



UNDERGRADUATE STUDENT HANDBOOK

2026-2027

BDes- Bachelor of Design
BXA Bachelor Interdisciplinary
Degree Minor in Design

TABLE OF CONTENTS

HANDBOOK INTRODUCTION	5
SCHOOL OF DESIGN CONTACT INFORMATION	5
SCHOOL OF DESIGN PERSONNEL	5
2026-2027 ACADEMIC CALENDAR	6
UNDERGRADUATE DEGREE PROGRAMS	6
Bachelor of Design	6
BXA Interdisciplinary	6
Minor in Design	6
BACHELOR OF DESIGN (B.DES) DEGREE REQUIREMENTS	7
Students starting in F22	7
Students starting in F23	8
Students starting in F24+	10
SCHOOL OF DESIGN POLICIES & EXPECTATIONS	7
Attendance & Class Participation	11
Whom to notify in case of absence	12
Independent Study	12
Auditing a Course	12
Adding or Dropping Courses	13
Dropping & P/NP Vouchers	13
Overloading	13
Minors/Second Majors	14
Transcripts	14
ACADEMIC RULES AND PROCEDURES	14
Advising	14
Online Academic Audit	15
Class Standing	15
Leave of Absence or Withdrawal	15
Damage to University Property	16
Student Privacy Act (FERPA)	16
Intellectual Property Policy	16
Retention of Student Work	16

Residence Requirement	16
Course Materials/Materials Fee	17
GRADING POLICY	17
Incomplete Grades	18
Grading Practices	18
Mid-Semester Grades	18
Graduate Course +/-	19
Grade Appeals	19
Academic Actions	19
Appeal of Academic Actions	22
Dean's List	22
University Honors	22
REGISTRATION	23
Online Course Registration	23
Registration Advising	23
How do I know which classes to take?	23
Pittsburgh College Courses Cross Registration (PCHE)	23
Pittsburgh Glass Center	24
Transferring Credit	24
STUDY ABROAD AND EXCHANGE PROGRAMS	25
Exchange Programs	25
Study Abroad	25
Transferring Credit from Study Abroad	26
CAREER DEVELOPMENT	26
Career and Professional Development Center	26
Employment for International Students (CPT/OPT)	26
DESIGN FACILITIES	27
Design Office	27
Room Access	27
3D Lab Policy	27
Photographic Darkroom Access	27
General Darkroom Facilities	27
Shooting Studio	27

Repair & Maintenance	28
Building Security	28
DESIGN COMMUNICATIONS	28
Student Email	28
Student Distribution Lists (d-lists)	28
Weekly Design Email (Design Sandwich)	29
CMU COMMUNITY STANDARDS	29
Carnegie Mellon University Student Handbook	29
Academic Integrity Policy	29
Carnegie Mellon Code	31
CMU ETHICS & POLICIES	32
Office for Institutional Equity & Title IX	32
CMU Statement of Assurance	33
CMU STUDENT RESOURCES	33
Student Academic Success Center & Learning Support	33
School Library	34
CMU Undergraduate Research Office	34
Office of International Education	35
Financial Aid	35
Assistance for Individuals with Disabilities	35
Counseling & Psychological Services	35
University Health Services	36
The HUB	36
Wellness & Meaning-making Programs	37
University Police	37
Shuttle & Escort Services	37
Student Support Resources	37

HANDBOOK INTRODUCTION

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

For additional information or clarification, you should consult with faculty and staff of the School of Design and with other university personnel.

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

SCHOOL OF DESIGN CONTACT INFORMATION

Carnegie Mellon University
School of Design, Margaret Morrison Carnegie Hall 110
Pittsburgh, PA 15213-3890

Office Hours

Monday – Thursday 8:30am to 5:00pm
Friday 8:30am to 4:30pm

Website

www.design.cmu.edu

SCHOOL OF DESIGN PERSONNEL

Jonathan Chapman, Head of School (jchapma1@andrew.cmu.edu)

Stacie Rohrbach, Associate Head for Academic Affairs (slr@andrew.cmu.edu)

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

Mandy Best, Academic Advisor (mandyb@andrew.cmu.edu)

Heather Johnson, Business Manager (heatherj@andrew.cmu.edu)

Stephanie Lange, Office Administrator (slange@andrew.cmu.edu)

Joe Lyons, Marketing & Web Content Manager (jwlyons@andrew.cmu.edu)

Ray Schlacter, Computer Technology & Facilities Manager (destech@andrew.cmu.edu)

2026-2027 ACADEMIC CALENDAR

Students are required to review and be aware of the official, up-to-date CMU Academic Calendar, which provides information on all deadlines including registration, class start, add/drop deadlines, holidays, exam dates, etc.

The CMU Academic Calendar can be found at: <https://www.cmu.edu/hub/calendar/>

UNDERGRADUATE DEGREE PROGRAMS

Bachelor of Design

Undergraduate Design majors at Carnegie Mellon earn a Bachelor of Design degree (BDes). The degree is equivalent in rank to a Bachelor of Fine Art (BFA) but conveys the growing importance of design disciplines as separate and distinct from fine art.

