Carnegie Mellon University Design.

GRADUATE HANDBOOK

Master of Design in Design for Interactions
Master of Professional Studies in Design for Interactions
Master of Art in Design

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1: Welcome and Introduction

GRADUATE HANDBOOK
School of Design
College of Fine Arts
Carnegie Mellon University
2025–2026

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 skillsets, 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 multi-modal 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, along with the Community Agreement that the master's cohort and instructors collaboratively created and agreed to uphold throughout the academic year. You are encouraged to reference them often as invaluable documents for navigating details of your educational experience here.

This handbook is specific to your academic experience in the School of Design. Please reference the University-Wide Graduate Student Handbook and The Word: Student Handbook for university related resources.

Welcome to the School of Design!

2: School of Design Mission

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Design for interactions is an overarching theme that runs throughout our programs. Born out of research and teaching in the School over the past several decades, it remains a core component of how we approach design education today.

In response to the demands of our rapidly changing world, design for interactions reaches beyond form and basic function. Instead, it holistically considers the quality of design-mediated interactions among people, systems, and the built and natural worlds to leverage opportunities and help solve complex problems facing humanity.

We believe the work of designers is essential to help address the escalating business, social, and environmental challenges we face in the 21st century. Our contribution — as a leading design school in the world to offer degrees at the undergraduate, graduate, and doctoral levels within a top-ranked multidisciplinary research university — is to prepare the next generation of designers who are capable of working within and across these challenges.

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3: Master's Degrees Offered

Master's degrees awarded through the School of Design include the Master of Design in Design for Interactions (MDes), the Master of Professional Studies in Design for Interactions (MPS), and the Master of Art in Design (MA).

3.01: MASTER OF DESIGN IN DESIGN FOR INTERACTIONS (MDES)

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. 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.

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

Year 1, Fall

51701 MDes/MPS Seminar I	12	units
51703 Colloquium	3	
51705 Thesis Prep I	3	
51711 MDes/MPS Studio I	15	
51725 MDES/MPS IXD Lab	6	
51729 MDes/MPS Communication Design Studio	15	

Year 1, Spring

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

Year 2, Fall

51801 Thesis Project I	18	units
51809 Thesis Progress I	3	
51825 MDes Seminar III	12	
Elective	12	

Year 2, Spring

51802 Thesis Project II	18	units
51810 Thesis Progress II	3	
Elective	12	
Elective	9	

*   *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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3.02: MASTER OF DESIGN (MDES) LEARNING OUTCOMES

Students graduating with a Master of Design degree will know and be able to:

Relative to design practice:
- Design for meaningful interactions among people, the built world, and the natural world by utilizing past design experiences and newly acquired skills
- Conduct research-based design for services with a business focus and social innovation with a policy focus that catalyze transition to more sustainable futures
- Describe how communication has an impact on the way people perceive and process messages and apply theories to design practice
- Perform research, strategic thinking, and an iterative design process that leads to the planning and development of interactive systems and services
- Demonstrate mastery in the integrated process of research and design
- Envision preferred futures by giving form to the behaviors and interactions of products, services and systems
- Formulate, scope, iterate upon, and define good research questions to define parameters of an independent design thesis project
- Carry out the reading, analysis, creative exploration, and testing required to research and deliver an independent design thesis project
- Develop creative design concepts and solutions connected to research questions and findings
- Present and defend creative decisions in the context of an iterative research and design process

Relative to skill building/design methods
- Practice fundamentals of interaction and communication design through the application of design theories and iterative design methods
- Prototype concepts through contemporary design tools
- Evaluate the effectiveness of various design approaches
- Move with agility between levels of scale in the development of design concepts
- Practice exploratory and ethnographic research methods
- Conduct participatory and generative design research methods
- Perform testing and evaluation of design concepts
- Articulate and apply the basic principles of a human-centered design approach
- Synthesize and apply research findings to design outcomes
- Navigate team collaboration and client interactions as critical functions of the design process
- Present design projects for peer, public, and client review and critique
- Provide and respond to critical feedback (critique) of design work

Relative to design studies
- Explain the history, current state, and future of interaction design practice and research
- Describe the philosophy and psychology of interaction design
- Contribute to design-led societal transitions through acquired knowledge and skillsets
- Describe the importance of long-term visioning, theories of change, and the new postures and mindsets necessary to emerging design
- Explain trends in design innovation in the context of philosophies of technology, histories of management, and cultural theories

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3.03: MASTER OF PROFESSIONAL STUDIES IN DESIGN FOR INTERACTIONS (MPS)

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.

