Graduate Handbook: Quickstart

Section 1: Introduction

Looking for a quick overview of key university policies or names and email addresses of specific people in the School of Design? You'll find them here.

Section 2: Academic Policies and Procedures

Want to learn the ins and outs of degree requirements, course options and structures, what's required to register or drop courses and how to make that happen, how to address disruptions to your studies and who can help you, and the policies and procedures that govern formal course actions? This is the place to look.

Section 3: Tuition and Financial Assistance

Do you find yourself asking questions like, "What support exists and how might you attain it?" or "What is the cost of your education and where do you pay it?" This section includes answers to your finance-related inquiries.

Section 4: School of Design Resources

In this section, you will find information related to School of Design —What are the 'rules' for use of the masters suite? When is the library open? What buildings/spaces can you access? You will also find technical support, such as information related to email and computer accounts.

Section 5: University Policies and Procedures

Are you curious about overarching university procedures? If so, this section is a great place to reference. Here you will also find details on CMU policies ranging from academic integrity and sexual harassment to employment verification.

Section 6: Appendix A: University Resources

If you find yourself searching for university resources that are geared specifically to graduate students, check out this section. Here you will not only find a listing of key CMU offices, but also explanations on how they can support your experience as a student. This section highlights ways to connect to the CMU community, it features academic and research support, lists opportunities to foster your health and wellness, and much more.

Section 7: Appendix B-D: Degree Requirements for MDes, MPS, MA

This section includes critical information about our graduate programs. What are the degree requirements for each Masters program in the School of Design? What specific courses must be taken and how many units are they?

Section 8: Signature Page

Once you have carefully reviewed the Graduate Handbook, please click on the provided link and complete the google survey. In it you will verify that you have read the document and will keep it for future reference. Please complete the survey prior to the start of classes on August 28, 2023.

Graduate Handbook: Introduction

Welcome

Design has never been in greater demand than it is now. Businesses, government, and local communities are turning to designers for innovative thinking and problem solving, which is creating new roles for designers in every sector of the marketplace. Designers are being called upon for their unique thinking, working processes, and skill sets, to develop creative, effective approaches to complex social and organizational problems.

Design for Interactions is an expanding field of practice that provides designers a vast array of opportunities such as designing multi-sensory experiences, creating smart devices and home systems, developing multimodal media, planning urban wayfinding, conceiving and building innovative social and corporate service systems, and framing large information systems. Designers are working in the fields of healthcare, education, technology, business, communications, transportation systems, farming, and environmental monitoring, to name only a few.

Our approach to Design for Interactions builds on a strong foundation that combines the material craft of product and communication design with an exploration of emerging technology. It emphasizes the value of carefully considering futures and holistic thinking, the importance of engaging in thoughtful design processes, and the value of marrying design theory and practice. Our master's programs situate graduate studies within the context of important developments in the field of design: designing for services and designing for social innovation, and evolving work in transition design, where approaches that lead to more sustainable futures are sought.

Our programs help students investigate complex issues facing society and teach them how to work collaboratively in trans-disciplinary teams to conceive and create effective design approaches to existing societal challenges. Our graduates are qualified to secure top career positions today, but also poised to become the design leaders of tomorrow, as organizations look for new and more responsible ways of working in social complexity than exist today.

Our suite of modular master's and doctoral degrees offer multiple pathways of study for designers and non-designers alike. The aim of our programs is to elevate the careers of those with design experience, as well as those looking to switch into design careers from other disciplines or add a design complement to their existing professional profile.

This handbook is designed to provide graduate students the resources, policies, and expectations of both Carnegie Mellon University and the School of Design. Review it now and reference it often as an invaluable document for navigating details of your educational experience here. You are also encouraged to consult university resources and offices during your tenure at Carnegie Mellon. Information about The Word, the student handbook, the Office of Graduate and Postdoctoral Affairs, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

Welcome to the School of Design!

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Contact Information

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

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

Website
https://www.design.cmu.edu

Map of Campus
https://map.concept3d.com/?id=192#!ct/19362,7382,0

Links to an external site.

Personnel

COLLEGE OF FINE ARTS

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SCHOOL OF DESIGN

Eric Anderson, Interim Head
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University Vision

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

University Mission

- To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.
- To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.
- To impact society in a transformative way— regionally, nationally, and globally —by engaging with partners outside the traditional borders of the university campus.

School of Design Mission

At Carnegie Mellon's School of Design, we believe that design is a humanistic discipline that involves initiating, planning, and shaping products, communications, ideas, and services within continually changing social, environmental, and economic landscapes:

We look to living systems and systems thinking to help fashion a responsible approach that values the quality of human life in balance with a healthy and sustainable planet.

The School of Design prepares students to become catalysts for innovation and social change by drawing from the interdisciplinary strengths of the liberal arts and the scientific and creative disciplines; and facilitating transdisciplinary collaborative problem solving.

Our process employs human-centered methods that synthesize traditional approaches with technological innovations to meet human needs.

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Statement of Assurance

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

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

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

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

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The Carnegie Mellon Code

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

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

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

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

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

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

University Expectations

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

- The Word/Student Handbook:
  www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Policy:
  https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website: www.cmu.edu/policies/
- Office of Graduate and Postdoctoral Affairs:
  www.cmu.edu/graduate/policies/index.html

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

Graduate Handbook: Academic Policies and Procedures

Academic Calendar

Degree Completion and Certification

Academic Policies and Procedures

Grading and Evaluation

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.

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DEGREE COMPLETION AND CERTIFICATION

Standard Degree Requirements and Degree Certification

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.

Masters Degrees awarded through the School of Design include the Master of Arts in Design (MA), the Master of Professional Studies in Design for Interactions (MPS), and the Masters of Design in Design for Interactions (MDes).

Standard degree completion times for masters students in the School of Design are as follows:
Full-time MA: Two semesters (fall/spring)
Full-time MPS: Two semesters (fall/spring)
Full-time MDes: Four semesters (2 years: fall/spring)
Part-time MA: Four semesters (2 years: fall/spring)
Part-time MPS: Four semesters (2 years: fall/spring)
Part-time MDes: Eight semesters (4 years: fall/spring)

When final grades are submitted in the expected graduation semester, the Graduate Program Coordinator reviews each candidate's academic record to determine if all graduation criteria has been met (see Appendix B-D for details). If all criteria has been met, the Graduate Program Coordinator certifies the degree on or before the Design Diploma Ceremony. Degree titles are defined in Appendix B-D. Degree candidates who do not meet the criteria are notified immediately, along with the Director of Graduate Studies.

