



Doctoral Student Handbook

2023-2024

PhD in Transition Design

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Introduction

Overview of the School of Design

The School of Design at Carnegie Mellon is amongst the highest rated design schools in North America. It is one of a small number of university-based design programs in the USA; most other programs are based in Art Colleges. The School of Design is part of the College of Fine Arts at CMU, which also houses Architecture, Art, Drama and Music. Different kinds of design are taught and researched across the University, programs which have links to the School of Design such as the Human Computer Interaction Institute (HCII). New degree programs in media design are being developed between the College of Fine Arts and the School of Computer Science and versions of design are also taught at the Robotics Institute and the Entertainment Technology Center. Faculty in the School of Design also co-teach design courses with faculty within Public Policy and Management in Heinz College.

In 2014 the School of Design restructured its curricula from undergraduate to doctoral levels. It has long taught Communication Design and Product Design at the undergraduate level, and has now added “Environments Design” to these. The School of Design was one of the first programs to bring together the principles of design to Communication and Information Technologies and consequently runs one of the leading Interaction Design graduate degree programs. These programs now emphasize Design for Services and Design for Social Innovation, and, at the Master’s and doctoral levels, Transition Design.

The School of Design has also been a leader in establishing doctoral level study in design in North America. There are still only a handful of design-based PhD programs in the USA. The doctoral program in the school is focused on the emerging field of Transition Design.

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

Welcome to the PhD in Transition Design

Fundamental change at every level of society is needed to address the issues confronting us in the 21st century. From climate change, loss of biodiversity, and depletion of natural resources to systems of oppression, inequality, and inequity, Transition Design tackles these kinds of complex, wicked problems.

The PhD in Transition Design is for people committed to making a positive change in the world. Our unique program develops future design leaders with the capacity to envision and realize purposeful change across a range of complex systems—from food, water, materials and products, to policy, culture, economy, cities, and social movements.

Transition Design acknowledges that we are living in transitional times, takes as its central premise the need for societal transition (systems-level change) to more just, equitable, and sustainable futures, and argues that design and designers have a key role to play in these transitions. This kind of design is connected to long horizons of time, pluriversal perspectives, compelling visions of desired futures, and must be based upon new knowledge and skill sets. Research in Transition Design, while grounded in systems thinking, can also be undertaken from the perspective of many areas of interest—circular economies, commoning, decoloniality, sociotechnical transitions, public policy, stakeholder participation, and futuring, to name a few.

Complex challenges must be addressed through ecologies of interventions that draw on multiple design specialisms, alongside expertise from other disciplines. In this way, Transition Design is a transdisciplinary field that unites researchers from within and beyond Design. This involves service designers, social designers, communication designers, product designers, environments designers, and design historians, working alongside ecologists, anthropologists, philosophers, economists, and political scientists.

Our PhD researchers develop their own research interests within the broad framework of Transition Design. We practice a collective, rather than competitive approach to creating a strong cohort. Program faculty and researchers alike operate as one supportive community with the shared goal of producing transformational work that matters. Throughout the program, you will maintain fluid interactions between theory and practice, through critical engagements with texts, images, media, objects, and experiences. The program is designed to encourage a supportive, critical research culture in which students, their peers, and advisory committees work closely together to shape new knowledge. As a PhD Researcher at CMU, your research will directly shape the development of this dynamic and emerging field.

Departmental Contacts

Carnegie Mellon University, School of Design

5000 Forbes Avenue, MMCH 110

Pittsburgh, PA 15213-3890

412-268-2828 phone

412-268-3088 fax

Office Hours

Monday to Friday from 8:30 am to 5:00 pm

Website

<http://www.design.cmu.edu/>

Map of Campus

www.cmu.edu/home/visitors/map/index.html

School of Design Personnel

Eric Anderson, Interim Head: ea@andrew.cmu.edu

Melissa Cicozi, Associate Head: cicozi@cmu.edu

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Donna Cardiff Frost, Graduate Program Coordinator: dfrost@andrew.cmu.edu

Whitney Friedman, Business Manager: wfriedma@andrew.cmu.edu

Joe Lyons, Marketing and Communications Manager: jwlyons@cmu.edu

Ray Schlachter, Facilities and Computer Technology Manager: destech@andrew.cmu.edu

