Carnegie Mellon University **School of Design.**

Undergraduate Student Handbook

2023-24

BDes Bachelor of Design
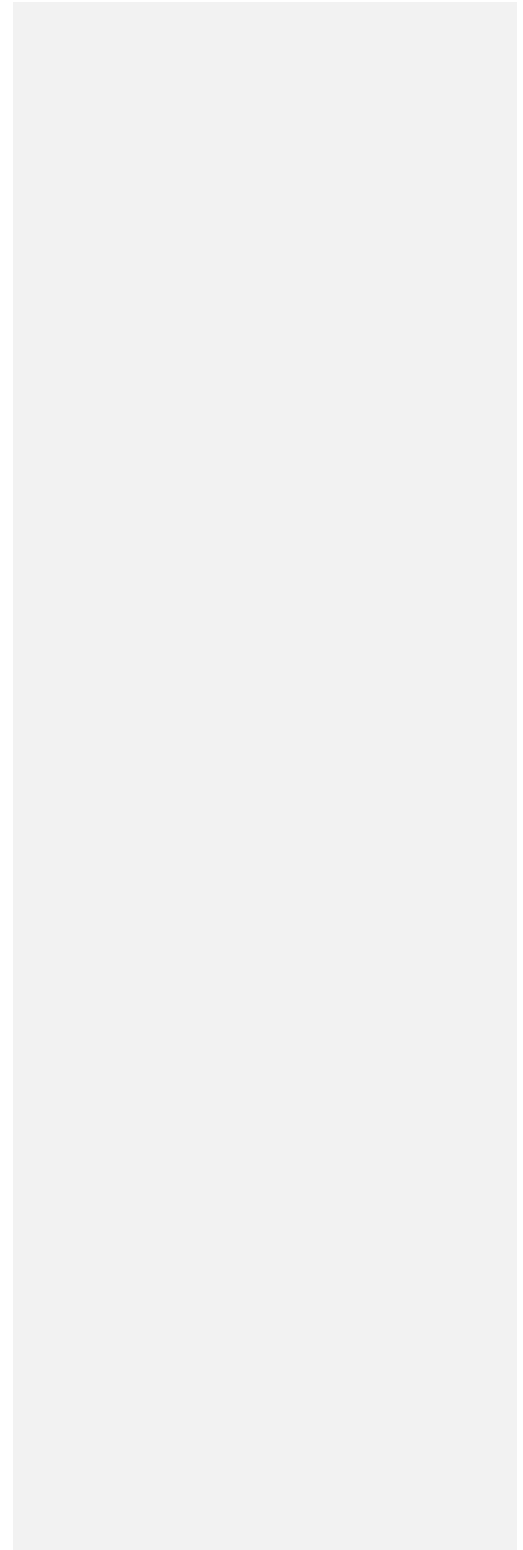BXA Bachelor Interdisciplinary Degree
Minor in Design

8/2/23

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Introduction

The School of Design Undergraduate Student Handbook is a guide to the policies, procedures, and requirements of the School of Design, as well as to other useful information. It is designed to give quick answers to many questions about the curriculum, the School of Design, the university, and your role as a student in the four-year Bachelor of Design and the BXA in Design Studies. For additional information or clarification, you should consult with faculty and staff of the School of Design and with other university personnel.

The material in this handbook is based on current policies, procedures, and requirements. Please familiarize yourself with the contents of this handbook. A new edition is issued periodically, and students will be notified of changes as they occur. Student comments are welcome, as they can make each edition more effective.

School of Design Contact Information & Personnel

Carnegie Mellon University
School of Design, MMCH 110
Pittsburgh, PA 15213-3890
412-268-2828 phone
412-268-3088 fax

Office Hours
Monday – Thursday from 8:30 a.m. to 5:00 p.m.
Friday – from 8:30 a.m. to 4:30 p.m.

Web site
www.design.cmu.edu

Map of Campus
www.cmu.edu/home/visitors/map/index.html

School of Design Personnel

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Marketing & Web Content Manager
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University Policies and Requirements

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 undergraduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/

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/code.html.

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.

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

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

Safeguarding Educational Equity / Sexual Misconduct Policy:
The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.   The University's Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University's Policy Against Retaliation is available athttps://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:
- Office of Title IX Initiatives, https://www.cmu.edu/title-ix/   412-268-7125, tix@cmu.edu
- University Police, 412-268-2323

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

SURG Grants
The campus-wide Undergraduate Research Office (URO) encourages and supports independent student research and creative projects sponsored by university faculty. The Undergraduate Research Office supports student research in every field of study. URO offers **SURG grants** to cover research expenses, **Summer Fellowships** for full-time summer research, and **Presentation Awards** to support students presenting at academic conferences. In May of each year, they hold a campus-wide celebration of undergraduate research, the **Meeting of the Minds**.
They also offer help with writing proposals, finding advisors, and applying to academic conferences.

Registration Policies
Students register for most courses electronically, information regarding the procedure is distributed by email and SIO accounts prior to registration.

Registering for Courses
Each November you will register for spring courses; each April you will register for fall courses. Please note that the Design advisor provides all Design majors with a list of required and recommended courses for each semester.

Dropping Courses

Early in the semester, students may drop a course without consequences, as long as they make up the units in a later semester. Please refer to the academic calendar for specific course drop dates.

Drop & P/N Vouchers

Students may use up to 3 vouchers in their 8 semesters. Vouchers may be used up until the final day of classes, but are strongly encouraged to discuss it with their advisor at least a week earlier. Note that Design does not recognize P units towards graduation unit requirements, other than 9 units of StuCo or PE.

And remember – you are the ONLY one who can add and drop courses on your schedule (other than your advisor) – never believe it if a faculty member says they have "dropped you from a course" – always check and edit your own schedule!

Accessing Your Grades

You may check your grades for any semester by looking at your SIO. Always review your midterm grades – you might discover you're not registered for one of your courses, or you might discover that you're failing a course – that's the time to consider withdrawing from it.

Academic Actions

The College of Fine Arts reviews every CFA student's academic performance and progress towards graduation at the end of each semester. If a student's academic record falls below the standards outlined in their student handbook, they receive an academic action. These actions are designed to notify the student of specific academic and graduation requirements, outline goals for completion, and identify avenues of support to help them succeed.

A student who is not making satisfactory progress toward meeting course standards, or toward completing graduation requirements in their declared degree path, will receive an academic action. Each academic action will be reviewed by the relevant school's appointed reviewers and then confirmed by the CFA Academic Advisory Committee, which makes the final decision. The CFA Dean's office will disseminate the academic action letters directly to the students and their advisors via their CMU email.

Actions are assigned based on the most recent semester under review but include a cumulative review of a student's performance to date. The actions listed below may be given out of sequence, if a student meets the listed criteria.

