

Carnegie Mellon University
School of Computer Science



Language
Technologies
Institute

Ph.D. in Language and Information Technologies

Student Handbook

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I Introduction

Welcome to the Language Technologies Institute, a graduate department in the School of Computer Science at Carnegie Mellon University. You have joined a Ph.D. program that focuses on excellence, creativity, and training the next generation of research leaders. While the next few years will be a time of hard work and intense concentration, we hope that your time at the LTI will also be rewarding professionally and personally.

Obtaining a Ph.D. is a long and often intense journey. A healthy work-life balance helps to keep it in perspective. Carnegie Mellon is located in Pittsburgh, a city with a rich industrial and labor heritage. In the past, it was the heart of the U.S. steel industry, a source for quality packaged foods, an important financial hub, and an early pioneer in railroads, radio, and nuclear power. This is a city where people worked hard and made things that changed the world. Today, Pittsburgh has reinvented itself as a leader in Computer Science and medicine, but it is still a place where people work hard and make things that change the world. It is also an informal city, where people don't take themselves too seriously and remember to have fun. It is home to excellent museums, competitive professional sports teams, inexpensive magic shows, and free music during the summer, with skiing and magnificent state parks nearby. Your stay here will be more rewarding if you make time for exploring the many activities that Pittsburgh and Southwest Pennsylvania have to offer.

There are significant differences between CMU's different departments and degree programs in philosophical approach, procedures, policies, and regulations. Each department issues a handbook that informs graduate students of their program requirements and procedures and ensures that students have written access to standard information. This handbook describes the policies, procedures, and requirements for the Ph.D. in Language and Information Technologies. All policies not explicitly described in this document conform to School of Computer Science (SCS) policies and university policies. For information about Carnegie Mellon requirements and policies, please see the university's handbook [The Word](#), the Office of Graduate and Postdoctoral Affairs [web page](#), the Office of the Dean of Students [web page](#), and other resources contained in Appendix A of this handbook.

Welcome! We hope that your time here is a life-changing experience.

I.1 Degrees Offered

The Language Technologies Institute offers two Ph.D. programs and four Master degrees.

- Ph.D. in Language and Information Technologies (LTI Ph.D.)
- Dual-Degree Ph.D. in Language and Information Technologies (CMU-PT Ph.D.)
- Masters in Language Technologies (MLT)
- Master of Science in Intelligent Information Systems (MIIS)
- Master of Computational Data Science (MCDS)
- Master of Science in Artificial Intelligence and Innovation (MSAI)

This handbook applies to the LTI Ph.D.

The Ph.D. in Language and Information Technologies (LTI Ph.D.) is focused on understanding and extending the state of the art in computational linguistics, natural language processing, dialogue systems, information retrieval, machine translation, speech processing, video understanding, multimodal systems, automated reasoning, and other topics related to analysis and understanding of unstructured information (e.g., machine learning, and software engineering of intelligent systems).

1.2 Department Personnel

The people responsible for administering the LTI Ph.D. degree are:

Jamie Callan
Ph.D. Program Director
Professor
GHC 5419
callan@cs.cmu.edu
412-268-4525

Stacey Young
Ph.D. Academic Program Manager
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GHC 6415
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Mona Diab
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412-268-7517

Julie Nys
Employment Processes Manger
GHC 5405
jnys@andrew.cmu.edu
412-268-3515

1.3 University Policies and 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:
<https://www.cmu.edu/student-affairs/theword//index.html>
- Academic Integrity Policy:
<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

- University Policies Website:
<https://www.cmu.edu/policies/>
- Office of Graduate and Postdoctoral Affairs:
<https://www.cmu.edu/graduate/policies/index.html>

Due to the changing nature of conditions and expectations surrounding public health and safety requirements please visit <https://www.cmu.edu/coronavirus/> for the most up to date information.

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

1.4 The 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.

Some doctoral course-sections follow a separate [Academic Calendar](#).

1.5 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 a compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213 (412-268-1018). Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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 campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the applicable grievance procedures for alleged violations of the Statement of Assurance is available at

<https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf>.

The Office for Institutional Equity and Title IX may be reached at 412-268-7125

or institutionalequity@cmu.edu.

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

2 The Language Technologies Institute

2.1 Pittsburgh Campus Location

The Language Technologies Institute is located primarily on the 5th and 6th floors of the Gates Hillman Complex (GHC) on Carnegie Mellon's Pittsburgh campus. The address and contact information of the LTI are shown below.

Language Technologies Institute
Carnegie Mellon University
5000 Forbes Avenue
Gates Hillman Complex
Pittsburgh, PA 15241-3891

412-268-6298 (fax)
<http://www.lti.cs.cmu.edu/>

Office locations for faculty, staff, and Ph.D. students can be found on the LTI website.

2.2 Office Space

Most Ph.D. students in residence on the Pittsburgh campus are given an office in which to study and do research. Typically, offices are shared with other Ph.D. students, but they may also be shared with staff, visitors, or other members of the LTI.

Offices are assigned by the LTI's Office Manager (see Section 1.2, Department Personnel, for contact information).

2.3 Mailboxes and Office Supplies

Mailboxes and office supplies are in GHC 5404.

2.4 Photocopies and Printers

Printers and photocopies are available to LTI students. The use of a photocopier or printer requires you to log in with your CMU ID card. LTI students may use printers/photocopiers scattered throughout the School of Computer Science buildings, but the machines in GHC 5404 and GHC 6604 are the most convenient. The [SCS Computing Facilities](#) publishes a list of printers online at <https://computing.cs.cmu.edu/desktop/printer-list>.

2.5 Computers for LTI Ph.D. Students

Ph.D. students are responsible for having their own laptop computers to support their education and research. Students are free to choose their own operating system (e.g., Linux, MacOs, Windows).

Many Ph.D. advisors also provide access to computer clusters, cloud computing, or other resources to support computationally-intensive research.

Ph.D. students are given access to the LTI's computer cluster on an as-needed basis, to be used for course assignments, directed study projects, and/or capstone projects. The LTI cluster provides storage and computation for projects involving large datasets and/or lengthy computation.

Ph.D. students receive two types of user ids: An Andrew id and a CS id. All CMU students have an Andrew id. Computer Science students also have a CS id that provides access to SCS-specific resources (e.g., computer clusters). CS ids are being phased out very slowly, so it is likely that you will need both types of user id.

The School of Computer Science has a Help Center in GHC 4201. It can be contacted at help@cs.cmu.edu, extension 8-4231 from a campus phone, or 412-268-4231 from an outside line (M-F, 9am-5pm).

3 Standard Degree Requirements & Degree Certification

3.1 LTI Ph.D. Degree Requirements

To complete the Ph.D. in Language and Information Technologies degree, the student must satisfy the following requirements:

- Pass at least 96 units of graduate level courses, with additional requirements detailed below;
- Satisfy proficiencies in Writing, Presentation, Programming, and Teaching;
- Propose, write, and defend a Ph.D. dissertation (thesis);
- Attend the LTI Colloquium (11-700) each semester; and
- Satisfy the Research Speaking Requirement.

The sections below provide more detail about each of these requirements.

3.1.1 Course Requirements

To complete the course requirements for the Ph.D. in Language and Information Technologies degree, the student must pass 96 or more course units of graduate courses, and meet the following criteria:

- At least 72 units of “LTI” courses and 24 units of “SCS” courses,
- At least one class in each “LTI Focus Area”, and
- At least two labs, in two different research areas.

For definitions of quoted terms, see the section on “Definitions of LTI Terminology”.

Unless approved by the Program Director in advance, the course requirements must be satisfied by actual classroom courses, not credit given for research or independent study.

An “LTI course” is any 12-unit course with a number of 11-XXX; a 6-unit course with 11-XXX counts as one-half of an LTI course. Unless otherwise specified, “course” means an actual classroom course, not credit given for research or independent study. Note that the LTI allows any one MLD (10-XXX) graduate course to count as an “LTI course”.

An “SCS course” is any 12-unit course with a course number indicating a unit of the School of Computer Science (including LTI); a 6-unit course with such a number counts as one-half of an SCS course. Unless otherwise specified, “course” means an actual classroom course, not credit given for research or independent study. Note: Recommended electives that are technically

outside of the SCS now count towards this requirement; for example, Digital Signal Processing in ECE. Please see the Program Director for approval of electives as “SCS.”

“LTI Focus Areas” are sets of courses defined on the LTI course webpage under “Course Categories.” If a student believes a new course should be added to a Focus Area, they should make a request to the Ph.D. Program Director. They will decide, with advice from faculty in the appropriate area, whether it should be in the Focus Area. If approved, it will be added to the LTI Focus Area webpage.

A “Task-Orientation Focus Course” is a course belonging to that LTI Focus Area, as listed on the LTI’s “Course Categories” webpage.

An LTI “lab course” is a course in the list of lab courses defined on the LTI’s “Course Categories” webpage.

3.1.2 Grade Requirements

Students must demonstrate their mastery of material taught in courses and their success in applying their skills in directed study by satisfying the following grade requirements.

Minimum grade: Only courses with a grade of B (3.0) or higher are counted as satisfying a degree requirement.

Pass/fail: Pass/fail grades are not permitted for courses and projects used to satisfy a degree requirement.

3.1.3 Proficiency Requirements

The LTI Ph.D. does not require any Qualifying Exams. Instead, a LTI Ph.D. student is required to demonstrate proficiency in the following four areas.

- **Writing:** This is satisfied by producing a peer-reviewed conference paper, or the equivalent (a written report that at least two SCS faculty certify as being of conference-paper quality).
- **Presentation:** This is satisfied by the oral presentation of a conference paper, or the equivalent (an oral presentation that at least two SCS faculty certify as being of conference-talk quality).
- **Programming:** This is satisfied by demonstrating competence in computer programming of language technology; this is normally satisfied in the course of the student's research and/or project work.

- **Teaching:** This is satisfied by two (2) successful Teaching Assistantships (TA-ships), as determined by the faculty member for whom the student serves as TA. Typically, one of these will be for an undergraduate class, and one for a graduate-level class. One of the two TA-ships may be in some form of pre-approved "alternate service", such as an SCS "v-unit."

The Program Coordinator must be notified in advance of a TA-ship, or it may not be accepted.

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 Language Support in the Student Academic Success Center 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 non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information:

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

3.1.4 The Ph.D. Dissertation

The Ph.D. dissertation is the defining feature of a Ph.D. degree. The process of completing a Ph.D. dissertation has three important milestones.

- **Thesis Topic:** During the Ph.D. student's third year, the student should be working hard to find a thesis topic. The thesis topic typically develops from the directed research that the student has been carrying out with the student's advisor. The topic is a well-defined research problem that is interesting and unsolved, and for which the student has a believable proposed solution. When the dissertation is finished, there will be a "thesis statement" that describes the claimed solution to the research problem that is the thesis topic.
- **Thesis Proposal:** Near the end of the student's third year, the student will compose a dissertation proposal. In this document, the student will specify the problem the research addresses (the thesis topic); the significance of the problem and expected scientific contributions; other relevant research, including competing approaches; some preliminary results; the work that still must be completed; evaluation metrics for that work; and a

projected timeline for completion. Before presenting the proposal, the student will also secure approval for a dissertation committee, which consists of the student's advisor, at least two other SCS faculty members working in language technologies, and at least one external member.

University rules require that the time and place of the proposal presentation be publicly announced at least one week before the presentation. The student should coordinate this with the Ph.D. Program Coordinator. The public thesis proposal protects the student by guaranteeing that the proposed research is interesting to the larger scientific community and demonstrating that the student will finish the program if the work is completed as outlined.

- **Thesis Defense:** The dissertation document itself, normally expected at the end of the fifth year, will include a detailed description of all the work done, including a clear evaluation and a discussion of its scientific contributions. There are no fixed style or document length guidelines or requirements; the only format requirement is that the title page should be suitable to be issued as an LTI Technical Report. The dissertation defense is a public presentation and defense of the dissertation results.

Note: University rules again require that the time and place of the dissertation defense be publicly announced at least one week prior to the defense. This should also be coordinated with Ph.D. Program Coordinator.

Note: At the time of the public announcement, a draft of the thesis document must be made available online.

3.1.5 Research Speaking Requirement

To emphasize student research, improve public speaking skills and increase internal awareness of LTI work, all LTI Ph.D. students must complete an oral presentation at the LTI each year (by the end of May). The presentation should consist of a 20-minute talk plus time for discussion. It must be advertised to the LTI mailing lists at least one week before your presentation, and the public will be invited. (The thesis proposal and defense each count towards this requirement.)

At least two LTI faculty members will attend the presentation, including the research advisor. After the presentation, these faculty members will convene and provide written feedback to both the student and the Program Director of graduate programs (the form for this is available on the LTI website). This feedback will help the student refine speaking skills with respect to talk structure, content, and delivery.

3.2 Advising

Each student has a faculty advisor charged with guiding the education and monitoring the progress of the student through the program. The advisor also supervises the student's directed

study projects. This personal student-advisor relationship ensures that every student receives the necessary faculty mentoring. The advisor also provides the student with career advice.

How and when the advisor is selected (The Matching Process): Advisors are selected during the first month of the program. Students are expected to attend the LTI's Orientation lectures, (Section 3.3) in which faculty describe their interests and areas of expertise, and to be proactive about meeting individually with potential advisors. After meeting with several potential advisors, each student will be asked to indicate a first, second and third choice for advisor. Meanwhile, the potential advisors determine how many new students they can take and indicate their preferences. Finally, the entire LTI faculty meets as a "Matching Committee" to determine the best set of matches.

Until a student finds a specific advisor, the Program Director of the LTI graduate programs serves as the advisor.

How to change advisors: The initial advisor selection should be made carefully. However, it is possible to change advisors. To do so, the student should find another faculty member willing to serve as an advisor, and then make a request to the Program Director to switch advisors. The LTI follows the long-standing SCS policy that both the new and old advisors need to agree to the change; typically, this is not a problem (assuming the new advisor has agreed in advance, as described here). It is to the student's advantage to avoid switching advisors, especially late in their graduate studies, because forging a strong student-advisor relationship takes time.

3.3 LTI Orientation

At the beginning of each Fall semester, the LTI provides 2-3 weeks of lectures and talks to help students learn about the work done by CMU faculty and to provide an opportunity for advisors to recruit new students. Students are expected to attend them and treat them as seriously as a standard course, because they provide a good introduction to the broad range of research done at the LTI. Students do not register for the LTI Orientation, nor do they receive a grade; however, the department is serious about its expectation that new students will attend these talks.

For many years, these talks were called "the Immigration Course (IC)." The intuition behind this name is that the talks help orient newly-arrived students – immigrants into the CMU environment. As a result, some students understood the name to indicate that the talks would be about US immigration and visa requirements. The older name has been retired; however, people who have been at CMU a long time may occasionally use the older name.

3.4 End of Semester Evaluation

Near the end of each semester, the student must prepare a statement that describes his or her achievements in the current semester and plans for the next semester.

At the end of the semester, the faculty evaluates each student's academic progress. The student's advisor serves as the student's advocate in this process. The result of the evaluation is a letter from

the faculty to the student that indicates whether the student is making satisfactory progress towards completing the degree.

A good letter typically indicates that the student is making satisfactory progress. If the student is doing exceptionally good work, a stronger adjective such as excellent might be used, but this is unusual.

If a student seems to be having trouble, the faculty determines whether it believes that the student can finish the degree, and if so, what needs to be accomplished to get back on track. This type of letter should be considered a serious warning. It is not a permanent "black mark" on the student's record; if the student begins making satisfactory progress again, there is no official record of the letter in the student's transcript.

In the most serious cases, the faculty gives the student an "N-1" letter that specifies a list of conditions that the student must satisfy by specific deadlines. Failure to meet all the specified conditions may result in the student's termination from the program.

3.5 Electives Outside of SCS

Students may take elective courses outside the SCS, at Carnegie Mellon or cross-registered at the University of Pittsburgh, as long as the student fulfills the requirements of their program as described above. The student should discuss any such electives in advance with their advisor. Typical choices might include ECE courses for Speech students, Pitt Linguistics courses, or Statistics courses.

Students interested in taking recommended electives outside the SCS should pay particular attention to the following issues.

- Recommended electives outside of the SCS count towards the "SCS" course requirement. Please see the Program Director for approval of an elective as an "SCS course".
- Students need advance approval for any courses not covered by their normal tuition (e.g., summer courses).
- The grading of outside courses is the responsibility of the department offering the course; however, the LTI's Minimum Course Grade Policy described above still applies ("B" is the minimum for Ph.D.).

3.6 Completing an M.S. Degree Enroute to a Ph.D.

Courses that satisfy LTI Ph.D. degree requirements may also be used to satisfy requirements for one M.S. degree. The most common choice is the LTI's Master of Language Technologies (MLT) degree because its requirements are similar (but not identical) to the Ph.D. requirements. Other M.S. degrees within the LTI and outside of the LTI are also possible.

Students interested in an M.S. degree *other than* the MLT degree should discuss their plans with their Ph.D. advisor due to the additional courses and project work that may be involved.

3.7 Grading and Evaluation

3.7.1 University Policy on Grades

Carnegie Mellon's [Grading](#) 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.

Process 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: (a) the final grade assigned for a course is based on manifest error (e.g., a clear error such as 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.

See the university's [Summary of Graduate Student Appeal and Grievance Procedures](https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html) web page for more information. <https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html>

3.7.2 University Policy on Grades for Transfer Courses

<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

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 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 grade. Such courses will not be taken into account for academic actions, honors or QPA calculations.

3.8 Academic Integrity

In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.

Carnegie Mellon University educates its students to become professionals who will serve society with integrity. The university also creates and disseminates new knowledge and expressions of knowledge in ways that benefit society.

Carnegie Mellon strives to serve the changing needs of society through the three primary goals outlined in its mission statement: To create and disseminate knowledge and art through research and artistic expression, teaching and learning and transfer to society; to serve students by teaching them leadership, problem-solving skills, and the values of quality, ethical behavior, responsibility to society and commitments to work; and to pursue the advantages provided by a diverse community, open to the exchange of ideas, where discovery and artistic creativity can flourish.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Please review the [University Policy on Academic Integrity](#).

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.

Important note: The LTI implements the above policy's option of "conven[ing] a disciplinary hearing according to the procedures of the department/program." Our procedure is as follows: A first violation is grounds for dismissal from the graduate program. If we decide not to immediately dismiss, the first violation will result in the student being on disciplinary probation.

If the student commits a second violation while on probation, the penalty is dismissal from the graduate program.

These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

Please see the [Appeals of Course Level Action section](#) of The Word and the [Office of Community Standards & Integrity](#) web page for more information.

3.9 Withdrawal of a Degree

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, withdrawal of the degree will occur promptly upon discovery of the falsification. See the university's [Withdrawal of a Degree](#) policy for more information.

3.10 Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy \[pdf\]](#), covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU's [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU \[pdf\]](#), or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.
- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

For more information:

- See CMU's [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU](#), or
- Visit the Human Resources Service website to [learn more about Form I-9 and E-Verify](#) and to [schedule an appointment to complete the Form I-9](#)."

3.11 Additional Guidance for Students

3.11.1 Program of Study

Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and/or appropriate associate dean.

3.11.2 Financial Aid and Student Account

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

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

3.11.3 International Students

Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

4 Ph.D. Academic Policies

4.1 Duration of Study

The target duration of the LTI Ph.D. is five years, although six years is also common.

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in this Graduate Student Handbook. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

Early Completion

The Ph.D. is granted when all degree requirements are satisfied. Some students complete the program in fewer than five years.

Extended or Longer-than-Standard Competition

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Doctoral students who require an extended period to complete their degree requirements must consult with their academic program and are subject to the CMU Policy on Doctoral Student Status (<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>), specifically the “Time to Degree.”

4.1.1 Department Policy on Double Counting Courses

An LTI Ph.D. student who uses courses taken as a Master’s degree student (at Carnegie Mellon or elsewhere) toward their program requirements cannot use those same courses toward any other Master’s degree offered by the school. The LTI (like other SCS units) allows its Ph.D. students who have passed the requirements for an LTI Master’s degree to receive the master’s degree without any additional work. Any other sharing of coursework by an LTI student between more than one CMU degree (e.g., receiving an MLD Master’s degree that includes courses taken as an LTI Ph.D. student) must be explicitly approved by the LTI, on a case-by-case basis, in advance.

4.1.2 External Internships

The LTI provides summer support for its Ph.D. students, so Ph.D. students are expected to do research at Carnegie Mellon during the summer. However, outside experience can be a valuable educational experience, Ph.D. students *in good standing* are allowed to do an external internship. Some students may benefit from more than one internship, especially if they require access to proprietary data for their work, thus, *with the approval of the student’s advisor*, a student can intern up to four (4) times during their Ph.D. degree. Interning more than four (4) times requires approval from the Ph.D. Program Director.

Any internship must be planned in consultation with the student’s advisor and the LTI Ph.D. Coordinator. If an internship is part of a fully-funded external fellowship (e.g., Microsoft Research Fellowship), the student does not need prior LTI approval, but should still coordinate with their advisor. International students must consult with Office of International Education (OIE) for eligibility before seeking an internship or signing an offer contract.

Internships are typically scheduled during the summer. In certain cases, it is possible to schedule an internship during the fall or spring semester; the details are complex, especially for international students, so the student should discuss this as early as possible with the Ph.D. Program Director. International students must coordinate carefully with the LTI in any event, due to visa restrictions.

Note that self-funded Ph.D. students (e.g., those registered for five units while on semester internship) are not permitted to receive a partial stipend for the semester of their internship, while full-time LTI-sponsored students are eligible for a partial stipend.

All students are cautioned to be aware of potential intellectual property (IP) problems with internships, and to review any IP agreements with their advisors before signing them. It is possible to lose ownership of your ideas.

If the student is to receive academic credit for the internship, it must have deliverables from the student commensurate with the number of units, they are taking. This can be in the form of interim and final reports on the experience, presentations in the following semester regarding the experience, assessments of their experience as it relates to their course of study, etc.

4.1.3 Maximum Courseload

Ph.D. students are permitted to register for a maximum of 54 units of coursework per semester.

4.1.4 Pass/Fail Grades

Pass/fail grades are not permitted for courses used to satisfy a degree requirement.

Graduate students who are required to take additional undergraduate courses to build up the core foundations of computer science may not elect the pass/fail option for these courses.

4.1.5 Transfer Credit

An equivalent graduate course previously completed at another institution may be permitted to satisfy one of the Ph.D. course requirements. The decision on whether a course may be transferred is made by the Ph.D. Program Director.

Typically, the student will provide the Program Director with the syllabus of the external course, and the Program Director will use that and the student's transcript to make the decision.

See the section on "Definition of transfer credit versus course exemption."

A student may not receive transfer credit for more than four courses.

4.1.6 Residency Requirements

The university requires Ph.D.s to spend at least one year of residency at Carnegie Mellon.

The SCS requires that all Ph.D. students must take at Carnegie Mellon a minimum of 48 units of the total coursework required by their respective programs.

4.1.7 Transferring Into the Ph.D. Program

The LTI does not allow direct transfers from its master's programs into its Ph.D. program. The student must apply for the Ph.D. at the usual time. However, students that are already enrolled in an LTI degree program are not required to retake GRE and TOEFL exams or to produce new transcripts from other universities.

4.1.8 Transferring Out of the Ph.D. Program

The Ph.D. program does not prevent students from transferring to another degree program. A student who is interested in transferring out of the Ph.D. degree program should consult the handbook and Program Director of the desired degree program to learn whether transfers are permitted, and if so, how, and when to request such a transfer.

4.2 LTI Academic Policies

4.2.1 “Grandfather” Policy

A student can graduate under the policies in effect at the time that the student entered the program; or, at the student's choice, the student can graduate under policies that are adopted after the student entered the program. If it is not realistic to follow a particular policy exactly, the department may approximate the policy as closely as possible; this situation is rare and typically arises only when a student is enrolled in the program for an extended period of time.

4.2.2 Definition of Transfer Credit vs. Course Exemption

The LTI may grant transfer *credit* or issue an *exemption* for equivalent graduate courses previously completed at another institution. This decision rests with the director of the particular program.

If a student is *exempt* from a required course due to prior courses or experience, the student can replace that course with an open elective. The student does not receive credit for the external course but can take any course that could normally count toward the degree in its place.

If a student receives *credit* for prior coursework completed at CMU or elsewhere, the student receives that many units of credit, and the total amount of required coursework is reduced by that amount.

4.2.3 External Employment/Consulting

Students funded by LTI research projects are expected to work primarily for those projects. Since consulting provides useful experience, students are generally permitted to consult at most one day per seven-day week, with the advisor's consent. International students must also have approval in advance from the Office of International Education (OIE); otherwise, they may be in violation of their visa status. See also External Internships.

4.2.4 Leave of Absence

The LTI discourages Leaves of Absence (LOA), since students usually do not return, despite good intentions. However, a student in good standing may be granted a LOA of at most 1 year, upon written request to the Ph.D. Program Director and with consent of the student's advisor. It is the responsibility of the student on LOA to contact the LTI to initiate a return to the program.

Students taking or returning from a leave of absence must follow the university's [leave of absence process](#).

4.2.5 Satisfactory Progress

If a student does not make satisfactory progress each semester toward completing the degree, the LTI may remove them from the program. See section on “End of Semester Evaluation.”

4.2.6 Time Away from Academic Responsibilities

Ph.D. students that are supported by sponsored research, fellowships, or scholarships are expected to remain on campus and work fulltime on their education and research throughout the year, regardless of whether classes are in session or not. 40 hours per week is a common level of effort.

Ordinarily, students are not expected to work during [official university holidays](#), however students may need to consult their advisor about expectations and alternate arrangements if there are challenges with taking time off during a university holiday, for example, if an experiment requires continuous monitoring. In such situations, the student and their advisor may agree for the student to take an equal number of days off at another time.

Students with fulltime financial support are entitled to four weeks per year of paid vacation, which must be scheduled in consultation with their advisor.

4.3 CMU Academic Policies

4.3.1 Drop/Add/Withdraw Procedures

Add, drop, withdrawals, and pass/no pass election procedures and deadlines are described on a [Hub web page](#). Note that the deadlines for doctoral courses may differ slightly; see the deadlines for doctoral course sections in the [Academic Calendar](#).

Doctoral students, visiting/non-degree students, and certificate students do not receive vouchers and do not participate in the voucher process.

4.3.2 Doctoral Student Status

Carnegie Mellon's [Policy for Doctoral Student Status](#) covers time limits on doctoral degree student status, a definition of All But Dissertation status, a definition of *In Residence* (ABD) and *In Absentia* (ABS) status for doctoral students and the tuition and fees charged for students *In Residence* and students *In Absentia*.

4.3.3 ABD versus ABD in Absentia (ABS)

Following university policy, an LTI Ph.D. student is considered "All-But-Dissertation" (ABD) when they have completed all requirements for the LTI's Ph.D. degree except for the thesis defense (in particular, the student has had a thesis proposal accepted). Note that ABD status is different from ABD in absentia (ABS) status. A student in ABS status cannot receive any support from the university (including any research projects within the university), cannot use most university facilities, and does not pay any tuition until they are ready to defend their thesis. ABS students must register for five (5) units of dissertation research in the semester they defend; in keeping with university policy, the LTI (and its projects and faculty) cannot pay for these five units. The student can (and should) register for these five units only after they defend; just in case the defense date slips to the next semester.

Students entering ABD or ABS status must complete the [All But Dissertations Status Agreement](#).

4.3.4 Statute of Limitations: Time to Degree

As outlined in the [Doctoral Student Status Policy](#), students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. 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. Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption.

Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

4.3.5 University Financial Aid

Graduate students should consult the [graduate student financial aid information](#) found on The HUB website. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

4.3.6 Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources'](#) secure online portal (<https://rainier.accessiblelearning.com/cmu/>) or email access@andrew.cmu.edu to begin the interactive accommodation process. Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu , or call (412) 268-6121.

4.3.7 Summary of Graduate Student Appeal and Grievance Procedures

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

4.3.8 Sexual Misconduct Policy

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 University's Sexual Misconduct Policy is available at <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The University's Policy Against Retaliation is available at: <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

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

- [Office for Institutional Equity and Title IX](#): 412-268-7125, institutionalequity@cmu.edu
- [On campus resources for institutional equity and Title IX](#)
- [University Police](#): 412-268-2323

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

4.3.9 Gestational and Parental Accommodations

Providing holistic student support is a top priority at Carnegie Mellon. The protocols described at <https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html> are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

4.3.10 Accommodations for Gestational Parents

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation

may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.

- **Formal Leave of Absence**– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (<https://www.cmu.edu/oie/>) before considering this option due to visa implications.

4.3.11 Parental Accommodation for Doctoral Students

The university offers a Parental Accommodation for qualifying doctoral student parents to include up to four (4) weeks of time away from academic responsibilities with continued stipend support. This accommodation can be utilized within six months of the birth or placement of a child through adoption, foster care or legal guardianship. Gestational parents may utilize both the Short-Term Accommodation for Gestational Parents and the parental accommodation.

Careful planning and consultation is necessary given the unique contexts and requirements of each student's situation. Students will remain fully enrolled and will receive assistance in navigating the necessary planning and consultation processes.

4.3.12 Financial Assistance for Student Parents

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (<https://www.cmu.edu/student-affairs/dean/loans/>) from the Office of the Dean of Students.

Doctoral Stipend Continuation (Gestational Parents) – Doctoral students who are the gestational parent and 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 Accommodation for Gestational Parents or during 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.

Doctoral Stipend Continuation (Non-gestational Parents) – Doctoral students who receive an academic stipend funded by Carnegie Mellon and are becoming a parent by adoption, birth, or through guardianship are eligible to continue to receive stipend funding for up to four (4) weeks during a Short-Term Parental Accommodation.