Stephanie Lange, Administrative Coordinator: slange@andrew.cmu.edu

Jill Chisnell, Design Librarian: jillianc@andrew.cmu.edu

University Policies and Guidelines

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/
- Academic Integrity Website: www.cmu.edu/academic-integrity/
- University Policies Website: www.cmu.edu/policies/
- Office of Graduate and Postdoc Affairs: <http://www.cmu.edu/graduate/policies/index.html>
- Due to the changing nature of conditions and expectations surrounding public health and safety requirements please [visit www.cmu.edu/coronavirus/](http://www.cmu.edu/coronavirus/) for the most up to date information
- Academic Calendar: The Academic Calendar can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more

Carnegie Mellon University Statement of Assurance

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

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

Carnegie Mellon University publishes an annual campus security and fire safety report describing the universities 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 applicable grievance procedures for alleged violations of the Statement of Assurance is available at <https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf>. The Office for Institutional Equity and Title IX may be reached at 412-268-7125 or institutionalequity@cmu.edu.

The Carnegie Mellon Code

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

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

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

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

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

The Carnegie Mellon Code can be found on-line: <https://www.cmu.edu/student-affairs/theword/>

The Carnegie Mellon Vision & Mission & Values can also be found online:

<https://www.cmu.edu/about/mission.html>

University Contacts

School Directory

A directory of current School of Design faculty and personnel is available at:
www.design.cmu.edu.

University Store (x8-1032)

Located in the University Center, the University Store stocks clothing, gifts, tech, and supplies. Their website is: <https://bookstore.web.cmu.edu/home.aspx>

Global Communication Center (GCC) (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/gcc/>

Security (x8-2323)

The Carnegie Mellon University Police 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 University Center, this is the place to find campus and student phone numbers and information about student activities, bus schedules, student organization mailboxes, tickets, and more.

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

Parking

For information on parking available at Carnegie Mellon and campus parking policies, see <https://www.cmu.edu/parking/>

Post Office

A full-service branch of the U. S. Postal Service is located in the basement of the University Center.
<https://www.cmu.edu/postoffice/>

Transportation

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

For more information visit:

<https://www.cmu.edu/parking/shuttle/index.html>

Pittsburgh has an extensive bus system, Port Authority Transit or PAT, which you can use to access the farthest edges of the city and surrounding suburbs. One of the student activity fees you pay, the transportation fee, entitles you to ride free on any Port Authority vehicle, any day, any time. Be sure that you have a current CMU ID card to use when boarding or departing from any bus. You can pick up bus schedules in the University Center near the ATM machines, or you can call PAT at 412-442-2000 to discuss time schedules, the best routes to take or to have route maps sent to you. You can visit their website at www.portauthority.org/ or check Google Transit at: www.google.com/intl/en/landing/transit/#mdy.

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.

University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

Office of Dean of Student Affairs Emergency Loan Program

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan

Career and Professional Development Center

The Carnegie Mellon Career and Professional Development Center (CPDC) provides career development programs and placement services to meet the changing needs of the profession, as well as student goals of finding satisfying work. Visit their website for a list of their services: <https://www.cmu.edu/career/>.

In addition to the services provided by the CPDC, the School of Design offers a design-specific career event called Confluence. This event usually occurs in February of each year and detailed information is circulated via email to all design students prior to the event:

<http://design.cmu.edu/confluence/>

School of Design Resources

Computer Accounts & Email

All students will be assigned an account on the campus-wide Andrew computing system. An email account will be automatically generated for each student, with a user ID also automatically assigned. Student email addresses will be <USERID>@andrew.cmu.edu. Initially, your assigned password will be the first eight digits of your social security number or university assigned student ID number. The password can be changed the first time you access your account.

Email accounts are assigned upon the school's notification to the University that a student has officially accepted an offer of admission and that we wish to have the student added to the University rosters. This will be done as soon as possible after the student's acceptance of the admission offer. Therefore, email accounts should be available to incoming students sometime in late spring.

Andrew accounts will be automatically discontinued 3-6 months after graduation. The university will inform students before the accounts are deactivated. Students are urged to have a new, permanent email address in place before that time, and to inform the Graduate Program Coordinator of the new address so that we can maintain contact. Alumni email accounts are available through the Carnegie Mellon Alumni Association at:

<https://www.cmu.edu/engage/alumni/resources/alumni-email.html>

Copying and Printing

For daily printing needs, doctoral students have access to a printer in the PhD Studio, situated in Margaret Morrison room 108. To print materials for courses you teach, a black & white and color 2-sided copier is available for your use in 110 Margaret Morrison, the Design Office. More information can be found on the School of Design intranet at:

<https://design.cmu.edu/intranet/facility-info>. Tartan Ink offers copying and printing services in the lower level of the Cohen University Center. The Libraries offers [a list of printers, scanners, & copiers](#) available at each location.

