

**School of Computer Science  
Institute for Software Research  
2019-2020**

**Master of Science in Information Technology  
Privacy Engineering Program & PE Practice  
(MSIT-PE)  
STUDENT HANDBOOK**

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## Welcome

Welcome to the MSIT-Privacy Engineering program. We have prepared this handbook to provide some guidance about the requirements of your academic program as well as resources at Carnegie Mellon University (CMU).

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

## Brief Overview

The **Master of Science in Information Technology—Privacy Engineering (MSIT-PE)** program is a full time masters program for students at Carnegie Mellon's Pittsburgh campus. This degree is designed for computer scientists and engineers who wish to pursue careers as **privacy engineers** or **technical privacy managers**. The degree requires 162 or 165 units to complete and offers two tracks: 12-month track (Privacy Engineering, 162 units) and the 16 month track (Privacy Engineering Practice, 165 units). Designed in close collaboration with industry and government, this program is intended for students who aspire to play a critical role in building privacy into future products, services, and processes.

The programs combine the best and most successful elements gleaned from Carnegie Mellon University's long and distinguished history of professional masters programs. Offered jointly by the School of Computer Science and College of Engineering, the program includes two semesters of courses taught by leading academic privacy and security experts. The 12 month track concludes with a summer-long learning-by-doing, capstone project, where students will be brought in as privacy consultants to work on client projects. The 16 month track allows students the option to work a summer internship and graduate the following December. Students who complete these programs will be well prepared for jobs as privacy engineers and technical privacy managers and will receive the degree of "Master of Science in Information Technology, Privacy Engineering", or "Master of Science in Information Technology, Privacy Engineering Practice".

## University Policies & Expectations

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

- The Word/Student Handbook: [www.cmu.edu/student-affairs/theword//index.html](http://www.cmu.edu/student-affairs/theword//index.html)
- Academic Integrity Website: (<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- MSIT-PE Website: <http://www.privacy.cs.cmu.edu>

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

## **Carnegie Mellon University Statement of Assurance**

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

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:

<https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.

## **The Carnegie Mellon Code**

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

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

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

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

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

The Carnegie Mellon Code can also be found on-line at:

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

## **The School of Computer Science Reasonable Person Principle**

The Reasonable Person Principle is part of the unwritten culture of CMU' School of Computer Science. It holds that reasonable people strike a suitable balance between their own immediate desires and the good of the community at large.

- Everyone will be reasonable.
- Everyone expects everyone else to be reasonable.
- No one is special.
- Do not be offended if someone suggests you are not being reasonable.

Reasonable people think about their needs, and the needs of others, and adjust their behavior to meet the goals of a common good for the community, i.e. expressing what you want to say, but accepting and accommodating the needs of others.

As applied to bulletin boards, this would include things like observing the explicit or implicit ground rules about subject matter or tone. These vary from one bulletin board to another but usually include sticking to the expected subject matter and refraining from personal attacks. There are expectations, though. For example, cs.opinion is no-holds barred and often both aggressive and personal.

Not all people share the same model of reasonableness, so disagreements inevitably occur. Under the reasonable person principle, the first thing to do is work it out privately (perhaps in person, since e-mail is known to amplify feelings). Indeed, many people would find it reasonable to bring in third parties before trying personal discussion.

More generally, the reasonable person principle favors local, unofficial actions over formal administrative ones. It assumes that people will be responsive when reminded of a conflict or asked to re-examine their behavior. It encourages requesting rather than demanding. And it leaves some room for the difference of opinion.

### **Departmental Information**

While the MSIT-PE program is offered jointly by the College of Engineering and the School of Computer Science, it is administered by the Institute for Software Research (ISR) within the School of Computer Science (SCS).

The SCS directory provides contact information for all faculty and staff in the school  
<http://people.cs.cmu.edu>.

#### **MSIT-PE Directors**

Prof. Lorrie Cranor – Collaborative Innovation Center (CIC) 2207, [lorrie@cs.cmu.edu](mailto:lorrie@cs.cmu.edu)

Prof. Norman Sadeh – Wean Hall (WeH) 5303, [sadeh@cs.cmu.edu](mailto:sadeh@cs.cmu.edu)

#### **MSIT-PE Staff**

Ms. Tiffany Todd – Collaborative Innovation Center (CIC) 2105 – [ttodd@cs.cmu.edu](mailto:ttodd@cs.cmu.edu) – 412-268-6367

Ms. Linda Moreci (to schedule a meeting with Professor Sadeh) – Wean Hall (WeH) 4117 – [laf20@cs.cmu.edu](mailto:laf20@cs.cmu.edu) – 412-268-9934

The following are additional information resources available to graduate students in your the Program.

