

College of Engineering
ANSYS Hall
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213
(412) 268-2483
Fax: (412) 268-6421

Carnegie Mellon University

College of Engineering

Graduate Student Handbook

Fall 2019 – Spring 2020

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Welcome to the College of Engineering!

Welcome to the College of Engineering (CoE), otherwise known as the Carnegie Institute of Technology. This handbook provides answers to many of the questions graduate students have as they begin their studies at Carnegie Mellon. I'm sure you will find it to be a valuable resource. If you should have a question that is not addressed in the handbook, faculty and staff are always available to answer your questions.

The college you see today is over one hundred years in the making. From our humble beginning as a trade school for the children of steelworkers to our current ranking as [a top-ten engineering college](#), the college has consistently looked to the future as the measure for its mission. As a student-centered, research-intensive college, it is our goal to offer an education that encourages innovative thinking, develops technical excellence, and builds collaboration, communication, and leadership skills.

Today's engineers must be citizens of the world. From Pittsburgh to Portugal, Silicon Valley to Kigali, engineers are challenged to solve problems on a global scale. In the College of Engineering, we are committed to building multi-cultural skills and communication, challenging our students and faculty to grow beyond borders and boundaries. This is demonstrated by our curriculum and in the staff, faculty, and students we attract.

With a global economy comes opportunity and competition. We help our students meet these challenges through a curriculum and culture that embraces innovation. Our graduate programs include master's and doctorate degrees focused on innovation management and entrepreneurship. Our faculty is well known for, and committed to, both outstanding teaching and innovations in curricula and pedagogy. For both graduate and undergraduate students, research within the college transcends disciplinary, departmental, and college boundaries and offers a unique opportunity for students to experience hands-on training. This training leads to the development of the next generation of innovations that will impact and change society.

Our students represent the best and brightest minds—we are committed to their professional development and securing their future. Good luck as you begin your graduate program.

Sincerely,



Jonathan Cagan
Interim Dean, College of Engineering and
George Tallman and Florence Barrett Ladd Professor of Mechanical Engineering

Mission of the College of Engineering

To be a world-class engineering college recognized for excellence, innovation and the societal relevance and impact of its pursuits.

Our mission is to produce creative and technically strong engineers and to research pioneering solutions to global challenges. We do this with an unprecedented commitment to integrating across engineering, sciences, arts, business and other disciplines to yield transformative results.

Graduate Student Handbook

In Graduate Education programs, students will work closely with the department faculty in their chosen field. However, the College of Engineering establishes standards for graduate education that apply across all programs in the College of Engineering. Students are also expected to be familiar with and abide by their department's policies as listed in their handbooks.

In addition to this handbook, there are several other resources and offices that graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about *The WORD*, the student handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

Please contact the College of Engineering Dean's Office to request this handbook in a different format to address accessibility needs.

University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The WORD/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- College of Engineering (CoE) website: <http://engineering.cmu.edu/>
- College of Engineering Graduate Policies: <https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html>

Please see Appendix A for additional information about The WORD and University resources.

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 ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000. The Statement of Assurance can also be found on-line at:

<https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.

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:

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

Departmental Resources

Department Personnel

Jonathan Cagan
Interim Dean of the College of Engineering
219 ANSYS Hall
cagan@cmu.edu
412-268-5090

Shelley Anna
Interim Associate Dean for Graduate and
Faculty Affairs
232 ANSYS Hall
sanna@andrew.cmu.edu
412-268-2478

Bin He
Department Head, Biomedical Engineering
4N120A Scott Hall
bhe1@andrew.cmu.edu
412-268-9857

Anne Skaja Robinson
Department Head, Chemical Engineering
1111 Doherty Hall
asrobins@andrew.cmu.edu
412-268-2232

Dave Dzombak
Department Head, Civil and Environmental
Engineering
119D Baker/Porter Hall
dzombak@cmu.edu
412-268-2646

Lorrie Cranor
Director, CyLab
2202 Collaborative Innovation Center
lorrie@cs.cmu.edu
412-268-7534

Lawrence Pileggi, Department Head, Electrical
and Computer Engineering
1108 Hamerschlag Hall
pileggi@andrew.cmu.edu
412-268-4259

Peter Adams
Interim Department Head, Engineering and Public
Policy
129H Baker/Porter Hall
petera@andrew.cmu.edu
412-268-2670

Dena Haritos Tsamitis
Director, Information Networking Institute
119 Henry Street
dena@cmu.edu
412-268-3297

Peter Boatwright
Director, Integrated Innovation Institute
5000 Forbes Avenue
boatwright@cmu.edu
412-268-4219

Greg Rohrer
Department Head, Materials Science and
Engineering
3325 Wean Hall
rohrer@cmu.edu
412-268-2696

Allen Robinson
Department Head, Mechanical Engineering
401 Scaife Hall
alr@andrew.cmu.edu
412-268-2501

Please consult the department/program handbook for information on departmental resources. Additionally, students may confer with the university graduate ombudsman, Suzie Laurich-McIntyre,

slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

Academic Calendar

The Academic Calendar can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all university deadlines, including registration dates, class start dates, add/drop deadlines, exam dates, and more.

