Note: The information contained in this graduate handbook focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.
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Appendix A: University Resources for Graduate Students and the WORD, Student Handbook
Key offices for Graduate Support
1. Introduction and Overview

Societal Computing is the branch of computer science concerned both with designing computational technology to shape tomorrow’s digital world and using computational methods to understand the societal challenges a digital world poses. Our program stems from the recognition that there is an intimate and deep relationship between the design, deployment, and configuration of computing technologies on the one hand and societal dynamics, goals, policies, and outcomes on the other. As more and more of our daily experiences are lived in and through computers and networks, computing technology shapes the landscape in which people socialize, conduct commerce, play, work, and communicate. It also gives rise to new risks and shapes the tools available to avoid or manage them. The design choices for these digitized environments have profound consequences – they create behavioral possibilities for acting, knowing, and controlling our social and physical environment. They provide opportunities and de facto policies, regulations, and norms that shape societies. They create data for understanding the digital world, but at a scale and speed not analyzable by today’s methodologies.

The Societal Computing program is Carnegie Mellon University’s response to this challenge. We bring to bear a wide variety of tools and disciplines to discover the scientific principles and laws governing the relationship between the design of computing technology and the nature of digital society. Traditional computer science is fundamental to this enterprise, but the multidimensional nature of the questions we address requires cross-disciplinary solutions. In our research and our educational programs, a common foundation is laid not only in current computer science methodologies but also in ideas drawn from sociology, psychology, economics, public policy, cultural studies, machine learning, sustainability, applied statistics, and ethics. We are shaping an integrated, innovative discipline of Societal Computing that provides the tools, techniques, theories, and research methods to address societal issues and continue to make scientific progress in understanding the deep relationship between computing technologies and the society inhabiting the digital landscape they comprise.

2. Advisors

Each student has a faculty advisor charged with guiding the education and monitoring the progress of the student through the program. This personal student-advisor relationship ensures that every student receives the necessary faculty mentoring. Throughout the program, the advisor is responsible for guiding the student’s research and education. Early in the program, the advisor guides the student along with some research initiative and helps with strategic planning for courses and other educational activities. Later, the advisor helps to focus the student’s research interests towards a thesis topic. Toward the end of the program, the advisor chairs the student’s thesis committee and helps to select the other members of the committee. The advisor also provides the student with career advice.

How are advisors initially chosen? The SC Ph.D. Program Director matches each student with a faculty member, taking into consideration their preferences, interests, and background as revealed in their application materials, as well as interest and funding availability among the potential advisors.

There is flexibility in the kind of relationship a student has with his or her advisor. While the advisor is a student’s primary source of guidance, many students interact closely with faculty other than their formal advisor, for example as part of research collaboration. A few students have two
co-advisors. Occasionally evolving research interests and other factors motivate changes in advising relationships. It is OK for students to request a change in advisors. Such changes are approved by the SC Ph.D. Program Director with agreement from the new advisor and a consensus about how to gracefully tie up any loose ends in the previous research project. Any non-courtesy Tenure Track or Research Track faculty member in SCS may serve as a sole advisor or co-advisor. In addition, faculty in other tracks, or in other schools, can serve as advisors with permission of the SC Ph.D. Program Director.

3. Directed Research

During a student’s first two years, he or she should be doing directed research at least half time; once all coursework is completed and before doing thesis research, full time (except when teaching). Different students, and different advisors have different ideas of what directed research means and how progress can be demonstrated. It is the responsibility of both the student and his or her advisor to formulate for each semester a set of reasonable goals, plans, and criteria for success in conducting directed research.

During any semester, students studying via an internship experience may substitute up to 36 units of Practicum Internship for these research units with permission of the advisor or program director. Note that students typically substitute practicum units for research units 3-4 times during their Ph.D. degree program. Substituting more than 4 times requires approval from the Ph.D. program director.

At each semi-annual graduate student review meeting, the faculty assess the student’s previous semester’s research progress and the student’s next semester’s research plans to ensure that the student is making satisfactory progress. The evaluation of a student’s progress in directed research often depends on the student having produced some tangible results. Advisors are individually responsible for adequately supervising this portion.

4. Degree Attainment/Course Requirements

In the Ph.D. program in Societal Computing (SC), each student must complete 108 University units of graduate courses and receive at least a B- or greater with a B (3.0) overall grade average in each course in order to earn a Ph.D. degree in Societal Computing. Course requirements are intended to ensure that all program graduates have sufficient breadth in SC fundamentals as well as depth in one or more relevant areas of their choice. Students must demonstrate breadth in SC fundamentals by completing (48 units) in 4-star areas plus a minimum of (18 units) of the SC Ph.D. Practicum. Depth is provided through the remaining (36 units) of elective coursework, which can be fulfilled from a broad selection of relevant electives – as well as research and project work. Finishing out the 108 units is the Societal Computing Pre-Thesis course (6 Units). The Societal Computing Pre-Thesis course 17-802 (previously 08-802) is provided by each Societal Computing adviser to coach the student in preparing, presenting, and passing a thesis proposal.