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. The Design library liaison is Jillian Chisnell: jillianc@andrew.cmu.edu. Additional library resources may be found at: <http://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. To access electronic resources such as databases, eJournals, [eBooks](#), and streaming content, log in using your Andrew

ID & password when prompted. Contact the library help desk for more information:
<http://library.cmu.edu/help/ask>.

The PhD in Transition Design also benefits from its own library, housed within the PhD Studio. This library is under development, and set to expand considerably in the coming academic year.

Mail

Your mail is delivered to Margaret Morrison 110, the main office for the School of Design. All students have alphabetical hanging file holders located in the general office area. Mail or other items can be left for other School of Design faculty or personnel in mailboxes also located in the office. US Mail should be addressed to you as follows:

<your name>
Carnegie Mellon University
School of Design, MMCH 110
Pittsburgh, PA 15213-3890

Use this same address for any packages you wish to have delivered to you on campus. We will inform you by email when you have a package. Please be prompt in retrieving your packages.

Have personal mail delivered to your home/apartment.

Items to be mailed can be placed in folders designated in specific mailboxes in the office. There are separate folders for Campus Mail and Stamped Mail. You may send something anywhere on campus by addressing to:

<name>
<department>
<building><room number>

Students are responsible for postage on any outgoing personal mail—this includes Federal Express or UPS. Any off-campus mail left to be mailed at the office **MUST** have correct postage; any items without stamps left for mailing will be returned to the sender. Mail is picked up and delivered once a day at around 9:00 a.m. If you want a mailing to go out quickly, we recommend you walk it to a public mailbox or to the CMU Post Office in the basement of the University Center (UC).

Studio Space

All Doctoral Design students will share a dedicated studio space in Margaret Morrison 108. This space is available to you seven days a week, though vacation periods may have slightly reduced hours for access.

Conference Travel Policy and Funding

Our goal is to support student requests for travel funds to conferences in the United States or abroad. However, travel awards are limited, based on funds available each year. Here are some considerations:

For full-time students who wish to attend a conference, the School may provide up to \$1,000 per person, per academic year, for travel, lodging, and/or conference fees. Other expenses such as food are not supported by this fund.

To apply for conference-related funding, the student should write a brief email to the Director of Doctoral Studies explaining the specific nature and scope of the conference, how attending will advance your doctoral research, whether you will make a formal presentation, and the expected costs for reimbursement. Any special circumstances should also be explained. Copy the Graduate Program Coordinator and the Business Manager to your email requests. Requests should be submitted as far in advance as possible. Requests received too late may be declined. When you have accumulated receipts to equal or exceed the reimbursement amount, fill out a reimbursement form and submit it, along with the original receipts, to the School Business Manager.

A student may receive support no more than once in an academic year. This support begins when a student starts the program and ends at graduation.

Priority is given to students presenting papers at conferences and to students who have not received travel support in the past from the School. In all cases a travel grant will be in the form of a reimbursement. In other words, funds will be provided after the trip, based on receipts submitted to the Business Manager in the Design Office.

University Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/index.html>.

Fieldwork Leave

Students who have received teaching fellowships are expected to be resident at the University for the four-year duration of the program and will only be eligible for fieldwork leave under exceptional circumstances.

Students who are "professional track" (self-funded) who wish to take extended periods of research leave to undertake fieldwork relating to their PhD must apply to do so in writing, at least one semester in advance. Such leave is not an automatic entitlement but will be considered on a

case-by-case basis, at the discretion of the Director of Doctoral Studies, in consultation with the Chair of the student's Advisory Committee (Primary Advisor).

International students who wish to take fieldwork leave must consult with the Office of International Education (OIE), the Director of Doctoral Studies and the Coordinator of Doctoral Studies early in the planning process, to consider how visa policies will affect a planned leave.

Health Insurance

SHIP is the University's Student Health Insurance Plan. By default, all students are enrolled in SHIP unless they submit a waiver to University Health Services. CMU provides a minimum monthly stipend of \$2,250/month for qualifying, stipend-supported, doctoral students during the period of their enrollment based on the individual program structure and policies. The School of Design Teaching Fellows are eligible for the SHIP stipend.

Administrative Assistance

Students are not entitled to secretarial support. The School of Design staff can help you with financial matters, enrollment information, or general university information. However, any copying, classroom preparation work, setting up meetings, etc., is the responsibility of the student. For those tasks that do require administrative assistance, the following generally applies:

- Program related: See the Graduate Program Coordinator
- Class related: See the Instructor/Professor responsible for that class

PhD Curriculum & Requirements

Intensives & Reviews

Each year involves one doctoral intensive in the Fall, and two Progress Reviews; one in Fall, and one around Spring Break.