- Department Directory: <http://www.isri.cmu.edu/people/>
- Information about CMU's computer clusters: <http://www.cmu.edu/computing/clusters/>
- More specific information about the computer clusters in Wean Hall (Mac, Windows and Linux): <http://www.cmu.edu/computing/clusters/facilities/wean.html>
- Information about CMU's Graduate Student Organization is available at: <http://www.cmu.edu/stugov/gsa/> . Feel free to contact Ms. Tiffany Todd for further information.
- Women@SCS (The Women@SCS mission is to create, encourage, and support academic, social, and professional opportunities for women in computer science and to promote the breadth of the field and its diverse community.): <http://women.cs.cmu.edu>

See Appendix A for a list of University resources for Graduate Students.

### **Academic Calendar**

The Academic Calendar can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

### **Degree Attainment**

The MSIT Privacy Engineering program is a full-time masters program for students at Carnegie Mellon's Pittsburgh campus. It requires 162 or 165 units to complete and offers two tracks: 12 months (162 units) and 16 months (165 units). Students enrolled in the 12 month track will typically begin in the fall semester, complete the program at the end of the following summer, and will graduate in August. Students that are enrolled in the 16 month track will typically begin in the fall semester and will complete the program at the end of the following fall to allow for a summer internship graduating in December. Students admitted to the program as part-time students should discuss their course schedule with the program directors. They will have the option of completing the capstone project over two semesters. Regardless of the chosen track, all MSIT-PE students must complete a minimum of 162 units to graduate for the Privacy Engineering Track, and 165 units for the Privacy Engineering Practice Track. In some cases, students who need additional technical coursework will enroll in those courses in the preceding spring or summer semester. In order to graduate, the following requirements must be met:

1. 66 units of core courses
  - [\(17-662\) Law of Computer Technology](#) - 6 units
  - [\(17-631\) Information Security and Privacy](#) - 12 units
  - [\(17-733\) Privacy Policy, Law, and technology](#) – 12 units
  - [\(17-731\) Foundations of Privacy](#) – 12 units
  - [\(17-734\) Usable Privacy and Security](#) – 12 units
  - [\(17-735\) Engineering Privacy in Software](#) – 12 units
  - (17-609) Internship for Privacy Engineering – 3 units (taken during 16 month track)
2. Current Topics in Privacy Seminar - 3 units each in fall and spring semester. 3 units in the Fall semester for students returning from summer internship.
3. 12 units of approved technical electives

4. 30 units of approved general electives
5. 48 unit privacy-by-design project course: Includes 6-unit Privacy-by-design Workshop course and 42 unit Privacy-by-design Practicum project
6. GPA requirement: Student must maintain a 3.0 GPA in courses used for the requirements above.

Students may take additional electives or substitute required courses when they have previously taken equivalent courses, **if approved by the program directors**. All students are expected to take the 48-unit privacy-by-design project course. In other words, no one will be exempted from the privacy-by-design project course requirement or allowed to take a substitute course.

Similarly, no one will be exempted from taking the Current Topics in Privacy Seminar. A subset of approved electives will be designated as “technical electives.” These electives provide in depth instruction related to a computer science area such as networking, machine learning, or databases. Students may also work on research projects for independent study credits that can be counted towards the technical or general elective requirement with the approval of the Program directors.

Students are not permitted to take more than 64 units of courses in any semester unless cleared with your academic advisor. The degree title that will appear on student diplomas will be *Master of Science-Information Technology Privacy Engineering*.

A sample schedule for completing the program is provided at: <http://privacy.cs.cmu.edu/plan/> .

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

**Extra courses.** Some students may need to take extra classes to address weaknesses in their background, to fulfill prerequisites, or take extra classes simply because they are interested. Such courses will not count toward the technical elective requirement but may possibly count towards the general elective requirement, subject to approval by the Program directors.