In addition to courses requirements students must pass the following: Writing, Speaking, Computation and Teaching requirements. Details regarding all student requirements are below.
4.1 Four Area Star Requirements

The four-star courses (48 units) provide students with a basic grounding in core skills needed for research in Societal Computing, Computational Thinking, Statistics, and Management/Policy. Students are to take a minimum of one 12 unit course (or two 6 unit courses) from each of the required areas. No course may satisfy more than one requirement, in its entirety. In rare cases, the units of a course may be split between two categories such as 6 units in one area and 6 in another. Exactly which courses are taken should be discussed by the student and his/her advisor. Please note the courses listed are illustrative. At CMU new courses are added most years. If there is a course that you feel is appropriate simply send an email petition (petition instructions are listed in section #6 below) to the head of the SC Ph.D. program, Nicolas Christin, and Connie Herold, Academic Program manager asking to count it.

Each student must pass a one-star course from each of these areas:

**Societal Computing (12 Units Star Course Required)**

- 17-722 - Building User-focused Sensing Systems
- 17-733 (Previous 08-733)- Privacy, Policy, Law, and Technology
- 17-734 (Previous 08-734) Usable Privacy and Security
- 17-737 (Previous 08-737) Artificial Intelligence Methods for Social Good
- 17-751 Adv Topics in Machine Learning & Game Theory
- 17-781 (Previous 08-781) Mobile & Pervasive Computing Services (must have permission to take as a Ph.D. course)
- 17-801 (Previous 08-801) Dynamic Network Analysis
- 17-803 (Previous 08-803) Empirical Methods for Socio-Technical Research
- 17-735 (Previous 08-605 & 08-805) Engineering Privacy In Software
- 17-821 (Previous 08-810) Computational Modeling of Complex Socio-Technical Systems
- 17-840 (Previous 08-840) Green Computing
- 17-996 (Previous 08-996) SC Independent Study (with a core SC faculty, not your advisor)

**Computational Thinking Skills (12 Units Star Course Required)**

Address issues of how to reason computationally. These courses involve the design and development of core algorithms and not just the application of canned programs.

- 05-834 Applied Machine Learning
- 10-701/15-781 Machine Learning
- 10-715 Advanced Introduction to Machine Learning
- 11-711 Algorithms for NLP
- 14-741 Introduction to Information Security (**18-631 may be taken only if 14-741 is full**)
- 15-750 Algorithms
- 15-780 Advanced AI Concepts
- 15-830 Computational Methods in Sustainable Energy
- 15-853 Algorithms in the Real World
- 17-737 (Previous 08-737) Artificial Intelligence Methods for Social Good
- 17-759 Advanced topics in machine learning and game theory
Policy and Management (12 Units Star Course Required)
Address issues of management and policy. Methods courses are not allowed in this area.

- 17-762 (Previous 08-732) Law of Computer Technology
- 17-731/18-734 (Previous 08-604) Foundation of Privacy
- 17-733 (Previous 8-733) Privacy Policy, Law, and Technology
- 17-801 (Previous 08-801) Dynamic Network Analysis
- 17-803 (Previous 08-803) Empirical Methods for socio-Technical Research
- 17-821 (Previous 08-810) Computational Modeling of Complex Socio-Technical Systems (if paper uses a model to address a policy or management issue)
- 15-892 Foundations of Electronic Marketplaces
- 19-701 Theory and Practice of Policy Analysis (6 units)
- 19-712/18-842 Telecommunications Technology, Policy and Management
- 47-890 Seminar in Organizational Behavior
- 47-891 Seminar in Organizational Theory (6 units)
- 47-899 Seminar in Social Networks (6 units)
- 90-840 Legislative Policy Making
- 90-866 Large Scale Data Analysis for Public Policy (6 units)
- 90-904/10-830 Research Seminar in Machine Learning and Policy

Statistics (12 Units Star Course Required)
Address issues of statistical data analysis. These are meant to provide methodological skill in statistics.

- 10-716 Advanced Machine Learning: Theory and Methods
- 19-703 Applied Data Analysis I (6 Units)
- 19-704 Applied Data Analysis II (6 Units)
- 36-705 Intermediate Statistics
- 36-749 Experimental Design for Behavioral & Social Sciences
- 90-906 Intro Econometric Theory
- 94-834 Applied Econometrics I
- 94-835 Applied Econometrics II

4.2 Thirty-Six Elective Units
All students are required to take a minimum of 36 units of Ph.D. level electives. These electives provide depth in an area of relevance to the student. This requirement can be filled by a combination of mini’s (6 units) and full (12 unit) courses. Please note that courses must be at the level of 17-700 or above to count as an SC elective. These electives can be drawn from a variety of sources:
- A specialized independent study on a topic for which there is not a regularly offered course. At most 12 units of independent study can count toward the SC elective requirement.
- Additional courses in SC
- Additional courses in SCS
• Additional Ph.D. level courses at CMU or University of Pittsburgh. At most one can be a course at the University of Pittsburgh.