In the Bachelor of Design program, students choose a track of focus:

- Communications Design (graphic design and screen-based digital interactions)
- Environments Design (physical spaces and related digital experiences)
- Products Design (industrial design)

BXA Interdisciplinary

Please visit the BXA Intercollege Degree Programs website for additional information about the BXA course of study.

Minor in Design

For a design minor, students must complete 54 units: 27 units of required courses, plus 27 units of design electives. All courses must be unique to the design minor.

Required Design Courses:

- 51-261 or 51-262 Design for Interactions for Communications
- 51-264 Design for Interactions for Products
- 51-173 Human Experience in Design

Three Design Electives:

- 51-xxx (27 units)

BACHELOR OF DESIGN (BDes) DEGREE

B.Des Four-Year Course Requirements for Classes Entering F22

Fall Semester Year 1

51-101 – Studio: Survey of Design	10 units
51-121 – Visualizing	10 units
51-175 – Design Studies: Place	5 units
51-177 – Design Studies: Histories	5 units
76-1xx – University Writing Course	9 units
85-102 – Introduction to Psychology	9 units
99-101 – C@CM	3 units

Spring Semester Year 1

51-102 – Design Lab	10 units
51-122 – Collaborative Visualizing	10 units
51-132 – Intro to Photo Design	10 units
51-176 – Design Studies: Futures	5 units
51-178 – Design Studies: Experience	5 units
Choose one: 79-145, 79-189, 76-241	9 units

Fall Semester Year 2

Choose 2 Studios: 51-225 (C), 51-245 (P), 51-265 (E)	9 units
Choose 2 Corresponding Labs: 51-227 (C), 51-247 (P), 51-267 (E)	9 units
51-277 – Design Studies: Systems	5 units
51-279 – Design Studies: Cultures	5 units
Choose One Selective: 51-229, 51-242, 51-221	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units

Spring Semester Year 2 (choose your track)

Choose 1 Studio: 51-228 (C), 51-248 (P), 51-268 (E)	9 units
Choose 1 Corresponding Lab: 51-239 (C), 51-249 (P), 51-269 (E)	9 units
51-282 – Design Studies: Persuasion	5 units
51-284 – Design Studies: Power	5 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Fall Semester Year 3

Your Track Studio: 51-323(C), 51-343(P), 51363(E)	10 units
51-xxx – Choose 2 Design Electives	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Spring Semester Year 3

Your Track Studio: 51-330 (C), 51-350(P), 51-360(E)	10 units
51-xxx – Choose 2 Design Electives	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Fall Semester Year 4

51-481 – Senior Design Studio	12 units
51-xxx – Design Elective	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	10 units

Spring Semester Year 4

51-480 – Design Capstone Project	12 units
51-xxx – Design Elective	9 units
xx-xxx – Free Elective (non-Design course)	15 units

Total Required Units for BDes	360 units
-------------------------------	-----------

B.Des Four-Year Course Requirements for Classes Entering F23

Fall Semester Year 1

51-101 – Studio: Survey of Design	10 units
51-121 – Visualizing	10 units
51-175 – Design Studies: Place	5 units
51-177 – Design Studies: Histories	5 units
76-1xx – University Writing Course	9 units
85-102 – Introduction to Psychology	9 units
99-101 – C@CM	3 units

Spring Semester Year 1

51-102 – Design Lab	10 units
51-122 – Collaborative Visualizing	10 units

51-132 – Intro to Photo Design	10 units
51-176 – Design Studies: Futures	5 units
51-178 – Design Studies: Experience	5 units
Humanities & Social Sciences Elective	9 units

Fall Semester Year 2

Choose 2 Studios: 51-225 (C), 51-245 (P), 51-265 (E)	9 units
Choose 2 Corresponding Labs: 51-227 (C), 51-247 (P), 51-267 (E)	9 units
51-277 – Design Studies: Systems	5 units
51-279 – Design Studies: Cultures	5 units
Choose One Selective: 51-229, 51-242, 51-221	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units

Spring Semester Year 2 (choose your track)

Choose 1 Studio: 51-228 (C), 51-248 (P), 51-268 (E)	9 units
Choose 1 Corresponding Lab: 51-239 (C), 51-249 (P), 51-269 (E)	9 units
51-282 – Design Studies: Persuasion	5 units
51-284 – Design Studies: Power	5 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Fall Semester Year 3

Your Track Studio: 51-323(C), 51-343(P), 51363(E)	10 units
51-xxx – Choose 2 Design Electives	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Spring Semester Year 3

Your Track Studio: 51-330 (C), 51-350(P), 51-360(E)	10 units
51-xxx – Choose 2 Design Electives	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units

Fall Semester Year 4

51-481 – Senior Design Studio	12 units
51-xxx – Design Elective	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	10 units

Spring Semester Year 4

51-480 – Design Capstone Project	12 units
51-xxx – Design Elective	9 units
xx-xxx – Free Elective (non-Design course)	15 units
Total Required Units for BDes	360 units