See appendices for required units for degree attainment and information specific to each program.
Appendix B: Degree Requirements Specific to the MDes Program
Appendix C: Degree Requirements Specific to the MPS Program
Appendix D: Degree Requirements Specific to the MA Program

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Early Completion of Degree Requirements

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 Completion of Degree Requirements

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.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations: cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

Statute of Limitations

As outlined in the Master's Students Statute of Limitations, www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html students must complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all

semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

Residency Requirements

Students in the master's programs must be in residency at Carnegie Mellon for the full course of study. Rare exceptions may be granted for one semester of study elsewhere, but only through petition by the student to the Director of Graduate Studies and acceptance of their proposal.

Full-Time Student Status Requirements

A student must be registered for a minimum of 36 units in every semester in order to be considered a full-time student by university policy rules.

Students who enroll full-time must continue to maintain full-time status throughout the program. In rare cases, exceptions may be granted to a student for a change to part-time study upon petition by the student to the Director of Graduate Studies.

Part-Time Student Status Requirements

Part-time students are required to take courses in a specific sequence; the sequence must be discussed with the Director of Graduate Studies or the Graduate Program Coordinator.

Financial Implications of Student Status

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. All students with a Stafford Loan are required to maintain full-time status.

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

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Immigration Implications of Student Status

Immigration status for students in F-1 and J-1 non-immigrant 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.

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ACADEMIC POLICIES AND PROCEDURES

Registration Procedures

The School will register students for their required courses each semester. Students are responsible for registering for elective courses online by logging in at www.cmu.edu/hub. Any problems or questions regarding registration should be directed to the Graduate Program Coordinator.

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Add/Drop/Withdrawal 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 cmu.edu/hub/registrar/course-changes/index.html. There is a separate calendar for doctoral level courses.

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Electives

Students may take elective courses outside the School of Design within Carnegie Mellon University. All elective courses to be counted toward graduation must be taken for a letter grade. Elective grades are factored into the student's QPA in compliance with the university's grading policies, detailed at https://www.cmu.edu/policies/student-and-student-life/grading.html.

Students may only take electives that exceed their semester limit if they have already registered for required courses and have requested and received approval through consultation with the Graduate Program Coordinator and Director of Graduate Studies. If an elective interferes with a student's performance in their required courses, they will be instructed to drop the elective.

The Director of Graduate Studies and Graduate Program Coordinator are available for consultation on electives. Graduate courses in the School of Design are numbered 51-600 and above. 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, students should attempt to enroll directly in the course. If placed on the waitlist, the student should contact the course instructor (email is usually fine) and explain the circumstances regarding 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 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 students "permission," to enroll in a class but this does not mean there is space in the class. Therefore, the department administrator may deny enrollment due to space limitations.

At any point in the enrollment process, students may check with the Graduate Program Coordinator, to see if a class has remaining space and if there are special restrictions on enrollment.

Design Practicum

Students who wish to conduct professional practice for a semester of academic credit may register for Design Practicum after consultation with the Director of Graduate Studies and the Graduate Program Coordinator. International students must consult with the Office of International Education (OIE) for Design Practicum work authorization prior to receiving course registration approval. A maximum of 9 units of Design Practicum may be taken and counted as electives toward degree completion. Prior to the end of the semester in which Design Practicum was taken, students and their employers must write an evaluation of the students' experience and submit it via email to the Director of Graduate Studies and the Graduate Program Coordinator. A P/NP grade cannot be submitted until the evaluations are received.

Independent Studies

Students may take a maximum of 24 units of independent study while pursuing their graduate degree(s) in the School of Design. Most independent study courses are for 6–12 units; the minimum is 3 units. The procedure for signing up for such a course is as follows.

The student may arrange to do a project under the direction of a faculty member. More than one faculty member may advise the project, provided at least one faculty member is from the School of Design.

For a Design independent study, the student must access the Intranet, using the Design Login at the bottom of the School of Design homepage. From the "Resources" menu tab, the student must complete the Independent Study Application online form. During the process, the student will select their chosen faculty advisor from a dropdown list. The faculty advisor and the Undergraduate Academic Advisor will automatically receive a copy of the completed Independent Study form. Once the faculty member approves the independent study, the Undergraduate Academic Advisor will add the course to the student's schedule.

To take an independent study course in a department other than Design, the student should contact that department's office and follow their procedure for independent study registration.

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Taking Additional Courses Beyond those Required

Students are discouraged from overloading their schedules with courses beyond what is stipulated for the degree. Each program is designed to be manageable within the structure of the School and University, with elective openings strategically placed in the curriculum to avoid significant conflict with students' required coursework.

In accordance with the university's overload policy: https://www.cmu.edu/cmuexp-taskforce/academics/ students seeking an overload of courses must contact the Graduate Program Coordinator to request an override of their unit cap, providing pertinent course information and rationale for their request. If granted, students should be prepared to drop any electives representing an overload of required units at the first sign of compromise to required coursework.

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Taking a Course Prior to Applying

If an applicant is interested in taking a course in the School of Design prior to applying or being accepted into a graduate program, it is strongly recommended that the student talk with the Director of Graduate Studies, who can suggest appropriate courses. In the event a course is taken without prior approval, the student must petition the Director of Graduate Studies to have the credits accepted toward graduation. This consists of sending an email to the Director that explains the situation and states the request. The Director will make a determination and reply to the email, with a copy to the Graduate Program Coordinator.

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Transfer and Distance Education Credits

The School of Design graduate program does not accept transfer or distance education credits.

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Pittsburgh Council on Higher Education Cross College and University Registration

If a student is interested in taking a course for credit through the university's Pittsburgh Council on Higher Education (PCHE) cross-registration agreement, it must be pre-approved by the Director of Graduate Studies. The policy on cross-college and university registration PCHE Guidelines applies, found at www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html.

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Student–Professor Relationship

Students who collaborate with peers, faculty, and/or staff are to maintain confidentiality of research projects and publications, and respect confidentiality among and between group members. Collaborators are also expected to maintain open lines of

communication, respond to one another in a timely fashion, address conflicts respectfully and seek guidance when needed, and clearly define timelines and project expectations.