4.3 Eighteen Units of Societal Computing Practicum -  
Course 17-994 Fall Semester (9 Units) Spring Semester (9 Units)  
Students must take this course in the fall and spring semesters for a total of 18 Units.

Practicum Syllabus below:

Societal Computing Topics

• Literature review. Write a literature review, working with an advisor to pick a topic and identify research questions. Writing includes critiquing papers being synthesized in the review. This is intended to be a “short form” literature review of approximately 2-4 pages, of the sort that typically introduces a conference paper.

• What makes good interdisciplinary research? While each research group focuses continuously on this topic, the practicum will provide a broader view, e.g., by inviting a senior researcher from ISR or SCS to share reflections on their own research strategies, key choices they made in their careers, and advice they can offer budding researchers.

• What is SC about? Hear from and interact with SC faculty members to see the breadth of research topics, methods, and policy concerns within SC.

Skills

• Presentation skills. This includes presenting a literature review, an elevator speech, and talking to a general audience. Senior students should be involved in critiquing and helping younger students.

• Giving feedback and critiquing. Not only is speaking important, but active listening and skill and constructive critiquing are important skills that the practicum should develop.

• Writing and presentation software. Learning “power user” skills for writing and presentation software used by most academics, such as Latex, Word, PowerPoint.

• Human subjects. Students should go through the process of preparing an IRB application. Senior students can share their experiences with IRB and human subjects in general.

• Time management. There are several possible approaches to this topic including bringing in an outside expert or facilitating a roundtable discussion with senior students.

• Ethics. Students should learn about CMU’s policy on plagiarism, as well as ethical considerations for authorship and author order, and more generally the ethics of their profession.

• Teaming. Students should learn group skills, conflict resolution, and negotiation skills, possibly via an outside expert or discussion by faculty and senior students.

• Grant proposal. Writing a compelling grant proposal is a skill that is vital to the careers of most of our graduates, whether they go to industry or academia. Advisors are urged to involve their students in the proposals they write, but there is also a role for developing this skill in the practicum.

4.4 Societal Computing Pre-Thesis Course 17-802 -(6 Units)
The Societal Computing Pre-Thesis course (17-802) is provided by each Societal Computing adviser to coach the students in preparing, presenting, and passing a thesis proposal. The proposal will generally occur in the semester where this course is taken. If it is not, then, at the adviser's discretion, an incomplete may be granted. In that case, in accordance with university policy, the course must be completed (and the thesis passed) no later than the last day of the following semester, or the default grade will be awarded.

4.5 Computational Thinking
To fulfill the computational thinking and programming requirements for the Ph.D. degree the student must:

a. Achieve a high level of competency in designing, implementing and testing algorithms
b. Develop a substantial body of code in association with a research project
c. Work collaboratively on a computational thinking project

Typically this is achieved through research and development by the student as part of a research team under their Ph.D. advisor. Key requirements include computational thinking, acceptable code development, code development as part of a team, and good documentation practices.

Approval is typically determined during the Doctoral Student semi-annual review.

4.6 Speaking Proficiency
To fulfill the speaking requirement for the Ph.D. degree the student must:

- Attend and present in the SC Ph.D. Practicum, at least four times.
- Present at, at least once, at a national or international conference (in a paper, not a poster session or round table).
- Achieve a high level of competency in talk organization, slide development, presentation style, eye contact, and question answering skills.

Approval is typically determined during the Doctoral Student semi-annual review.

4.7 Teaching Requirement
To fulfill the teaching requirement for the Ph.D. degree the student must do one of the following:

- Serve as a full TA for two full-length SC Courses (9 or 12 units)
- Serve as a full TA for one full-length SC Course and one full-length SCS course (9 or 12 units)– with the permission of the student’s advisor
- Serve as a full TA for one full-length SC Course and teach the equivalent amount in the CASOS summer institute (requires substantial teaching over multiple years)

Approval is typically determined during the Doctoral Student semi-annual review.

4.7.1 Proficiency Requirements for TAs who are non-native English Speakers
Evaluation and Certification of English Fluency for instructors: Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching
assistants and interns. The full university policy can be reviewed at 
https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html

The fluency of all instructional personnel will be rated by the ICC to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any nonnative speakers of English), Intercultural Communication Center (ICC) helps to teach assistants who are non-native speakers develop fluency and cultural understanding to teach successfully at English Carnegie Mellon. Visit the ICC website for additional information: www.cmu.edu/icc. Responsibilities of a T/A will vary from grading, recitation leader, teaching assistant, etc.