Degree Attainment

M.S. Degree

A candidate for the Master of Science degree in the College of Engineering must complete satisfactorily the requirements specified by the major department or program in addition to the general requirements of the College of Engineering. The Master of Science degrees usually require one to two academic years of full-time study beyond the B.S. degree.

The general requirements include the satisfactory completion of a minimum of 96 units of academic work at Carnegie Mellon. A minimum of 60 units (including graduate project units) must be graduate level work from the College of Engineering, Mellon College of Science or the School of Computer Science. Programs may require additional units of academic work. The satisfactory completion of a master's degree comprehensive examination may also be required in some departments or programs. A master's thesis may be required by the major department in lieu of, or in addition to, other requirements. Specific requirements can be obtained from each department or program:

- [Biomedical Engineering](#)
- [Chemical Engineering](#)
- [Civil and Environmental Engineering](#)
- [Electrical and Computer Engineering](#)
- [Energy Science, Technology & Policy](#)
- [Engineering and Public Policy](#)
- [Engineering and Technology Innovation Management](#)
- [Information Networking Institute](#)
- [Integrated Innovation Institute](#)
- [Materials Science and Engineering](#)
- [Mechanical Engineering](#)

If a thesis is submitted in partial fulfillment of degree requirements, it must meet the approval of the instructor in charge of the work, the department head, and the dean (or his/her designee). The completed thesis should be prepared following the [M.S. Thesis and Ph.D. Dissertation Document Standards](#) and must be submitted to the department by the specified due date (pg.13) for the semester in which completion is planned. Any publication derived from the thesis should be prepared in

consultation with the faculty advisor and should acknowledge that the manuscript was derived from a thesis submitted in partial fulfillment of the requirements for the degree of Master of Science at Carnegie Mellon.

Ph.D. Degree

The degree of Doctor of Philosophy (Ph.D.) is granted by Carnegie Mellon to candidates who give evidence of proficiency, high attainment, and research ability in the field of their major work, and who have satisfied the specific coursework and other requirements of the department in which they are enrolled. Doctoral candidates are required to maintain full-time residence at Carnegie Mellon for a minimum of one year.

Please also see our policies specifically related to College of Engineering Ph.D. Qualifications, Dissertation and Degree and our [M.S. Thesis and Ph.D. Dissertation Document Standards](#).

College of Engineering Policy on Joint Degrees with EPP

The unique doctoral program in Engineering and Public Policy provides opportunities for advanced graduate study of a broad range of topics at the interface of technology and policy. EPP and any College of Engineering department can agree to offer a joint Ph.D. degree (i.e., one degree with two fields listed in the title) to a particular student.

Students interested in pursuing a joint Ph.D. degree must apply to the second department within the first academic year of Ph.D. study. Students cannot apply for a joint Ph.D. degree program upon initial entry; initial Ph.D. applications must be to one department only. If both departments agree to admit a student to a joint Ph.D. program, the student must either pass the Ph.D. qualifying exams of both departments or pass a mutually agreed upon shared exam.

In addition, the student must either meet the course requirements of both departments or meet a mutually agreed upon set of course requirements. The doctoral committee for a joint Ph.D. student must include representation from both departments involved, and the dissertation topic should make significant contributions in both fields. The extent to which the dissertation research speaks to both fields must be discussed explicitly at the proposal stage and revisited by the doctoral committee over the course of the degree program.

Interdisciplinary Degrees

If the formal graduate curricula do not suit the needs of a student, an individualized curriculum can be designed to meet the student's abilities, interests, and professional objectives utilizing the educational resources of Carnegie Mellon.

The student is encouraged to consider courses offered by the other colleges of Carnegie Mellon, such as the Mellon College of Science, the School of Computer Science, the Heinz School, and the Tepper School of Business.

The student obtains a faculty advisor, who, together with two other Carnegie Mellon faculty members for a master's degree and at least three other faculty members for a Ph.D. degree, constitute an advisory committee to oversee the student's research, specify degree requirements (within the general

requirements of the university) and recommend the student for the degree upon completion of the program.

The degree attached to the particular program generally will not be offered by Carnegie Mellon departments since the intention of the individualized program is to increase the options available to students.

All curricula and degrees must be reviewed by an Ad Hoc Committee on Interdisciplinary Studies and written approval should be obtained from the committee before starting a curriculum program. This committee is chaired by the Associate Dean for Graduate and Faculty Affairs, who, with at least two other college faculty members, makes a recommendation for approval to the Engineering College Council. Students who are interested in this program should contact the college's Associate Dean for Graduate and Faculty Affairs.

The degree would be offered by the College of Engineering. Requests for Interdisciplinary degrees are reviewed by the Associate Dean for Graduate and Faculty Affairs with advice from college faculty and approved by the Engineering College Council. Normally for Ph.D. students the faculty advisor and home department will be within the college. Interdisciplinary Ph.D. students in the College of Engineering must usually satisfy one component of an engineering department's Ph.D. comprehensive examination.

College of Engineering Integrated Master's/Bachelor's (IMB) Degree Program Policy

The goal of this program is to enable students in any College of Engineering Department's undergraduate (UG) degree program to continue seamlessly into that Department's main master's degree program. In order to be awarded the Master's degree in the IMB degree program, the student must also earn their BS degree, either simultaneously with the Master's degree or in a semester prior to the awarding of the Master's degree.