Incomplete grades will be conditionally actioned by the default grades until the student completes the missing coursework. If the student does not complete their missing coursework by the faculty deadline agreed upon, their default grade and action will become permanent.

In order to support academic success, a student placed on an escalated academic action (probation and final probation) is not permitted to overload, undertake independent studies, or study abroad until they return to good standing. (See school/program handbook for specifics.)

WARNING

A Warning notifies the student of unsatisfactory performance and suggests that the student take steps to determine and correct the cause of the difficulty. Warnings are issued when one or more of the listed criteria are met within the semester under review:

- Receiving an R, D, or N in one elective or general education course;

- Failure to complete the semester's coursework as required by the student's major curriculum (one course);

- Failure to earn the minimum 2.00 quality point average.

If the student meets new actionable criteria in the following semesters, they may be assigned an escalated academic action.

PROBATION

Probation notifies the student of severe and/or continuous performance issues and suggests that the student take immediate steps to correct the cause of the difficulty. A previous action is not required. A student will be placed on Probation for failure to meet the academic and professional standards of their program including:

- Receiving one or more R, D, N, or W grade(s) in a required major course(s);

- Receiving two or more R, D, N, or W grades in elective or general education courses (either during one semester or over two semesters);

- Failure to complete the semester's coursework as required by the student's major curriculum (either two or more courses during one semester or over multiple semesters);

- Failure to earn the minimum 2.00 quality point average.

In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may continue on Probation or be assigned a successive academic action.

Students who are on academic Probation have restrictions from participating in some school, college, and university activities, including eligibility for study abroad or school awards. Refer to school/program handbooks for specific information.

FINAL PROBATION

A student will be placed on Final Probation for continued poor performance, or for continued failure to meet the requirements of their declared degree path, as outlined

under the previous section on Probation. At least one previous action (warning and/or probation) must have been assigned prior to assigning final probation.

- Receiving multiple R, D, N, or W grades in a required major course(s) for two or more semesters;

- Receiving three or more R, D, N, or W grades in elective or general education courses over multiple semesters;

- Failure to complete the semester's coursework as required by the student's major curriculum
(three or more semesters);

- Continued failure to earn the minimum 2.00 quality point average (two or more semesters).

In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may continue on Final Probation or be assigned a successive academic action.

Students who are on academic Final Probation have restrictions from participating in some school, college, and university activities, including eligibility for study abroad or school awards. Refer to school/program handbooks for specific information.

ACADEMIC SUSPENSION
All University Suspensions are a required, temporary leave from the university. This document covers **Academic Suspension** from the University. *(For more information on Disciplinary Suspension or Administrative Suspension visit the student life sections on the university website:*
https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html).

An Academic Suspension is intended to allow the student time to address or rectify any issues impeding or affecting their performance and progress towards meeting the academic standards of their declared degree path. The student is required to temporarily withdraw from the university for a specific period as defined in their suspension letter. Return from suspension is also subject to the conditions specified in the suspension letter and approval of the CFA Dean's office. At least two previous actions must have been assigned prior to assigning Academic Suspension.

A student will be placed on Academic Suspension for:

- Continued history of poor academic performance (three or more semesters);

- Continued lack of progress towards their declared degree (three or more semesters);

- Continued failure to meet the requirements of their declared degree path for continuing in the program; (three or more semesters)

- Failure to earn the minimum 2.00 quality point average. (three or more semesters)

A student returning from an Academic Suspension will be placed on Probation for the semester. In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may be considered for an Academic Drop.

A student who has been suspended from the university is required to leave the campus, including residence halls and fraternity/sorority houses, within a maximum of two days after the action and to remain off the campus for the duration of the time specified in the suspension letter. In addition, the student may not:

- register for courses at Carnegie Mellon
- attend classes
- live in residence halls or fraternity/sorority housing
- use campus facilities, including athletic facilities, library and computer clusters
- participate in student activities
- be members of student organizations
- have student jobs

(Note: students on academic suspension may still be eligible for a summer campus job if they accepted the job before they were suspended.) Go to the university policy webpage on student life for more information on a University Suspension: https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html

ACADEMIC DROP
Students receive an Academic Drop from their School only when the student's academic progress is insufficient to warrant continuing in the current professional field of study. This action terminates the student's enrollment in their current School/Program but is not intended to prejudice admission to another academic program within Carnegie Mellon University, or to another institution. Once a student receives an Academic Drop they may choose to:

1. Transfer to another CMU Department or School. Noting that the student must successfully transfer *prior* to resuming study at Carnegie Mellon.

2. Withdraw from Carnegie Mellon University. A link to the application for Withdrawal/Leave of Absence form is embedded with the letter notifying the student of this academic action, and is also available at www.cmu.edu/hub.

Disabilities

Students with a learning disability or a physical disability are encouraged to contact Catherine Getchell getchell@andrew.cmu.edu Manager of Disability Resources (x8-6121) if they seek some sort of accommodation. The circumstances will remain confidential to the extent desired. The University has a formal procedure for documenting disabilities, notifying advisors and faculty, and making arrangements to utilize university resources in support of expressed needs, but will take no action until contacted by the student. The academic advisor, will work with the student to coordinate assistance.

Grading Policies

Following is a summary of University grading policies appropriate to the School of Design. For a more detailed description, see the Carnegie Mellon Student Handbook.

Grades Given to record undergraduate academic performance are:

Grades	Performance Level	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
R	Failure	0
P	Passing	Non-factorable units
N	Not Passing	Non-factorable units
O	Audit	Non-factorable units
W	Withdrawal	Non-factorable units
I	Incomplete	Non-factorable units
AP	Credit granted for acceptable AP test scores	
TR	Credit granted for courses taken at another institution	

Incomplete – Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student, for reasons beyond their control, has been unable to complete the work of a course, but the work completed to date is of a passing quality and the grade of incomplete provides no undue advantage to the 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 in case the student does not follow through. Students must complete the required course work no later than the end of the following academic semester, **or sooner if required by the instructor.** The instructor must record the permanent grade by the last day of the examination period of the following semester, or the registrar will administratively assign the default grade. **Note that an incomplete grade in a pre-requisite course will prevent the student from taking the next course in the sequence.**

Any +/- grades received by undergraduate students when taking graduate level courses will be automatically converted by the registrar to the corresponding letter grade as listed in the scale above.

Final grades identifying the quality of work are awarded in each subject at the end of the semester or summer session. There are no standard criteria for grading; each instructor establishes the grading criteria for his or her course.

Mid-semester grades are given at the middle of each semester. While indicative of performance for the first part of the course, they are not part of students' permanent record.

Taking a second examination may not raise a permanent (final) grade. If a course is repeated, both grades will appear on the official transcript and will be calculated in the University Quality Point Average.

If a student is absent from a final examination or final critique and not entitled to an "I" grade, an "R" grade will be recorded.