B.Des Four Year Course Requirements for Classes Entering F24+

Fall Semester Year 1

51-101 – Studio: Survey of Design	10 units
51-121 – Visualizing	10 units
51-175 – Design Studies: Place	5 units
51-177 – Design Studies: Histories	5 units
76-1xx – University Writing Course	9 units
85-102 – Introduction to Psychology	9 units
99-101 – C@CM	3 units

Spring Semester Year 1

51-102 – Design Lab	10 units
51-122 – Collaborative Visualizing	10 units
51-132 – Intro to Photo Design	10 units
51-176 – Design Studies: Futures	5 units
51-178 – Design Studies: Experience	5 units
Humanities & Social Science Elective	9 units

Fall Semester Year 2 (Choose your track)

Choose 1 Studio: 51-201 (C), 51-211 (P), 51-265 (E)	9 units
Choose 1 Labs: 51-203 (C), 51-251 & 51-243 (P), 51-267 (E)	9 units
51-277 – Design Studies: Systems	5 units
51-279 – Design Studies: Cultures	5 units
Choose One Selective: 51-229, 51-242 (P required), 51-283	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units

Spring Semester Year 2

Choose 1 Studio: 51-228 (C), 51-248 (P), 51-268 (E)	9 units
Choose 1 Corresponding Lab: 51-239 (C), 51-249 (P), 51-269 (E)	9 units
51-282 – Design Studies: Persuasion	5 units
51-284 – Design Studies: Power	5 units

xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units
Fall Semester Year 3	
Your Track Studio: 51-323(C), 51-343(P), 51363(E)	10 units
51-xxx – Choose 2 Design Electives (P must take 51-341)	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units
Spring Semester Year 3	
Your Track Studio: 51-330 (C), 51-350(P), 51-360(E)	10 units
51-xxx – Choose 2 Design Electives	18 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	9 units
Fall Semester Year 4	
51-481 – Senior Design Studio	12 units
51-xxx – Design Elective	9 units
xx-xxx – Academic Elective (non-CFA course)	9 units
xx-xxx – Free Elective (non-Design course)	10 units
Spring Semester Year 4	
51-480 – Design Capstone Project	12 units
51-xxx – Design Elective	9 units
xx-xxx – Free Elective (non-Design course)	15 units
Total Required Units for BDes	360 units

SCHOOL OF DESIGN POLICIES & EXPECTATIONS

Attendance & Class Participation

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

a third absence will negatively affect your grade; a sixth absence will result in automatic failure of the course.

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

If a student is absent from a final examination or final critique and has not completed an Incomplete Grade Agreement, a grade of an “R” will be recorded.

Whom to Notify in Cases of Absence

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

Independent Study

Design students are qualified to apply for independent study when you are a junior or senior, would be taking no more than 5 courses at a time, including the independent study, have a cumulative QPA of 3.0 or better, and earned a letter grade of “B” or better in your last two major studios.

Students apply for Independent Study by completing the Independent Study Application form on the School of Design Webpage.

Auditing a Course

Auditing courses is permitted, without additional charge, to all students who are already paying full tuition and fees. Part-time and special students who are permitted to audit will be charged tuition for the audited course at the regular rate. Auditing classes is defined as presence in the classroom without academic credit. A student may take part in class discussion and take examination, subject to the agreement of the instructor.

To choose a grade option rather than the default letter grade, a student must fill out an audit request form from the HUB, discuss intentions with the Academic Advisor, obtain the required signatures as indicated on the form, and return it to the HUB.

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

Adding or Dropping Classes

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

Following University policy, students may add a course during the first 10 class days of each semester. Classes may be dropped online until the posted drop deadline. After the drop deadline, students may withdraw from a course by completing the Course Withdraw Form until the course withdrawal deadline. After the drop deadline, a “W” (withdraw) is assigned and appears on the student’s academic record. Students should consult the Academic Calendar for drop and withdraw dates.

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

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

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

Undergraduates may use up to 3 late drop vouchers over the course of four years, using no more than one per semester.

Drop & P/N Vouchers

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

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

Overloading

First-year and first-semester transfer students are limited to the normal schedule of 55 maximum units in the first semester of attendance. Thereafter, students may carry

additional units, provided they have earned at least a 3.0 GPA in the previous semester. During registration, students must have all A's and B's at midterm to request an increase in maximum allowable units. Students must reach out to their academic advisor to request a unit cap increase. An overload is strongly discouraged in the first year.

Minors/Second Majors

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

Transcripts

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

ACADEMIC RULES AND PROCEDURES

Advising

Students are encouraged to seek advice from all the resources on and off campus to get the most out of their undergraduate years. Gather information from faculty, administrators, staff, and other students in Design, from colleagues in other departments, from the Student Academic Success Center, and from the Carnegie Mellon Undergraduate Catalog and Carnegie Mellon University Handbook.

In the School of Design, your primary Academic Advisor is Mandy Best (mandyb@andrew.cmu.edu). All School of Design Undergraduates are encouraged to meet with Mandy to review academic progress and plans each year. Such meetings are important to take full advantage of elective possibilities within the curriculum, general progress toward graduation, professional goal-setting, and connection to campus resources and supports.