College of Engineering Policy

Following is the college's policy for admission into the integrated master's/bachelor's (IMB) degree program. The requirements for completing the master's degree and bachelor's degree remain unchanged.

- **GPA:** Students admitted to this IMB degree program should have a minimum GPA of 3.0; exceptions can be made by the Department on the basis of other factors including extenuating (e.g., medical) circumstances, improvement in grades, strong recommendation letters, etc.
- **Number of Units:** Students will declare their intention to apply to this IMB degree program after completing the number of units completed typically by students in that department after the first five semesters.
- **Graduate Status:** All IMB degree program students must have graduate status once they have completed their BS degree and beyond eight semesters. IMB degree program students must have full-time graduate student status in at least one (e.g., their final) semester whether or not they have already completed their BS degree.

The application process for the IMB degree program will be straightforward. Students will be able to indicate their intent to join the IMB degree program via e-mail or a web interface. There will be no need

for a formal application process involving a formal application, application fee, GRE scores, recommendation letters, official transcripts or a statement of purpose.

Master's Student Statute of Limitations

All units required for a master's degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date on which the student enrolled in the program. This statutory period can be extended by the college's Associate Dean for Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master's degree studies must be approved by the head of the department or program offering the master's degree, and by the college's Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program. For more information please view the University's policy:

<http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

PhD Student Statute of Limitations

As outlined in the Doctoral Student Status Policy, <https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>, students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. The College of Engineering statute of limitations is six years after the student passes the PhD qualifying exams. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students who are pursuing the Ph.D. 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.

Student Status

Full-time Status and Part-time Status

Full-time status is defined as 36 units per semester. International students must be in full-time status for all semesters and need to consult the Office of International Education if they may not be in full-time status.

For part-time students, certain graduate courses may be offered on a rotating basis in two- or three-year cycles. The Master of Science degree requirements can usually be completed on a part-time basis within three to four years, in part through the substitution of additional course work, or project work for a graduate research thesis project according to the departmental stipulations. All students are encouraged to complete the degree program as rapidly as possible.

All part-time Ph.D. degree candidates must complete one academic year (two full semesters) in residence on a Carnegie Mellon campus after beginning studies in the Ph.D. program. The two semesters in residence do not have to be contiguous. The purpose of the residency requirement is to ensure that all Ph.D. graduates of the College of Engineering have spent time interacting closely with college faculty members and graduate students as part of their Ph.D. experience. The time in residence also ensures an adequate opportunity to prepare for and complete the Ph.D. qualifying examinations at the beginning of Ph.D. studies. Consequently, students intending to become Ph.D. degree candidates must consult their faculty advisors concerning the appropriate format and timing of their qualifying examinations and residency before or upon initiation of Ph.D. studies. Special situations may warrant modifications of the residency requirement, e.g., pursuit of a Ph.D. degree by a Carnegie Mellon staff member. Petitions for modification of the residency requirement must be approved by the relevant department head(s) and the Associate Dean for Graduate and Faculty Affairs. For more information on Doctoral Student Status please view the University's policy: <https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>.

Credit and Course Registration

Transfer Credit & Special Students

Applicants with a degree of Bachelor of Science may be admitted as part-time special students with no intention of working toward a graduate degree. Some of them may later wish to become degree candidates. Even though the applicant may have been admitted as a non-degree student, courses taken at Carnegie Mellon with a grade of B or better will be counted toward the degree, provided that such courses fall within the requirements of the degree sought.

If offered by your program, up to 24 units (two courses) of graduate work completed at other universities*, with a grade point average of 3.0 or better, may be given transfer credit, provided that such course work is part of the graduate program leading to the degree sought. These units cannot have been used toward a previous degree at another university. Such transfer credit is not granted prior to admission to the graduate program and must be approved by the department after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon.

This policy is subject to change within the individual academic departments and programs. Download the [Graduate Transfer Credit Request form](#).

* Unless a dual degree agreement is in place

Please consult the department/program handbook for information on:

- GPA Requirements and QPA Requirements for graduation
- The definition of successful academic standing
- The process for, definition of, and communication of:
 - probationary status and returning to good standing;
 - suspension and returning to program;
 - dismissal from the program/department/college
- Policy on Pass/Fail

- Policy on Grades for Retaking a Course
- Drop/Add/Withdraw procedures

Cross Registration

Cross-registration is available through neighboring institutions (e.g., the University of Pittsburgh, Duquesne University) and the grade earned for courses completed during the Fall or Spring semester will appear on the Carnegie Mellon transcript. Course and/or distribution credit may be granted by petition to the department (subject to the [College of Engineering's Transfer Credit](#) policy described above) for courses not used for a previous degree requirement. For more information on the Pittsburgh Council on Higher Education (PCHE) and cross registration please view the University's policy: <https://www.cmu.edu/hub/registrar/registration/cross/index.html>.

Policy on Course Drop and Withdrawal by Graduate Students

See [University Policies](#) for regulations on Adding, Late Adding or Dropping courses. Please see [The HUB](#) for forms and procedures.

Course Electives

Courses counted as electives towards MS degrees in CoE must be at the 300 level or above. Courses numbered as xx-299 or lower do not qualify as MS degree electives.