The Fall Intensive is a 1-day, required workshop that introduces students to the program. There is one Progress Review each semester (two per year), which take place before faculty and peers. Invited guest critics may also be present at Progress Reviews.

Coursework (Year 1)

The first year of the PhD comprises a series of courses which will help prepare students to frame and develop their research proposals and introduce them to Transition Design. All courses in the first year must be successfully passed to progress to the second year.

Research (Years 2–4)

The nature of the process for most of a doctoral candidacy will depend on a candidate's research topic and approach. Ordinarily, it will involve engaging with the Primary Advisor on a minimum monthly basis and with a wider research committee on a minimum quarterly basis. These advisory committees are convened in agreement with the Director of Doctoral Studies (see below). Given the scale of the project, all research will have internal phases of work on distinct components, with explicit product milestones and iterative evaluation criteria. These agreed milestones will be monitored and checked along the way to ensure the candidate is making progress, and working at a satisfactory pace, and level of productivity.

Over the three years, candidates will produce a substantive and multifaceted body of work that documents research undertaken, articulates the new knowledge that has been demonstrated by that work, establishes the validity of what has been discovered, and communicates the significance and relevance of that work and new knowledge to different stakeholders. Dissertations can be entirely written (60–80K words), or a body of written and practical work (40–60K words, by negotiation). Your final body of work must demonstrate an original contribution to knowledge, advancing the field of Transition Design.

PhD Interim Requirements

The Coursework Phase takes place during the first academic year. Candidates can only advance to the Research Phase after:

- Completing with a passing grade (at least a B) all courses as specified in the curriculum for the first 2 semesters of the PhD

- Receiving a passing grade for a research proposal submitted at the end of the second semester

During the Research Phase, candidates conduct design research in regular consultation with their Advisory Committee. Candidates can only advance to a subsequent year of the research phase after receiving a passing grade for presentation at Fall and Spring Progress Reviews. Candidates who do not receive a passing grade can resubmit for an Ad Hoc Review at the Intensive prior to the commencement of the next Fall Semester.

Advisory Committee

For the Research Phase, candidates must assemble an Advisory Committee of academics with expertise relevant to their research topic. The Committee should comprise between 2 and 4 members, with at least one of whom is external to the School of Design, preferably external to CMU. The Primary Advisor must be in the School of Design.

Candidates are expected to meet with their Primary Advisor for substantial meetings about their research at least once a month. They are expected to be in contact with all members of their Committee about their research at least 4 times a year.

Committee members make consensual determinations of the candidate's standing and completion and report this to the Director of Doctoral Studies, periodically.

Progress Reviews

All candidates must make presentations about the progress of their research at the Fall and Spring Progress Reviews. There will be a Review Panel present at these presentations, at least one of whom is not on the candidate's Advisory Committee. Candidates do not present at their first and last semester, but must attend all reviews.

PhD Final Requirements

Over the three years of the research phase, candidates will produce a substantive and multifaceted body of work that documents research undertaken; articulates the new knowledge that has been demonstrated by that work; establishes the validity of what has been discovered; and communicates the significance and relevance of that work and new knowledge to different stakeholders. Dissertations can be entirely written (60—80K words), or a body of written and practical work (40—60K words, by negotiation). Your final body of work must demonstrate an original contribution to knowledge, advancing the field of Transition Design.

The nature of the submissible body of work will also depend on the kind of research undertaken, but in most cases, will comprise:

- a written dissertation validating the research and establishing its originality and significance.

- a durable record of any practice work (designs, designing or other process work undertaken).

Examination

The PhD is completed when the Advisory Committee approves acceptance of the design research documentation on the advice of the External Examiner. A candidate's design research documentation can only be sent for external examination after receiving approval from the Director of Doctoral Studies to do so.

There are two forms of examination on our doctoral program: “doctoral defense” and “external review.” In most cases, students take the “doctoral defense” option, in which candidates defend their dissertations before their Advisory Committee, one External Examiner and an audience of their peers. For the “external review” option, candidates have their final dissertations sent for external review by two External Examiners. These examiners then submit independent reports on the documentation to inform the decision of the Advisory Committee.

Candidates can recommend appropriate academics to be their External Examiner(s), but the final decision about examiners lies with the Director of Doctoral Studies.