The Academic Advisor will assist students with registration, academic audits, transfer credits, study abroad, final grades, and academic actions, as well as supporting students experiencing difficulty and serving as a connection to university support resources.

The Associate Head is available to discuss academic issues that cannot be resolved in consultation with the Academic Advisor.

Online Academic Audit (Stellic)

All students are responsible for meeting academic unit requirements to progress through the program in a timely manner and to be eligible to graduate. The Academic Advisor is available to answer questions about the Academic Audit and review individual student audits by appointment. Students can check the status of their progress towards their degree by logging into the academic audit system in SIO. However, it is recommended that students review the academic audit results with the Academic Advisor to confirm degree progress. Required Audit reviews may be held by the Academic Advisor for any student to ensure clear understanding of “adequate progress” and remaining academic requirements.

Class Standing

According to University policy, a full-time student is one who is registered in a degree program for 36 or more units.

- Sophomore status is achieved when a student earns passing grades in a minimum of 72 units
- Junior status is achieved when a student earns 164 units
- Senior status is achieved when a student earns 263 units

Changes in class standing occur only for the fall semester. Your Academic Advisor can help remedy errors in class standing. Note that a change of program/major can result in reclassification to first year status.

Leave of Absence or Withdrawal

Students will sometimes need to interrupt their studies for a variety of reasons (financial, academic, personal, medical). For this reason, students may choose to take a Leave of Absence or to withdraw from the university.

- A **Leave of Absence** (LOA) is for students who intend to return to the university. Students who take this option must complete a Leave of Absence form, and they will have up to two years to return to the university. After two years, students returning are subject to space constraints and an academic performance review. Students on leave who wish to return must obtain a Return from Leave form and complete the required information before they may be considered for a return from leave. See also: <https://www.cmu.edu/hub/registrar/leaves-and-returns/index.html>
- Withdrawal is for students who do not intend to return to the university. To be recognized as withdrawing from the university, students must submit a withdrawal form and meet with their Academic Advisor. Once a student

withdraws, they cannot return to the university without reapplying. See also:
<https://www.cmu.edu/hub/docs/withdrawal.pdf>

Damage to University Property

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

Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), you have the right to:

- Inspect and review your educational records
- Request an amendment to your educational records if you believe they are inaccurate or misleading
- Request a hearing if your request for an amendment is not resolved to your satisfaction
- Consent to disclosure of personally identifiable information from your educational records, except to the extent that FERPA authorizes disclosure without your consent.
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if you believe your rights under FERPA have been violated.

For more information on Student Privacy Rights visit:

<https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html>

Intellectual Property Policy

The School of Design adheres to the University's Intellectual Property Policy:

<https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>

Retention of Student Work

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

Residency Requirement

To earn an undergraduate degree from the School of Design at Carnegie Mellon University, students must complete a minimum of four semesters of full-time student

and 180 units in residence. This minimum residence requirement must be met, in part, by full-time work during the senior year or work of an equivalent or higher level at the university.

Course Materials/Materials Fees

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

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

Charges will be added to student accounts, and the students must pay the HUB for those fees. Fees cannot be paid in the Design Office. Faculty approval must be obtained for removal of a materials fee. Questions about materials fees or tech fees may be directed to the School of Design Business Manager.

GRADING POLICIES

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

Grades given to record undergraduate academic performance are:

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

Incomplete Grades

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 coursework no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of the following semester, or the registrar will administratively assign the default grade. Note that an incomplete grade in a pre-requisite courses will prevent the student from taking the next course in the sequence.

Grading Practices

Grades given to record academic performance in the College of Fine Arts are detailed in the catalog section entitled “Undergraduate Academic Regulations.” All courses taught by the schools in the College of Fine Arts follow the standard letter grade system of the university. Responsibility for the grade given to the student rests entirely with the instructor and the school concerned. A permanent grade may not be raised by taking a second examination or evaluation. Students who wish to repeat a course already passed must obtain approval from the Dean of the College. At the time of approval, the Dean will decide in the light of circumstances whether the new grade or the old grade will be the official grade used as the computing factor for honors. Both grades, however, will appear on the official transcript.

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

Mid-Semester Grades

Mid-semester grades are given at the middle of each semester (at the end of mini 1 and mini 3). While indicative of performance for the first part of the course, they are not part of the student’s permanent record. Always review your midterm grades- you might discover you’re not registered for one of your courses, or you might discover that you’re failing a course- that’s the time to consider withdrawing from it.

Graduate Course +/- Grades

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

Grade Appeals

If a student believes an assigned grade is incorrect or not appropriate, the student may follow the university processes outlined in the Carnegie Mellon University Student Handbook to seek prompt and equitable resolution of the matter. All appeals are initially addressed to the instructor of record. If unresolved, the appeal can be forwarded to the Head of School (or department head if outside of CFA).

Grading Errors

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

Academic Actions

The College of Fine Arts seeks to support each of our students on their pathway towards graduation. Thus, we review each student's academic performance and progress towards degree at the close of each semester. Academic actions are designed to notify a student of specific academic and graduation requirements, outline goals for completion, and identify avenues of support. Academic actions are opportunities for students to reflect, grow, and get connected with appropriate campus resources to help them succeed.