Double Counting of Course Units for M.S. and Ph.D. Degrees

No course that has been counted toward another degree can be counted toward fulfilling course requirements in graduate programs, unless explicitly authorized for a particular program as set forth in the specified requirements for the program, or by the department head(s) of the primary department(s) of the graduate student.

Grades and Grading

The general grading policy is described on the university grading policy page (<https://www.cmu.edu/policies/student-and-student-life/grading.html>) including the definitions of GPA (letter) and QPA (quality point). The following are College of Engineering-specific policies for graduate grading.

Project work may be given an S (Satisfactory) grade on a semester-by-semester basis, but a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or R) must be given in the final semester for a multi-semester project. *The grading scale does not include the grade A+, i.e., no A+ grade will be given in College of Engineering courses and no College of Engineering students can be given an A+ grade.* The units with an S grade are counted toward degree requirements but are not included in computing the average grade.

Course work or graduate project units with a grade of C- or lower are not acceptable toward graduate degree requirements. In the event that a student elects to take a course as a P/F and an instructor

enters a letter grade, any letter grade of C- or lower will be converted to Fail, while any letter grade A through C will be considered Pass.

MS Degree

Most, but not all, College of Engineering M.S. programs require 96 units. For those that require 96 units, the average grade of 96 units applied to the degree shall be at least B, and the student may choose any 96 units satisfying the degree requirements of the first 120 units attempted to compute the grade average. Individual departments and programs may have specific requirements regarding grades in certain courses. For M.S. programs that require more than 96 units the program-specific grading policies and degree requirements apply and should be consulted.

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.

Ph.D. Qualification, Dissertation and Degree

Qualifying Exam

The examination comprises written and/or oral parts and may include review of a thesis proposal (described in this section). The student will be considered to have passed the qualifying examination when he or she has successfully completed all the required parts. A candidate must take the qualifying examination at the time specified by the department. Upon satisfactorily passing the examination, the student will be accepted as a candidate for the degree of Doctor of Philosophy. If the student has not already received a Master's degree, upon application and provided that all other requirements have been met, he or she may be granted the degree of Master of Science at the next commencement.

Passing the Ph.D. qualifying examination admits a student to candidacy for the Ph.D. degree for a period of no longer than six calendar years. If, at the end of this six-year period, the Ph.D. has not been awarded, the student must reapply for admission to the graduate program and will be judged competitively with other students applying at the same time.

If the student is re-admitted, he or she may, at the discretion of the department, be requested to pass the qualifying examination again before the Ph.D. is awarded. A student may petition for extension of the six-year limit under extenuating circumstances such as a forced change of advisor, military service, or prolonged illness. Note that the time limits on the duration of Ph.D. candidacy outlined here are more restrictive than those of the general university policy.

Ph.D. Dissertation Overview

Thesis Proposal

The thesis proposal generally will be presented to the Dissertation Committee (see below) reasonably early in the student's tenure as a Ph.D. student, within the time limits specified by the department. The purpose of the thesis proposal is to allow the student to demonstrate that the proposed research is likely to meet the criteria for a doctoral dissertation, stated below, and that the proposed research can be accomplished in a reasonable period of time.

Ph.D. Dissertation Committee

The dissertation is prepared under the supervision of a faculty advisor who also usually serves as the chair of the Dissertation Committee. The Dissertation Committee shall consist of a minimum of four members. At least two of these will be full time Carnegie Mellon faculty affiliated with the candidate's academic department, and at least one will be a person who is not primarily affiliated with the candidate's department. Departments may impose additional constraints on the make-up of the Committee.

The Dissertation Committee shall review and approve satisfactory thesis proposals, and act as the examining body for the final public examination of the candidate on the thesis subject. It is recognized that faculty leaves or other absences may require substitutions to be made on the Dissertation Committee. Any such substitutions, however, should conform with the rules on the composition of the Committee.

Ph.D. Dissertation

The doctoral dissertation must embody the results of extended research, be an original contribution to knowledge, and include material worthy of publication. It should demonstrate the candidate's ability to conduct an independent investigation, to abstract principles upon which predictions can be made, and to interpret in a logical manner facts and phenomena revealed by the research. (In the event that irreconcilable differences arise between a student and his or her faculty advisor on whether the dissertation research is ready to be defended, appeal may be made to the Department Head to resolve those differences.) The dissertation must be prepared in accordance with the College of Engineering thesis and dissertation document standards (see below).

Ph.D. Dissertation Time Table

- Completion of Written Dissertation—not more than six years after being admitted to candidacy.
- Submission of Dissertation to Committee—at least one and one-half months before the Final Grades due date for the semester in which completion is planned.
- Public Announcement of Defense—at least two weeks before Dissertation Defense.
- Dissertation Defense—at least 15 days before the Final Grades Due date for the semester in which completion is planned.
- Submission of Dissertation to the Department—by the following due dates: May graduates, ten days before the Final Grades for Graduating Students Due date; August graduates, ten days before the Final Grades Due date; December graduates, ten days before the Final Grades Due date.

- Submission of Dissertation to the Dean of the College of Engineering—by the Final Grades Due date for the semester in which completion is planned.