Advising

The thesis aims to help students learn how to lead and conduct scholarly research by having them assume the role of defining the direction of their thesis studies and taking necessary steps to bring projects to fruition. Throughout the process, advisors function as sounding boards for advisees, providing guidance and feedback to students. Primary thesis advisors must come from the School of Design. In the event that a student is interested in securing an advisor who is outside of the School of Design and/or from part-time or visiting faculty, they should discuss their interests with the Director of Graduate Studies early in the process to seek approval.

Progress meetings with thesis advisors are typically held on a regular basis. Students should initiate thesis meetings with their advisors. Although weekly or bi-weekly meetings are considered ideal, the regularity, dates, and times of meetings are coordinated collaboratively by advisor and advisee, as are research and design processes and periodic deliverables.

Advisors will determine the working relationship and format of interaction with their advisees. Faculty members advising more than one student may find it appropriate to meet with all of their advisees collectively in a small seminar format, with individual meetings scheduled when and if the faculty members regard it as appropriate. The master's thesis is a demonstration of independent thought, but ongoing discussion with a small group can be valuable as well as efficient. Students are also encouraged to consult with faculty who may provide them with additional expertise and new perspectives during the thesis process.

Progress is monitored throughout the year by the advisor. Keep in mind that it is not the responsibility of the advisor to ensure a student's graduation—it is the student's responsibility. Each semester, the primary advisors of theses submit mid-term and final grades for work conducted that semester. These grades are recorded under the courses 51801 Design Thesis I and 51802 Design Thesis II.

Teaching Requirements

The School of Design does not have teaching requirements for the master's programs, although teaching assignments may be granted through graduate assistantships or other arrangements on a case-by-case basis.

Language Proficiency Requirements for Teaching Assistantships

All non-native speakers of English who are expected to teach 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 teach. Fulfilling this requirement may include language training through the university's Intercultural Communication Center. For more information, please see www.cmu.edu/icc.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the website for additional information: https://www.cmu.edu/student-success/.

Resources and Regulations Governing Research

The School of Design adheres to research guidelines established by the university and provides resources for conducting research.

- 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/research-compliance/export-controls/resources.html
- Human Subjects in Research Policy: https://www.cmu.edu/research-compliance/human-subjects-research/index.html

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GRADING AND EVALUATION

Grading Policies and Procedures

All courses offered by the School of Design graduate programs are graded on the Graduate Student Grading Standard described in full at www.cmu.edu/policies/student-and-student-life/grading.html.

The minimum acceptable grade on required courses is a B (P in P/NP designated courses); 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. Both grades will appear on the student's transcript; only the higher grade will be counted toward graduation. If a grade of C- or lower is earned for an elective course, that course cannot be counted toward the electives requirement; the student must either retake the course and earn a C or better, or take another course in its place. Additionally, all students must maintain a QPA of 3.0 or above to remain in good standing in the program.

Undergraduate courses, taken as electives, will be graded on the Undergraduate Grading Policy also outlined at the Grades link above. Graduate classes are subject to +/- grades 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). Always inquire if an undergraduate course has a graduate level number and if it is possible to register under that number. To register for a course at the 300 level or below, students must contact the Graduate Program Coordinator for approval.

Policy for Course Incompletions

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 prerequisite course will prevent the student from taking the next course in the sequence.

Review/Redress of Academic Conflicts

Donna Cardiff Frost serves as ombudsperson for graduate students to assist with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

- Difficulty in communications with advisor, particularly when those difficulties may lead
  to considering changing advisors or leaving the program
- Conflict with other group members that is difficult to resolve within the group
- Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science, or
- Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family or financial challenges.

Upon the student's request, information shared will be kept in confidence, as long as no laws require otherwise. Should help be needed from additional sources, the student would be asked before sharing confidential information.

In the event that a difficulty cannot be resolved within the department, Donna Cardiff Frost, in the capacity of ombudsperson for all School of Design graduate students can also assist with following the grievance procedures for resolving difficult matters, which are available here: www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.

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Process for Appealing Final Grades

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.

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Satisfactory Academic Standing

Definition, Determination Process, and Communication to Students

The School of Design expects each student to make reasonable and continuous progress in their studies during their time at Carnegie Mellon and maintain satisfactory academic status in accordance with School of Design Policies and Procedures.

The Graduate Program Coordinate and Director of Graduate Studies will assess grades at the middle and end of each semester to verify progress and will alert students of problems.

Mid-semester: The Director of Graduate Studies will notify students via email of any courses in which they are not making adequate progress as defined in the bulleted list below. The student will also be advised of steps to be taken to improve the grade and/or other required actions, and possible actions to be taken by the school.

End of semester: The Director of Graduate Studies will notify students of their inadequate progress via an emailed letter in any or all of the following circumstances:

- The student earned a B- or lower grade in a required course.
- The student earned a C- or lower grade in an elective or prerequisite course.
- The student earned a NP in a required P/NP designated course.
- The student's QPA has dropped below 3.0.

The letter will outline steps to be taken by the student, steps being taken by the school, instructions for appealing actions, which can be taken in extenuating circumstances, and important dates. All students receiving written notification of inadequate progress will be referred to the Director of Graduate Studies for guidance.

According to University policies, generally, sanctions resulting from an Academic Action (e.g. probation, suspension, or drop) take effect immediately, regardless of whether an appeal is filed. In exceptional circumstances, however, the Dean or the Provost may elect to hold sanctions in abeyance pending the resolution of the appeal. Review the [Summary of Graduate Student Appeal and Grievance Procedures](#) for details. If the decision is not overturned, the student is not entitled to a refund of tuition or student fees incurred during the semester in which the appeal was being considered.

Probationary Status and Returning to Good Standing

Academic probation is intended to notify a student of significant and/or continuous performance issues and to suggest that immediate steps be taken to correct the cause

of the difficulty. Students who demonstrate inadequate progress toward their degree will be placed on academic probation. They will have one opportunity to repeat each course in which the minimum acceptable grade was not earned. Courses may be repeated the next time they are offered, either the next semester or the subsequent year.

Note, Studio, Lab, and Seminar courses function as prerequisites for subsequent Studio, Lab, and Seminar courses. Thus, students must earn a B or higher in each of these courses (P in P/NP designated courses) in order to take the next tiered courses. In the event that a student's inadequate progress in a prerequisite course prevents them from taking a subsequent course, taking a leave of absence for a semester or a year while on probation may be warranted. Students are encouraged to meet with the Director of Graduate Studies, the Graduate Program Coordinator, and the Office of International Education, if relevant, to determine a viable course of action.