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

Fall

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

Spring

51712 MDes/MPS Studio II	15	units
51744 Research Methods for Design	9	
51XXX Seminar II *	12	
Elective	9	

*   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.

3.04: MASTER OF PROFESSIONAL STUDIES (MPS) LEARNING OUTCOMES

Students graduating with a Master of Professional Studies degree will know and be able to:

Relative to design practice:
- Design for meaningful interactions among people, the built world, and the natural world by utilizing past design experiences and newly acquired skills
- Conduct research-based design for services with a business focus and social innovation with a policy focus that catalyze transition to more sustainable futures
- Describe how communication has an impact on the way people perceive and process messages and apply theories to design practice
- Perform research, strategic thinking, and an iterative design process that leads to the planning and development of interactive systems and services
- Demonstrate mastery in the integrated process of research and design
- Envision preferred futures by giving form to the behaviors and interactions of products, services and systems

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Relative to skill building and the learning of design methods:
- Practice fundamentals of interaction and communication design through the application of design theories and iterative design methods
- Prototype concepts through computational thinking, coding, wireframes, video, and other contemporary design tools
- Evaluate the effectiveness of various design approaches
- Move with agility between levels of scale in the development of design concepts
- Practice exploratory and ethnographic research methods
- Conduct participatory and generative design research methods
- Perform testing and evaluation of design concepts
- Articulate and apply the basic principles of a human-centered design approach
- Synthesize and apply research findings to design outcomes
- Navigate team collaboration and client interactions as critical functions of the design process
- Present design projects for peer, public, and client review and critique
- Provide and respond to critical feedback (critique) of design work

Relative to design studies
- Explain the history, current state, and future of interaction design practice and research
- Describe the philosophy and psychology of interaction design
- Contribute to design-led societal transitions through acquired knowledge and skillsets
- Describe the importance of long-term visioning, theories of change, and the new postures and mindsets necessary to emerging design

3.05: MASTER OF ARTS IN DESIGN (MA)

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.

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

Fall

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

Spring

51612 MA Studio II	12	units
51626 Prototyping for Interaction Design	12	
51XXX Seminar II*	12	
Elective	12	

* 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.

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3.06: MASTER OF ARTS (MA) LEARNING OUTCOMES

Students graduating with a Master of Arts in Design (MA) degree will know and be able to:

Relative to design practice:
- Practice fundamental approaches, methods, and tools of communication and interaction design
- Apply the foundational skills, perspectives, and working vocabulary of an interaction designer to communicate ideas effectively
- Practice skills associated with interaction design methods and processes in the context of service- and social innovation-oriented design projects
- Give visual form and meaning to complex information, concepts, processes and systems

Relative to skill building and the learning of design methods:
- Use contemporary design tools and software in the design of communications and interactions
- Conduct rudimentary desktop modeling and other forms of three-dimensional making, and prototyping
- Apply design principles and practices as fundamental elements of an iterative design process
- Provide and respond to critical feedback (critique) of design work
- Articulate and apply the basic principles of a human-centered design approach

Relative to design studies:
- Explain the difference between the practice of design and related fields
- Describe the historical emergence of design thinking
- Explain the role and impact of design in the world
- Articulate emergent issues in the research and contemporary practice of design
- Contribute to design-led societal transitions through acquired knowledge and skillsets
- Describe the importance of long-term visioning, theories of change, and the new postures and mindsets necessary to emerging design

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4.01: COLLEGE OF FINE ARTS PERSONNEL

Mary Ellen Poole, Dean
mepoole@andrew.cmu.edu

4.02: SCHOOL OF DESIGN PERSONNEL

Ana Pinto Da Silva, Head of School
anap@andrew.cmu.edu

Jonathan Chapman, Director of Doctoral Studies
jachapman@cmu.edu

Stacie Rohrbach, Director of Graduate Studies
stacie@cmu.edu

Wayne Chung, Director of Undergraduate Studies
wcchung@cmu.edu

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

Mandy Best, Undergraduate Academic Advisor
mandyb@andrew.cmu.edu

Kelsey Small, Business Manager
kmsmall@andrew.cmu.edu

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

Natalie King, Senior Assistant to the Head
nking@andrew.cmu.edu

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

Ray Schlachter, Computer Technology Manager
rays@cmu.edu

Josiah Stadelmeier, 3D lab manager
josiah@andrew.cmu.edu

Hali Simmons, 3D Night Lab Manager
halis@andrew.cmu.edu

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4.03: SCHOOL OF DESIGN DIRECTORY

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

4.04: SCHOOL OF DESIGN CONTACT INFORMATION

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

4.05: SCHOOL OF DESIGN OFFICE HOURS

Monday – Friday from 8:30 a.m. to 4:30 p.m.