Upon completion of the dissertation, copies must be submitted to the Dissertation Committee according to the departmental regulations. If the dissertation is accepted by the Committee, the candidate is eligible for a final public examination. A public announcement of the date, time, place, candidate name, title, and dissertation committee must be posted in each engineering department at least two weeks prior to the date of the exam.

Upon satisfactorily passing the final public examination, the candidate will be recommended for the doctoral degree. Copies of the dissertation must be presented to the appropriate Department Head and to the Dean of the College of Engineering for approval, as described in the college's thesis and dissertation document standards.

Thesis and Dissertation Document Standards

Please consult the department/program handbook for requirements and review committee information.

M.S. Thesis and Ph.D. Dissertation Due Dates

August and December Graduates

Theses and dissertations must be submitted to the department ten days before the Final Grades Due date. The department must submit the thesis or dissertation and documentation to the Dean by the Final Grades Due date.

May Graduates

Theses and dissertations must be submitted to the department ten days before the Final Grades for Graduating Students Due date. The department must submit the thesis or dissertation and documentation to the Dean by the Final Grades for Graduating Students Due date.

Submission Procedure

The College of Engineering requires that all theses and dissertations be submitted to both the Carnegie Mellon University Institutional Repository and the ProQuest ETD Administrator Repository. This can be accomplished through the ProQuest ETD Administrator website: <http://www.etdadmin.com/cgi-bin/student/etd?siteId=717;createacct=1>.

ProQuest

ProQuest offers two publishing options: Traditional Publishing and Open Access Publishing PLUS. **In all types of publishing, you will retain the copyright to your work.** For a fee, ProQuest will officially register a student's copyright with the U.S. Copyright Office. Official registration is not required to maintain the copyright, but registration may provide certain legal benefits. For more information, view the UMI Copyright Guide: http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf.

- A Submission Checklist that confirms proper formatting of the document and copyright assertion decision

Signature Page

Separate from the pdf of each thesis or dissertation must be a [Signature Page](#) which must follow the format specified for regular degrees and joint degrees. The original signature page must be signed by the thesis or dissertation advisor(s), the department head and the Dean or Associate Dean for Graduate and Faculty Affairs of the College of Engineering. Only one original signature page should accompany the thesis or dissertation submitted to the department head and Dean for review and approval.

Committee Page

Separate from the pdf of each thesis or dissertation must be a Committee Page. The original [Committee Page](#) must be signed by all members of the committee for doctoral works and all readers for master's works.

Submission Checklist

Separate from the pdf of each thesis or dissertation must be a [Submission Checklist](#). The Submission Checklist should be thoroughly reviewed to ensure all requirements for submission have been met. The Checklist must be completed and signed by the student.

Manuscript Format Requirements

Except as specifically superseded by directions from the candidate's major department and ProQuest, the general rules with respect to form shall follow those provided below. Some of the guidance is from K. L. Turabian, *A Manual for Writers of Term Papers, Thesis and Dissertations*, 8th Edition, University of Chicago Press, Chicago, 2013.

The preparation of the thesis and dissertation and copies are the student's responsibility, unless departmental policies dictate otherwise.

Title

Your title is the first thing your readers read. It should announce the topic and communicate the conceptual framework of the thesis or dissertation using keywords that provide information to both the reader and potential search algorithms.

Font

Choose a single, readable and widely available typeface/font, such as Times New Roman, Arial or Helvetica. If using a less common typeface, embed the font in the electronic file. Avoid ornamental typefaces. In general, use at least ten-point or twelve-point font for the body of the text.

Title Page

The first page of the pdf will be a title page. The title page of the dissertation must follow the format specified in the [template](#). Note that the title page must follow the template and not include additional information.

Copyright Page

If the student asserts their copyright then the second page of the pdf will be the copyright page,

according to the [template](#). If the student does not wish to assert copyright then they must indicate that choice on the [submission checklist page](#).

Acknowledgements Page

All theses and dissertations must include an Acknowledgments section. This section is used to thank mentors and colleagues and name the individuals or institutions that supported your research or provided special assistance, such as consultation or aid. Acknowledge any owners of copyrighted materials that have granted you permission to reproduce their work. Describe all sources of funding from outside grants, fellowships, awards, or self-supported funding. For any grants, include the identifying grant number. Acknowledgment of the source(s) of support is important ethically in all research publications and presentations, including theses, to give the sponsors the recognition they deserve, and also to disclose publicly the organization or persons funding the research.

For doctoral submissions, the doctoral committee must also be listed in the Acknowledgments as committee members, and the chair of the committee must be identified. **The doctoral committee should not be listed on the title page.**

Abstract

The abstract will be made available in the ProQuest Dissertations and Theses database (PQDT). Do not include footnotes, references, or unexplained abbreviations. There is no word limit on the abstract, but it should be concise.

Table of Contents

The table of contents should include page references.

List of Tables

Include titles and page references.

List of Figures and Illustrations

Include titles and page references.