To stay on track for graduation, each student is expected to:

- Complete a minimum of 36* units each semester
- Have both a semester and cumulative QPA of at least 2.0
- Make adequate progress** towards their declared degree
 - *Adequate progress requires that at least 80% of their semester units are passed, that a student registers for their program's expected coursework, and that they have met the minimum grades required to progress in sequential coursework.*

**Students approved for Part Time Status through the Office of Disability Resources will work with their program's administration to determine the minimum number of units needed to remain in good standing.*

***Students in School of Design are expected to register for and successfully complete their critical sequential coursework in order to make Adequate Academic Progress towards their declared degree (51: 101, 102, 121, 122, 201, 203, 211, 225, 227, 228, 239, 243, 245, 247, 248, 249, 251, 265, 267, 268, 269, 323, 330, 343, 350, 360, 363, 480, 481). If a student does NOT make progress towards their designated degree path, they will receive an academic notification. See [CFA Handbook](#) for specifics concerning academic standards, academic policies, and the academic action sequence.*

If a student's academic record falls below these standards, they receive an academic action. These actions are assigned based on the most recent semester under review as well as a cumulative review of a student's performance to date. Each program will recommend students for notification and the CFA Academic Advisor Committee will finalize these decisions. The CFA Dean's Office will then disseminate the academic action letters directly to the students and their advisors via their CMU email.

To best support academic success, a student placed on an academic action is not permitted to overload, undertake independent studies, or study abroad until they return to good standing. Incomplete grades will be conditionally actioned by the default grades until the student completes the missing coursework. If a student does not complete their missing coursework by the faculty deadline agreed upon, their default grade and action will become permanent.

The College of Fine Arts administers academic action letters to help all students stay abreast of their progress towards degree and to ultimately support their path to graduation. If a student falls below the outlined academic standards listed above, they will receive an academic action letter at the close of the semester. If problems persist, they will receive escalating actions as listed below. However, once a student resumes adequate degree progress, and earns a semester and cumulative QPA of at least 2.0, they are returned to Good Academic Standing and will remain in good standing so long as the academic standards are still being met.

Academic Concern: Academic Concern letters notify the student of a concerning academic performance issue and suggest that the student take immediate steps to correct the cause of the difficulty. It is the first academic action administered to students who fall behind one or more of the standards. Note that Academic Concern is an internal notification and will not appear on a student's academic transcript. Once a student meets the degree progress requirements again, they are returned to Good Academic Standing and will remain in good standing as long as the academic standards are still being met.

If a student does not meet these standards in future semesters, they may be assigned a successive academic action—either a Warning or Suspension depending on their QPA average over the previous two semesters.

Academic Warning: A student will be placed on Academic Warning for continued poor performance, or for continued failure to meet the requirements of their declared degree path. An Academic Warning is administered to students who fall behind degree standards for two or more semesters, but whose average QPA for the previous two semesters remains at or above a 1.50. Students placed on Academic Warning are required to meet with their academic advisors to create a success plan.

An Academic Warning is an internal notification and will not appear on a student's academic transcript. Once a student meets the degree progress requirements again, they are returned to Good Academic Standing and will remain in good standing so long as the academic standards are being met.

If the student does not meet these standards in future semesters, they may be assigned a successive academic action.

Academic Suspension: Academic Suspension is a required, temporary leave from the university. It is administered to students who fall behind at least one of the degree standards for two or more semesters and/or whose QPA average over the previous two semesters falls below a 1.50. An Academic Suspension is intended to allow the student time to address any issues impeding or affecting their performance in order to progress towards meeting the academic standards of their declared degree path. The student is required to temporarily withdraw from the university for a specific period as defined in their suspension letter.

The College of Fine Arts remains committed to students during those periods of temporary leave and continues to connect them to College and University level supports while they are away. Return from suspension is subject to the conditions specified in the suspension letter and approval of the Dean's Office.

Final Academic Warning: Following a suspension, a student will be placed on an Academic Warning during their semester of return. Once they meet the academic standards in their declared degree for two sequential semesters, they may be returned to Good Academic Standing.

Academic Drop: An Academic Drop is the final academic notification and is only administered after a substantial pattern of academic difficulty. Three or more semesters below standards, including a suspension, are needed prior to an Academic Drop.

This action terminates the student's enrollment in their current School/Program, but is not intended to prejudice admission to another academic program within Carnegie Mellon University, or to another institution. If a student has earned a cumulative grade point average of at least a 2.0, they may still apply for internal transfer within CMU— noting that the student must successfully transfer prior to resuming study at Carnegie Mellon.

Appeal of Academic Actions

Students have the right to appeal Academic Action decisions to the CFA Dean. All appeals must be received in writing by the deadline printed in the academic standing notification (within 10 days of the dated letter). If a student's initial appeal is denied they may choose to further their appeal to the Provost's Office in writing by the deadline printed in the appeal response (within 5 days of the dated letter). Additional information about appealing an academic action decision can be found in the Carnegie Mellon University Student Handbook.