**Place-out Opportunities.** Courses taken while students are enrolled as a CMU undergraduate or in another CMU graduate program can be used to satisfy a requirement. Students may replace these courses with additional electives based on consultation with the Program Directors. Students who have taken equivalent courses at other universities may petition the Program Directors to use these courses in place of required courses and take additional electives instead.

Normally, students will not receive credit towards graduation from MSIT-PE for any courses taken prior to enrolling. However, in cases where these prior courses were taken at Carnegie Mellon and were not used to satisfy an undergraduate or masters degree requirement, students may petition to have credit granted towards graduation. Petitions will be considered on a case-by-case basis, taking into account the number of units, the student’s performance in these courses, and the additional courses they will take in the MSIT-PE program.

**Grade requirement.** Students must earn a "B-" or better in a course for it to satisfy any requirement. Students cannot count pass/fail courses towards any graduation requirement. Students are welcome to switch a course to pass/fail but it will not count towards the total units.

**Independent Study.** An "independent study" can be designed by the student and a faculty to cover the study of a particular area of interest to the student and is used when there is no formal course available in that subject area. Independent study is also used for students interested in continuing to a Ph.D. degree since it offers the opportunity to work directly with a faculty member.

Each independent study must be advised and approved by at least one faculty member, namely the faculty member who takes responsibility for the supervision of the study. All independent studies are also subject to approval by the Program Directors. Agreement to supervise an independent study course is purely voluntary on the part of the supervising faculty member. It is the duty of the student, therefore, to negotiate the terms and conditions of the independent study with the pertinent faculty members at CMU who will be supervising the study. These individuals are referred to as "independent study supervisors." Once the student finds someone who agrees to supervise such a course, he/she must:

1. Enter into an agreement with the supervisor that includes course expectations, including deliverables
2. Secure the "Independent Study Contract Form" from the MSIT PE administrator
3. Complete the form, giving brief description of the work to be done, including deliverables
4. Secure signatures of both the student and the supervisor
5. Return the form to the MSIT-PE administrator for review and approval by the Program Directors.

Independent study contracts must be submitted no later than 2 weeks following the start of classes.

**Internship Requirements.** *Students who wish to take a summer internship must be enrolled in the MSIT-Privacy Engineering Practice 16 month track.* This option is open to all students, US and International. International students who wish to take a summer internship must consult with the Office of International Education for eligibility before seeking an internship or signing an offer contract. More information on this option can be found on the Office of International Education website at: <http://www.cmu.edu/oie/forstu/jobs.html>.

**Expectations.** Students are expected to enroll in the Current Topics in Privacy Seminar course when returning from their internship in the Fall. Students who wish to enroll in a course that conflicts with the seminar may do so only with the approval from the program directors. Students will be required to write and present a final report on the experience at the beginning of the Fall semester.

**Change of Grades and Missing Grades.** If a grade has been assigned in error, it can be changed to a different permanent grade. The procedure for changing a grade is as follows:

1. Discuss the matter with the course instructor; provide evidence that the grade issued was not the grade earned.

2. If the instructor agrees, the student should contact the program administrator to process a Change of Grade Form in order to correct the grade that was issued in error. Generally, the instructor is the final authority for a course grade. See <http://www.cmu.edu/policies/documents/Grades.html> for more details.
3. If a grade has not been assigned, please notify the course instructor for the completion of a Missing Grade Form.

**Statute of Limitations.** The MSIT in Privacy Engineering degree must be completed **within 5 years from the time at which the student matriculates into the Program**. Once this time-to-degree limit has lapsed, the person may resume work towards the master's degree only if formally re-admitted into the Program.

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

**Full-time Status and Part-time Status.** Students admitted to the program as part-time students should discuss their course schedule with the program directors. They will have the option of completing the capstone project over two semesters.

**Transfer Credits.** The MSIT-PE program does not accept transfer credit from other universities. Students who have previously completed coursework equivalent to an MSIT-PE required course should speak to their advisor about the possibility of enrolling in a more advanced course to meet the requirement.

**Residency Requirements and Distance Education.** None required. At this time, most courses require attendance while being on CMU's campus in Pittsburgh. Over time, some instructors may allow some students to take some courses remotely. There is no guarantee however that any course can be followed in that manner.