Academic probation may result in any School of Design scholarships, research assistantships and/or financial awards to be rescinded.

In the semester of their return, students will remain on academic probation. Academic probation status will be automatically removed if the student earns the minimum grades necessary to return to satisfactory academic status in accordance with School of Design Policies and Procedures. Students are advised that if they return and do not earn the minimum grades necessary to return to satisfactory academic status they will be dropped from the program.

Suspension and Return to Program

Academic suspension is intended to provide a student time to address or rectify issues that are impeding their performance and/or progress in the School of Design in order to successfully continue their studies. An academic suspension will be imposed if a student demonstrates significant inadequate progress towards their degree and will last one semester. Students who return to the program following an academic suspension will have one opportunity to repeat each course in which the minimum acceptable grade was not earned. Courses may be repeated the next time they are offered, either the next semester or the subsequent year.

Suspended students may not register for courses, attend classes, live in student or fraternity/sorority housing, use campus facilities, including athletic facilities, library and computer clusters, participate in student activities, be members of student

organizations, or have student jobs. Note, students on academic suspension may participate in a summer campus job if they accepted the position before they were suspended. Academic suspension may also result in any scholarships, research assistantships and/or financial awards to be rescinded. Students on academic suspension cannot be selected to receive awards.

After a semester suspension, students may petition to return by submitting to the Head of the School of Design a statement that describes the steps they have taken to correct issues of poor performance and their plan for moving through the program successfully upon their return. Students must also complete and submit to the university a Return from Leave form. The Director of Graduate Studies will notify students in writing of their status to return from academic suspension for the subsequent semester.

In the semester of their return, students will be placed on academic probation. Academic probation status will be removed if the student earns the minimum grades necessary to return to satisfactory academic status in accordance with School of Design Policies and Procedures. Students are advised that if they return and do not demonstrate satisfactory progress toward the degree they will be dropped from the program.

Drop from Program/Department/College

Students who earn probationary status for a second semester (consecutive or nonconsecutive) may be dropped from the program. A drop terminates a student's enrollment.

Students will be notified in writing of their drop from the program and may appeal the decision by sending a formal letter stating the basis for appeal to the Head of the School of Design. Students will have an opportunity to appeal a removal decision by the Department Head by sending a formal letter stating the basis for appeal, with appropriate documentation, to the Dean of the College of Fine Arts. The university appeals procedures can be viewed at:
https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.

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ACADEMIC DISRUPTIONS

Attendance

Each instructor will outline attendance policies on course syllabi, including the effect of lateness and absenteeism on grades. Students are responsible for any and all missed classes and assigned work, including group work. In the case of anticipated absences–for example, education-related travel and conferences–students must negotiate time away with instructors as early as possible. Instructors are not required to make allowances for absences nor adjust the course schedule. For team projects, students are also expected to make appropriate arrangements with fellow students for fair completion of work according to assigned schedules and due dates.

Before making travel arrangements for the end of the semester, students must check with their professors to confirm final dates for presentations, critiques, and coursework submissions.

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Vacation and Time Off

The School of Design master's programs follow the university's Academic Calendar for vacation and "no class" days each semester.

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Taking and Returning from a Leave of Absence

The School of Design adheres to the university's policies on Leave of Absence and Return from Leave of Absence: www.cmu.edu/hub/registrar/leaves-and-returns/index.html.

In addition to the university's policy, the School of Design implements the following departmental policy: All students may apply for, and be granted, a leave of absence for a maximum of one year. Students are responsible for confirming their intention to return in Fall by submitting the return form provided at the Hub on or before January 31. If a student fails to confirm their return before January of their return year, they will be automatically removed from the program.

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Withdrawing from Program

The School of Design follows the university's process for withdrawal from a program: https://www.cmu.edu/hub/registrar/leaves-and-returns/index.html.

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Withdrawal of a Degree

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

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Graduate Handbook: Tuition and Financial Assistance

Tuition

General policies on enrollment and tuition can be found at www.cmu.edu/hub.

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Tuition Payment

Tuition payment deadlines are noted on the Student Financial Services website https://www.cmu.edu/sfs/ under Billing and Payments.

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Tuition Adjustment Policy

The School of Design adheres to the university policy on tuition adjustments. See https://www.cmu.edu/sfs/tuition/adjustment/index.html.

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Sponsored Projects

If a company or embassy pays a student's tuition, the sponsor's name and address is to be written on the bill and an affidavit of support included when the student returns their bill.

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Carnegie Mellon Employees

Carnegie Mellon employees must pay taxes for any graduate courses taken, since tuition remission is a taxable benefit. Contact the Benefits Office at 412-268-4747 for specific information on tuition benefits. Students must complete a Tuition Remission Form each semester in order to receive these benefits. To get a Tuition Remission Form, go to www.cmu.edu/hr/benefits/tuition/apply.html.

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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.

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Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about the types of emergency funding available to enrolled students.

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External Funding Opportunities

U.S. citizens and permanent residents may complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov/h/apply-for-aid/fafsa. Students may obtain information regarding their loans through the William D. Ford Direct Loan Program, including deferment forms and payment information at https://www.cmu.edu/sfs/financial-aid/types/federal-loans/direct/. Information about the federal student aid programs may be found at https://studentaid.gov/.

Effective July 1, 2006 a graduate or professional student may be eligible to borrow a Federal Graduate PLUS Loan. This loan allows students, not their parents, to borrow up to the cost of attendance less any other financial aid the student receives. A student must be a US citizen or permanent resident to qualify. Credit checks are also required to determine eligibility, but the credit criteria are much less stringent than for most private alternative loans. If students don't meet the credit criteria they may still obtain the loan with an "endorser" who does meet the credit requirements. PLUS applicants cannot have adverse credit based on a review of at least one credit report from a national credit reporting agency.

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Private Loans

Students who need additional funds beyond the financial aid package offered by SAIS have the option to borrow funds through a private lender. These loans are credit based, so applicants may need a cosigner. International students may utilize private lenders if they have a US citizen or permanent resident as a cosigner. When investigating lending sources, pay close attention to application deadlines.