Grading Errors
With 200 students each taking an average of five courses, the law of averages suggests that there will be grade errors every semester for a variety of reasons. Students are responsible for taking steps to correct errors. Contact the professor of the course first. Follow up questions can be directed to Melissa Cicozi.

Grading Options
Auditing courses is permitted, without additional charge, to all students who are already paying full tuition and fees. Part-time and special students who are permitted to audit will be charged tuition for the audited course at the regular rate. Auditing classes is defined as presence in the classroom without academic credit. A student may take part in class discussion and take examination, subject to the agreement of the instructor. To choose a grade option rather than the default letter grade, a student must fill out an audit request form from the HUB, discuss intentions with the Assistant Head of the School, obtain the required signatures as indicated on the form, and return it to the HUB.

Grade option decisions must be made by the official university deadline for adding a course and are irreversible thereafter. If the established requirements are met, the instructor will issue the appropriate grade on the final grade roster.

Honors
Students who earn a minimum of 36 graded units (no pass/fail grades) with a grade point average of 3.5 or higher, with no "incompletes" or "no grades" are candidates for the College of Fine Arts Dean's List. No more than 1/3 of the Design School may be awarded Deans' List status, often resulting in a range higher than 3.5

University Honors upon graduation will be awarded if a student has:
1. Been in residence at CMU in the School of Design for at least four semesters,
2. Earned at least 180 units during that residence, and
3. A cumulative grade point average of 3.5 or better in Carnegie Mellon courses.

Withdrawal or Leave of Absence
A student who decides to leave the University must meet with the Assistant Head of the School and complete a Withdrawal or Leave of Absence form (see Hub site for "forms"). Withdrawal means leaving the University with no intention of returning. Leave of Absence means temporarily leaving the University with a stated intention to return. Submission of a Withdrawal or Leave of Absence form at any time up to and including the last day of classes (excluding the final examination period) means that no grades will be reported for the semester. Financial responsibility for the semester is dependent upon the date of and the reasons for filing the form. Questions about financial responsibility should be directed to the HUB.

Minors/Second Majors
In the course of completing the undergraduate curriculum, there is a potential for completing a minor, a second major, or even a second degree. Carnegie Mellon offers a wide variety of educational opportunities. See the Advising/ information/Registration section in this handbook for sources of information.

Adding and Dropping Classes
After the first two weeks of classes, students must meet with their advisor before adding or dropping to assess impact on degree requirements or the appropriateness of overloading. Students must maintain an average of at least 45 units per semester.

Following University policy, students may add or drop a course during the first ten class days of each semester. Classes may be dropped online until the posted drop deadline. After the drop deadline, students may withdraw from a course with the approval of the Assistant Head until the course withdrawal deadline. After the drop deadline, a "W" (withdraw) is assigned and appears on the student's academic record. Students should consult the Academic Calendar for drop and withdraw dates.

Undergraduates may use up to three late drop vouchers over the course of four years, using no more than one per semester. For more information look here.

Undergraduates who are registered as part-time are also subject to the above deadlines to drop or withdraw from a course.

NOTE: Not all colleges have the same deadlines, nor are the same deadlines in effect for mini-courses. Students registering for mini-courses or courses in another college should check the University calendar for deadlines.

Class Standing
According to University policy, a full-time student is one who is registered in a degree program for 36 or more units. Sophomore status is achieved when a student earns passing grades in a minimum of 72 units; Junior status is achieved when a student earns 164 units; and senior status is achieved when a student earns 263 units. Changes in class standing occur only for the fall semester. Melissa Cicozi can help remedy errors in class standing. Note that a change of program/major can result in reclassification to freshman status.

Cross-Registration
CMU is a member of Pittsburgh Council on Higher Education (PCHE), a consortium that allows students from any one of its member institutions to cross-register for any other during the fall and spring semesters. Participating institutions include Carlow College, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park College, Pittsburgh Theological Seminary, Robert Morris College, and the University of Pittsburgh. Following is the policy statement to which all cooperating institutions adhere:
1. The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students to take courses at any PCHE institution.
2. The opportunity to cross-register is open to each full-time student. Part-time students are not permitted to cross-register. Students must be registered for 36 units at CMU before processing a cross-registration request.
3. Students register with their home institution registrar. Each college or university accepts registration from the other institutions; however, first priority in registration is given to students of the Host College, and not all departments or schools in all institutions are able to participate in this program.

4. In each case of cross-registration the signature of the academic advisor must be obtained prior to registration. Fill out a cross-registration form from the HUB site.
5. Each student's advisor is responsible for assuring eligibility for the course.
6. Full credit and grades will be transferred; the academic regulations for the host institution will prevail.
7. The academic honesty code and other rules of conduct of the institution providing instruction apply with respect to its courses and behavior on its campus. That institution also determines whether its rules have or have not been violated. Your own institution will impose such penalties as it considers proper when violations are reported to it.
8. Cross-registrants do not acquire student status in the host institution (for Library privileges at the host institution are available). Course textbooks may be purchased at the host bookstore.
9. Students may enroll in no more than one course off campus in any one term or semester.
10. Cross-registration does not apply to summer sessions.
11. Adding or dropping a course after the home institution's deadline requires permission from the home institution; after the host institution's deadline, permission from the host institution.

Pittsburgh Glass Center
College of Fine Arts students may request registration for classes at the Pittsburgh Glass Center during the fall or spring semester. These courses are subsidized by the CFA Dean's office and the student's home department. The SoD supports up to four students per semester.

Residence Requirement
In order to earn an undergraduate degree from the School of Design at Carnegie Mellon University, students must complete a minimum of four semesters of full-time study and 180 units in residence. This minimum residence requirement must be met, in part, by full-time work during the senior year or by work of an equivalent or higher level at the university.

Transcripts
Students may request an official transcript at any time via their SIO. There is a fee associated with this service. Students may also download an unofficial transcript at any time.

Computing Policy
You are required to adhere to Carnegie Mellon University's computing policies while on campus: https://www.cmu.edu/policies/information-technology/computing.html
Any questions about computing should be addressed to destech@andrew.cmu.edu.

Policy on Academic Integrity
The University and the School of Design regard plagiarism as a serious academic offense. Depending on the content and context of the offense, and at the recommendation of the course instructor, the penalty shall be either failure of the assignment or failure in the course. If warranted, the instructor may also recommend a more severe penalty to the Head of the School of Design, who retains the option to impose more severe penalties (e.g., suspension or removal from the program). Students whose penalty is failure in the course in question will not be allowed to drop the course. Academic integrity violations are reported to the OCSI.

Further information on plagiarism and disciplinary actions is available at
www.cmu.edu/academic-integrity/index.html.