4.8 Writing Proficiency
To fulfill the writing requirement for the Ph.D. degree the student must:

- Demonstrate a high level of competency in an organization, clarity of writing in English, cohesive argument, and accurate utilization of references by writing a paper that is accepted for publication by a high-quality peer-reviewed conference, journal (or equivalent, as approved by the SC faculty), or acceptable Thesis Proposal.

Approval is typically determined during the Doctoral Student semi-annual Review

4.9 Independent Study/ Directed Reading
It would be appropriate to take an independent study course for a learning activity that is neither covered by existing courses nor is independent research. At the Ph.D. level, students tend to focus on formal coursework and independent research, so the independent study course is taken rarely. If you are interested in the possibility, you should speak with the faculty member who would guide you in the independent study, along with your advisor. Please note, the Independent Study should be a structured activity with an outcome that can be evaluated.

5. Evaluation of Students’ Progress

Evaluation and feedback on a student’s progress are important both to the student and to the faculty. Students need information on their overall progress to make long-range plans. The faculty need to make evaluations to advise students, to make support decisions, and to write recommendations to potential employers. The faculty meet at the end of each semester to make a formal evaluation of each student in the Ph.D. program in a Doctoral Review Meeting. The purpose of having all the faculty meet together to discuss all the students is to ensure uniformity and consistency in evaluation across all the different areas, by all the different advisors, throughout the years of the SC Ph.D. program as it inevitably changes.

The faculty measure each student’s progress against the goal of completing the Ph.D. program in a reasonable period of time. The evaluation considers all components of the program using indicators and information sources described below. Requirements need not be fulfilled in any particular order, but each
student must show reasonable progress each semester toward satisfying the full set of requirements. Because the critical path to completing the Ph.D. is research, making early and regular research progress is the most important consideration. Through a Doctoral Review Meeting letter, the faculty inform students of the results of this evaluation, which may include specific recommendations for future work or requirements that must be met for continued participation in the program.

5.1 Components and Indicators
In their evaluation, the faculty consider the following components, though naturally only some of these components will be applicable in any given semester; they are not equally important at every stage of a student’s career, and each student will progress through the requirements as suits his or her individual needs:

- Directed research: Evaluated by the research supervisor and other collaborating faculty.
- Courses taken: Evaluated by the course instructor—brief prose evaluation/summary grade.
- Teaching: Evaluated by the current advisor
- Skills: Writing, Speaking, Computational: Evaluated by the current advisor
- Thesis: Status summarized by the thesis advisor and comment by members of the thesis committee.
- Other: Lectures that were given, papers written, etc. Evaluated by cognizant faculty.

The faculty’s primary source of information about the student is the student’s advisor. The advisor is responsible for assembling the above information and presenting it at the faculty meeting. The student should make sure the advisor is informed about participation in activities and research progress made during the semester. Each student is asked to submit a summary of this information to the advisor at the end of each semester—the Student Statement for Black Friday at https://gsaudit.cs.cmu.edu. This statement is used as student input to the evaluation process and as factual information on activities and becomes part of the internal student record. It is strongly recommended that the student and advisor meet prior to the faculty meeting to review the information provided this statement.

5.2 Recommendations
Based on the above information, the faculty decide whether a student is making satisfactory progress in the Ph.D. program. If so, the faculty usually suggest goals for the student to achieve over the next semester. If not, the faculty make more rigid demands of the student; these may be long-term (e.g., finish your thesis within 1-1/2 years) or short-term (e.g., select and complete one or more specific courses next semester; prepare a thesis proposal by next Black Friday). Ultimately, permission to continue in the Ph.D. program is contingent on whether or not the student continues to make satisfactory progress toward the degree. If a student is not making satisfactory progress, the faculty may choose to drop the student from the program. The faculty also decide whether financial support (including tuition and stipend) should be continued for each student. Termination of support does not always mean termination from the program.

5.3 Grades and Grading
Since the Ph.D. program is not based solely on conventional academic courses, it is difficult to associate grades with a student’s accomplishments. Also, for students who complete the program, grades are largely irrelevant. However, a passing grade for graduate courses is B- or better. Graduates are judged primarily on their professional achievements and the experience they have gained during the program, and on the basis of recommendations from members of the faculty.

5.4 Drop/Add/Withdraw Procedures
Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes/index.html. There is a separate calendar for doctoral level courses which can also be found at the above webpage.

5.5 CMU Grade Policy
This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals, and course repeats. It also defines the undergraduate and graduate grading standards https://www.cmu.edu/policies/student-and-student-life/grading.html

5.6 Processing for Appealing Final Grades
Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (1) the final grade assigned for a course is based on manifest error (e.g. a clear error such as an arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy. https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

6. Process for Requesting Approval for New Star Courses

The faculty have selected an initial set of approved courses in each category. These are subject to review from time to time to ensure that, if the course content changes, it remains consistent with the purpose of that star.