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Graduate Assistantships

For some students, the School of Design provides a graduate assistantship. Students who are offered assistantships receive payment each academic year in exchange for approximately six hours of work per week for the School of Design.

The School of Design's Director of Graduate Studies and the Graduate Program Coordinator arrange all assistantship assignments each semester. Prior to the close of course registration week, the Graduate Program Coordinator will ask interested students to complete a questionnaire form that serves as a formal request for an assistantship. By submitting the form, students commit to adhering to the availability that they listed and to the assignment they receive. Every effort will be made to pair students with assistantships that match their knowledge, skills, and interests.

Note, the amount of work that students perform each week may vary based on the assignment. Failure to complete the assigned work may cause a loss of present and future assistantship support. Part-time students may receive reduced payment in exchange for a reduced graduate assistantship assignment. Employees of Carnegie Mellon University are not eligible for assistantships.

Students who have not previously had an assistantship and would like to apply for one, should contact the Graduate Program Coordinator. Students who already have an assistantship and would like to opt out for a future semester should contact the Graduate Program Coordinator.

Students who receive an assistantship position are expected to keep that position for the entirety of the semester. Students who resign an assistantship after they have submitted their formal request forfeit their eligibility for an assistantship in the future and will not receive compensation for the remainder of the semester.

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Conference Travel Policy and Funding

Our goal is to support student requests for travel funds to conferences that extend their learning in the United States or abroad. Support is not provided for competitions. Note, travel awards may be limited, based on funds available each year. Here are some considerations:

For full-time students who wish to attend a conference, the school will provide up to $350 reimbursement per person, per academic year, for travel, lodging, and/or conference fees. Other expenses such as food are not supported.

For students who are making a presentation at a conference, the school will provide up to $550 reimbursement per person, per academic year, for travel, lodging, and/or conference fees. Other expenses such as food are not supported.

Students are expected to seek funds from other sources, such as the Dean of the College of Fine Arts or the Office of Graduate and Postdoctoral Affairs, whenever possible, and to share some of the costs themselves.

A student may receive the maximum allotted support each academic year. This support begins when a student starts the academic year (August) and ends at graduation. Students who plan to attend a conference during the summer may request reimbursement for expenses such as registration or plane tickets if the expenses are incurred and reimbursed before 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. Part-time students are eligible to apply; the decision to fund their requests will be based on the Director's determination of the part-time student's progress toward the degree.

In all cases, a travel grant will be given in the form of a reimbursement. In other words, funds will be provided after the trip, based on eligible receipts submitted to the School's Business Manager, Whitney Friedman, in the Design Office.

To apply for travel funding, the student should write a brief email to the Director of Graduate Studies explaining the nature of the conference, a link to the conference website, if the student will give a formal presentation, and itemized costs for which reimbursement will be requested. Any special circumstances should also be explained. Copy the Graduate Program Coordinator and the School's Business Manager, Whitney Friedman, at wfriedma@andrew.cmu.edu. Requests should be submitted as far in advance as possible. When all relevant receipts have been collected, students should complete a reimbursement form and submit it, along with the original receipts, to the Business Manager.

Additional conference travel funds may be available from the university's Office of Graduate and Postdoctoral Affairs: https://www.cmu.edu/graduate/professional-development/conference-funding/. In

previous years, students have been awarded up to $750.00 per individual student with a maximum amount of up to $1,500.00 per group. Graduate students may not receive more than one conference funding award per academic year (July 1 to June 30 fiscal year). Please note that awards reflect the date of funding rather than the conference date.

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Department Policy on Outside Employment

Outside employment is permitted with proper authorization from the School of Design and the Office of International Education. Students who hold employment positions should ensure that their work does not interfere with the operations of the School of Design and that their actions adhere to Carnegie Mellon University's community standards.

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Tax Implications of Financial Support

Graduate student awards given by the university may be subject to U.S. federal, state and local income (wage) taxes and required withholdings. This Policy explains the U.S. federal, state and local income (wage) taxation and withholding for graduate student awards given by the university: https://www.cmu.edu/policies/student-and-student-life/tax-status-of-graduate-students-awards.html

Graduate Handbook: School of Design Resources

School Directory

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

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Studio Space

All master's students in the MDes, MPS, and MA programs in the School of Design are given access to the graduate design studio suite in Margaret Morrison 215-216. This space comprises individual workspaces, team collaborative areas, a social area with a kitchen, and a design classroom.

Individual workstations will be randomly assigned at the beginning of the academic year in August, with random seat rotations occurring again in January. All full-time master's students will be offered a desk; part-time students will only be offered desks if available once full-time desks are assigned. Students who elect not to work in the

studio are encouraged to let the facilities manager know, giving priority to those students most inclined to work in the studio.

Agency over the studio suite, and therefore responsibility for daily upkeep and basic maintenance and cleaning, is placed in the hands of the students. This includes shared responsibility for keeping the kitchen clear of dirty dishes, regular use of the dishwasher, monitoring and removal of dated food in the refrigerator, wiping of counters, and generally maintaining the kitchen in a sanitary condition safe for all. Surfaces in the classroom should be cleared of personal effects and supplies after each class session and those throughout the studio should be regularly cleared to avoid excessive clutter. Whiteboards in the classroom area should be wiped clean at the end of each class and those in the common areas should be wiped clean when work is complete, not exceeding one week. The school recommends that students develop a rotational system of duties to ensure shared responsibility for studio maintenance and upkeep.

Professional services contracted by the university take care of basic maintenance of the studio suite such as trash, recycling, compost removal and restroom cleaning.

The design classroom in MM 215 within the studio suite houses significant technology inside the tables, monitors, and podium and throughout the room. Students should not attempt to access or use the technology prior to formal training offered by the School of Design, unless accompanied by another person who has had training. Please note that to avoid risk of damage to technology, food and drinks are strongly discouraged in the classroom and, if handled, they must be placed in areas where they cannot damage equipment and furniture and must be properly discarded or cleaned afterward.

From time to time, with advance notice, the School of Design may host visitors and hold receptions or other events in the studio suite, making every effort to minimize disruption to students. The school will announce these events in advance, along with any special expectations of students. Often these events will provide graduate students with the opportunity to meet visitors and sometimes acquaint them with their work.

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Facilities Support

For facilities issues such as thermostat operation and temperature control, windows, plumbing, lighting, faulty equipment, broken furniture, etc., please contact the School's Facilities Manager.