In all cases, examiners will be asked to review the design research documentation with respect to:

- validity of the research strategies
- originality and significance of the findings
- quality of the documentation

All members of the examination team (External Examiners, and the Advisory Committee) will be asked to determine whether the work:

- is of doctoral quality as is
- requires minor amendments that the examiner need not review
- requires more significant amendments that the examiner needs to review
- requires substantial reworking for later re-examination

External Examiner's reviews are only recommendations. Final determination of the acceptability of the Design Research Documentation lies with the Advisory Committee. All exams are Chaired by the Director of Doctoral Studies, who signs-off on the outcome.

PhD Course List

Total number of units for PhD attainment = 288

Year One—Fall

- 51903: Design Theory and Practice (12 units)
- 51907: Design Teaching (12 units)
- 51937: Ecological Worldview (12 units)
- 51950: Progress Review I (0 units)

Year One—Spring

- 51904: Transition Design (18 units)
- 51974: Experiential Futures (9 units)
- 51914: Framing Proposals for Change (9 units)
- 51952: Progress Review II (0 units)

Year Two—Fall

- 51921: Research I (36 units)
- 51954: Progress Review III (0 units)

Year Two—Spring

- 51922: Research II (36 units)
- 51956: Progress Review IV (0 units)

Year Three—Fall

- 51923: Research III (36 units)
- 51913 Design Writing Workshop (12 units)
- 51957: Progress Review V (0 units)

Year Three—Spring

- 51924: Research IV (36 units)
- 51958: Progress Review VI (0 units)

Year Four—Fall

- 51971: Coda I (36 units)

Year Four - Spring

- 51972: Coda II (36 units)
- 51960: Progress Review VII (0 units)

Course Related Policies & Protocols

Grades and Grading

For those courses receiving letter grades, the minimum acceptable grade on required courses is a B; the minimum acceptable grade on elective courses is a C. If a grade of B- or lower is earned for a required course, the student must retake the course and achieve a B or better. Additionally, all students must maintain a QPA of 3.0 or above to remain in good standing in the program. Failure to submit all required materials for thesis documentation will result in a failing grade for the final semester. From Year 2 onwards, the College Council designated PhD in Transition Design required courses as P/NP (pass, no pass).

All graduate and doctoral level Design courses are graded on the Graduate Student Grading Standard described in full <https://www.cmu.edu/policies/student-and-student-life/grading.html>.

In summary, graduate classes are subject to +/- grades, undergraduate classes receive letter grades only, and all grades will be factored into the student's QPA accordingly. Note that some undergraduate courses are cross-listed with graduate-level course numbers (600 and above), which is what you should register for. Always inquire if an undergraduate course has a graduate level number.

Process for Appealing Final Grades

<https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.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.

Academic Integrity Policy

Please review the University Policy on Academic Integrity:

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>. The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

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

Courses Outside the School of Design

PhD students may take courses from outside the School of Design, at the discretion of the Director of Doctoral Studies. To avoid overloading, you are required to consult on your elective choices with the Director of Doctoral Studies, prior to making your final sections.

All courses to be counted toward graduation must be taken for a letter grade. Grades are factored into the student's QPA in compliance with the university's grading policies, detailed at <https://www.cmu.edu/policies/>.

Transfer Credits

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

In general, the Design doctoral program does not accept transfer credits from institutions outside of Carnegie Mellon. On occasion, though, doctoral level course work completed at a different institution will be considered for transfer credit by the Director of Doctoral Studies and the Doctoral Committee. The Director and the Committee will review the student's coursework and research in order to determine possible advanced placement consideration. Transfer credit will only be considered for grades of B or better. In cases where the outside institution only offers the option of a Pass grade, the Pass will also be considered. Grades will not appear on the CMU transcript; only course credit.

Also on occasion, a course taken at another Pittsburgh institution, through the University's Pittsburgh Council on Higher Education (PCHE) agreement, may be counted with the approval of the Director of Doctoral Studies.

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

Electives

Students may take elective courses within and outside the School of Design and within Carnegie Mellon University. The Director of Doctoral Studies, and the Graduate Program Coordinator are available for consultation on electives. Guidance on course selection will be based upon the goals of the program and of the student, with the intent of providing a well-rounded set of courses over the duration of the program. Students must ensure that all courses apply toward graduation requirements. Approval does not ensure that the student will be able to enroll in courses in other departments; rather, it means that the course may apply toward the student's graduation requirements should the student be able to enroll in the class.