SC Ph.D. students may request that the faculty approve an additional course in one of the star categories. In general, if the request is approved, the course will be added to the list for other students to take for star credit. When a request is student-initiated, it is the student's responsibility to make a case supporting STAR status. Students should submit a request to the Head of the SC Ph.D. program, Nicolas Christin, and the SC Ph.D. Program Manager, Connie Herold using the following template:

1. Your name
2. Name and number of the course
3. Course description or URL to course description
4. Which star requirement you want this course to satisfy
5. An indication of approval by your advisor
6. Evidence, including quotes from the course description and syllabus with supporting links, to demonstrate that the course:
   1. Matches the topic and fulfills the particular requirements of the star course category you have requested
2. Assumes an undergraduate background in the relevant area--no more and no less
3. Uses multiple forms of evaluation (e.g. assignments, exams, projects, papers, ...)
4. Is appropriate for Ph.D. studies. For example, if a course is primarily designed for master's students, a justification should be given that the course is also appropriate preparation for Ph.D. studies. Sometimes a course that is missing engagement with research may be adapted for Ph.D. students through additional or replacement assignments that lead Ph.D. students deeper into relevant research topics

Star requests should generally be requested at least 2 weeks prior to the start of classes. This ensures students can register for a course before it fills up, and avoid spending time on a course that is not in the end approved.

Given sufficient information, requests received by the faculty should receive a response within 2 weeks.

Courses will not, in general, be approved in two categories, but instead will be approved in the category that best fits the primary emphasis of the course (if any). If an exception to this principle is made, the student must choose which category to apply the course too, and find a different course with which to fulfill the other requirements.

Course curricula may evolve over time, due to the advancing state of knowledge, the changing background, and needs of students, or the strengths that a new instructor brings to bear on a course. Therefore, the faculty may reexamine star courses from time to time in order to verify the course continues to fulfill the requirements for a star. If it does not, star status may be withdrawn for future offerings of the course.

7. Written and Oral Communication Skills
To be a well-rounded computer scientist each student should have not just basic knowledge, but also the ability:

- To communicate technical ideas clearly in writing
- To communicate technical ideas clearly orally

We also expect students to be able to program, but there is no formal checkpoint to certify programming skills. It is left up to the advisor and student to make sure the student has the necessary skills.

8. Transfer Courses & PCHE
Students who have taken Ph.D. level courses at Carnegie Mellon prior to entering the Societal Computing Ph.D. program may request credit for up to two courses, as long as the course taken would satisfy one of the star course or elective program requirements. Grades will be recorded as for CMU courses taken while enrolled in the Ph.D. program. Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross Registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses are taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded
on this transcript indicating where the course was taken but without a grade. Such courses will not be taken into account for academic actions, honors or QPA calculations.

We do not offer transfer credit for courses taken at other universities.

9. Residency Policy
Ph.D. students must register as full-time students for a minimum of 2 years total. Full-time students must be resident in Pittsburgh, or with the approval of their advisor and program head, at a collaborative site.

10. The Thesis Process
The thesis must describe a piece of original research work and must describe it well. It is on this basis that the Department certifies the qualifications of the new Ph.D. Furthermore, it is the most important basis on which the scientific community judges the initial achievement and potential of that individual.

A more extensive checklist with specific information on the thesis proposal and thesis defense is available at [http://www.cmu.edu/scs/cos-phd/current-students.html](http://www.cmu.edu/scs/cos-phd/current-students.html). Every student must read and adhere to these more detailed process rules.

10.1 Thesis Proposal
The student submits a written proposal to the faculty. The student also orally presents the thesis proposal to interested faculty and students in a public colloquium. A thesis proposal should:

- Explain the basic idea of the thesis topic (e.g., the problem to be solved and the approach to solving it)
- Argue why that topic is interesting (e.g., what contributions to the field would be made in carrying out the proposed work)
- State what kind of results are expected
- Argue that these results are obtainable within a reasonable amount of time
- Demonstrate the student's personal qualifications for doing the proposed work

The main purpose of the thesis proposal is to convince the faculty that the chosen thesis topic is significant and that the student's approach has a reasonable chance of success. A thesis proposal gives the faculty the opportunity to pass such judgment at the start of the work and not at the end. We want to minimize the chance that a thesis will be turned down when almost completed. We expect students to present their thesis proposals as early as possible, not halfway through writing the thesis. A thesis proposal should be short, about 15–20 pages. A thesis proposal should not be:

- A dry run for the thesis
- A summary or abstract of the thesis
- The first chapter or part of the thesis
- A technical report
- A survey of the field
- An annotated bibliography

Any included list of references or bibliography should serve the purpose of supporting the assessment of the state of the art and the student's personal qualifications.
To provide ample notice to the public, at least one week in advance of the oral presentation, students should provide the Graduate Program Administrator with one hard copy of the thesis proposal, an online copy of the proposal's abstract, and a list of the thesis committee members, including the external member. The Graduate Programs Administrator posts the public announcement of the thesis proposal presentation.