4.06: SCHOOL OF DESIGN WEBSITE

https://www.design.cmu.edu

4.07: MAP OF CAMPUS

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

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5: Departmental Resources

5.01: 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 is comprised of 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.

5.02: 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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5.03: KEY ACCESS

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.

5.04: 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 bboards, etc.

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

5.05: COMPUTER ACCOUNT 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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5.06: 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 Smillie Lab.

5.07: 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 have copying needs associated with their tasks as TAs, RAs, or instructors, a black & white and color 2-sided copier is available in the Design Office, Margaret Morrison 110.

5.08: 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. Please note, students may incur separate costs for the use of materials in School of Design labs, which will be charged to students' accounts at the end of the semester.

5.09: 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.

5.10: 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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5.12: 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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6: Interpersonal Interactions Policies and Procedures

Students have a network of advisors from whom they can seek support. The Director of Graduate Studies provides academic advising. Faculty advisors provide thesis advising to designated MDes advisees. The graduate program coordinator provides advising on student affair issues (scheduling courses, enrollment status, grades, external student services). Students are encouraged to schedule meetings with their advisors as needed.

6.01: ROLE OF A THESIS ADVISOR AND ADVISOR ASSIGNMENTS

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. If 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.

6.02: COLLABORATION

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.

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6.03: REVIEW/REDRESS OF ACADEMIC CONFLICTS

The Graduate Program Coordinator, 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.

7: Master's Degree Requirements

7.01: REQUIRED COURSES

A year-by-year schedule of required courses for all master's programs can be found in the 'Master's Degrees Offered' section of this handbook and in the Master's section of the School of Design website.

7.02: REQUIRED UNITS FOR DEGREE ATTAINMENT

For graduation with a Master of Design degree, students are required to take a minimum of 16 courses and earn a minimum of 192 units in the Carnegie Mellon system. For graduation with a Master of Professional Studies degree, students are required to take a minimum of 8 courses and earn a minimum of 93 units in the Carnegie Mellon system. 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.

To graduate, a master's 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 a master's degree from the School of Design, students must:
* Complete all course requirements and earn a minimum of required 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

Students whose degrees are certified in summer or fall may walk in the graduation ceremony in May following the completion of their degree.

7.03: 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.

To comply with U.S. immigration regulations, F-1 and J-1 international students must maintain full-time enrollment in an in-person degree program, take the coursework defined by the program, and make normal progress toward the completion of their program requirements. For more information see: https://www.cmu.edu/oie/maintaining-status/students/course-load-modality.html.

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7.04: FULL-TIME STUDENT STATUS REQUIREMENTS

Master's students in the School of Design must be registered for courses designated as degree requirements each semester of study as outlined in 'Master's Degree Requirements' to be considered full-time. 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. International students must be enrolled full-time to maintain their immigration status.

7.05: PART-TIME STUDENTS 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.

7.06: THESIS REQUIREMENTS FOR MDES STUDENTS

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, Progress, and/or Thesis Project courses.

Master's Degree Requirements

7.07: FAILURE TO COMPLETE THESIS WORK ON TIME

Students enrolled in 51-706 Thesis Prep II who fail to complete a thesis proposal and secure a faculty advisor in accordance with specified deadlines will earn a NP grade for Thesis Prep II. 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.

If a student cannot finish their thesis work when enrolled in 51-802 Thesis Project II 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. Degree's that are certified in August are invited to walk in the diploma ceremony the following May.

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.

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8.01: 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.

8.02: REGISTRATION PROCESS

The Graduate Program Coordinator will register students for their required Design courses each semester. Students are responsible for having all required courses scheduled prior to registering for any elective courses online, which is done by logging into Student Information Online. Students are expected to follow all course registration deadlines as posted on the current academic calendar. Questions regarding registration should be sent to the Graduate Program Coordinator.

8.03: COURSE ADDITIONS/DROPS/WITHDRAWALS

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 to follow for doctoral level courses.

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8.04: ELECTIVES

Students may take elective courses inside and outside School of Design within Carnegie Mellon University. All elective courses to be counted toward graduation must be graduate level (–600 and above) and taken for a 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.

Student requests for counting undergraduate-level electives toward degree requirements should be sent to the Director of Graduate Studies and the Graduate Program Coordinator for approval before registered for courses. Requests should include course number, title, units, description, and student's explanation of how the course aligns with their academic interests. A maximum of 12 units per academic year may be counted toward degree requirements.