For electives taken outside the school, including independent study, the procedure is as follows:

The student should attempt to enroll directly in all courses. If the student cannot enroll, they should attempt to be placed on the waitlist. Students who are unable to enroll directly should contact the course instructor (email is usually fine) and explain the circumstances regarding their reasons and eligibility (prerequisites and/or background) for taking the course. If the instructor gives the student permission to take the course, the student should make sure to get the approval in writing, then send it to the appropriate department administrator to complete enrollment. Students should be aware that sometimes instructors will give "permission," but this does not mean that they know there is space in the class; the department administrator then could be forced to deny enrollment due to space limitations.

The student may at any time in the above process check with the Graduate Program Coordinator to see whether any class has remaining space or has special restrictions on enrollment.

Role of the Student

- Consult with the Program Directors, Graduate Program Coordinator, or appropriate advisor as needed each semester for final course selection.
- Keep abreast of your progress through the Graduate Program Coordinator.

- Obtain and keep a written record of ALL decisions regarding coursework, progress, etc., including follow up conversations in email for purposes of future confirmation.
- Assure that the advising process is maintained.

If a student feels there is a problem, he/she may approach the Director of Doctoral Studies or Head of the School of Design to voice concern. If requested or deemed necessary, a faculty member will be assigned to meet with the student and discuss concerns.

Form of review/redress for academic conflicts

If academic problems cannot be resolved by direct interaction with an instructor, you may discuss any academic problem(s) with the Director of Doctoral Studies, who will attempt to negotiate a resolution with the instructor. If this is unsuccessful, the Head of the School of Design will decide unresolved conflicts. For a full description of the process please see the Summary of Graduate Student Appeal and Grievance Procedure at <http://www.cmu.edu/graduate/policies/>.

Degree Certification & Graduation Ceremony

Doctoral degree candidates are certified when the Advisory Committee approval is obtained, and all required documentation is submitted. Documentation requirements can be obtained from the Graduate Program Coordinator.

Doctoral students are only eligible for doctoral hooding in May; participation in the graduation ceremony is optional.

Process for Taking & Returning from a Leave of Absence

Doctoral students are expected to adhere to the University policies for leaves and returns. Forms and procedural information can be found here:

<https://www.cmu.edu/hub/registrar/leaves-and-returns/index.html>

Withdrawal from the Doctoral Program

Doctoral students who wish to leave the program are expected to discuss their plans with the Director of Doctoral Studies in a timely manner. Forms and procedural information can be found here: <https://www.cmu.edu/sfs/tuition/adjustment/index.html>

Degree Attainment, Requirements, & Degree Certification

Statute of Limitations

Full-time Design PhD candidates are expected to complete all degree requirements in four years. 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. Students continuing beyond the four years will be registered for 5 units per semester, and charged accordingly.

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.

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. 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. (See Appendix B for a *Best Practices* example).

Full-time Status Requirements

All PhD candidates are expected to enroll in 36 units per semester to maintain full-time status. A minimum of 288 units (8 x 36) is required for degree attainment.

Department Registration Process/Procedures

Students will be registered by the School for their first year, Fall semester required courses. In subsequent semesters, students are responsible for registering for courses online by logging in at <https://www.cmu.edu/hub/>. Any problems or questions regarding registration should be directed to the Graduate Program Coordinator.

Drop/Add/Withdraw Procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>

There is a separate calendar for doctoral level courses.

Residency Requirements and Expected Timeline for Meeting Milestones

Students in the PhD program who have been awarded teaching fellowships must be in residency at CMU throughout the four-year program. Full-time PhD students are expected to complete the program in four years.

Completion and Certification

Standard Degree Requirements & Degree Certification

The Standard Degree Requirements & Degree Certification (10.1) subsection is required by university policy.

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

Early Completion

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

Extended or Longer-than-Standard Completion

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Doctoral students who require an extended period to complete their degree requirements must consult with their academic program, and are subject to the CMU Policy on Doctoral Student

Status (<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>), specifically the “Time to Degree” section.

Additional Guidance for Students Program of Study

Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and/or appropriate associate dean.

Financial aid and student account

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level.

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion.

International students

Immigration status for students in F-1 and J-1 nonimmigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations

Residency Requirements and Expected Timeline

The university requires PhD students to have a minimum of one year in residency on a CMU campus. Departments may increase that requirement.