Please remember that at least three thesis committee members (including the Chair) must be physically present for the thesis proposal.

Upon completion of the thesis proposal, the student must complete a Doctoral Candidate Contractual Agreement Form provided by the Graduate Programs Administrator.

10.2 Thesis Committee

The student's advisor chairs the thesis committee. All other committee members, including the external member, should be agreed upon before the thesis proposal presentation. Members of the student's committee must accept the responsibility of meeting with the student regularly to ensure that the research is progressing in the right direction. The Thesis Committee must consist of at least one faculty member from Societal Computing, two members of SCS and/or other approved faculty, and one External Committee member. All thesis committees are subject to departmental approval.

**Approved faculty are faculty that are affiliated with the Societal Computing program. These faculty are currently collaborating with Societal Computing faculty members.

Please remember that at least three thesis committee members (including the Chair) must be physically present for the thesis proposal and defense.

Any changes to your Thesis Committee after your proposal must be approved by the Committee Chair and the Program Director. A Written request as to why and what circumstances this request is being made is required.

10.3 Time to Degree Policy/Statute of Limitations


Students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

10.4 All But Dissertation (ABD) Policy

After the presentation of an acceptable thesis proposal, and satisfying all other requirements except for the dissertation and its oral defense, students are regarded as in “all but dissertation” status.

_Document Student Status Policy:_

An ABD candidate may choose to continue as a regular student In Residence or In Absentia (ABS). Please see the University policy:
[https://www.cmu.edu/hub/registrar/registration/abd.html](https://www.cmu.edu/hub/registrar/registration/abd.html)
An ABD Candidate - On Campus: Students who are self-supporting and are in ABD status may remain on campus to complete the thesis. They must register and pay for a minimum of five units each semester. However, students who receive a stipend predicated on their status as a graduate student and paid by or administered by the university will be required to register for a minimum of 36 research units. Nearly every ABD student in SC falls into this category.

An ABS candidate - Off-Campus: Students who leave CMU but plan to continue working on the thesis will be classified as ABS. These students should not require substantial use of university resources but are permitted the use of the libraries and consultation with faculty or students as necessary. While a candidate is ABS is required to pay the university technical fee each semester. No formal enrollment or payment of tuition is required, with the exception of the academic semester in which the degree requirements are completed. A candidate who is ABS is required to enroll for a minimum of five units during the academic semester in which the degree requirements are completed. Charges for these units are the responsibility of the candidate.

Since an ABS candidate will not be certified by the University as a “student” for immigration purposes, **non-resident alien students who become ABD should not choose to become ABS**.

The ABD status agreement form and ABD status change form can be found: [https://www.cmu.edu/hub/docs/abd-status-agree.pdf](https://www.cmu.edu/hub/docs/abd-status-agree.pdf)

### 10.5 Thesis Defense

The student's thesis committee decides whether to accept the thesis based on its content and the outcome of the thesis defense, which is a public presentation describing the contributions of the thesis. At least one week in advance of the oral presentation, students must provide the Graduate Programs Administrator with one hard copy of the thesis abstract, an online copy of the abstract, and a list of all thesis committee members. The Graduate Programs Administrator posts the public announcement of the thesis defense.

Before the thesis defense, the entire thesis committee is expected to have read the entire thesis, to have given comments to the candidate, and to have given approval for scheduling the public defense. This means that a copy of the complete thesis document should be provided to the whole thesis committee a minimum of six weeks in advance of any proposed date for the defense. Significant deviations from this rule must be approved by the Director of Graduate Programs. Committee members should meet briefly before the thesis presentation to discuss any issues.

The presentation by the candidate is normally about 45 minutes, followed by a question-and-answer period which may be as long as needed. Please remember that at least three thesis committee members (including the Chair) must be physically present for the thesis defense. The thesis committee chair (advisor) determines who may ask questions and in what order and brings the discussion to a close at the appropriate time. The question-and-answer period is followed by a closed-door session attended by only the members of the thesis committee and any interested faculty members. The options of the committee are:

- To approve without corrections
- To approve subject to minor changes, to be approved later by the thesis chair only
- To require a resubmission after major changes and re-approval of the entire committee
• Not to approve the thesis

All members of the committee are required to sign a Final Oral Examination card, indicating that the student has passed the thesis oral examination. In addition, the thesis committee chair, the Department Head, and the Dean sign a final certification sheet when the student submits the final version of the thesis.

