

Carnegie Mellon University

The Robotics Institute

2019-2020 Graduate Handbook

Master of Science in Computer Vision (MSCV)



last revised January 23, 2020

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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 four 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 2019 internships. Students were hosted by great companies, such as: NVIDIA (7), Amazon (4), Facebook (4), Uber ATG (3), Waymo (3), Google (2), Samsung Research (2), among several others.

RI is home to one of the largest academic groups in Computer Vision with ten 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](#)
- [Graduate Education Website](#)

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 vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056. The Statement of Assurance can also be found [on-line](#).

The Carnegie Mellon Code

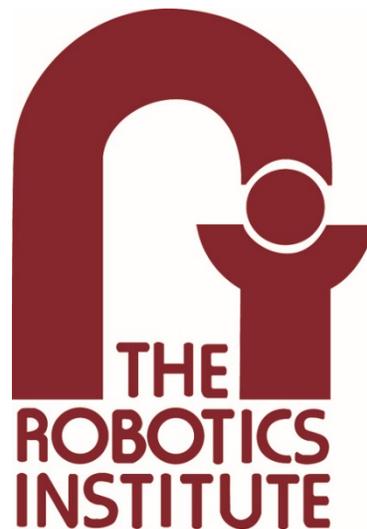
Because they are members of an academic community dedicated to the achievement of excellence, students at Carnegie Mellon are expected to meet the highest standards of personal, ethical, and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Once undertaken, obligations must be met and commitments must be 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 failing 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](#).



1. Directory

A. Faculty Contacts

Dean, School of Computer Science	Tom Mitchell	Interim Dean of SCS
Associate Dean for MS Programs	David Garlan	Associate Dean level signatures
Director, RI	Martial Hebert	Director level signatures
Program Director, MSCV	Kris Kitani	Internship placement, project design, career advising
Director of Education, RI	David Wettergreen	Form signatures
Professor	Srinivasa Narasimhan	
Associate Research Professor	Simon Lucey	
Associate Professor	Deva Ramanan	
Associate Professor	Abhinav Gupta	
Associate Research Professor	Yaser Sheikh	
Associate Research Professor	Fernando De La Torre	
Associate Professor	Drew Bagnell	
Assistant Professor	David Held	
Assistant Professor	Ioannis Gkioulekas	
Systems Scientist	John M. Galeotti	
Assistant Research Professor	Michael Kaess	
Assistant Professor	Matt O'Toole	
Assistant Research Professor, Computational Biology Department	Min Xu	
Assistant Professor, Machine Learning Department	Katerina Fragkiadaki	

B. Administrative Contacts

Academic Program Manager	Sarah Conte	MSCV, MRSD; Admissions, Advising
Academic Program Manager	Barbara Jean (BJ) Fecich	MSR, IDEATE, 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
Administrative Coordinator	Christine Downey	Purchasing

C. University Contacts

Office of the Assistant Vice Provost for Graduate Education (AVPGE)	Suzie Laurich-McIntyre	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
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](#) [Kate Livingston](#)

Career Resources

[Intercultural Communication Center
\(ICC\)](#)

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](#)

Health-Wellness Issues

[Counseling and Psychological Services
\(CAPS\)](#)

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
ICC	Intercultural Communication Center
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. Students must use their windows password to login, then they can print, make copies, scan documents, and send faxes. Any issues with the copy machine should be promptly reported to Dan Getkin. 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 use the following common spaces.

- Robolounge, NSH 1513
- Graduate Collaboration Suite, NSH 4228

The following study rooms are designated for student use.

- NSH 4224
- NSH 4228 A/B
- NSH 4501

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 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 on the 4th floor of 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
16-811	Mathematical Fundamentals for Robotics	12
10-601	Introduction to Machine Learning	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	<i>Physics-Based Methods in Vision</i>	12*
16-824	<i>Visual Learning and Recognition</i>	

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	<i>Geometry-Based Methods in Computer Vision</i>	12*
16-833	<i>Robot Localization and Mapping</i>	

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)
- Mathematical Fundamentals of Robotics (16-811)
- Introduction to Machine Learning (10-601)
- 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 (2) 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 internship/practicum that students complete during the Summer term.

v. Program Track

While 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 the 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). The MSCV Program Manager will assist students with registration for required courses. Students are responsible for registering themselves for elective courses.

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 degree program under criteria determined by that program.

Under extenuating circumstances, such as leave of absence, military or public service, family/parental leave, or temporary disability, a college/school 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 pursuing the 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.

L. Academic Integrity

CMU, The Robotics Institute, and the MSCV program take a serious approach to academic integrity. Please review the [University Policy on Academic Integrity](#). The policy includes the University expectations regarding academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the [University's Academic Disciplinary Actions procedures](#) 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.

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 the ICC to determine at what level of responsibility the student can TA. More info available: the [International Teaching Assistant \(ITA\) exam](#) or the [Intercultural Communication Center \(ICC\)](#).

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 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 Health Services [website](#).

D. Travel & Conference Funding

MSCV does not provide funds for travel or conferences. Students may obtain funding for such activities via an application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at: www.cmu.edu/graduate.

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), as it can adversely affect the quality of student work and, thus, the capstone project.