Damage to University Property
As per University policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. Students will be charged the cost of restoring (or replacing if necessary) to its proper condition any property, which through negligence or misuse, has been damaged or defaced.

Repair and Maintenance
There are occasions when students notice the need for repairs in School of Design facilities. For electrical, plumbing, carpentry or any other repair need, Ray Schlachter, Design's Facilities Manager, at 412-268-3471 or by email: destech@andrew.cmu.edu If there is an emergency after 5:00 pm or during weekends, call Security 412-268-2323.

Security
Carnegie Mellon University is an urban campus with most facilities open to students 24 hours a day. In giving around-the-clock access to students, the University becomes open to access by the uninvited. Though campus security officers patrol buildings on a regular basis, at night when the campus population and activity are diminished, students need to take precautions for their personal safety. Working with a partner is recommended. Any student working in a space for which there is key access should keep the space secured. Call Security at 412-268-2323

Doors should never be propped open. Students should become familiar with the School of Design facilities, the nearest phones and the quickest building exit routes.

Campus Security offers a shuttle service between 7am and 10:30pm to take students between academic buildings and dormitories or to off-campus university housing. An escort service is available during hours when the shuttle is not available. The Student information Desk in the University Center has detailed information.

This advice comes not from a history of incidents, but an acknowledgement that the potential for problems exist. Generally, the campus is a safe environment.

Smoking
In consideration of the rights of non-smokers, the School of Design will conform to the smoking policy of the university. Smoking is not allowed in University buildings or transportation vehicles except as specified in the Student Handbook. The School of Design prohibits smoking in all school spaces. Violators are subject to a $50.00 fine.

School of Design Policies and Expectations

Attendance and Class Participation
The School of Design has a clear and concise policy regarding attendance and class participation. Regular attendance in all studio and academic classes is expected and required. The dynamics of a class and the student's ability to learn are directly related to class participation, which require regular attendance. Since classes in the School of Design have a variety of structures, the specific attendance / participation requirements, and related effects on grading of each class will be presented in writing by the instructor on the first day of class. If there is any question in your mind about policies in a particular course, ask the instructor for clarification. In most Design classes a third absence will negatively affect your grade; a sixth absence will result in automatic failure of the course.

In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the semester will not result in a passing grade.

Whom to Notify in Cases of Absence
Notify faculty in advance of a planned absence for a religious holiday or an event of personal importance. If you have an unplanned absence for medical or personal reasons, please be courteous and let faculty know as soon as possible. In case of an extended absence for medical or personal reasons, contact your academic advisor. Your academic advisor can assist you by notifying your faculty, if you wish. Note that except for University approved holiday observances that are relevant to you, absences are not excused, so plan accordingly. Also note that attendance policies may differ in departments outside of Design, so always check your syllabus.

Overloads
First-year and first-semester transfer students are limited to the normal schedule of 48 units in the first semester of attendance. Thereafter, students may carry additional units, provided they have earned at least a 3.0 grade point average in the previous semester. During registration, students must have all A's and B's at midterm in order to request an increase in maximum allowable units. Students must reach out to their academic advisor to request a unit cap increase. An overload is strongly discouraged in the first year.

Advising
Students are encouraged to seek advice from all the resources on and off campus in order to get the most out of their undergraduate years. Gather information from faculty, administrators, staff, and other students in Design, from colleagues in other departments, from the Student Academic Success Center (SASC), and from the Carnegie Mellon Undergraduate Catalogue and The Word.

The primary School of Design advisor is TBA. In addition, small studio classes in the school provide the opportunity to develop close working relationships with faculty. Students are encouraged to discuss academic, professional, and personal issues with them. Wayne Chung, Director of Undergraduate Studies, is available to discuss academic issues that cannot be resolved in consultation with the Assistant Head of the School or other faculty.

How Do I Know Which Courses To Take?

Check your academic audit (Stellic) for a list of filled and unfilled courses. The audit is only a tool for planning, not a legal document, but can be very helpful as you plan your final semesters.

In the School of Design, you will have a sequence of required Design and academic courses, a selection of Design electives, and two other categories called free elective and academic electives.

Free elective – any non-design course (courses **without** 51xxx prefix), including CFA studio courses may count as a free elective. Students may count up to 9 units of Physical Education or StuCo courses towards free electives.

Academic elective – this category covers non-studio courses. Generally these courses are outside of CFA (i.e., Math, Science, Humanities, Business). Occasionally a CFA lecture-oriented course may count as an academic elective. Students must petition their academic advisor to change the category in which a course is automatically placed.

Transfer Credit Policy
1. All Design majors must consult with the Academic Advisor before signing up for courses at another school.
2. Courses may count as academic electives if they are non-studio courses such as humanities, science or math.
3. Courses may count as free electives if they are non-design courses. Free electives may be studio courses, but not in design.
4. No transfer courses may count as Design courses, unless the student petitions the faculty in advance and obtains permission.
5. All courses must be taken for a letter grade. Grades of Pass/Fail or Audit will not be accepted.
6. Grades must be a minimum of C in order to transfer. A minimum of B is required from community colleges.
7. It is the student's responsibility to request an official transcript from the host school and submit the transcript to CMU.
8. CMU course units are equal to 3 x US credit hours awarded. For European credits (EC), CMU units are equal to 1.8 x EC

Will I Graduate On Time?
The answer is "probably yes." But the onus is on you. Not only must you complete a minimum of 360 units within four years, but also you must complete the "right" 360 units. This means running periodic audits on yourself. Please check your Stellic audit using your SIO.

Course Materials/Materials Fees
In most cases, design students purchase their own materials. Students will be assessed a materials fee when the course instructor provides materials that are not available, or are too expensive to purchase on an individual basis.

There may be a set fee or a cost-per-item fee for some courses. Set lab fees or course fees are charged after the semester's add/drop deadline. All students still registered for courses at the time are presumed to have been in the class and have used materials, and are therefore responsible for the course fee. Cost-per-item fees (shop materials, some assigned readings, etc.) are assessed throughout the semester as instructors distribute the materials. **All students are charged a semesterly Design Tech Fee.**

The university cashier will add all charges to student accounts. Students must pay the cashier for materials fees. Fees cannot be paid in the Design Office. Faculty approval

must be obtained for removal of a materials fee. Questions about materials fees or tech fees may be directed to Whitney Friedman, Business Manager in the School of Design.

Address and Phone Number Changes
Students can now change their address online with Student Information Online (SiO). This will only change the student's online information and does not communicate changes to school/departments, payroll and human resources.

3D Lab Policy
The 3D lab is located in Porter Hall 27. It is generally open from 9am-12pm and 1pm-11pm. Only Design students who have completed the Basic Prototyping course are permitted to use this. Questions about the 3D Lab should be directed to Josiah Stadelmeier josiah@andrew.cmu.edu

Intellectual Property Policy
The School of Design adheres to the University's Intellectual Property Policy: www.cmu.edu/policies/documents/IntellProp.html

Retention of Student Work
The School of Design reserves the right, in conformity with University policy, to retain indefinitely any student work the faculty may select. All work not retained by the faculty must be removed from School of Design facilities by the end of the semester. Work left behind will be discarded.