The Director of Graduate Studies and Graduate Program Coordinator are available for consultation on electives. Guidance on course selection will be based upon the goals of the program and of the student, with the intent of providing a well-rounded set of courses over the duration of the program. Students must ensure that courses apply toward graduation requirements. Departmental approval of course plans does not ensure enrollment in courses; rather, it means that the course may apply toward the student's graduation requirements should the student gain admittance and enroll in the class.

Students should attempt to enroll directly in courses outside the School of Design. If placed on a waitlist, students 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.

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8.05: INTERNSHIP OPPORTUNITIES

The School of Design does not have internship requirements for its master's programs. 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. 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.

A maximum of 9 units of Design Practicum may be taken and counted as electives toward degree completion. Students are not charged tuition for Design Practicum in the summer semester.

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 will not be submitted until the evaluations are received.

International students are required to consult with the Office of International Education for eligibility for work authorization before starting or seeking an internship/co-op or consulting opportunity. International students will benefit from proactively reviewing OIE guidance regarding off-campus work authorization. Off-campus work authorization processing times can take several weeks or months, and international students will benefit from starting the off-campus work authorization process as early as possible.

Resources to Explore Potential Internships:
- Faculty Recommendations
- College Career Services
- Career and Professional Development Center

8.06: INDEPENDENT STUDIES

Students may take a maximum of 24 units of independent study, and only 12 units of Independent study are permitted each semester while pursuing a graduate degree 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.

Students interested in conducting an independent study must arrange to do a project under the direction of a faculty member. More than one faculty member may advise a project, provided at least one faculty member is from the School of Design.

To register for an independent study under the advisement of a School of Design faculty member, a student must solidify plans with the intended advisor and complete the application form on the Student Resources page of the School of Design website: https://design.cmu.edu/student-resources/independent-study-application.

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

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8.07: 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 12 units above the semester's normal load requires approval. Student's 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 at the first sign of compromise to required Design coursework.

8.08: PITTSBURGH COUNCIL ON HIGHER EDUCATION CROSS COLLEGE AND UNIVERSITY REGISTRATION

Students interested in taking a course for credit through the university's Pittsburgh Council on Higher Education (PCHE) cross-registration agreement must gain pre-approved fro the Director of Graduate Studies. The policy on cross-college and university registration PCHE Guidelines applies: https://www.cmu.edu/hub/registrar/registration/cross/.

8.09: TAKING COURSES AS A NON-DEGREE SEEKING STUDENT

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. If a course is taken without prior approval, the student may petition the Director of Graduate Studies to have the units counted toward graduation requirements by sending them an email that explains the situation and states the request. Students will receive notification of a decision.

8.10: DOUBLE COUNTING COURSES AND INDEPENDENT STUDIES

The School of Design does not double count courses toward degree requirements.

8.11: COURSE EXEMPTIONS AND WAIVERS

Granting of course exemptions and/or waivers for required coursework is highly unusual. However, if circumstances arise that warrant consideration inquiries can be directed to the Graduate Program Coordinator or the Director of Graduate Studies.

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8.12: TRANSFER AND DISTANCE EDUCATION CREDIT

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

8.13: RESEARCH OPPORTUNITIES

The School of Design does not have research requirements for its master's programs that extend beyond required coursework. However, research assignments may be granted through graduate assistantships or other arrangements on a case-by-case basis.

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

8.14: TEACHING OPPORTUNITIES

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

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html. Language Support in the Student Academic Success Center will rank the fluency of graduate student instructional personnel, which will to determine the level of responsibility they can assume.

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 Student Academic Success Center website for additional information: www.cmu.edu/student-success.

9.01: APPLYING FOR FURTHER STUDY IN THE SCHOOL OF DESIGN

Current MA students who wish to apply for admission into the MDes or MPS program for the next academic year must complete a Google survey application and upload supporting materials to a designated Box folder by January 15. Materials include a video essay and portfolio (required), and an unofficial academic record report (suggested). Admission decisions are announced in mid-March.

9.02: 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.

9.03: TIME AWAY FROM ACADEMIC RESPONSIBILITIES

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

9.04: VARIATIONS OF DEGREE COMPLETION

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)

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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. If all criteria has been met, the Graduate Program Coordinator certifies the degree on or before the Design. Degree candidates who do not meet the criteria are notified immediately, along with the Director of Graduate Studies.

9.05: 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 when 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 requirement.

10.01: GRADING SCALE/SYSTEM

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.