10.6 Graduation Certification Process and Degree Title
The Graduate Programs Administrator maintains a checklist of procedures for scheduling the thesis oral presentation and completing the other requirements for graduation. The Graduate Programs Administrator certifies fulfillment of requirements for graduation only when the final version of the thesis has been approved by the thesis committee, the Department Head, and the Dean. Students are not allowed to participate in commencement exercises unless final certification has been made.
Your Ph.D. degree title will read “Doctoral Philosophy in Societal Computing”
If the final copy of the thesis is not submitted within one year of the thesis defense, the faculty may require a second defense before making a final certification.

10.7 Master’s Degrees Process enroute to a Ph.D.
We will grant a current Societal Computing student a Masters Degree on their way to a Ph.D. Students must request the degree and have completed the following: Star courses (48 Units), Elective Courses, (36 Units), Practicum (18 Units) and any one (1) skill requirement of Speaking, Writing or Computational.
Your Masters degree title will read “Masters of Science in Societal Computing”. Students must request the degree prior to the semi-annual Student Doctoral Review on their student submission form.

11. Student Support and Outside Employment

11.1 Academic Year Support
The Department aims to allow students as much freedom as is possible in choosing research directions, subject to the interests and expertise of the faculty who are available to oversee the work. Thus, the Ph.D. program generally decides which funding source to use to support a student after the student has chosen an advisor or research area. On occasion, the Ph.D. program is able to obtain an individual fellowship for a student through external sources. We also encourage students to seek their own external funding since often the award is prestigious (e.g., NSF or Hertz) or the source provides an opportunity to make professional connections (e.g., an industrial fellowship).

If a student receives an external fellowship/scholarship, they must notify the Graduate Programs Administrator. The Department supplements the stipends of students with an outside fellowship to meet (and usually exceed) stipends of students with internal funding. To any student whose spouse or qualifying domestic partner earns less than $200 per month, the Department pays a dependency allowance that is 10% of the student’s SC monthly stipend per dependent.

11.2 Summer Support and Internships
Advisors provide summer support for many students, particularly for those working on their dissertation. However, many students benefit from gaining experience in either a development or research position in industry for one or two summers during their career here at Carnegie Mellon. Practice-oriented summer internships are particularly important for students who have had little or no full-time experience. Faculty can provide help in finding suitable summer employment.

International students should consult with the Program Administrator and the Office Of International Education before accepting an internship. All internships must match the CMU Academic Schedule.

11.3 Vacations & Time-Off Example

Students with graduate assistantships are expected to continue with their research during academic breaks (including Summer months) with the exception of official University holidays*.

Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break (up to ten days) must get approval for that break from his/her advisor and, if required by the terms of the student's support package, must make up the work. Supported graduate students wishing to take longer periods of personal time off must do so without financial support and must receive approval from their advisor at least five weeks prior to the requested time off. The advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support package can be processed.

Please note ** University Holidays are student holidays as well and students need to consult with their advisor about coverage during University Holidays if they have challenges with taking time off during that time, i.e. if experiments are running that need to be monitored continuously. Arrangements can be made for students to take an equal number of days off at another time.

*University Holidays:
• New Year's Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day
• Day After Thanksgiving
• Day Before Christmas
• Christmas Day
• Day Before New Year's Day

11.4 Consulting and Outside Employment

Consulting is a privilege, not a right. We grant this privilege for one of two reasons:

1. The consulting task is relevant to the student’s thesis work or a Carnegie Mellon research project.

2. The student has exceptional financial obligations.
Consulting is normally limited to a maximum of one day per week.

A Student who wishes to consult should obtain permission from his or her advisor and the SC Ph.D. Program Director.

We require that students limit outside employment in order to be in compliance with university and government rules, but the more important principle is maintaining adequate focus and creative energy for the research that is at the core of the Ph.D. degree.

12. Leave of Absence

Process for Taking & Returning from a Leave of Absence (University process and/or departmental process) University process: https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/

Students who wish to leave the program temporarily may request a leave of absence by submitting a request to the SC Ph.D. Program Director, with a cc to the Program Administrator. Leaves are initially granted for a period of no more than one year, but an extension of up to one additional year may be granted under exceptional circumstances. When an extension is granted, the conditions for return must be negotiated with the advisor and the SC Ph.D. Program Director prior to returning to the program. Students must be in good standing in order to be granted a leave of absence. Students on a leave of absence should contact the SC Ph.D. Program Administrator two months prior to the end of the leave to indicate their plans. While a leave can in principle start at any time, university regulations allow students to return only at the beginning of a semester (usually late August or January).

13. Problems/Withdraw

Students and advisors enjoy a close working relationship in our program. If students have problems, whether related to their research or not, they should feel free to speak to their advisors. If doing so is awkward or if students simply want a second opinion, they should feel free to discuss their problems with either the SC Ph.D. Program Director, Nicolas Christin) or the SE Ph.D. Program Administrator, Connie Herold.

13.1 The Ombudsperson

If a student feels that none of the above avenues are appropriate for addressing his or her problem, the student can turn to the Ph.D. program’s ombudsperson. The ombudsperson’s role and responsibilities are:

• To meet with students and listen to their problems
• To give advice, perhaps suggesting someone else talk to or suggesting the next step to take.
• To keep conversations confidential

Currently, the ombudsperson in Societal Computing is Mary Shaw.

13.2 Withdraw from Program
14. Community Spirit

Our sense of community is well-known as a distinguishing aspect of doing computer science at Carnegie Mellon. It is one of the reasons many students choose to come here. The Computer Science Department is proud of our strong community spirit, which we foster through close working relationships between students and advisors, among faculty, and among students. Many working relationships turn into friendships for life.

Luckily, our community works. People volunteer their time, energy, intellect, talent, and other skills to do many of the things that keep our environment running smoothly. These efforts include organizing seminars, maintaining software packages, serving on departmental committees, grading for a graduate course, planning and running social activities, giving tours, and hosting visitors.

15. Academic Integrity

Please review the University Policy on Academic Integrity  
https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

The Policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

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

Department Expectations:
We follow the university policy and protocol for academic integrity.


Graduate Student Appeal and Grievance Procedures  
http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

16. Time Estimates

The SC curriculum ensures all students have a solid foundation in Societal Computing, Computational Thinking, Statistics, and Management/Policy. At the same time, it retains enough flexibility to enable students to further specialize in areas that are more closely relevant to their research interest. The following is an illustration of the courses three different sets of students could take:

Sample Schedule 1
<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Spring 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Practicum 17-994</td>
<td>SC Practicum 17-994</td>
</tr>
<tr>
<td>Star Course (any category)</td>
<td>Star Course (any category)</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td>SC Reading &amp; Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>Spring 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Course (any category)</td>
<td>SC Practicum 17-994</td>
</tr>
<tr>
<td>Elective Course</td>
<td>Elective Course</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td>TA-ing</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td>SC Reading &amp; Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 3</th>
<th>Spring 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Course (any category)</td>
<td>Elective Course</td>
</tr>
<tr>
<td>TA-ing</td>
<td></td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td></td>
</tr>
</tbody>
</table>

**Sample Schedule 2**

<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Spring 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Practicum 17-994</td>
<td>SC Practicum 17-994</td>
</tr>
<tr>
<td>Star Course (any category)</td>
<td>TA-ing</td>
</tr>
<tr>
<td>Elective Course</td>
<td>SC Reading &amp; Research</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>Spring 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Course (any category)</td>
<td>SC Reading &amp; Research</td>
</tr>
<tr>
<td>Elective Course</td>
<td>TA-ing</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 3</th>
<th>Spring 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Course (any category)</td>
<td>SC Reading &amp; Research</td>
</tr>
<tr>
<td>Elective Course</td>
<td>TA-ing</td>
</tr>
<tr>
<td>SC Reading &amp; Research</td>
<td></td>
</tr>
</tbody>
</table>
17. University Policies & Expectations

This section provides an overview of a number of important University-level policies that apply to graduate students. 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: http://www.cmu.edu/student-affairs/theword/
• Academic Integrity Website: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
• University Policies Website: http://www.cmu.edu/policies/
• Graduate Education Website: http://www.cmu.edu/graduate/policies/

17.1 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 online at: https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html

17.2 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 online at:

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

17.3 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 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.

17.4 Maternity Accommodation Protocol

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

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.

Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for a Maternity Accommodation.

17.5 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/](http://www.cmu.edu/title-ix/), 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Additional resources and information can be found at: [https://www.cmu.edu/title-ix/resources-and-information/resources.html](https://www.cmu.edu/title-ix/resources-and-information/resources.html).

17.6 Other University Policies and Procedures
Other important University-level policies and procedures include the following:

- The University Policy on Grades: [http://www.cmu.edu/policies/documents/Grades.html](http://www.cmu.edu/policies/documents/Grades.html)
- Academic Integrity [http://www.cmu.edu/academic-integrity/](http://www.cmu.edu/academic-integrity/)
- Graduate Student Appeal and Grievance Procedures [http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html](http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html)
17.7 Enrollment Verification
Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript, and enrollment verification. Enrollment verification can be requested online through The HUB at http://www.cmu.edu/hub/records/verifications/.

17.8 Summary of Graduate Student Appeal and Grievance Procedures
https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

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, on issues of process or other concerns as they navigate conflicts.

18.0 Change of Address

Students are to keep their current local address up-to-date in SIO. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements, etc.

19.0 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.
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; 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 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.

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

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

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

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

Visit the Computing Services website (https://www.cmu.edu/computing/) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or 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
The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university’s major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance
www.cmu.edu/research-compliance/index.html
The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also 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
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 or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

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

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