Highlighted University Policies for Graduate Students

Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable

accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a [Voluntary Disclosure of Disability Form](#) to access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify as early as possible to get the most benefit from accommodations if you have a sensory, physical, emotional or cognitive disability and require academic or other accommodations:

<https://www.cmu.edu/disability-resources/students/obtaining-accommodations.html>

Safeguarding Educational Equity

Policy Against Sexual Harassment and Sexual Assault

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at:

http://www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to contact any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/>, 412-268-7125
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Childbirth/Maternity Accommodation

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

Students whose anticipated delivery date is during the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

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

Consensual Intimate Relationship Policy Regarding Undergraduate Students

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

Financial Support

Departmental Financial Support

Some candidates accepted to the full-time Design PhD program will be offered teaching fellowships which cover all tuition costs for the 4-year duration. Candidates whose studies extend beyond the expected 8 semesters will not be eligible for further financial support. Candidates are responsible for health insurance costs and university fees. Candidates who are unable to teach must pay their own tuition and fees.

Candidates who are awarded teaching fellowships will also be offered a modest stipend for the 4-year duration. This means that candidates will be expected to teach the equivalent of 1 course per semester, except in their first and last semester of candidacy. The nature of the courses taught will be negotiated with candidates based on their existing expertise and the School of Design's needs. The coursework component of the degree program provides instruction in teaching. In most cases, candidates teaching will evolve from Teaching Assistantships, to Co-Teaching to Teacher of Record. Faculty with formal evaluations closely mentor all teaching.

Professional track (self-funded) candidates are responsible for payment of their own tuition fees. In year one, students must pay the full 36 units per semester. Once transferred to ABD status in years 2–4, they only pay for 5 units per semester, and the School credits (scholarships) the remaining 31. The sudden drop in tuition fees is because the first year is a fully taught year with a heavy course load, whereas the subsequent three years are independent study. In addition to a reduced tuition fee, professional track candidates benefit from a low-residency mode and are not required to be located in Pittsburgh.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/graduate/professional-development/research-funding/index.html>.

Evaluation and Certification of English Fluency for Instructors

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html> The

fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.

University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

ABD Students in Residence

All But Dissertation (ABD) students In Residence receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), tied to activities that are integral to their doctoral program that is paid by or administered by the University must be enrolled for at least thirty-six units to maintain full time student status and all subsequent student privileges. Exceptions to the thirty-six unit enrollment requirement may be granted by the Provost.

ABD students In Residence who are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), from the University tied to activities that are integral to their doctoral program should consult their college policy to determine the number of units that they must be registered for in order to maintain full-time student status and all subsequent privileges. ABD students In Residence who are pursuing their doctoral degree on a part time basis and are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), from the university tied to activities that are integral to their doctoral program should consult their college policy to determine the number of credits they must be registered for in order to maintain part time student status and all subsequent privileges.

ABD students who are employed by the University in a capacity independent of their educational program and are pursuing a doctoral degree part time, may register for the number of credits required by their department in order to remain in part time status so long as they are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), tied to activities that are integral to their doctoral program by their college, school or department. Questions about eligibility for tuition benefits should be referred to the Benefits Department.

Intellectual Property, Research, & Policy for handling Alleged Misconduct in Research

Resources and Regulations Governing Research at Carnegie Mellon

- Office of Sponsored Programs: <https://www.cmu.edu/osp/>

- Office of Research Integrity & Compliance
<https://www.cmu.edu/research-compliance/index.html>
- Intellectual Property Policy
<https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>
- Policy on Restricted Research
<https://www.cmu.edu/policies/research/restricted-research.html>
- Human Subjects in Research Policy
<https://www.cmu.edu/policies/research/human-subjects-in-research.html>

Financial Obligations and Support

The tuition charges for each academic year, as published by the University, apply only to the Fall and Spring semesters. Summer tuition, whenever applicable, are additionally charged and are normally based on the number of academic units taken. The University also publishes estimated cost of living for a graduate student each year at:

<https://www.cmu.edu/sfs/tuition/graduate/index.html>

In general, Design doctoral students are not obligated to the School in the summer semester. Domestic students may pursue work on or off-campus; international students can only pursue work on campus. During the fall and spring semesters, students supported by a teaching stipend are fully obligated to the School of Design, and must negotiate any additional work with the Director of Doctoral Studies. Doctoral students not receiving a teaching stipend are eligible to apply for grant support, if the weekly work commitment does not exceed 20 hours. In all cases, work commitments should not impede progress toward the degree.

International students are required to check with the Office of International Education (OIE) to determine eligibility before pursuing any internships.

Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy \[pdf\]](#) covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU's [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU \[pdf\]](#), or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

Appendix A

2023-2024

University Resources for Graduate Students

and

The WORD, Student Handbook

Key Resources for Graduate Student Support

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

Key Resources for Academic and Research Support

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

Key Resources for Health, Wellness & Safety

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

Office of Graduate and Postdoc Affairs

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

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

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

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

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

Office of the Dean of Students

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

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

Graduate students will find the enrollment information for [Domestic Partner Registration and Childbirth/Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#).