10.02: 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.

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10.03: SATISFACTORY ACADEMIC STANDING

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.

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10.04: 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.

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.

Students may appeal any/all of these decisions. A summary of Graduate Student Appeal and Grievance Procedures can be found at: https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html.

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10.05: 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.

10.06: 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.

11: Funding and Financial Support Policies and Procedures

11.01: DEPARTMENTAL SCHOLARSHIPS

Students who submitted applications that received highly favorable ratings during the admissions process are awarded scholarships for the upcoming academic year. Students should be aware that the School of Design awards scholarships solely during the admissions process, they should have a sound financial plan that spans the duration of their studies. If students anticipate needing financial support that extends beyond this offering for the duration of their graduate studies they should contact Carnegie Mellon's financial services office or outside sources for potential loans or grants.

11.02: FINANCIAL IMPLICATIONS OF STUDENT STATUS

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

11.03: STIPEND

Each semester, the School of Design provides assistantship opportunities to graduate students. Employees of Carnegie Mellon University are ineligible for assistantships. Students who are offered assistantships receive a stipend payment 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 arranges all assistantship assignments each semester. Prior to the close of course registration week, the Graduate Program Coordinator will ask interested students to complete a question- naire 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.

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.

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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 and follow all I-9 form instructions promptly. 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.

11.04: DEPARTMENTAL FEES

Students are responsible for the university's technology, student activities, and transportation fees. The School of Design charges a $75 technology fee each semester. Course materials are not provided by the school.

11.05: TRAVEL AND CONFERENCE FUNDING

The School of Design aims to support student requests for funds to attend or present at conferences that extend their learning in the United States or abroad. Financial support is not provided for competitions by the School of Design. Conference awards may be limited, based on funds available each year. Priority is given to students presenting papers at conferences and to students who have not received support in the past from the school.

Full-time students are eligible to apply for funding. Each student can receive a reimbursement for travel, lodging, and/or conference expenditures up to $350 per academic year to attend a conference and $550 to make a presentation at a conference. Other expenses, such as food, are not supported. Part-time students are eligible to apply for funding. The level of support provided will be determined by the Director of Graduate Studies based on the student's degree progress.

Students are expected to seek funds from other sources, such as the Dean of the College of Fine Arts and/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 is not cumulative, it 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.

To apply for conference funding, student should write a brief email to the Director of Graduate Studies explaining the nature of the conference, provide a link to the conference website if the student will give a formal presentation, and list 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.

In addition to the email, you must also submit the Graduate Conference Funding Request form under the Student Resources tab on the School of Design website: https://design.cmu.edu/student-resources.

In all cases, funds are given in the form of a reimbursement. In other words, funds will be provided after the trip, based on eligible original receipts submitted to the School's Business Manager in the Design Office. Requests should be submitted as far in advance as possible.

Additional funding support for conferences, professional engagements, and GUSH research grants may be available by applying to the Office of Graduate and Postdoctoral Affairs: https://www.cmu.edu/graduate/funding/index.html.

11.06: SUPPORT FOR SOD COURSE MATERIALS

The School of Design will reimburse each master's student a maximum of $120 for material expenses incurred for courses within the department throughout the academic year. Students must submit receipts to the Graduate Program Coordinator between the first day of the fall semester and the last day of the university's scheduled final exams in the spring semester via the SoD Master's Materials Reimbursement Form. Students should also list the course name, number, and instructor for which expenses were incurred to aid understanding of the request for reimbursement. Students facing financial hardships after reaching the $120 reimbursement limit should complete the SoD Student Material Support Request Form to request additional support.

11.07: TAX IMPLICATIONS OF FINANCIAL SUPPORT

Graduate student awards 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.

11.08: FUNDING PAYMENT SCHEDULE

Stipends from the School of Design assistantships are paid semi-monthly. Please refer to the Human Resources Payroll Calendar: https://www.cmu.edu/hr/service-center/payroll/payroll-calendars.html for the specific payment dates.

11.09: 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/applying.html. It includes information about funding options, procedures for applying for federal financial aid, and other helpful links.

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11.10: 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: https://www.cmu.edu/student-affairs/dean/loans/ to inquire about the types of emergency funding available to enrolled students.

11.11: 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.

11.12: SUMMER EMPLOYMENT

International students must contact the Office of International Education (OIE) regarding their status to hold summer off campus employment.

11.13: EMPLOYMENT EXTERNAL TO CARNEGIE MELLON

Students may work off-campus with proper authorization from the School of Design (and the Office of International Education for international students). 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.