Study Abroad & Foreign Exchange Policies
https://design.cmu.edu/content/international-study

Study Abroad Policy
Students may research all available programs by meeting with the study abroad advisor in the Office of International Education https://www.cmu.edu/studyabroad/ Some program information is available in the Design Office (ask to see the Study Abroad notebook). Students are encouraged to participate in summer study abroad programs after the first year. Students receiving grades of "C" or better may transfer the credit as free elective credit, if the courses have been pre-approved by the Design student advisor. A grade of "C-" is not acceptable.

Students who wish to study during the academic year have 2 options: 1) They may take a leave of absence, and return to the CMU design program exactly where they left off. It should be noted that most design courses occur only once per semester, and a one-semester leave of absence will cause an out of sequence gap for that semester. 2) The student needs to write a proposal to Design Faculty, requesting that the Study Abroad course credit transfers as an exact equivalent to a CMU semester in Design.

If a student selects option (2), the proposal must contain a proposed course schedule with course descriptions, and a personal statement regarding the educational value of study abroad. Faculty make their decisions on a student-by-student basis, reviewing the proposed course of study as an adequate alternative to a semester at CMU, reviewing the personal stated educational benefit to the applicant, and evaluating the

applicant's willingness to share his /her experiences with peers upon return to campus. Applicants are required to have a minimum cumulative grade point average of 3.0. Students are considered for one semester only, the optimum time being fall or spring of the junior year. Proposals for the following year are due on the first Monday of March.

Exchange Programs
The exchange program is different than study abroad because students are considered elected representatives of CMU, and remain officially enrolled in CMU while they are abroad. Unlike study abroad, exchange students continue to receive CMU financial aid, as well as federal financial aid. University exchange programs are listed in the office of International Education.

University Resources

University Information Sources
Academic Advisors Outside of Design
In other schools, departments, and colleges at Carnegie Mellon, advisors will answer questions about their programs and will discuss the requirements for academic minors, second majors, or second degrees. Students may ask their academic advisor for outside advisor contact information.

Career & Professional Development Center (CPDC)
The Career Center offers career counseling and information on internships and employment. Students may visit the career library or sign up for a workshop or seminar. Information is regularly posted on the Web: https://www.cmu.edu/career/

Center for Student Diversity and Inclusion
https://www.cmu.edu/student-diversity/
The Center offers resources to achieve an inclusive and transformative experience for all students. 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.

Intercultural Communication Center (ICC)
www.cmu.edu/icc/
The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing.

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

Key Offices for Health, Wellness & Safety
Counseling & Psychological Services (CAPS)
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 confused about why they are feeling upset and perhaps confused about how to deal with it. 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 services are provided at no cost. There are, however, limits on the number of sessions. Follow-up psychiatric services and off-campus referrals for longer-term therapy are at the client's expense. 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. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. UHS also has a registered dietician and health promotion specialist 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. It also covers most of the fees for care at Student Health Services. 412-268-2157.

University Police
http://www.cmu.edu/police/
412-268-2323
The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street).   The department's services include police patrols and call response, criminal investigations, shuttle and escort services (additional information included in the Parking and Transportation section of the handbook below), fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, 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. 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 www.cmu.edu/police/annualreports.

The HUB
The HUB, Warner Hall concourse level, is your one-stop shop for enrollment services. The HUB is comprised of the Cashier's Office, Financial Aid Office, and the Office of the Registrar; all in one place. The HUB liaison for Design is Emily Ball. Visit the HUB to:

1. Ask enrollment and financial aid questions

2. Pick up and drop off academic and financial aid forms
3. Resolve enrollment problems
4. Order official transcripts and enrollment verifications
5. Pick up course schedules, invoices, validation stickers, etc.
6. Make appointments to meet with HUB staff members
7. Obtain a student employment directory
8. Change your meal plan
9. Obtain a student ID card

The HUB also has a 24-hour hotline, 8-8686 and a website: www.cmu.edu/hub

Office of International Education (OIE)
OIE, Cyert Hall 1st floor Atrium, is the resource center for information about opportunities for study abroad, student travel, temporary employment, and internships. OIE processes registration for a student's semester abroad. OIE also provides visa guidance for international students. The OIE web site is https://www.cmu.edu/oie/

Computer Store (x8-2636)
Located in the lower level of the University Store, the Computer Store stocks computers, peripherals, and software for all electronic media formats. Their website is: https://bookstore.web.cmu.edu/computerstore

Student Academic Success Center (x8-9633)
Located on the first floor of Hunt Library, the GCC assists students with all things communication-oriented – everything from effective writing to brainstorming to presentation skills. https://www.cmu.edu/student-success/about/index.html

Commented [WC2]: Not sure if SASC is physically located in Hunt??

School Library
The library for the School of Design is in the Hunt Library, between the College of Fine Arts building and Baker Hall. Design publications are available on the bookshelves of the fourth floor in Hunt Library. In addition to the general collection, the first floor reference section of the Hunt Library has numerous resource directories for many topics. The fourth floor Fine Arts Department (x8-2451) holds the architecture, art, design, drama, and music collections.

The Design library liaison is Jill Chisnell. Additional library resources may be found at www.library.cmu.edu. Technical references on human factors and other related design resources may be found in the Roger Sorrels Engineering and Sciences Library, located in Wean Hall.

On-Campus Employment
There are a number of part-time student positions in the School of Design, but only for upper-level students. Most require a commitment of 3 to 10 hours per week. Availability varies each semester and jobs range from working in the Design Office to assisting in various studios and labs. For jobs outside of Design, go to https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html

Reese Computing Cluster (x8-2542)
This computing cluster, located in the B-level of Margaret Morrison, is for Design student use only. Each semester, Design students pay a nominal technology fee to help defray the general upkeep of the cluster software, peripherals, and studio printers.

Dining
This site will provide you with locations of dining facilities on the Carnegie Mellon campus and provide other useful information about Dining Services on campus:

www.cmu.edu/dining

Parking
For information on parking available at Carnegie Mellon and campus parking policies, see www.cmu.edu/parking

Post Office (x8-2927)
The campus Post Office, CUC Basement, provides stamps and money orders. This office also handles UPS packages and rents post office boxes.

Public Computer Labs
There are sixteen computer clusters throughout campus. The CFA Multimedia Studio in CFA 318 is open 24 hours a day but only staffed between 8am and 12am. The location of university computer labs and other resources can be found at https://www.cmu.edu/computing/services/teach-learn/tes/locations.html.