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Key Access/Distribution

All graduate students are provided access to the Margaret Morrison building and the 215 graduate design studio suite via their Carnegie Mellon ID card. Keys for tabourets are distributed at the start of the academic year and collected at the end of the term.

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Computing in the School of Design

Each graduate student is required to obtain a laptop computer for use while in the master's programs and to purchase the software and fonts necessary for all required courses, as outlined in the admissions acceptance packet.

Contact the School's Computer Technology Manager, Ray Schlachter, at destech@andrew.cmu.edu for problems related to printers and other computer hardware in the graduate design studio suite.

Contact the Andrew Help Desk at 412-268-HELP (412-268-4357) for the following problems/issues:

- Software issues: you don't know how to use general software or need to know how to do something in the application
- Email problems, email applications, problems sending or receiving
- Web access
- General questions: how to read campus bulletin boards, etc.

For more information on computing issues, go to www.cmu.edu/computing/students/.

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Computer Accounts and 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.

Email accounts are assigned upon the school's notification to the university that a student has officially accepted an offer of admission and been 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 www.alumni.cmu.edu.

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Computing Policy

Students are required to adhere to Carnegie Mellon University's computing policies, www.cmu.edu/policies/information-technology/computing.html, while on campus. Any questions about computing should be addressed to the School's Computer Technology Manager, Ray Schlachter, at destech@andrew.cmu.edu.

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Printing

For printing design projects, two color laser printers are located in the graduate studio. At an additional cost, specialty printers with the capability to print large-format paper are available in the School of Design's Reese Cluster and Smillie Lab.

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Copying

University Printing offers copying services and various copiers are available on campus; visit https://www.cmu.edu/computing/services/endpoint/printing-kiosks/locations.html to access location information. For master's students who are TAs, RAs, or instructors, a black & white and color 2-sided copier is available in the Design Office, Margaret Morrison 110.

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Technology and Student Activities Fees

All Carnegie Mellon students are charged university fees, which include Transportation, Technology, and Activities. The cost of these expenses are outlined at: www.cmu.edu/sfs/tuition/fees/index.html. In addition to these fees, the SoD charges each Design student $75 per semester to support the cost of Design specific technology, including studio printers, the Reese computer cluster, the Smillie Lab, and the 3D Lab. Please note, students may incur separate costs for the use of materials in the 3D Lab or Smillie Lab, which will be charged to students' accounts at the end of the semester.

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School Library

The library that services the School of Design is the Hunt Library, located 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 Jill Chisnell (jillianc@andrew.cmu.edu). 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 Sorrells Engineering and Sciences Library, located in Wean Hall.

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Administrative Assistance

Students are not entitled to secretarial support. The School of Design staff can help students 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

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Mail

Mail directed to students on campus is delivered to Margaret Morrison 110, the main office for the School of Design. Mail or other items can be left for other School of Design faculty or personnel in mailboxes also located in the Design office. Students will be notified by email when they have a package and are expected to be prompt in retrieving them. Students are asked to have all personal mail and packages delivered to their home/apartment address.

US Mail to be delivered to students on campus should be addressed as follows:

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

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. Students 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 FedEx or UPS. Any off-campus mail left at the office to be mailed 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 a student wants a mailing to go out quickly, they are encouraged to walk their package to a public mailbox or to the Carnegie Mellon Post Office in the basement of the Cohon University Center (CUC).

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New Policies

Policies are sometimes changed when the School of Design believes new rules offer improvements to the programs. However, students currently enrolled in a degree program that is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In cases where degree requirements are changed and certain courses are no longer offered, the school will choose a compromise that allows those students to satisfy the original requirements.

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Graduate Handbook: University Policies and Procedures

Academic Integrity

Please review the University Policy on Academic Integrity (https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

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.

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Safeguarding Educational Equity

Assistance for Individuals with Disabilities
http://www.cmu.edu/education-office/disability-resources/

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, 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: https://rainier.accessiblelearning.com/cmu/ 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.

Sexual Misconduct Policy
The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking and violation of protective measures. 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 at:
https://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 for Institutional Equity and Title IX
http://www.cmu.edu/title-ix/ 412-268-7125

University Police
https://www.cmu.edu/police/
412-268-2323

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

Gestational and Parental Accommodations

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

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

Accommodations for Gestational Parents

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- Short-Term Accommodation for Gestational Parents – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- Formal Leave of Absence– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the

semester during which the leave is taken. Students who take a Formal Leave of Absence (https://www.cmu.edu/policies/student-and-student-life/student-leave.html) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (https://www.cmu.edu/oie/) before considering this option due to visa implications.

Financial Assistance for Student Parents

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (https://www.cmu.edu/student-affairs/dean/loans/) from the Office of the Dean of Students.

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.

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Enrollment Verification

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

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Change of Address

Students are responsible for notifying the School of Design and HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current. Students can change their address using SIO, which is available via the HUB website: http://www.cmu.edu/hub/index.html.

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Employment Eligibility Verification

If students are receiving a stipend, are a TA, or are you planning to have a position with Carnegie Mellon then Employment Eligibility Verification is required. Students must complete Form I-9 must be completed within three 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 covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from Carnegie Mellon or employed by Carnegie Mellon 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 Carnegie Mellon, 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.

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Graduate Handbook: Appendix A: Highlighted University Resources for Graduate Students

Key Offices for Graduate Student Support

- Office of Graduate and Postdoctoral Affairs
- Office of the Dean of Students
- The Division of Student Affairs
- Center for Student Diversity & Inclusion
- Assistance for Individuals with Disabilities
- Career Services
- Eberly Center for Teaching Excellence & Educational Innovation
- Graduate Student Assembly
- Office of International Education (OIE)
- Veterans and Military Community
- Carnegie Mellon Ethics Hotline
- Policy Against Retaliation

Key Offices for Academic and Research Support

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

Key Offices for Health, Wellness, and Safety

- Counseling & Psychological Services
- Health Services
- Campus Wellness
- Religious and Spiritual Life Initiatives (RSLI)
- University Police
- Shuttle and Escort Services
- The WORD

Key Offices for Graduate Student Support

Office of Graduate and Postdoctoral Affairs
https://www.cmu.edu/graduate/

The Office of Graduate and Postdoctoral Affairs (OGPA) provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The OGPA serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the OGPA include- but are not limited to:

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

The OGPA 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.

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

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

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

The Division of Student Affairs

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

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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

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Assistance for Individuals with Disabilities
https://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.

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Career Services
https://www.cmu.edu/career/index.html

The Carnegie Mellon Career and Professional Development Center 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.

In addition to the services provided by Carnegie Mellon's Career and Professional Development Center, the School of Design offers a design-specific career event called Confluence (http://design.cmu.edu/confluence/). This event usually occurs in late February of each year and detailed information is circulated via email to all design students prior to the event.

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Eberly Center for Teaching Excellence & Educational Innovation
https://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 https://www.cmu.edu/teaching/graduatestudentsupport/index.html.

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Graduate Student Assembly

https://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.

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Office of International Education (OIE)
https://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.

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Veterans and Military Community
https://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 resources in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

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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 https://secure.ethicspoint.com/domain/media/en/gui/81082/index.html

Links to an external site.

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.

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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.

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Key Offices for Academic and Research Support

Computing and Information Resources
https://www.cmu.edu/computing

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

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

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

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:

- giving a strong presentation,
- writing academic emails,
- analyzing expectations and strategies for clear academic writing,
- talking about oneself-yourself as a professional in the U.S.,
- developing clear 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. Students should contact 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.

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University Libraries
https://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.

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Research at CMU

https://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.

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Office of Research Integrity & Compliance

https://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 and use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

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Key Offices for Health, Wellness, and 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.

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Health Services
https://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.

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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://www.cmu.edu/wellbeing/resources/index.html#newsletter

Links to an external site.

or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

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Religious and Spiritual Life Initiatives (RSLI)
https://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.

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University Police
https://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)

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, finger print services, and annual statistic reports.

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

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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.

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The WORD
https://www.cmu.edu/student-affairs/theword/

The WORD is Carnegie Mellon University's student handbook and serves as the foundation
for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards.

The WORD is intended 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. The types of information listed below can be found in the WORD. 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 and Mission
- Statement of Assurance
- Carnegie Mellon Code
- Academic Standards, Policies, and Procedures

- Research
- Tax Status of Graduate Student Awards
- Campus Resources and Opportunities
- Community Standards, Policies, and Procedures

Graduate Handbook: Appendix B: Degree Requirements Specific to the MDes Program

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Courses and Units

The Master of Design in Design for Interactions (MDes) is a two-year program that consists of required and elective courses and a master's thesis project. Full-time students are required to take a minimum of 36 units and an average of 45 units per semester. Studio, Lab, and Seminar courses function as prerequisites for subsequent Studio, Lab, and Seminar courses. Thus, students must earn a B or higher in each of these courses (P in P/NP designated courses) in order to take the next tiered courses.

Part-time students usually take 24 units per semester. Certain courses for part-time students must be taken in a specific sequence because they function as prerequisites for subsequent courses, which must be discussed with the Director of Graduate Studies.

For graduation with a Master of Design in Design for Interactions degree, students are required to take a minimum of 16 courses and earn a minimum of 192 units in the Carnegie Mellon system.

Students pursuing a Master of Design in Design for Interactions degree are required to take the following courses:

Year 1, Fall
51701 MDes/MPS Seminar I (12 units)
51703 Colloquium (3 units)
51705 Thesis Prep I (3 units)
51711 MDes/MPS Studio I (15 units)

51725 MDES/MPS IXD Lab (6 units)
51729 MDes/MPS Communication Design Studio (15 units)

Year 1, Spring
51706 Thesis Prep II (3 units)
51712 MDes/MPS Studio II (15 units)
51744 Research Methods for Design (9 units)
51XXX Seminar II * (12 units)
Elective (12 units)

Year 2, Fall
51801 Thesis Project I (18 units)
51809 Thesis Progress II (3 units)
51825 MDes Seminar III (12 units)
Elective (12 units)

Year 2, Spring
51802 Thesis Project II (18 units)
51810 Thesis Progress II (3 units)
Elective (12 units)
Elective (9 units)

* Seminar II must be selected from one of the following three options: 51702 Transition Design, 51782 Design for Social Innovation, or 51785 Designing for Service. Students who have completed Seminar II as part of the MA degree will be exempt from this course and may take an elective in its place.

The Thesis

The thesis project is intended to expand and enrich students' understanding of design while also forging pathways for further exploration through design practice or doctoral study. It is framed as a thoughtful and rigorous investigation of a well-articulated research question that is squarely situated in the realm of design for interactions. Learning and demonstrating mastery of design processes, methods, and approaches that are fitting to each student's inquiry, and using them to inform creative yet

appropriate prototyping of concepts to deepen their understanding of a topic, is integral to the effort.

Students' progress in developing and creating a thesis is supported throughout the degree program under the course titles Thesis Prep I, II (51705, 51706) and Thesis Progress I and II (51809, 51810).

In the second year of study, students conduct work on their thesis under the course titles Thesis Project I and II (51801, 51802), meeting regularly with their advisor(s).

Specific information related to thesis requirements and submission procedures and deadlines are outlined in the Thesis Guidelines document, which will be distributed during the Thesis Prep courses. Failure to complete the designated thesis work (including thesis drafts), participate in the defined thesis activities, and submit all required materials for thesis documentation on the dates noted will result in a failing grade for the corresponding Thesis Prep and/or Thesis Project courses.

Graduation, Degree Completion Specification, and Summary Requirements

To graduate, a Master of Design student must fulfill all degree requirements, meeting the policies and standards of Carnegie Mellon University and the School of Design, as outlined in the School of Design Graduate Handbook and Thesis Guidelines documents, and the university policies listed online at www.cmu.edu/policies.

To receive the Master of Design degree, students must:

- Complete all course requirements and earn a minimum of 192 units
- Earn at least a B in all required courses (P in P/NP designated courses)
- Earn at least a C in all electives
- Earn at least a QPA of 3.0
- Participate in all public presentations of their thesis work
- Submit a master's thesis, composed of a thesis project and documentation
- Turn in all equipment, keys, etc. that may have been issued by the School of Design or Carnegie Mellon University

Students who graduate may walk in the graduation ceremony in May following the completion of their degree.

Late Graduation for Incomplete Thesis Work

If a student cannot finish their thesis work by the designated May deadline, the student may petition the Director of Graduate Studies to be eligible for August graduation. If the Director approves:

- The student will receive an R (failing) grade in 51802 Thesis Project.
- The student must find an advisor, who agrees to work with them over the summer. This
  may or may not be the original advisor, depending on summer commitments of the advisor.
- The student will register to repeat 51802 Thesis Project in the summer session with the agreed upon advisor listed as instructor, and pay the required tuition.