**Grades and Grading.** See University grading policy at: <https://www.cmu.edu/policies/student-and-student-life/grading.html>

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

The university considers any form of cheating or plagiarism to be a serious violation of student ethics. The student is required to understand and rigorously follow only the permitted forms of collaboration as defined by the instructor in every class. The MSIT-PE Program adheres to the CMU policy on cheating and plagiarism. Please make sure to review: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>



**University Wide Protocol.** Please review the University Policy on Academic Integrity (<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance. A review of the University's Academic Disciplinary Actions procedures (<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

## **Additional Department Policies/Protocols**

### **Assistance for Individuals with Disabilities**

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon Community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](#) or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

**For more information please** <http://www.cmu.edu/education-office/disability-resources/>. Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

### **Intellectual Property Policy**

Please see: <http://www.cmu.edu/policies/documents/IntellProp.html>

### **Summary of Graduate Student Appeal and Grievance Procedures**

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, [slaurichmcintyre@cmu.edu](mailto:slaurichmcintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts.

See the following link for additional details: <https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

### **Safeguarding Educational Equity Policy Against Sexual Harassment and Sexual Assault**

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety at: [http://www.cmu.edu/policies/documents/SA\\_SH.htm](http://www.cmu.edu/policies/documents/SA_SH.htm).

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

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

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

### **Maternity Accommodation Protocol**

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

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

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting. More information on this protocol can be found here: [http://www.cmu.edu/student-affairs/theword/acad\\_standards/creative/studentmaternityprotocol.html](http://www.cmu.edu/student-affairs/theword/acad_standards/creative/studentmaternityprotocol.html)

### **“Grandfather” Policy**

When policies are changed it is because the Program believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program 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 case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

**Financial Emergencies**

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (<http://www.cmu.edu/student-affairs/dean/loans/index.html>) to inquire about an Emergency Student Loan.

**Appendix A**  
2019-2020  
**Highlighted University Resources for Graduate Students**  
**and**  
**The WORD, Student Handbook**

**Key Offices for Graduate Student Support**

**Graduate Education Office**

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

Resources offered through the Graduate Education Office include- but are not limited to:

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

The Graduate Education Office is directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, who offers personalized consultations with graduate students to support their academic success, connects them with relevant resources, and clarifies university level policies.

The Graduate Education Office also works with the colleges and departments by informing and assisting in forming policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally we partner with many other offices and organizations, such as the Graduate Student Assembly, to support our graduate students' advancement.

**Office of the Dean of Students**

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

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the division of student affairs

which includes the following offices and departments (not an exhaustive list):

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

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Emergency Student Loan (ESLs) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

The Office of Community Standards and Integrity provides consultation, support, resources and follow-up on questions and issues related to Academic Integrity:

<https://www.cmu.edu/student-affairs/ocsi/students/index.html>

College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list.

### **Center for Student Diversity & Inclusion**

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

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

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

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

### **Assistance for Individuals with Disabilities**

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](#) or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to Catherine Getchell, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu).

### **Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

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

### **Graduate Student Assembly**

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university.

GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan.

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

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3<sup>rd</sup> floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <[gsa@cmu.edu](mailto:gsa@cmu.edu)> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

### **Intercultural Communication Center (ICC)**

[www.cmu.edu/icc/](http://www.cmu.edu/icc/)

The Intercultural Communication Center (ICC) is a support service for nonnative English speakers, both newly arrived international students as well as students who attended high school and/or undergraduate programs in the US. The ICC offers seminars, workshops, and 1-1 consultations that develop the language and cross-cultural skills needed to succeed in academic programs at Carnegie Mellon University. The ICC provides International Teaching Assistant (ITA) testing, a required test indicating a nonnative speaking TA has the language proficiency required to work with students in classes, labs or individual meetings. The ICC also supports International Teaching Assistants in developing fluency and cultural understanding to teach successfully at Carnegie Mellon University.

### **Office of International Education (OIE)**

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

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues;

presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

### **Veterans and Military Community**

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

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

### **Carnegie Mellon Ethics Hotline**

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

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

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting [www.reportit.net](http://www.reportit.net)(user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.

**The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.**

### **Policy Against Retaliation**

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



made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

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

## **Key Offices for Academic & Research Support**

### **Academic Coaching/Consulting - The Office of Academic Development**

<https://www.cmu.edu/acadev/coaching/index-grad.html>

The Academic Coaching Program is a student assistance program that supports graduate students in the development and/or improvement of skills, strategies, and processes that are necessary for a productive and successful experience at CMU and beyond. Support for graduate students comes in two forms: Individualized Sessions and Group Workshops. Individualized Sessions are the primary focus and can be best understood as working with a personal consultant. Academic Coaches/Consultants meet with students regularly, in a one-on-one capacity, in order to assess a student's needs and implement strategies to satisfy those needs, while providing a variety of support throughout the process. Areas of focus include, but are not limited to:

- Self-Management
  - Developing and/or adjusting your organizational system
  - Managing time and combating stress and procrastination
  - Prioritization and decision making
  - Advancing mindset, self-efficacy, and belongingness
  - Balancing coursework, research, and professional development opportunities
- Study Skills
  - Identifying and modifying your learning process
  - Metacognition
  - Test-taking and note-taking strategies
  - Content comprehension and retention

### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

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

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For

assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or [it-help@cmu.edu](mailto:it-help@cmu.edu).

### **Global Communication Center**

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

The Global Communication Center offers free one-on-one tutoring and workshops for native and non-native English speakers from any academic discipline. Our tutors are trained to provide research-backed communication strategies on written, oral, and visual communication projects, in the sciences and the humanities. We can help you improve the effectiveness of your communication in any academic project, including the following:

- Technical reports
- Dissertations
- Research posters
- Oral presentations
- Journal articles
- Grant proposals
- Class essays

You can visit us at any stage in the project—whether you are just getting started and need to talk through ideas or are putting the finishing touches on a final draft.

We also offer workshops on topics including crafting professional emails, team communication, PowerPoint slide design, data visualization, and job application materials. For more information, to view our resources, or to schedule an appointment, visit our website.

### **Research at CMU**

[www.cmu.edu/research/index.shtml](http://www.cmu.edu/research/index.shtml)

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

### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](http://www.cmu.edu/research-compliance/index.html)

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

## **Key Offices for Health, Wellness & Safety**

### **Counseling & Psychological Services**

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and perhaps confused about how to deal with those feelings. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS also provides workshops and group sessions specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

### **Health Services**

[www.cmu.edu/HealthServices/](http://www.cmu.edu/HealthServices/)

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

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

## **Campus Wellness**

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

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

## **Religious and Spiritual Life Initiatives (RSLI)**

[www.cmu.edu/student-affairs/spirituality](http://www.cmu.edu/student-affairs/spirituality)

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

## **University Police**

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

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

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

## **Shuttle and Escort Services**

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The [Shuttle & Escort website](#) has full information about these services, stops, routes, tracking and schedules.

## **The WORD**

<http://www.cmu.edu/student-affairs/theword//>

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at:

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

Carnegie Mellon Vision, Mission

Statement of Assurance

Carnegie Code

### Academic Standards, Policies and Procedures

- Educational Goals

- Academic and Individual Freedom

- Statement on Academic Integrity Standards for Academic & Creative Life

- Assistance for Individuals with Disabilities

- Master's Student Statute of Limitations

- Conduct of Classes

- Copyright Policy

- Cross-college & University Registration

- Doctoral Student Status Policy

- Evaluation & Certification of English Fluency for Instructors

- Final Exams for Graduate Courses

- Grading Policies

- Intellectual Property Policy

- Privacy Rights of Students

- Student's Rights

### Research

- Human Subjects in Research

- Office of Research Integrity & Compliance

- Office of Sponsored Programs

- Policy for Handling Alleged Misconduct of Research

## Policy on Restricted Research

### Tax Status of Graduate Student Awards

#### Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- Shuttle and Escort Services
- Spiritual Development
- University Police
- Student Activities
- University Stores

#### Community Standards, Policies and Procedures

- Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy
- Immunization Policy
- Missing Student Protocol Non-Discrimination Policy On-Campus Emergencies Pets
- Political Activities
- Recycling Policy

Riotous and Disorderly Behavior  
Safety Hazards  
Scheduling and Use of University Facilities  
Sexual Harassment and Sexual Assault Policy  
Smoking Policy  
Student Accounts Receivable and Collection Policy and Procedures  
Student Activities Fee  
Student Enterprises  
Workplace Threats and Violence Policy