Most summer internships are paid positions.

F. Scholarship/Fellowship Opportunities

Since RI is not able to provide financial assistance, 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 2018-2019 academic year is \$660 per unit.



5. Additional Department and University Policies/Protocols

A. Assistance for Individuals with Disabilities

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 with disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Begin the process through [Disability Resources secure online portal](#) or email access@andrew.cmu.edu to start the interactive accommodation process. Questions can be directed to Catherine Getchell (412-268-6121, getchell@cmu.edu).

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. Students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

C. Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence, and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety [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, <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 [here](#).

D. Maternity Accommodation Protocol

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. More information can be found [here](#).

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.) will be reviewed during this meeting.

E. Grandfather Policy

When policies are changed 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.

F. 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.



Appendix A

A. Key Offices for Graduate Student Support

a. Graduate Education Office

www.cmu.edu/graduate

grad-ed@cmu.edu

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

Resources offered through the Graduate Education Office 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 email 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 all issues related to the graduate student experience

The Graduate Education Office is directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, who offers personalized consultations with graduate students to support their academic success, connects them with relevant resources, and clarifies university level policies.

The Graduate Education Office also works with the colleges and departments by informing and assisting in forming 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 our graduate students' advancement.

b. 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 following offices and departments (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

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 Emergency Student Loan (ESLs) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other

expenses not able to be met due to unforeseeable circumstances.

The Office of Community Standards and Integrity provides consultation, support, resources and follow-up on questions and issues related to Academic Integrity: <https://www.cmu.edu/student-affairs/ocsi/students/index.html>

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.

c. 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

d. 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 and request needed accommodations. Any questions about the process can be directed to Catherine Getchell, 412-268-6121, getchell@cmu.edu.

e. 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.

f. 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.

g. Intercultural Communication Center (ICC)

www.cmu.edu/icc/

The Intercultural Communication Center (ICC) is a support service for nonnative English speakers, both newly arrived international students as well as students who attended high school and/or undergraduate programs in the US. The ICC offers seminars, workshops, and 1-1 consultations that develop the language and cross-cultural skills needed to succeed in academic programs at Carnegie Mellon University. The ICC provides International Teaching Assistant (ITA) testing, a required test indicating a nonnative speaking TA has the language proficiency required to work with students in classes, labs or individual meetings. The ICC also supports International Teaching Assistants in developing fluency and cultural understanding to teach successfully at Carnegie Mellon University.

h. 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. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, 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 programs.

i. 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, non-educational resources and international military service information 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.

j. 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.**

k. 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>

B. Key Offices for Academic & Research Support

a. Academic Coaching/Consulting - The Office of Academic Development

<https://www.cmu.edu/acadev/coaching/index-grad.html>

The Academic Coaching Program is a student assistance program that supports graduate students in the development and/or improvement of skills, strategies, and processes that are necessary for a productive and successful experience at CMU and beyond. Support for graduate students comes in two forms: Individualized Sessions and Group Workshops. Individualized Sessions are the primary focus and can be best understood as working with a personal consultant. Academic Coaches/Consultants meet with students regularly, in a one-on-one capacity, in order to assess a student's needs and implement strategies to satisfy those needs, while providing a variety of support throughout the process. Areas of focus include, but are not limited to:

- Self-Management
 - Developing and/or adjusting your organizational system
 - Managing time and combating stress and procrastination
 - Prioritization and decision making
 - Advancing mindset, self-efficacy, and belongingness
 - Balancing coursework, research, and professional development opportunities
- Study Skills
 - Identifying and modifying your learning process
 - Metacognition
 - Test-taking and note-taking strategies
 - Content comprehension and retention

b. Computing and Information Resources

[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.

c. Global Communication Center

[The Global Communication Center](#) offers free one-on-one tutoring and workshops for native and non-native English speakers from any academic discipline. Our tutors are trained to provide research-backed communication strategies on written, oral, and visual communication projects, in the sciences and the humanities. We can help you improve the effectiveness of your communication in any academic project, including the following:

- Technical reports
- Dissertations
- Research posters
- Oral presentations
- Journal articles
- Grant proposals
- Class essays

You can visit us at any stage in the project—whether you are just getting started and need to talk through ideas or are putting the finishing touches on a final draft. We also offer workshops on topics including crafting professional emails, team communication, PowerPoint slide design, data visualization, and job application materials. For more information, to view our resources, or to schedule an appointment, visit our website.

d. 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.

e. Office of Research Integrity & Compliance

The [Office of Research Integrity & Compliance \(ORIC\)](#) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

C. Key Offices for Health, Wellness & Safety

a. Counseling & Psychological Services

[Counseling & Psychological Services \(CaPS\)](#) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and perhaps confused about how to deal with those feelings. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS also provides workshops and group sessions specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

b. Health Services

[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.

c. Campus Wellness

<https://www.cmu.edu/wellness/> At the university, 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 bit.ly/BeWellatCMU or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

d. 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.

e. 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 registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print 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 [here](#).

f. 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.

D. The WORD

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

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. 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 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
 - Student's Rights
 - 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

Carnegie Mellon University
The Robotics Institute