Body

The body of the thesis or dissertation should be broken into the following sections:

- A. **Introduction**
- B. **Main Body** – with larger divisions and more important minor divisions indicated by suitable, consistent headings
- C. **Summary and Conclusions** – highlighting the key findings and conclusions of the work presented. For engineering and science theses and dissertations, this section often also includes recommendations for follow-up research.
- D. **References** – see below
- E. **Appendices** – each appendix should have a title and be listed in the Table of Contents

Pagination

Each page in a thesis or dissertation should be assigned a number. The following page numbering format is generally accepted:

- A. **Do not number the Title or Copyright Page**, although these pages will be included in the page count

- B. **Preliminaries:** Use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with iii; the title page counts as page i and the copyright page as ii, but the number does not appear.
- C. **Rest of the Thesis or Dissertation** – the body of the thesis, including text, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3, 4, etc.). Each page must be numbered. Try to avoid use of letter suffixes such as 10a, 10b. The numbering begins with 1 and runs consecutively to the end of the dissertation.

Footnotes

If footnotes are needed, they should be placed at the bottom of the page below a 1.5 inch underscore (starting at the left border). The first line of each footnote should be indented 0.5 inches and identified by a raised numeral corresponding to that used in the text. Footnotes should be numbered consecutively throughout each chapter.

Reproduction of Data

The data on which the thesis or dissertation is based should be made accessible to the reader in substantially complete form. Generally, this means that raw data should be reproduced in a convenient manner in one or more appendices to the main document and made available in the Carnegie Mellon repository, on a web site that will be supported by the advisor or department, or an external repository related to the pertinent field. In the case of extensive data gathered from readily available published sources, specific detailed citations will suffice, provided that the data is included in an Appendix of the document pdf, if available, or otherwise a stable url is included. Deviations from a procedure of full disclosure must be specifically approved by the M.S. thesis advisor(s) or Ph.D. Dissertation Committee and explained fully in the thesis or dissertation.

Reproduction of Materials

All instruments, analytic procedures, apparatus, or other critical elements in the execution of the study should be described in detail. Apparatus normally should be described in an engineering drawing and by photograph. Instruments normally should be reproduced in full in pictures or drawings, unless they are easily available from other sources. Procedures of analysis should be specified fully either by citation or by detailed discussion in one or more appendices. Computer calculations that are essential to the central arguments of the research must be fully and clearly explained. If the computer programs which provide the basis for these calculations are originated by the student, the student is required to provide a program listing and minimal documentation on the program in the thesis or dissertation.

The program listing and documentation normally would be included in a separate appendix to the thesis or dissertation. However, in the case of extensive computer work considered by the student and his or her advisor to be too long to include in the thesis or dissertation, presentation in the form of tables elucidating important components is acceptable. In this case, the student is advised to submit a separate internal report giving further details. Standard subroutines or packaged programs which are routinely included as software support to a computer installation and which can be readily obtained are exempted from this requirement, but these should be clearly cited and the source of these programs made apparent in the thesis.

References

Citations of the professional literature should be standardized throughout the thesis or dissertation. The form of citation should be consistent with the form used in a standard professional journal of the candidates' field. The Harvard Citation Style is used commonly in engineering and science. The following journals are recommended as samples in each field of engineering:

- Biomedical Engineering - *Annals of Biomedical Engineering, Journal of Biomechanical Engineering*
- Chemical Engineering - *Langmuir, Optimization and Engineering*
- Civil and Environmental Engineering - *ASCE journals, e.g., Journal of Environmental Engineering, Journal of Transportation Engineering.*
- Electrical and Computer Engineering - *Proceedings of the IEEE.*
- Engineering and Public Policy - *Science, Proceedings of the IEEE.*
- Mechanical Engineering - *Transactions of the American Society of Mechanical Engineers.*
- Materials Science and Engineering - *Metallurgical Transactions.*

Additional Guidance

Refer to the ProQuest document "[Guide 1: Preparing Your Manuscript for Submission to ProQuest](#)" for margins, paper type, line spacing and additional formatting guidelines that have not been noted above.

All But Dissertation (ABD) Status

After completion of all formal Ph.D. degree requirements other than the completion of and approval of the doctoral dissertation, and the public final examination, doctoral candidates shall be regarded as ABD (all but dissertation). The College of Engineering and CMU rules recognize two categories of ABD (All but Dissertation) doctoral students:

- ABD Students *In Absentia* (Registrar code: ABS).
- ABD Students *In Residence*.

University policies governing ABD status are available at <https://www.cmu.edu/hub/registrar/registration/abd.html>. The major features of these policies are summarized below, and college-specific procedures are described.

In Absentia Status for ABD Candidates

An ABD doctoral candidate may, upon departmental certification thereof, be regarded as being in absentia when and, so long as, the following three conditions concur:

- The candidate has been enrolled as a full-time doctoral candidate at Carnegie Mellon University for at least one academic year. Part-time graduate enrollment may, at the department's discretion, be counted *pro rata* towards this total.
- The candidate does not receive a stipend predicated on his or her status as a graduate student or doctoral candidate and paid by or administered by the university (whether teaching or research assistantship, scholarship, or fellowship).
- The student does not require substantial use of University resources. Note: Departmental certification of this condition shall be subject to guidelines established by the school or college. Typically, substantial use shall include: office space including desk space; all use of laboratory space or university-furnished laboratory equipment and expendables. *In absentia* candidates shall be permitted use of the libraries or consultation with faculty or students (in particular, with a thesis advisor or members of the advising and thesis committees). The university will provide *in absentia* candidates with identification for access to the library and other services permitted under the guidelines.