University Stores (x8-2966)
The University Store in the University Center is a one-stop shop for art supplies, textbooks, office supplies, and gift items. Art store personnel offer advice on materials and recommend vendors for materials they don't stock. The University Store carries office & school supplies as well as stationery and CMU apparel.
https://bookstore.web.cmu.edu/home

Security (x8-2323)
The Office of Security provides 24 hour campus patrol, emergency medical transportation, escort services, a lost and found department, and other assistance to ensure safety and to protect property.

Student Information Desk
Located in the Cohen University Center, this is the place to find campus phone numbers and information about student activities, bus schedules, student organization mailboxes, tickets, and more.

Transportation
Carnegie Mellon runs a shuttle between campus and parts of surrounding neighborhoods.

Call 412-268-6232 for more information or visit:
https://www.cmu.edu/parking/transport/index.html

School Resources and Facilities

Design Office, MMC 110, 412-268-2828
The Design Office is open from 8:30am-5:00pm Monday through Friday. It is locked at other times. During the periods when the Design Office is locked, including weekends, no students are to be in the office without the permission of a faculty or staff member.

Office phone and computer use, at any hour, is by staff permission. The copy machine located in the Design Office is for faculty and staff use only. It is not available for class projects.

Room Access
Design students have card access to all Design studios while school is in session. For card access issues, please email Ray Schlachter at destech@andrew.cmu.edu Students may request the use of a Design classroom by visiting the Design office.

Photographic Darkroom Access
Design students are allowed access to two photographic darkroom facilities, as outlined below

General Darkroom Facilities
Located in MM B-level and managed by Jamie Gruzska <gruzska@andrew.cmu.edu>, Director of Photography for the College (X8-4398), this facility is maintained for processing black-and-white film and prints. After an initial meeting with Jamie Gruzska, students will get card access to the darkroom. Students will be accommodated on a first-come, first-serve basis, and the facility will be available during normal daytime working hours.

Students will be charged full or partial lab fees, depending upon the amount of use through the semester. The fees are for materials, routine maintenance, and a small equipment replacement fund.

Unless a student is registered for a photographic course, no instruction will be available. Students must demonstrate that they are qualified and knowledgeable about developing and printing.

Shooting Studio
Located in MM B14 and managed for the College by Jamie Gruzska (x8-4398), this facility offers special shooting set-ups and special photomechanical processes. Students needing access to the shooting studio must meet with Jamie Gruzska gruzska@andrew.cmu.edu sign a usage agreement, and pay a small fee.

Reese Computer Cluster Access
All Design students are permitted to use the Reese Cluster located in B-Level, and are **charged a semester technology fee**. The cluster has limited hours for print pick-up and equipment rentals, but the facility is open 24/7 to Design majors, with keycard access.

Email
Faculty, staff and students regularly communicate with one another through electronic mail (email). Note that everyone must use the Andrew mail system. If you use a different email address, please have your Andrew mail forwarded to that address. Students are expected to read e-mail on a regular basis. Students will receive information and will be asked to respond to questions sent to their email address from faculty, staff and other

students. Treat email with the same discretion as any written document. Whenever possible, email notices will be compressed into one weekly document called Design Sandwich.

Financial Aid
All financial aid matters are handled through the HUB. If you have questions, please contact [Emily Ball.](#)

Degree Requirements
For a list of required courses, please check the undergraduate course catalog http://coursecatalog.web.cmu.edu/schools-colleges/collegeoffinearts/schoolofdesign/ Students should regularly check their Stellic Academic Audit and contact their academic advisor with questions about reading the audit, or about overall degree progress. It is ultimately the student's responsibility to track their own progress and graduate on time.

Appendix A
Four Year Course Requirements for Classes Entering F21 &
F22
Minimum 360 units

Fall Semester Year 1
51101 – Studio: Survey of Design	10 units
51121 – Visualizing	10 units
51175 – Design Studies: Place	5 units
51177 – Design Studies: Histories	5 units
761xx – University Writing Course	9 units
85102—Intro to Psychology	9 units
99101 – C@CM	3 units
Total	**51 units**

Spring Semester Year 1
51102 – Design Lab	10 units
51122 – Collaborative Visualizing	10 units
51132 – Intro to Photo Design	10 units
51176 – Design Studies: Futures	5 units
51178 – Design Studies: Experience	5 units
Choose one: 79145, 79189, 76241	9 units
Total	**49 units**

Fall Semester Year 2
Choose 2 Studios: 51225(C),51245(P),51265(E)	9 units
Choose 2 Corresponding Labs: 51227(C),51247(P),51267(E)	9 units
51277 – Design Studies: Systems	5 units
51279 – Design Studies: Cultures	5 units
Choose One Selective: 51229, 51242, 51221	9 units
Xxxxx – Academic elective (non-CFA course)	9 units
Total	**46 units**

Spring Semester Year 2 (choose your track)
Choose 1 Studio: 51228(C),51248(P),51268(E)	9 units
Choose 1 Corresponding Lab: 51239(C),51249(P),51269(E)	9 units
51282 – Design Studies: Persuasion	5 units
51284 – Design Studies: Power	5 units
Xxxxx – Academic elective (non-CFA course)	9 units
Xxxxx – Free elective (non-Design course	9 units
Total	**46 units**

Fall Semester Year 3
Your Track Studio: 51323(C),51343(P),51363(E)   10 units
51xxx – Choose 2 Design electives   18 units
Xxxxx – Academic elective (non-CFA course)   9 units
Xxxxx – Free elective (non-Design course   9 units
Total   **46 units**

Spring Semester Year 3
Your Track Studio: 51330(C),51350(P),51360(E)   10 units
51xxx – Choose 2 Design electives   18 units
Xxxxx – Academic elective (non-CFA course)   9 units
Xxxxx – Free elective (non-Design course)   9 units
Total   **46 units**

Fall Semester Year 4
51481 – Senior Design Studio   12 units
51xxx – Design Elective   9 units
Xxxxx – Academic elective (non-CFA course)   9 units
Xxxxx – Free elective (non-Design course)   10 units
Total   **40 units**

Spring Semester Year 4
51480 – Design Capstone Project   12 units
51xxx – Design elective   9 units
Xxxxx – Free elective (non-Design course)   15 units
Total   **36 units**

Total Required Units for BDES   **360 units**

Four Year Course Requirements for Classes Entering Fall 2023
Minimum 360 units

Fall Semester Year 1
51101 – Studio: Survey of Design   10 units
51121 – Visualizing   10 units
51175 – Design Studies: Place   5 units
51177 – Design Studies: Histories   5 units
761xx – University Writing Course   9 units
85102—Intro to Psychology   9 units
99101 – C@CM   3 units
Total   **51 units**