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

Additional resources for graduate students include [College Liaisons](#) and the [Student Support Resources](#) team. [College Liaisons](#) are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of

issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. [Student Support Resources](#) staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

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

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

Center for Student Diversity & Inclusion

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

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

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

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

Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities

have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation Process.

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

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

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

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

<https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources

on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <gsa@cmu.edu> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your Department.

Office of International Education (OIE)

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

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

Veterans and Military Community

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

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at urovaedbenefits@andrew.cmu.edu or 412-268-8747.

Carnegie Mellon Ethics Hotline

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

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

Topic areas for reporting may include, but are not limited to:

- Academic and Student Life
- Bias Reporting
- Discriminatory Harassment / Sexual Misconduct / Title IX
- Employee Misconduct
- Employment Related

- Environmental Health and Safety / Pandemic Safety
- Financial Matters
- Health and Wellness
- Information Systems and Data Privacy
- Public Safety & Criminal Activity
- Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting cmu.ethicspoint.com. All submissions are reported to appropriate university personnel and handled discreetly. The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing

(<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy

(<https://www.cmu.edu/policies/information-technology/computing.html>)

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

Student Academic Success Center

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

Student Academic Support Programs

Communication and Language Support

Communication Support: The program offers free consultations for all CMU students on their written, oral, and visual projects. Our trained communication consultants help communicators convey ideas clearly and effectively on a variety of STEM and humanities topics. Consultants support communication excellence on essays, technical reports, oral presentations, slides,

data visualization, advanced English language learning, and many other project types. Clients can bring in a project at any stage including brainstorming ideas, organizing thoughts, responding to instructor feedback, or putting finishing touches on the final draft.

Support is offered in several modes:

- *One-on-one communication tutoring* (in-person or Zoom synchronous meeting)--Clients meet with a consultant to improve the logic, clarity, and flow of writing or presentation and receive expert feedback that will strengthen a project. When making an appointment, clients upload a draft, instructor prompts, and rubrics so consultants can use specific criteria to give relevant feedback. See the [appointment types](#) offered.
- *Video response* (asynchronous)--Clients upload documents in advance, then receive a 20- to 30-minute recorded video with a consultant's feedback. The feedback video will be received within 5 days after the scheduled appointment.
- *Group appointments*--Participate with your group to accomplish peer reviews or focus on collaborative presentation strategies.
- *Workshops*--Workshops are available on a variety of topics and help attendees learn research-backed communication strategies.
- *Resources*--An online collection of handouts and videos that concisely explain specific communication strategies is available.

Language and Cross-cultural Support:

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

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

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom.

Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by

contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

Learning Support

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

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

“Just in Time” Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

University Libraries

www.library.cmu.edu

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

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance

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

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/HealthServices/

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

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The

Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

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

University Police

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

412-268-2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412- 268-2323 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 online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

Carnegie Mellon Vision, Mission

Statement of Assurance

Carnegie Mellon Code

Academic Standards, Policies and Procedures

Educational Goals

Academic and Individual Freedom

Academic Disciplinary Actions Overview

Statement on Academic Integrity Standards for Academic & Creative Life Assistance for Individuals with Disabilities

Master's Student Statute of Limitations

Conduct of Classes

Copyright Policy

Cross-college & University Registration

Doctoral Student Status Policy

Evaluation & Certification of English Fluency for Instructors Final Exams for Graduate Courses

Grading Policies

Intellectual Property Policy

Privacy Rights of Students

Student's Rights

Research

Human Subjects in Research

Office of Research Integrity & Compliance

Office of Sponsored Programs

Policy for Handling Alleged Misconduct of Research

Policy on Restricted Research
Tax Status of Graduate Student Awards
Campus Resources & Opportunities
Alumni Relations
Assistance for Individuals with Disabilities
Athletics, Physical Fitness & Recreation
Carnegie Mellon ID Cards and Services
Cohon University Center
Copying, Printing & Mailing
Division of Student Affairs
Domestic Partner Registration
Emergency Student Loan Program
Gender Programs & Resources
Health Services
Dining Services
The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
LGBTQ Resources
Multicultural and Diversity Initiatives
Opportunities for Involvement
Parking and Transportation Services
Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores
Community Standards, Policies and Procedures
Active Medical Assistance Protocol 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 Misconduct Policy (Interim)
Smoke-less Campus Policy
Student Accounts Receivable and Collection Policy and Procedures Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy