



**School of Computer Science**

**2014 – 2015**



**Master of Computational Data Science Policy Handbook**



**Computer Science Department – Institute for Software Research –  
Language Technologies Institute – Machine Learning Department**

**Eric Nyberg, Director MCDS**

**Garth Gibson, Co-Director MCDS**

**Majd Sakr, Anthony Tomasic**

**Note: The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.**

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## Director's Welcome

As the Director of the Master's of Science in Computer Science program, I am excited to welcome each of you to the Master of Computational Data Science degree program. By joining the long tradition of students in this degree program, you will be immediately recognized as one among the finest computer scientists in the world. You will be part of the elite network of Carnegie Mellon alumni dating back to 1900! Our curriculum charts a challenging course designed to ensure that you will develop a rich base in computer science, as well as depth and rigor that will enable you to become a technical innovator. You will find compelling lectures by the world-renowned researchers and experts, thought-provoking readings, and projects of scale and complexity. You may have the opportunity to intern in the summer with leaders in industry or top-flight research groups on and off campus. By graduation you will find that you have developed an agile ability in computational thinking that will serve you across domains in the ever-changing landscape of your dynamic career.

Throughout the program, you won't be alone. You'll be supported by an engaged faculty, dedicated teaching assistants, and among the talented and collaborative group of your peers. You will have the guidance of academic and career advisors. You'll find that the best part of the program at Carnegie Mellon is the tremendous group of people that it brings together.

If you are new to Pittsburgh, you'll find it to be a wonderful place to live. As a collection of neighborhoods, hosting world-class industries, medical centers, institutions of higher learning, and exciting start-ups, Pittsburgh offers the convenience of small town living with the richness and diversity of an international city.

If I can be of service, please feel free to email the program administrator, Jennifer Lucas ([jmlucas@cs.cmu.edu](mailto:jmlucas@cs.cmu.edu)), to make an appointment to speak with me. She may also be reached by telephone (412-268-9870). We are at your service.

Eric H. Nyberg – Professor

Director, Master of Computational Data Science Program

## University History



**Andrew Carnegie and Andrew Mellon**

Founded in 1900 by industrialist and philanthropist Andrew Carnegie, Carnegie Mellon University has evolved from a technical school to an internationally recognized university.

Originally the Carnegie Technical Schools (1900-1912), the Carnegie Institute of Technology (1912-1967) merged with the Mellon Institute of Industrial Research in 1967 to become Carnegie Mellon University.

### **Master program history**

The origins of the degree program come from Professor Raj Reddy and the Million Book Project. This project was one of the original large-scale book scanning projects now largely replaced by the Google Book Search and Internet Archive book scanning project. At the time, Reddy could not readily find students with the background to manage the extremely large collection of data that the project generated. This need led to the establishment of a committee (Jamie Callan, Jaime Carbonell, Robert Frederking, Raj Reddy and Anthony Tomasic) to design a new degree program. In 2004 the Master of Science in Information Technology, specialization in Very Large Information Systems, was established with a first enrolled class of two students. The degree program was formed from collaboration between the Institute for Software Research and the Language Technologies Institute. Anthony Tomasic was the first Director of the program with Professor Eric Nyberg as Co-Director. Over the years the program grew from the initial class of two students to the current enrollment of over 65 students per year. In 2012 the Computer Science department was added to the degree program with Professor Garth Gibson as Co-Director. In 2013 the degree was renamed the Master of Computational Data Science to better reflect the mission and curriculum of the degree. In the same year the Machine Learning Department was added to the degree program. In addition, Tomasic stepped down as director and was replaced by Professor Nyberg.

## Program Overview

The MCDS program in the School of Computer Science offers students with a Bachelor's degree the opportunity to improve their training with advanced study in Computer Science and Machine Learning. We cater to students with basic analytic skills and a strong aptitude for mathematics, programming, and logical reasoning. An undergraduate degree in Computer Science is not required. The program is not based on a fixed set of courses. Instead, students construct their own course of study, in consultation with their advisors, within broad guidelines. Thus, a student may choose an area in which to specialize (such as networking, machine learning, or algorithms) or choose not to specialize at all. Most students will complete the program in three semesters. Students switching into Computer Science from another field may require additional time to fill in gaps in their undergraduate training.

The program consists entirely of coursework; a Capstone Project; no Master's Thesis is required. However, students with an interest in research have many opportunities to work with faculty on research problems. There is no Doctoral program in Computational Data Science. However, because of the highly selective and high quality of the MCDS degree, performing well in the degree program will give a boost to a PhD application. MS graduates are welcome to apply to CMU PhD programs, but will not receive preferential treatment.

## 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: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

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:

<http://www.cmu.edu/policies/documents/SoA.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:

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

## **Department Personnel**

### **Director of the Degree Program and Analytics Track Advisor**

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### **Administrative Program Manager**

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### **Graduate Student Ombudsman**

Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, [slaurichmcintyre@cmu.edu](mailto:slaurichmcintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

## **Degree Attainment**

This section describes the various rules and regulations that determine the attainment of a MCDS degree by the student.

### **Statute of limitations**

As outlined in the Master's Students Statute of Limitations, <http://www.cmu.edu/policies/documents/MastersStudentStatuteLimitations.html>, students who have matriculated at Carnegie Mellon will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the Director'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 the program Director for extension of the time to degree limit.

### **Full-time status and Part-time status**

In order to be considered a full-time student, a student must be registered for, and complete, a minimum of 36 units in every Fall and Spring semester. All international students are required by Federal Law to maintain full-time status. Failure to maintain full-time status will result in loss of a student visa (and, therefore, "permit of stay"). All students having a Stafford Loan are required to maintain full- or part-time status.

## **Degree Registration Process and Procedures**

### **Duration of the degree program**

The MCDS degree must be completed within five (5) years from the time that the student matriculates into the program.

### **Residency requirements**

There is no formal residence requirement. However, most courses in the program are taught on campus without an option for distance education.

### **Course requirements and Related policies/protocols**

In order to receive the degree, students must have a Quality Point Average (QPA) of 3.0.

Completion of the degree is based on completing courses in the core curriculum, the MCDS seminar, a concentration area, electives and capstone project.

The capstone project consists of students working at CMU on a research project, or on an industry-sponsored project.

The student must complete 144 eligible units of study. This includes eight 12-unit courses, two 12-unit seminar courses and one 24-unit capstone course. Students must choose at minimum 5 core courses. The remainder of the 12-unit courses with course numbers 600 or greater can be electives chosen from the SCS course catalog. Any additional non-prerequisite units taken beyond the 144 units are also considered electives.

A full-time student must take at least 36 units per semester. A student may not take more than 60 units per semester, without permission. Full-time students may elect, exactly once, to shift 12 units from the initial Fall semester to the subsequent Fall semester, although this shift will make the systems track students ineligible for the combined 7-month internship and capstone option.

### Prerequisites

Over time we have discovered that many students are challenged in graduate level education due to a weakness in certain areas of undergraduate education. Thus, students are also required to pass the undergraduate course 15-513 Introduction to Computer Systems (3 units), typically in the summer before study commences. The student must pass with a grade of B- or better. Failure to pass the course means that either the student takes 15-213 during the Fall or Spring semester. (This path means that the student is thus taking an even larger number of courses during the semester.) Note that in both cases the units do not count towards the 144 eligible units of study, since both courses 15-513 and 15-213 are undergraduate courses.

### Plan of study

The degree consists of four timing options based on the length of time the student spends working on the degree. The student chooses their timing at the start of the degree program (for visa requirements). Changes in timing are possible with approval of the Director of the degree program and approval by the US government visa change. Note that all degree options consist of the same amount of coursework:

- Part-Time Timing – a degree of variable time, usually entailing several years, where a part-time student takes one or two courses per semester.
- Short Timing – a 12-month degree consisting of Fall, Spring, and Summer semesters of study. Each semester consists of a minimum of 48 units of study. This timing is available to students who have several previous internships. The student graduates in August.
- Medium Timing – a 16-month degree consisting of study for Fall and Spring semesters, a summer internship, and Fall semester of study. Each semester consists of a minimum of 48 units of study. This timing is typical for most students, and is the only timing that allows systems track students to do the combined 7-month internship and capstone option. The student graduates in December.
- Long Timing – a 20-month degree consisting of study for Fall and Spring semesters, a summer internship, and a second year of Fall and Spring study. Each semester consists of a minimum of 36 units of study. This timing is designed for students interested in extending their time at CMU to

complete a course of study. Note that the per-semester course load is lower, but the total cost is higher since four semesters of tuition are paid. This timing is also recommended for students interested in pursuing a PhD after graduation. The student graduates in May.

### Track choice

Every student chose a track during the application process that governs the composition of the core courses that they will take. The two track choices available are Systems or Analytics. Switching tracks is possible with permission of the Director and Co-Directors of the relevant tracks. Note that switching may delay graduation because of the requirement of taking core courses.

### Systems track curriculum

The systems track consists of four components.

1. Core Curriculum (Pick 5-coursese with at least 3 project courses)
2. Seminar in Data Systems 15-649 in both the (Fall 1/Spring 1)
3. Data Science Systems Capstone Course 11-634 in the Fall 2 semester
4. Three (3)-Electives in SCS, any graduate level course 600 and above in The School of Computer Science

### Analytics track curriculum

The Analytics Track curriculum consists of four components.

1. Core Curriculum (5-coursese)
2. Data Science Seminar 11-631 in the (Fall 1/Spring 1)
3. Data Science Analytics Capstone Course 11-632 in the Fall 2 semester
4. Three (3)-Electives in SCS, any graduate level course 600 and above in The School of Computer Science

### Capstone project

The capstone project consists of students working in a team or individually on a project. The capstone project integrates the educational experience of the student. A capstone project is typically a CMU research project, or an industry sponsored project. Occasionally students define capstone projects - please discuss capstone projects with the MCDS director during the *prior semester* because typically a design process must be executed to define a coherent project. The capstone project is a great opportunity for a student (or student team) to “show off” a unique skill and accomplishment. Capstone projects have been instrumental in the hiring decisions for several employers.

If approved by industry employer and MCDS director, MCDS students can combine their capstone project with a 7-month (Summer/Fall) internship, provided all other graduate requirements have been achieved.

### **Elective courses**

Every track consists of at least one elective course. The elective can be any graduate level course (numbered 600 or above) in the School of Computer Science. Students use the elective to deepen study in an area of interest or to explore new areas of interest.

### **Undergraduate courses**

Undergraduate courses are taken to address an area of weakness in the student's prior preparation. Undergraduate courses (numbered less than or equal to 599) may be taken pass/fail or for credit, but the course does not count towards the 144 units of eligible study. The course and course grade *will* appear on the student's transcript, but the course grade *will not* be computed as part of the student's QPA. Note that this rule applies to the prerequisite course 15-513.

### **Independent study course**

An "independent study" courses are designed by the student to cover 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 perform research directly with a faculty member. With respect to the curriculum, independent study courses are considered electives.

Each independent study course must be advised and approved by at least one faculty member. Agreement to supervise an independent study course is purely voluntary on the part of the 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 of 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 independent study supervisor that includes course expectations, including deliverables.
2. Secure the "Independent Study Contract Form" from the MCDS 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 MCDS administrator.
6. Obtain approval for the independent study from the Director.

Independent study contracts must be submitted no later than 3 weeks following the start of classes.

### **Double counting courses**

No course may be used to complete two MCDS degree program requirements, nor may a course complete requirements in two degree programs.

### **Courses outside of the School of Computer Science**

Elective courses in other Schools at Carnegie Mellon may be taken with permission of the Director.

## Grades

All courses offered by the SCS CMU are graded on the 4.3 grading standard <http://www.cmu.edu/policies/documents/Grades.html>. MCDS students must maintain a 3.0 overall average each semester. A student must obtain a B- or above grade in all required courses, except for elective courses. Failure to obtain this grade will require the student to re-take the course.

## Student review and Academic probation

The faculty conducts an academic progress review at the conclusion of each semester in order to monitor individual student performance. Should a student's effort fall below the acceptable level of academic performance and/or fail to meet standards established by Carnegie Mellon University, the student may be terminated from the program.

Should a student's overall QPA drop below 3.0 during any given semester, he/she will be placed on departmental probation for the following semester and will be required to improve his/her grades to no less than an overall 3.0 QPA during that period. Failure to improve to an overall 3.0 QPA or better the following semester may result in termination from the program. That is, students are evaluated every semester and a metric of evaluation is the student's QPA during the entire course of the degree program. In addition, should a student fail to meet other standards established by Carnegie Mellon University, the student may be terminated from the program.

## Incomplete grades

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student has been unable to complete the work of a course. However, the work completed up to that date must be of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

By awarding an "I" grade, an instructor must specify the requirements for the completion of the work and designate a default letter grade in the event that the student fails to complete the remaining work.

Students must complete the required course work by no later than the end of the following academic semester or sooner if required by the instructor.

The instructor must record the permanent course grade by the last day of the examination period of the following semester, or the Registrar will automatically assign the default grade.

If further work has not been completed after one semester and a default grade is rendered, the "default" will become the grade of record.

## 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.
3. If a grade has not been assigned, please notify the course instructor for the completion of a Missing Grade Form.

### **Qualifying examinations and procedures (or equivalent)**

None required

### **Thesis/dissertation proposal**

A thesis is optional. The thesis is separate from the Capstone Project. To complete a thesis, the student enrolls in an Independent Study Course for 12 units. The thesis document itself is one of the deliverables for the independent study course. The Director of the MCDS program must approve the instructor of the Independent Study Course. The thesis title will not appear on the diploma, but the thesis will be formally recognized and recorded with the university.

### **On transfer from Master to Doctoral program**

If the requirements for the MCDS degree have not been completed when a student leaves to pursue another academic program, the degree will not be awarded. Completion of the MCDS degree does not guarantee admission into any doctoral degree program at Carnegie Mellon University. The courses that will be completed as part of the MCDS may serve to enhance one's application to these programs but will in no way insure admittance.

### **Intellectual property policy**

The MCDS degree program adheres to Carnegie Mellon University policy on intellectual property: <http://www.cmu.edu/policies/documents/IntellProp.html> .

### **Teaching requirements**

None required

### **Language proficiency requirements**

None required

### **Academic Integrity**

Please review the University expectations at: [www.cmu.edu/academic-integrity/index.html](http://www.cmu.edu/academic-integrity/index.html)

### **University Policy on Plagiarism and Cheating**

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 work you submit must be your own, unless you have clearly attributed it to others. You must not use the work of others without proper citation. And, you must not use resources, including other persons, except as authorized by the course or project for which you are submitting the work. Such conduct might be accepted or commonplace elsewhere, but it is not here. Be careful. Be warned. Failure to abide by these rules, even just once, can result in your permanent separation from the University without refund of monies paid.

Please review the entire policy at <http://www.cmu.edu/policies/documents/Academic%20Integrity.htm>. Note that the policy requires the student to be informed and understand the academic integrity rules for every assignment or exam in a course.

### **Teaching Assistants**

The MCDS degree does not have a teaching requirement. However, some students may wish to be a teaching assistant.

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: [www.cmu.edu/policies/documents/EngFluency.html](http://www.cmu.edu/policies/documents/EngFluency.html).

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English may be required), the Intercultural Communication Center (ICC) helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the ICC website for additional information: [www.cmu.edu/icc](http://www.cmu.edu/icc).

### **Internship Requirement and Search for Full Time Employment**

An internship is required for the degree program. In some cases, when a student has prior work experience, the Director of the degree program may waive this requirement. Student start searching for internships generally in the Fall and Spring semesters. Once the student returns from an internship in the Fall, they should immediately begin the search for full time employment. Extensive resources are available at <http://www.cmu.edu/career/> including a resume submission system, a list of employers, on campus interviews and mock interviews, and many other resources.

The technical opportunities conference <http://www.cit.cmu.edu/companies/toc-temp.html> occurs every September. This conference is one of the main recruiting events each year.

### **Process for Taking & Returning from Leave of Absence**

Please notify the program administrator to request a leave of absence from the program.

### **Process for 'Withdrawal' from Program**

Please notify the program administrator to request a withdrawal from the program.



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

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu) to access the services available at the university and initiate a request for accommodations.

## **Student Rights**

### **Student Appeal and Grievance Procedures**

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>. 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. 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.

### **“Grandfather” Policy**

When policies are changed it is because the department 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.

### **Course Drop/Add procedures**

Please consult the Official Academic Calendar for official add/drop dates at: <http://www.cmu.edu/hub/calendar.html> .

### **Courses with restricted enrollment**

MCDS students have priority for the program core courses. The MCDS program administrators cannot intercede with other departments to secure seats for its students in other courses as all departments reserve seats for their accepted students. Usually all remaining open seats are assigned on a first-come, first-served basis. Students can, on occasion, contact the assigned course instructor in order to plead his/her case for admission to the course. Admission may be granted at the discretion of the instructor. The policy of the department offering the course(s) is always followed.

## **Tuition**

### **Tuition payments**

To understand your invoice, payment options, etc., visit: <http://www.cmu.edu/hub>. The MCDS program sets tuition each year for all students in the program. The student must handle tuition problems by contacting The Hub. The MCDS Program Administrators cannot solve tuition problems.

### **Sponsored Students**

A sponsored student is one who has another party (such as an embassy or company) who has agreed to pay the student's tuition. Please read the "Sponsored Students" section.

### **Employer Reimbursement Process**

If you have an employer reimbursement plan, write your employer's name and address on the bill (or provide CMU with a letter of support) and pay at least one-third of the tuition charge when returning the bill. You must pay previous semester balances before you can enroll for the next semester.

### **Carnegie Mellon employees reimbursement procedure**

Contact the Benefits Office for specific information on tuition benefits. You must complete a Tuition Remission Form each semester in order to receive these benefits. To receive a Tuition Remission Form, visit the Human Resources website at: <http://www.cmu.edu/hr>.

### **Financial aid, Tuition waivers, Scholarships**

The MCDS degree program does not provide financial aid to graduate students, nor does it provide tuition waivers or scholarships. For complete financial aid information see: [http://www.cmu.edu/hub/fa/fa\\_grad.html](http://www.cmu.edu/hub/fa/fa_grad.html). The Financial Aid Office of Carnegie Mellon will provide assistance in completing the necessary paperwork to apply for Stafford loans.

### **External fellowships**

The MCDS program will accept students with external fellowships.

### **Grade Reports**

Grade reports are mailed to individual students by the university at the conclusion of each semester. See the official calendar for mailing dates.

### **Late Graduation**

On occasion, a student and/or his/her employer may request that the student attend Carnegie Mellon for an additional semester in order to complete a program that will be beneficial to both the student and the employer. Under such circumstances late graduation can be arranged. Student is to discuss his/ her situation with the Director.

### **Deferment of start of program**

An applicant who is admitted into the MCDS program is eligible to enter the program in the year of admission. If a deferment is requested and granted, the student is eligible to enter in the following year.

Only one deferment will be granted to each student. If a student does not attend in the year following admission, the student must re-apply to the program.

## **General Information**

### **Reasonable Person Policy**

Treat others as you would wish to be treated yourself. Show consideration for others when using facilities and supplies.

### **Accidents on CMU property**

Please report all accidents to Jim Skees [skees@cs.cmu.edu](mailto:skees@cs.cmu.edu) and the MCDS program administrator. You will be asked to complete an accident report. By reporting accidents, the student helps minimize future harm!

### **Expenses**

The program will reimburse any expenses incurred on behalf of the MCDS program if approved by the Director. Please receive approval *before* purchase. Verification of purchase and/or expenses along with receipts is to be presented to the program administrator for reimbursement.

### **Acknowledgements**

This document is based on the CMU MSE policy handbook on July 14, 2005 and the Graduate Student Program Policy template of 2014.

Last Updated: August 15, 2014

University policies can also be found in full text at: <http://www.cmu.edu/policies/>

## Appendix A

### Highlighted University Resources for Graduate Students and The WORD, Student Handbook

#### Key Offices for Graduate Student Support

##### **Office of the Assistant Vice Provost for Graduate Education**

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

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: <http://www.cmu.edu/graduate/>.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Student of Color Series (SOC)

##### **Office of the Dean of Student Affairs**

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

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include:

- Career and Professional Development Center
- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Orientation & First Year Programs (*note: for undergraduate students*)
- Office of International Education (OIE)
- Student Activities
- Student Life.

Holly Hippensteel, Assistant Dean of Student Affairs, serves as the point person in the division for graduate student resources and concerns. Graduate students will find the enrollment information for Domestic Partner Registration in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable 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 the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

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

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu) to access the services available at the university and initiate a request for accommodations.

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

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

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be 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 Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, and otherwise acts on behalf of all graduate student interests. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, [www.cmu.edu/stugov/gsa/resources/index.html](http://www.cmu.edu/stugov/gsa/resources/index.html). Each department has representation on GSA and the department rep(s) is the main avenue of

graduate student representation of and information back to the graduate students in the department.

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

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

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing.

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

[www.studentaffairs.cmu.edu/oie/](http://www.studentaffairs.cmu.edu/oie/)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. 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; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; 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.

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

#### **Computing and Information Resources**

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

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: [www.cmu.edu/computing/guideline/index.html](http://www.cmu.edu/computing/guideline/index.html).

#### **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, intellectual property rights and regulations, 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**

[www.studentaffairs.cmu.edu/counseling](http://www.studentaffairs.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 confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. 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. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. 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. It also covers most of the fees for care at Student Health Services. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

#### **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, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services (additional information included in the Parking and Transportation section of The WORD, see below), fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, 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 [www.cmu.edu/police/annualreports](http://www.cmu.edu/police/annualreports).

### **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 their 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:

Carnegie Mellon Vision, Mission

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

        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  
Student's Rights  
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  
SafeWalk  
Survivor Support Network  
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  
Statement of Assurance

University policies can also be found in full text at: <http://www.cmu.edu/policies/>

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