Spring Semester Year 1
51102 – Design Lab	10 units
51122 – Collaborative Visualizing	10 units
51132 – Intro to Photo Design	10 units
51176 – Design Studies: Futures	5 units
51178 – Design Studies: Experience	5 units
Humanities & Social Sciences Elective	9 units
Total	**49 units**

Fall Semester Year 2
Choose 2 Studios: 51225(C),51245(P),51265(E)	9 units
Choose 2 Corresponding Labs: 51227(C),51247(P),51267(E)	9 units
51277 – Design Studies: Systems	5 units
51279 – Design Studies: Cultures	5 units
Choose One Selective: 51229, 51242, 51221	9 units
Xxxxx – Academic elective (non-CFA course)	9 units
Total	**46 units**

Spring Semester Year 2 (choose your track)
Choose 1 Studio: 51228(C),51248(P),51268(E)	9 units
Choose 1 Corresponding Lab: 51239(C),51249(P),51269(E)	9 units
51282 – Design Studies: Persuasion	5 units
51284 – Design Studies: Power	5 units
Xxxxx – Academic elective (non-CFA course)	9 units
Xxxxx – Free elective (non-Design course	9 units
Total	**46 units**

Fall Semester Year 3
Your Track Studio: 51323(C),51343(P),51363(E)	10 units
51xxx – Choose 2 Design electives	18 units
Xxxxx – Academic elective (non-CFA course)	9 units
Xxxxx – Free elective (non-Design course	9 units
Total	**46 units**

Spring Semester Year 3
Your Track Studio: 51330(C),51350(P),51360(E)	10 units
51xxx – Choose 2 Design electives	18 units
Xxxxx – Academic elective (non-CFA course)	9 units
Xxxxx – Free elective (non-Design course)	9 units
Total	**46 units**

Fall Semester Year 4

51481 – Senior Design Studio	12 units
51xxx – Design Elective	9 units
Xxxxx – Academic elective (non-CFA course)	9 units
Xxxxx – Free elective (non-Design course)	10 units
Total	**40 units**

Spring Semester Year 4

51480 – Design Capstone Project	12 units
51xxx – Design elective	9 units
Xxxxx – Free elective (non-Design course)	15 units
Total	**36 units**

Total Required Units for BDES   **360 units**

Appendix B
School of Design Syllabus Supplement

School of Design Syllabus Supplement

Welcome.

As we head into a new semester, we kindly ask that you review the following syllabus supplement, which applies to all your courses in the School of Design. It represents consolidated course policies and approaches that are common across the school; it is intended to reduce redundancy. This document, together with your primary course syllabus, serves as the course agreement between your instructors and you, and aims to provide you with important information and resources that aid your learning and well-being. The primary syllabus document for your design courses will detail course-specific information such as:

● a listing of when and where the course will meet

● contact information for your instructors and TAs, including email, office hours/location, etc.

● an introduction to the course that explains its scope and purpose

● a listing of learning goals and objectives

● a description of the course structure

● any course-specific tools and procedures that will be utilized and followed

● evaluation and grading metrics

● a list of tools and resources that will be utilized

● a course calendar that lists major deliverables

We encourage you to read your syllabus documents carefully, ask your instructors for clarification if you have any questions, and reference it as needed throughout the term. Note, university and school policies change periodically so we urge you to review this supplementary document at the start of each semester to gain new and updated information.

Have a great learning experience!

Carnegie Mellon University | School of Design updated 08/2022

Course Requirements

Be present in class.

Absences of any kind—both body and mind—are strongly discouraged as your learning and work will be adversely affected by the information and activities you miss. Be punctual, arriving just before the class start time so sessions can begin promptly, stay for the duration of each class, and actively participate. Schedule doctor's appointments, interviews, etc. for times other than class sessions. Attendance will be taken at the start of each class. If you are five minutes late or leave class early you will be marked as absent.

Full semester courses meeting twice a week: Three absences may cause your final grade to drop a letter. Six absences may earn you a failing grade for the course.

Mini courses meeting twice a week/full semester courses meeting once a week: Two absences may cause your final grade to drop a letter. Three absences may earn you a failing grade for the course.

Courses that have a duration less than half a semester: One absence may cause your final grade to drop a letter. Two absences may earn you a failing grade for the course.

If you need to miss class:

Whether due to a health or life issue (such as a physician providing you with instructions that necessitate your quarantine), or religious observation please notify us (email your instructors, and Design students should copy advisors—undergrads: Melissa Cicozi or grads: Donna Cardiff Frost) as soon as possible to provide an idea of the severity of your illness/issue and the length of time needed for recovery. They will

work with you to overcome any obstacles you face. Please keep in mind that you are responsible for information you miss through absences or lateness. (Note: If your illness/issue requires recovery time that exceeds the absence policy for a passing grade, a leave of absence may need to be considered. If this becomes the case, consultation with university resources on how best to support you may be necessary.) Lastly, a review or exhibit will likely be scheduled for courses during finals week. Failure to attend and participate in these sessions may cause your final grade to drop a letter. Please bring academic timing conflicts to the attention of your instructor(s) as soon as possible and do not make holiday plans before verifying the date of the event with them.

Bring necessary technology to class.

Technology will be routinely leveraged in class sessions so please have a laptop (or tablet, if appropriate) on hand and ready to use at all times. Adobe CC applications, Microsoft programs, and the Google Suite of digital tools will often be utilized to aid your learning. Additional web-based and digital tools such as Miro, Medium, and Figma may also be used based on specific course goals. Note, some web-based tools offer free access to students and/or versions with limited features. Please check technology requirements for your courses and make sure you purchase any necessary subscriptions. If you do not have the equipment needed for your courses, please contact your HUB liaison who is available to help you tap into appropriate resources.

Submit your work.

Detailed guidelines for the submission of each project will be defined in the assignment briefs you receive. In general, assignments must be submitted on time in the formats defined in course calendars and project briefs so please read them carefully. File folders that hold your digital submissions are to be clearly identified by your name. Make sure all files function properly prior to presentations/submissions. Please note, submitting assignments on time helps you effectively progress through your courses and enables instructors to provide you with feedback in a timely and efficient manner. If you run into problems, contact your instructor(s) as soon as possible so they can help you. Otherwise, if they don't see your work they will assume you haven't completed the assignment. It is your responsibility to keep them in the loop.

Maintain your academic integrity.

Honesty and transparency are important features of good scholarship. On the flip side, plagiarism and cheating are serious academic offenses with serious consequences. If you are discovered engaging in either behavior in this course, you will earn a failing grade on the assignment in question, and further disciplinary action may be taken.