Dean's List

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

University Honors

University Honors upon graduation will be awarded if a student has:

- Been in residence at CMU in the School of Design for at least 4 semesters.
- Earned at least 180 units during that residence
- Earned a cumulative GPA of 3.5 or better in their CMU course of study

REGISTRATION

Online Course Registration

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

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

Registration Advising

The Academic Advisor will hold individual appointments before registration to discuss course options and program requirements. Students can check the status of their progress towards their degree by logging into the academic audit system in SIO. The Academic Advisor is available to answer questions about the Academic Audit and review individual student audits by appointment.

How do I know which courses to take?

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

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

- Free Elective- any non-Design course (courses without 51xxx prefix), including CFA studio courses, may count as a Free Elective. Students may count up to 9 units of Physical Education or StuCo courses towards free electives.
- Academic Elective- non-studio courses outside of CFA (i.e.: Math, Science, Humanities, Business). Occasionally, a CFA lecture-oriented course may count as an academic elective.

Note: To change the category in which a course is automatically placed, a student must petition their Academic Advisor.

Pittsburgh College Courses Cross-Registration (PCHE)

CMU is a member of Pittsburgh Council on Higher Education (PCHE), a consortium that allows students from any one of its member institutions to cross-register for any other during the fall and spring semesters. Participating institutions include: Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park University, Pittsburgh Theological Seminary, Robert Morris University, and the University of Pittsburgh. Following is the policy statement to which all cooperating institutions adhere.

- The purpose of cross-registration is to provide opportunities for enriched educational programs by permitting students to take courses at any PCHE institution.

- The opportunity to cross-register is open to each full-time student. Part-time students are not permitted to cross-register. Students must be registered for 36 units at CMU before processing a cross-registration request.
- Students register with their home institution registrar. Each college or university accepts registration from other institutions, however, priority in registration is given to students of the Host College, and not all departments or schools in all institutions are able to participate in this program.
- In each case of cross-registration, the signature of the Academic Advisor must be obtained prior to registration. Fill out a cross-registration form from the HUB website.
- Each student's advisor is responsible for assuring eligibility for the course.
- Full credit and grades will be transferred; the academic regulations for the host institution will prevail.
- The academic honesty code and other rules of conduct of the institution providing instruction apply with respect to its courses and behavior on this campus. That institution will impose such penalties as it considers proper when violations are reported to it.
- Cross-registrants do not acquire students' status in the host institution (for library privileges at the host institution are available). Course textbooks may be purchased at the host bookstore.
- Students may enroll in no more than one course off campus in any one term or semester.
- Cross-registration does not apply to summer sessions.
- Adding or dropping a course after the home instructions deadline requires permission from the home institution, after the host institution's deadline, permission from the host institution.

Pittsburgh Glass Center

College of Fine Arts students may request registration for classes at the Pittsburgh Glass Center during the fall or spring semester. These courses may be subsidized by the CFA Dean's Office and the student's home department. The SoD supports up to 4 students per semester.

Transferring Credit

All Design majors must consult with the Academic Advisor before signing up for courses at another institution.

- Courses may count as academic electives if they are non-studio courses such as humanities, science, or math.

- Courses may count as free electives if they are non-Design courses. Free electives may be studio courses, but not in Design.
- No transfer courses may count as Design courses, unless the student petitions the faculty in advance and obtains permission.
- All courses must be taken for a letter grade. Grades of Pass/Fail or Audit will not be accepted. Grades must be a minimum of C in order to transfer.

It is the student's responsibility to request an official transcript from the host school and submit the transcript to the CMU Registrar's Office.

CMU course units are equal to 3x US credit hours awarded. For European credits (EC), CMU units are equal to 1.8x EC.

STUDY ABROAD AND EXCHANGE PROGRAMS

Students may research all available programs by meeting with the Study Abroad Advisor in the Office of International Education (<https://www.cmu.edu/studyabroad>) or by contacting your Academic Advisor. Some program information is available in the Design Office (ask to see the Study Abroad notebook).

Students are encouraged to participate in summer study abroad programs after the first year.

Exchange Programs

Students participating in an exchange program are considered elected representatives of CMU and remain officially enrolled in CMU while they are abroad. Unlike study abroad, exchange students continue to receive CMU financial aid as well as federal financial aid. University Exchange programs are listed in the Office of International Education.

Study Abroad

Students who wish to study abroad during the academic year have 2 options:

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

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

Applicants are required to have a minimum cumulative QPA of 3.0. Students are considered for one semester only, the optimum time being fall or spring of their junior year. Proposals for the following year are due on the first Monday of March.

Transferring Credit from Study Abroad

Students receiving grades of "C" or better may transfer the credit, if the courses have been pre-approved by the Design Academic Advisor. A grade of "C-" is not acceptable.

CAREER DEVELOPMENT

Career & Professional Development Center (CPDC)

The CPDC offers career counseling and information on internships and employment. Students may visit the career library or sign up for a workshop or seminar.

Employment for International Students (CPT/OPT)

International students may be required to take a practicum course in conjunction with summer employment related to "Curricular Practical Training (CPT)." CPT is only available for F-1 students who have been enrolled full-time in the U.S. for at least one full academic year immediately preceding the CPT authorization. More information can be found by visiting: <https://www.cmu.edu/oie/employment/f1-students/curricular-practical-training.html>

DESIGN FACILITIES

Design Office, MMC 110

The Design Office is open from 8:30am-5pm Monday through Thursday, and 8:30am-4:30pm on Fridays. It is locked at all other times. When the office is closed, including weekends, no students are to be in the office without the permission of a faculty or staff member. Office phone and computer use, at any hour, is by staff permission. The copy machine located in the Design Office is for faculty and staff use only. It is not available for class projects.

Room Access

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

3D Lab Policy

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

Photographic Darkroom Access

Design students are allowed to access two photographic darkroom facilities, as outlined below:

General Darkroom Facilities- Located in MMCH B-level and managed by Jamie Gruzsky (gruzska@andrew.cmu.edu), Director of Photography

- This facility is maintained for processing black-and-white film and prints.
- After an initial meeting with Jamie Gruzka, students will get card access to the darkroom.
- Students will be accommodated on a first-come, first-served basis, and the facility will be available during normal daytime working hours.
- Students will be charged full or partial lab fees, depending upon the amount of use through the semester.
- The fees are for materials, routine maintenance, and a small equipment replacement fund.
- Unless a student is registered for a photographic course, no instruction will be available.
- Students must demonstrate that they are qualified and knowledgeable about developing and printing.

Shooting Studio- Located in MMCH B14 and managed for the College by Jamie Gruzka

- Facility offers special shooting set-ups and special photomechanical processes.
- Students needing access to the shooting studio must meet with Jamie Gruzka to sign a usage agreement and pay a small fee.

Repair & Maintenance

There are occasions when students notice the need for repairs in School of Design facilities. Ray Schlachter oversees all School of Design facilities, which are located in Margaret Morrison and Portal Hall. For urgent requests during business hours, students can contact destech@andrew.cmu.edu or visit the School of Design Main Office (MMCH 110). If there is an emergency after 5:00pm or during weekends, call CMU Security: 412-268-2323.

Building Security

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

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

If needed, contact CMU Police: 412-268-2323

DESIGN COMMUNICATIONS

Student Email

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

Email Distribution Lists (d-lists)

Students are included in one or more email “distribution lists” (d-lists) maintained by Design. The d-lists are organized by graduation year. These lists are one of the primary ways students will receive information from the school. If you suspect you are not subscribed to the correct d-list, contact your Academic Advisor.

Weekly Design Sandwich

The School of Design sends a weekly email newsletter featuring updates, announcements, and opportunities in the School and from across the University. The Design community is encouraged to share events and announcements through the

Design Sandwich. To post to the Sandwich, email the School of Design Marketing and Communications Manager.

CMU COMMUNITY STANDARDS

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

Carnegie Mellon Student Handbook

The Carnegie Mellon University Student Handbook contains information and resources to help you create your Carnegie Mellon experience and embrace your role as a valued member of our university. It can be found at: <https://www.cmu.edu/student-affairs/cm-student-handbook/>

Academic Integrity

The School of Design follows the CMU policy on Academic Integrity which is outlined below and can be found at: www.cmu.edu/academic-integrity

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by the Student Academic Success Center unless specifically prohibited by the course instructor(s). Any sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student

utilizes the services provided by the Student Academic Success Center, the acknowledgement of any collaboration is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to community their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding it is the student's responsibility to seek additional information and clarification.

Policy Violations:

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

1. Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
2. Use of an alternate, stand-in or proxy during an examination.
3. Copying from the examination or work of another person or source.
4. Submission or use of falsified data.
5. Using false statements to obtain additional time or other accommodation.
6. Falsification of academic records.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

1. Text, either written or spoken, quoted directly or paraphrased.
2. Graphic elements.
3. Passages of music, existing either as sound or as notation.
4. Mathematical proofs.
5. Scientific data.
6. Concepts or material derived from the work, published or unpublished, or another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but

are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

1. Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
2. Submission of work completed or edited in whole or in part by another person.
3. Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
4. Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
5. Use of unauthorized devices.
6. Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Integrity Actions Procedures, which are published in the Carnegie Mellon Student Handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies.

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 discover, advancement and communication of knowledge are not possible without a commitment to these standards, Creativity cannot exist without acknowledgement 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 online at: <https://www.cmu.edu/student-affairs/cm-student-handbook/code/index.html>

CMU ETHICS & POLICIES

Office for Institutional Equity & Title IX

The Office for Institutional Equity and Title IX is dedicated to promoting equity at Carnegie Mellon University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of sex discrimination (including gender identity and sexual orientation discrimination) and sexual misconduct impacting community members, including sexual assault, sexual exploitation, sexual harassment, dating and domestic violence, and stalking.

CMU's **Discriminatory and Sexual Misconduct Policy (Interim)** is available at: <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The CMU **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 contact the Office for Institutional Equity & Title IX (tix@cmu.edu)

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

CMU 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, disability, age, sexual orientation, gender identity, pregnancy or related condition, family status, marital status, parental status, religion, ancestry, 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.

The university's Discriminatory and Sexual Misconduct Policy contains grievance procedures that provide for the prompt and equitable resolution of complaints alleging any action which would be prohibited by this Policy.

Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh PA 15213.

CMU STUDENT RESOURCES

Student Academic Success Center & Learning Support

The Student Academic Success Center works to support students' success by providing academic coaching, subject-specific tutoring, effective communication strategies (e.g. writing help), accommodations for students with disabilities, and language support for multilingual learners such as:

Supplemental Instruction: Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.

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.

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. Coaching can assist in improving time management, productive habits, organization, stress management, and study skills.

Language & Cross-Cultural Support: Many Carnegie Mellon students are international students, and others are nonnative speakers of English who have attended high school in the U.S. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on:

- Expectations and strategies for clear academic writing,
- How to talk about yourself as a professional in the U.S.,
- Developing clearer pronunciation,
- Using accurate grammar,
- Building fluency, and more.

Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

School Library

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

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

CMU Undergraduate Research Office

The campus-wide Undergraduate Research Office encourages and supports independent student research and creative projects sponsored by university faculty. The Undergraduate Research Office supports student research in every field of study.

URO offers SURG grants to cover research expenses, summer fellowships for full-time summer research, and presentation awards to support students presenting at academic conferences. In May of each year, they hold a campus-wide celebration of undergraduate research, the Meeting of the Minds.

URO also offers help with writing proposals, finding advisors, and applying to academic conferences. More information can be found at: <https://www.cmu.edu/uro/>

Office of International Education

The Office of International Education (OIE) serves CMU's international student and scholar community by advising individuals on immigration, personal, academic, social, and acculturation issues. In addition to providing a variety of resources for foreign students and scholars, OIE facilitates study abroad and international exchange at CMU, and advises students on programs and options. For more information or to schedule an appointment, visit: <https://www.cmu.edu/oie>

Financial Aid

All financial aid matters are handled through the CMU HUB. If you have questions about your specific aid package, contact your HUB Liaison.

Assistance for Individuals with Disabilities

The Office of Disability Resources strives to provide responsive, reasonable accommodations to help students accomplish their best work. The Office of Disability Resources has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience.

See: <https://www.cmu.edu/disability-resources/>

Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal 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 confidential process can be directed to the Director of the Office of Disability Resources, Catherine Samuel.

Counseling & Psychological Services

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant to them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at CMU or the larger Pittsburgh community.

CAPS services are provided at no cost. Appointments can be made in person, by telephone (412-268-2922) or on the CAPS webpage: www.cmu.edu/counseling

University Health Services

University Health Services (UHS) is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care, allergy injections, first aid, gynecological care, and contraception as well as on-site pharmaceuticals. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures, and referral to the emergency room or specialists are the student's responsibility.

In addition to providing direct care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services. You can make an appointment on Health Connect or by calling 412-268-2157.

Dining Services

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

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

The HUB

The HUB delivers comprehensive services and counsel to students and families for matters related to financial aid, billing and payments, registration and academic records. Staff in The HUB are appointed to serve as liaisons for students based on academic college/school. They provide service and counsel by responding to specialized enrollment inquiries and meeting one-on-one with students and families. You can find your HUB liaison on your SIO contacts page or visit: www.cmu.edu/hub

Connect with the HUB to:

- Ask enrollment and financial aid questions
- Resolve enrollment issues
- Complete academic and financial aid forms
- Order official transcripts and enrollment verifications

Wellness & Meaning-Making Programs

The Office of Wellness & Meaning-Making Programs is comprised of Wellness Initiatives and Religious and Spiritual Life. Staff in this department work in partnership with campus and community resources to offer a wide array of workshops, personal development opportunities, community connection events, and services to support students' holistic health.

This office can also assist students who have questions or concerns related to religious accommodations.

University Police

The University Police Department is located at 300 South Craig Street (entrance on Filmore Street). The department's services include police patrols and call response,

criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming.

The CMUPD Communications Center handles all emergency calls on campus and dispatches offices and campus EMS when needed. In the case of a medical or safety emergency on campus, always dial 412-268-2323 for emergency responders.

Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, 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. The report is available online at:

www.cmu.edu/police/annualreports

Shuttle and Escort Services

The university's NightSafe Transit service provides free late-night transportation for students from campus to the Oakland, Shadyside, and Squirrel Hill neighborhoods. NightSafe buses operate from 6:30pm to 4:15am, cycling every 45 minutes. You must have a valid CMU ID to board.

Student Support Resources

The Student Support Resources team offers an additional level of support and expertise 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.

Any member of the CMU community, alumni, family member or friend may use the CMU Cares Referral Form if they know or feel a CMU student may need support or assistance due to behavioral, mental health, or well-being concerns. This form refers the student of concern to a Student Affairs staff who will assess and take appropriate action.

Visit the CMU Cares Referral Form: <https://www.cmu.edu/wellbeing/resources/finding-support-for-others.html>

Note: this form is not for emergency or immediate life safety situations. In these cases, contact University Police at 412-268-2323 or call 911 for off-campus response.