ABD students *in absentia* will not be certified by the university as a "student" for immigration or loan purposes. "Non-resident alien" students on J-1 or F-1 visas who become ABD *in absentia* must continue to follow the Department of Homeland Security (DHS) regulations and maintain their status as "full-time students." Any questions about employment or about leaving Carnegie Mellon for extended periods of time should be coordinated with the Office of International Education (OIE).

While an ABD candidate is *in absentia*, no formal enrollment or payment of tuition shall be required to maintain doctoral candidacy status, with the exception of the academic semester in which the degree requirements are to be completed.

An ABD candidate who is *in absentia* shall be required to change from In Absentia to In Residence and enroll for a minimum of five units of graduate study during the final academic semester in which the degree requirements are to be completed; in default of which a fee equal to the corresponding tuition shall be paid before the degree is conferred. The student cannot receive any financial support from the university.

In addition, all ABD students *in absentia* will be responsible each semester for the technology fee, which provides them with an Andrew email id and access to university licensed software.

In Residence Status for ABD Candidates

ABD students *in Residence* may be certified as full-time students for immigration purposes. Ordinarily, ABD students *in Residence* in the College of Engineering are required to register for a minimum of 36 units of academic credit per term, except that: "Under exceptional circumstances, ABD students who are self-supported, and who can demonstrate financial hardship, may petition the College through the departments for permission to register for 5 units of thesis research per semester." The exceptional circumstances for such approval include:

- Self-supporting with demonstrated financial hardship.
- At least three years of full-time student status.
- Good standing and progress towards a degree.
- No more than two semesters of required work; ABD with In Residence status and 5 units of tuition per term will not be allowed for more than two semesters of work, where a summer is considered to be one semester.

[Download the ABD Petition Template](#)

All doctoral degree candidates enrolled as *In Residence* students and who are supported by the university must be registered for thirty-six units for the entirety of their final semester and will be assessed full-time tuition. If a student completes all Ph.D. degree requirements and is certified by:

- September 30th (in the fall), or February 28th (in the spring), tuition will be adjusted to \$0; however, they will remain enrolled for thirty-six units for the semester.
- October 31st (in the fall), or March 31st (in the spring), tuition will be adjusted to 50% of the full-time tuition; however, they will remain enrolled for thirty-six units for the semester.

- After October 31st (in the fall), or after March 31st (in the spring), but BEFORE the first day of the next semester, tuition will not be adjusted and they will remain enrolled for thirty-six units for the semester.
- Fees will not be adjusted.

Doctoral candidates' departments shall notify the Registrar's Office of the appropriate financial arrangement.

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 regarding academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

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

Please consult the department/program handbook for more information on specific expectations, consequences and the appeal process, as well as the University-wide Protocol <https://www.cmu.edu/student-affairs/ocsi/students/>

Graduate Student Consulting

Full time graduate students within the College of Engineering are ordinarily expected to devote their full attention and energies to their educational and research endeavors. Classwork and research assignments are planned to completely occupy full time students, thus effectively precluding outside employment and consulting.

All full-time students are generally advised to decline such work and concentrate on their graduate studies. In exceptional cases, there may be opportunities for outside consulting or employment which would provide helpful experience in addition to financial remuneration.

Before assuming such commitments, all full-time graduate students are urged to consult their academic advisors and/or department heads about such opportunities. Students receiving financial aid in the form of research or teaching assistants or fellowships are required to obtain consent from both their academic advisor and department head for any such outside employment or consulting.

Withdrawal from Program & Leave of Absence

Please see The HUB's webpage for information on the Process for Withdrawal from Program and Taking & Returning from Leave of Absence: <https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>.

Enrollment Verification

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

Withdrawal of Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, the degree will be withdrawn promptly upon discovery of the falsification. The complete reference to this university policy is available at: <https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>.

Additional Department and University Policies/Protocols

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.

Responsible Conduct of Research (RCR) Education

The College of Engineering fully supports the position of the university on research ethics, as stated on the website of the [Office of Research Integrity and Compliance](#): "Carnegie Mellon University promotes the responsible conduct of research through high standards of ethics and accountability in planning, conducting and reporting research. The responsible conduct of research is demonstrated through behavior that meets generally accepted standards. These standards are set forth by state and federal regulations, institutional policies, professional codes of conduct and personal convictions."

The College of Engineering graduate students participating in research will be required to take the appropriate on-line training offered by the Collaborative Institutional Training Initiative (CITI). For college graduate students, the CITI physical science module package is recommended rather than the module package for engineers, although both are acceptable. Please check with your department for which Responsible Conduct of Research (RCR) course(s) it requires. The courses are available at [CITI's](#)

[Website](#). Select Carnegie Mellon University as your participating institution when you create your account.

The course(s) may take a few hours to complete but can be done over a period of time. Upon completion of the course(s), print the certificate(s) of completion for submission to your department's graduate coordinator.

Further information about the Carnegie Mellon program for Responsible Conduct of Research Education is available at the [Office of Research Integrity and Compliance](#).

Student-Professor Relationship

Consult your departmental handbook for more information.

Summary of Graduate Student Appeal and Grievance Procedures

The Grievance Policy for the College of Engineering follows that specified by the university. Please consult the Summary of Graduate Student Appeal and Grievance Procedure: <https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

Graduate students are expected to discuss any concerns or grievances initially with the faculty or staff member(s) involved. Students are strongly encouraged to seek informal resolution of grievances through consultations within the academic unit, department or program. Students may also seek assistance with the informal resolution of a grievance through the designated college ombudsperson, Suzie Laurich-McIntyre (slaurichmcintyre@cmu.edu), or the Assistant Vice Provost for Graduate Education.

If a grievance cannot be resolved informally with the faculty or staff member involved within the academic department, a student may submit a formal, written grievance to the head of the department, unit or program. If there is more than one student with a grievance on a particular matter, each student must submit a separate grievance. The department, unit, or program head, or director or designated committee will issue a written decision on the grievance within thirty (30) days or as soon thereafter as practical.

Graduate students who wish to appeal from the decision rendered at the department, unit or program level must submit a formal, written appeal to the Associate Dean of Graduate and Faculty Affairs within seven (7) calendar days after receipt of written notice of the decision by the department, unit, or program head, or director or designated committee. The Associate Dean shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical.

Graduate students who wish to appeal the written decision of the Associate Dean must submit a formal written appeal to the Provost within seven (7) calendar days after receipt of the Associate Dean's decision. A copy of the appeal must also be submitted to the Assistant Vice Provost for Graduate Education and to the Associate Dean. The Provost shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Decisions by the Provost are final and not appealable.

Contacts for the college and departments are given below:

College of Engineering

[Shelley Anna](#), Interim Associate Dean for Graduate and Faculty Affairs

Biomedical Engineering

[Bin He](#), Department Head

[Maryia Rakach](#), Graduate Program Administrator

Chemical Engineering

[Anna Skaja Robinson](#), Department Head

[Allyson Danley](#), Graduate Coordinator

Civil and Environmental Engineering

[David Dzombak](#), Department Head

[David Vey](#), Director of Graduate Programs

Electrical and Computer Engineering

[Lawrence Pileggi](#), Department Head

[Tara Haslam-Moe](#), Associate Director of Graduate Affairs

Energy Science, Technology & Policy

[Paul Salvador](#), Executive Director

[Nora Siewiorek](#), Assistant Executive Director

Engineering and Public Policy

[Peter Adams](#), Interim Department Head

[Victoria Finney](#), Graduate Program Administrator

Engineering & Technology Innovation Management

[Jimmy Williams](#), Executive Director

[Karen Fleischman](#), Assistant Executive Director

Information Networking Institute

[Dena Haritos Tsamitis](#), Director

[Jessica Becker](#), Senior Associate Director of Academic Affairs and Student Services

Integrated Innovation Institute

[Peter Boatwright](#), Director

[Emma Zink](#), Associate Director

Materials Science and Engineering

[Greg Rohrer](#), Department Head

[Suzanne Smith](#), Administrative Associate/Graduate Coordinator

Mechanical Engineering

[Allen Robinson](#), Department Head

[Chris Hertz](#), Graduate Program Administrator

Safeguarding Educational Equity 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 at:

http://www.cmu.edu/policies/documents/SA_SH.htm. If you have been impacted by any of these issues, you are encouraged to contact any of the 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 at: <https://www.cmu.edu/title-ix/resources-and-information/resources.html>.

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.) will be reviewed during this meeting. Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for a Maternity Accommodation.

Change of Address

Students are responsible for notifying their department and HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not

having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

Students can change their address using SIO, which is available via the HUB website:

<http://www.cmu.edu/hub/index.html>.

New Policies/ “Grandfather” Policy

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

Vacations and Time-Off

Students with graduate assistantships are expected to continue with their research during academic breaks (including Summer months) with the exception of official University holidays*.

Paid time off for personal business or vacations generally is not included as part of a graduate student's financial support. A supported graduate student who wants to take a short break (up to ten days) must get approval for that break from his/her advisor and, if required by the terms of the student's support package, must make up the work. Supported graduate students wishing to take longer periods of personal time off must do so without financial support and must receive approval from their advisor at least five weeks prior to the requested time off. The advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support package can be processed.

*University Holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Graduation

The university has three graduation dates: May, August and December. There is only one graduation ceremony (May).

Financial Support

Tuition and Funding

Current tuition rates and cost of living including books, insurance, activities and technology fees, food and lodging costs can be found at the [Enrollment Services website](#). Please consult the department/program handbook for specific information.

Consumer Information

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

Internal Funding Opportunities through Carnegie Mellon

Financial Aid Information:

www.cmu.edu/finaid

Emergency Loans

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

Taxes

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

For more information on both internal and external funding opportunities, please consult your department/program handbook.

Appendix A

University Resources for Graduate Students and The WORD, Student Handbook

Key Offices for Graduate Student Support

Office of the Assistant Vice Provost for Graduate Education

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.

Office of the Dean of Student Affairs

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

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.

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/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.

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.

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.

Office of International Education (OIE)

www.studentaffairs.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.

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.

Carnegie Mellon Ethics Hotline

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life

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

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

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

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

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

Global Communication Center

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

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.

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 consults on, advises about and handles 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 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.

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 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.

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 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 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 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