Plagiarism is regarded by the university and the School of Design as a serious academic offense. Depending on the content and context of the offense, and at the recommendation of the course instructor,

the penalty shall be either failure of the assignment or failure of the courses. You can access the academic integrity policy online. Here's the gist of it: Plagiarism includes but is not limited to, failure to indicate the source with quotation marks, footnotes, or other appropriate referencing if any of the following are reproduced in the work submitted by a student: 1. Text, written or spoken; 2. Graphic elements; 3. Mathematical proofs; 4. Scientific data; 5. Concepts or materials derived from the work, published or unpublished, of another person.

Note that plagiarism does not only refer to copying portions of written text, but also includes copying designs and other visuals such as photographs without proper attribution. While less obvious than written plagiarism, design plagiarism is often characterized as copying both the design (type, color, composition, image style, etc.) and the concept/communication goal of a project. With design examples easy to find online, it is important to use what you find as references and not copy them directly.

Course Expectations

Act responsibly.

The School of Design expects that you will abide by all behaviors indicated in The Tartan's Responsibility, including any timely updates based on current community conditions. In addition, while we encourage and support academic and personal development through organizations outside of your formal studies, and professional development through conferences and internship opportunities. We also expect you to balance these opportunities with the commitment you have made to your education here. If you want to take advantage of opportunities that conflict with class sessions discuss them with your instructor(s) to work through the possibilities. For team projects, it is critical that you negotiate with your colleagues your fair completion of work according to assigned schedules and due dates.

Communicate with your instructors.

If you have questions outside of class please email your instructor(s) and course TAs. They will respond to you as soon as possible. Keep in mind, they usually don't check email late in the evenings and throughout weekends. The questions and comments instructors receive from students are often relevant to the entire class. Therefore, many instructors frequently use email, Slack, Canvas, and course sites as a means of distributing pertinent course information to all students. Check for messages often so that you are not left out of the loop.

Office Hours:

If you have any concerns, problems, or questions you are encouraged to approach your instructors during office hours that they may have established. If you would like to meet at a time outside of scheduled class hours, and you have a conflict with your instructors' office hours, contact them via email, listing days/times

that work well for you and they will work to find a match. They don't mind putting in the extra time, and they expect that you won't either, as long as it doesn't conflict with anyone's other scheduled courses or commitments. Your instructors are committed to offering you an excellent educational experience in the School of Design and look forward to working with you!

Treat your Studio like your home (that you share with several siblings).

For those in studio courses, the studio is your workplace! Please cooperate with each other in keeping it a safe, clean place, free from hazards or offensive materials. In the past, we've seen design work damaged by food and drinks and heard students complain of distractions caused by conversations, ringing phones, and loud music. Be aware of these issues and be courteous of your classmates, even if you don't find the actions particularly problematic. Respect the furniture and space for the sake of your own and your peers' experience during your time here and for future students who will need this studio in the years to come. Label your belongings so that they are not confused with those owned by your classmates. Also, ensure that your valuables are kept securely out of sight, and lock doors when the studio is unattended! Although you are the only people who typically use studio spaces, thefts do occur, often by those who pass by. Immediately report any suspicious events or people as well as medical emergencies to University Police/Fire/Ambulance at 8-2323.

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Be an upstanding citizen.

Our commitment to your academic and professional development will address much more than your creative processes and ability to make design artifacts. As a critical part of your design education, we also want you to establish a "community of practice" with your classmates and teachers, based on relationships of mutual trust and respect. The way that you choose to conduct yourself will be considered an integral part of your professional development and may affect the feedback and grades you earn based on the criteria established in your design courses.

Adopt diversity, equity, and inclusion practices.

We must treat every individual with respect. We are diverse in many ways, and this diversity is

fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Each of these diverse identities, along with many others not mentioned here, shape the perspectives our students, faculty, and staff bring to our campus. We, at CMU, will work to

promote diversity, equity and inclusion not only because diversity fuels excellence and innovation, but because we want to pursue justice. Please review the School of Design's Commitment to DEI and the College of Fine Arts' diversity statement. We acknowledge our imperfections while we also fully commit to

the work, inside and outside of our classrooms, of building and sustaining a campus community that increasingly embraces these core values. All people also have the right to be addressed and referred to in accordance with their personal identity. Please feel encouraged to share your pronouns to address you accordingly, and the phonetic spelling of your name for correct pronunciation.

Each of us is responsible for creating a safer, more inclusive environment. Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional. They contribute to creating an unwelcoming environment for individuals and groups at the university. Therefore, the university encourages anyone who experiences or observes unfair or hostile treatment on the basis of identity to speak out for justice and support, within the moment of the incident or after the incident has passed. Anyone can share these experiences using the following resources:

Center for Student Diversity and Inclusion: csdi@andrew.cmu.edu, (412) 268-2150

Report-It online anonymous reporting platform: reportit.net username: tartans password: plaid

All reports will be documented and deliberated to determine if there should be any following actions. Regardless of incident type, the university will use all shared experiences to transform our campus climate to be more equitable and just.

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Leverage learning resources.

The Student Academic Success Center (SASC) offers numerous resources that aim to support your learning. For example, they offer free one-on-one communication consulting as well as group workshops to support strong written, oral, and visual communication in texts including IMRaD and thesis-driven essays, data-driven reports, oral presentations, posters and visual design, advanced research, application materials, grant proposals, data visualization, business and public policy documents, and team projects. Appointments are available to undergraduate and graduate students from any discipline at CMU. Schedule

an appointment (in-person or video), attend a workshop, or consult handouts or videos to strengthen communication skills.

Discuss accommodations with your instructors.

If you have a disability and are registered with the Office of Disability Resources, it is your responsibility to use their online system to notify your instructors of your accommodations and discuss your needs with them as early in the semester as possible. They will work with you to ensure that accommodations are provided as appropriate. If you suspect that you may have a disability and would benefit from accommodations but are not yet registered with the Office of Disability Resources, we encourage you to contact them at access@andrew.cmu.edu.

Take care of yourself.

We encourage you to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

Keep in mind, as a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating

and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. CMU services are available, and treatment does work. You can learn more about confidential mental health services available on campus at: http://www.cmu.edu/counseling/. Support is always available (24/7) from Counseling and Psychological Services: 412-268-2922.

Note, if you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night. Remember, asking for support sooner rather than later is often helpful.

CaPS: 412-268-2922

Re:solve Crisis Network: 888-796-8226

If the situation is life threatening, call the police

On campus: CMU Police: 412-268-2323

Off campus: 911

We also encourage you to:

- Relax—doing so often aids learning.
- Be patient with yourself.
- Set your ego aside.
- Strive for personal growth rather than simply proving your existing abilities.
- Be curious, continually take risks, and push boundaries in healthy ways.
- Practice being agile and course correcting as warranted (disruptions to plans are common).
- Engage fully in your courses by taking activities of inquiry, exploration, development, and presentation seriously in concept and form.
- Work hard and smart, recognizing when to move on.
- Take time to reflect on what you are learning and how it applies to future work.