the Provost's Office. The application process is managed by the Office of Graduate and Postdoc Affairs. Students can find more information about the application process and deadlines at https://www.cmu.edu/graduate/professional-development/index.html

E. Additional Sources for Financial Support
MSCV students can apply to be a teaching assistant (TA) for a course if they have taken that class previously and have shown evidence of exceptional mastery of the subject. To show exceptional mastery, an MSCV student should rank within the top 20% of all students in the course. This standard will ensure that students are fully equipped to handle the extra workload of being a TA, in addition to their capstone project. Beyond serving as a TA, part-time jobs and paid side projects are discouraged during the second and third semesters (the duration of the capstone project). Most summer internships are paid positions. Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan

F. Scholarship/Fellowship Opportunities
Students are encouraged to identify scholarship and/or fellowship opportunities from external agencies. In particular, we encourage students to review and apply for SMART Scholarships funded by the Department of Defense. Students may also review the on-line information provided by the Fellowship and Scholarship Office. This website is an excellent resource for locating an abundance of information regarding available funding for students.

G. Outside Employment
Due to the time consuming curriculum of the MSCV program, students are not advised to accept employment while enrolled in the program as a full-time student. International students must contact the Office of International Education regarding ability to hold employment.

H. University Financial Aid
Graduate students should consult the graduate student financial aid information found here. Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs to inquire about a short-term Emergency Student Loan for supplies, medication, food or other unexpected circumstances. The emergency-based loan is an interest-free loan repayable within 30 days. Students seeking to make payments to their student account in intervals should consult the CMU Payment Plan website.

I. Per Unit Tuition Rate for Additional Courses
The MSCV Program Office discourages students from enrolling in additional coursework. The curriculum is designed to occupy full-time effort and the tuition is based on the standard curriculum. Students interested in enrolling in courses beyond the curriculum must receive Director approval and will be automatically assessed additional tuition for the extra courses. The rate for the 2020-2021 academic year is $701 per unit.

5. Additional Department and University Policies/Protocols

A. 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 emailed to access@andrew.cmu.edu or called in to 412-268-6121.

B. Protocol for Review of Academic Conflicts
Graduate students should refer to the Graduate Student Appeal and Grievance Procedures for a summary of processes available to graduate students who seek review of academic and non-academic issues. Graduate students are expected to seek informal resolution of all concerns within the Department, unit or program before invoking formal processes. When an informal resolution cannot be reached, a graduate student who seeks further review of the matter is to follow the formal procedures as outlined. The appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program.

C. 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 here, and the University's Policy Against Retaliation is available here. 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 here.

D. 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.

E. Childbirth/Maternity Accommodation Protocol
https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html
Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or

to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.

F. Grandfather Policy
When policies change, it is because the department believes the new rules offer an improvement. Currently enrolled students whose degree program is affected by a change in policy may choose to be governed by the old policy that was in place at the time of their matriculation or the new policy. 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.

G. Vacations and Time-Off
Students are expected to follow the academic calendar to determine appropriate vacation time. University holidays are also student holidays, so please take advantage of the breaks provided.

H. 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.

Appendix A: Key Offices for Graduate Student Support

2022-2023

Highlighted University Resources for Graduate Students

and The WORD, Student Handbook

Key Resources for Graduate Student Support

- Office of Graduate and Postdoc Affairs
- 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 we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students
https://www.cmu.edu/student-affairs/dean

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

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

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

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

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

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

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

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

Assistance for Individuals with Disabilities

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

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

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

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

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

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

Office of International Education (OIE)
http://www.cmu.edu/oie/

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

acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

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

- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net(user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.
The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

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

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

Key Offices for Academic & Research Support

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

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

Student Academic Success Center
https://www.cmu.edu/student-success/
Student Academic Support Programs

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

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

Learning Support
- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- **Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

- **"Just in Time" Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.
- **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support
More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on
- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

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

University Libraries
www.library.cmu.edu
The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in

hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance

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

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/HealthServices/

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

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

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

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

University Police
http://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)
The University Police Department is located at 300 South Craig Street (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

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

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

The WORD

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

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

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code

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

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

Tax Status of Graduate Student Awards

Campus Resources & Opportunities
        Alumni Relations
        Assistance for Individuals with Disabilities
        Athletics, Physical Fitness & Recreation
        Carnegie Mellon ID Cards and Services
        Cohon University Center
        Copying, Printing & Mailing
        Division of Student Affairs
        Domestic Partner Registration
        Emergency Student Loan Program
        Gender Programs & Resources
        Health Services
        Dining Services
        The HUB Student Services Center
        ID Card Services
        Leonard Gelfand Center
        LGBTQ Resources
        Multicultural and Diversity Initiatives
        Opportunities for Involvement
        Parking and Transportation Services
        Shuttle and Escort Services
        Spiritual Development
        University Police
        Student Activities
        University Stores

Community Standards, Policies and Procedures
        Alcohol and Drugs Policy
        AIDS Policy
        Bicycle/Wheeled Transportation Policy
        Damage to Carnegie Mellon Property
        Deadly Weapons
        Discriminatory Harassment
        Disorderly Conduct
        Equal Opportunity/Affirmative Action Policy
        Freedom of Expression Policy
        Health Insurance Policy Immunization Policy
        Missing Student Protocol
        Non-Discrimination Policy
        On-Campus Emergencies
        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