If the student has not yet presented their thesis work, they will do so in early August.

In order for the student to graduate in August, all items due for graduation must be turned in by the Friday before grades are due. Students who graduate in August may walk in the graduation ceremony in May following the completion of their degree.

For incomplete thesis work, the process outlined above is the only opportunity the student will have to repeat 51802 and graduate. If a grade of B or better is not earned during the summer semester, the student will be removed from the program. This can be appealed in extenuating circumstances.

Change of Program

Students who fail to complete a thesis proposal and secure faculty advisement in their second semester of study in accordance with specified deadlines will earn a NP grade for Thesis Prep. They will not be permitted to conduct their thesis study without having

passed Thesis Prep I and II. As a result, students may be encouraged to shift from the MDes program into the MPS program.

Graduate Handbook: Appendix C: Degree Requirements Specific to the MPS Program

[Courses and Units](#)
[Graduation, Degree Completion Specification, and Summary Requirements](#)

Courses and Units

The Master of Professional Studies in Design for Interactions (MPS) is a one-year program that consists of required and elective courses. Full-time students must take a minimum of 36 units and an average of 45 units per semester. Part-time students usually take 24 units per semester. Certain courses for part-time students must be taken in a specific sequence, which must be discussed with the Director of Graduate Studies.

For graduation with a Master of Professional Studies in Design for Interactions degree, students are required to take a minimum of 8 courses and earn a minimum of 93 units in the Carnegie Mellon system.

Students pursuing a Master of Professional Studies in Design for Interactions degree are required to take the following courses:

Year 1, Fall
51701 MDes/MPS Seminar I (12 units)
51703 Colloquium—optional (3 units)
51711 MDes/MPS Studio I (15 units)
51725 MDES/MPS IXD Lab (6 units)
51729 MDes/MPS Communication Design Studio (15 units)

Year 1, Spring
51712 MDes/MPS Studio II (15 units)
51744 Research Methods for Design (9 units)
51XXX Seminar II * (12 units)
Elective (9 units)

* Seminar II must be selected from one of the following three options: 51702 Transition Design, 51782 Design for Social Innovation, or 51785 Designing for Service. Students

who have completed Seminar II as part of the MA degree will be exempt from this course and may take an elective in its place.

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Graduation, Degree Completion Specification, and Summary Requirements

To graduate, a Master of Professional Studies student must fulfill all degree requirements, meeting the policies and standards of Carnegie Mellon University and the School of Design, as outlined in the School of Design Graduate Handbook and Thesis Guidelines documents, and the university policies listed online at www.cmu.edu/policies.

To receive the Master of Professional Studies degree, students must:

- Complete all course requirements and earn a minimum of 93 units
- Earn at least a B in all required courses (P in P/NP designated courses)
- Earn at least a C in all electives
- Earn at least a QPA of 3.0
- Turn in all equipment, keys, etc. that may have been issued by the School of Design or Carnegie Mellon University

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Graduate Handbook: Appendix D: Degree Requirements Specific to the MA Program

[Courses and Units](#)
[Graduation, Degree Completion Specification, and Summary Requirements](#)
[Applying for Further Study in the School of Design](#)
[International MA Students](#)

Courses and Units

The Master of Arts in Design (MA) is a one-year program that consists of required and elective courses. Full-time students must take a minimum of 36 units and an average of 45 units per semester. Part-time students usually take 24 units per semester. Certain courses for part-time students must be taken in a specific sequence, which must be discussed with the Director of Graduate Studies.

For graduation with a Master of Arts in Design degree, students are required to take a minimum of 8 courses and earn a minimum of 93 units in the Carnegie Mellon system.

Students pursuing a Master of Arts in Design degree are required to take the following courses:

Year 1, Fall
51601 MA Seminar I (12 units)
51703 Colloquium (optional; 3 units)
51611 MA Studio I (12 units)
51625 Design Software Lab (9 units)
51671 Design Principles and Practices (12 units)

Year 1, Spring
51612 MA Studio II (12 units)
51626 Prototyping for Interaction Design (12 units)
51XXX Seminar II * (12 units)
Elective (12 units)

* Seminar II must be selected from one of the following three options: 51702 Transition Design, 51782 Design for Social Innovation, or 51785 Designing for Service. Students who have completed Seminar II as part of the MA degree will be exempt from this course and may take an elective in its place.

Graduation, Degree Completion Specification, and Summary Requirements

To graduate, a Master of Arts in Design student must fulfill all degree requirements, meeting the policies and standards of Carnegie Mellon University and the School of Design, as outlined in the School of Design Graduate Handbook and Thesis Guidelines documents, and the university policies listed online at www.cmu.edu/policies.

To receive the Master of Arts in Design degree, students must:

- Complete all course requirements and earn a minimum of 93 units
- Earn at least a B in all required courses (P in P/NP designated courses)
- Earn at least a C in all electives
- Earn at least a QPA of 3.0
- Turn in all equipment, keys, etc. that may have been issued by the School of Design or Carnegie Mellon University

Applying for Further Study in the School of Design

MA students who wish to continue into the MDES or MPS programs must submit a Statement of Intent detailing their experience in the MA program and their motivation for advancing into the program they have chosen.

This statement must include a link to an updated portfolio. Students have the option, if desired, to submit an updated resume and reference letters to replace those from the original MA application.

The statement and any accompanying updates must be sent via email to the Graduate Program Coordinator no later than January 15 for start in the following fall semester.

Students will be notified whether they are accepted into their chosen program on or before March 15.

International MA Students

International MA students intending to continue into the MPS or MDES programs should be aware of restrictions on employment between degrees. Students cannot gain Curricular Practical Training (CPT) status between degrees. However, students planning to apply for internships in the U.S. are strongly encouraged to consult with the Office of International Education (OIE) as early as possible in their studies to discuss alternate work authorization options.

Verify your Reading and Understanding of the Graduate Handbook

Once you have carefully reviewed the Graduate Handbook, please complete this google survey: https://forms.gle/7dtfRjS6hjC9wobh8.

In it you will verify that you have read the document and will keep it for future reference. Please complete the survey prior to the start of classes on August 28, 2023.