4.3.13 Consensual Intimate Relationship Policy Regarding Undergraduate Students

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

5 Financial Support

5.1 Graduate Student Funding

For all LTI Ph.D. students, full funding (tuition plus stipend) is guaranteed for the first year. This support is normally continued for at least 5 years, with possibility of further continuance, subject to continuing satisfactory progress and availability of funding. The fellowship includes full tuition and fees, and a monthly Ph.D. stipend that is fixed across SCS. In addition, the LTI pays a dependency allowance of 10% of the student's monthly stipend to any student with a child, unless they have a spouse who earns more than \$200 per month.

The impact of outside fellowships and scholarships on departmental support-decrease by the amount, added bonus, etc.

If a Ph.D. student receives an outside graduate fellowship (e.g., NSF, Fulbright), the student is expected to accept it in place of the LTI's graduate fellowship. As an extra incentive to do so, the LTI will supplement the award so that the student will receive full tuition and a combined stipend 10 percent higher than that of the standard LTI graduate fellowship.

Students are required to inform the LTI about any external funding that they receive.

See also the section on “ABD versus ABD in Absentia (ABS)” (Section 4.3.3).

5.2 Conference Travel Funding

Students funded by research projects receive travel funding according to policies set by the individual projects. Students who have no project funding may be provided with partial funding, with a larger amount available for travel to present a refereed conference paper. There is an LTI form that must be filled out in advance.

5.3 Research Funding

GuSH Research Funding is a source of small research grant funds provided by the Graduate Student Assembly (GSA) and the Provost's Office and managed by the Office of Graduate and Postdoc Affairs. See the Office of Graduate and Postdoctoral Affairs [Research Grant Support](#) page for information about the application process and deadlines.

5.4 Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students. All students, regardless of their program, are eligible for the [Emergency Student Loan](#), which is an interest-free and emergency-based loan repayable within 30 days. It is available through the Office of the Dean of Student Affairs; students may apply for the loan by visiting the Office of the Dean of Students, located in Warner Hall 321 during business hours, by email at sa-esl@andrew.cmu.edu or by calling (412) 268-2075 for an appointment.

5.5 Health Insurance

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree seeking students to carry adequate medical insurance. Students must either purchase the plan offered by the University or an application for a waiver can be made if the student is "enrolled as the dependent, partner/spouse or principal in an employer or government-sponsored insurance plan." (See the Carnegie Mellon University [Student Health Insurance Policy](#) (SHIP)).

It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester or elect a payment plan over the course of the academic year. More information is available at the [Student Health Services Web site](#).

6 Additional University Resources

6.1 The HUB Student Services Center

thehub@andrew.cmu.edu and <http://www.cmu.edu/hub/>

The HUB is located in Warner Hall, Lower Level. The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payment, ID cards, and registration and academic records. The Assistant Directors in The HUB serve as contacts for

specific colleges and assist enrolled students with key aspects of the enrollment process. Student can find their assigned HUB Assistant Director on their Student Information Online (SIO) Resource page. Questions that need specialized, in-depth attention can be directed to the student's assigned Assistant Director. For general questions and information, students may email The HUB or call 412-268-8186.

6.2 Student Information Online (SIO)

Student Information Online (SIO) is a secure site where students can find important, personalized information, including E-Bills and student account information, financial aid status and eligibility, grades and QPA, and course schedules. Students can update their and their spouses or domestic partner's contact information, sign up for E-Check & E-Refund, authorize their spouses, domestic partners or other individual to receive a copy of their E-Bill, request verifications, view their housing and meal plan assignments, and much more. Students can log on to SIO by going to www.cmu.edu/hub/sio and entering their Andrew User ID and password.

On SIO, students are encouraged to keep their current local address up to date. 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.

It will designate an emergency contact address of a relative or family friend to be contacted in the case of an emergency. If students do not want their name and address published in the campus directory, they must notify the HUB in writing.

6.3 ID Cards

Graduate students can obtain their ID card from The HUB once they have been entered into SIO for the semester. These cards identify their holders as members of the campus community. Student cards are deactivated upon the cardholder's separation from the university.

Affiliate ID Cards are available for spouses and partners of graduate students that allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For information about domestic partner registration, visit the Office of the Dean of Students webpage: <https://www.cmu.edu/student-affairs/dean/domestic-partner/>.

For more information about student and affiliate ID cards (spouse, domestic partners and dependent children), please visit: <http://www.cmu.edu/idplus/idcards/sponsored.html>.

6.4 Transcripts

All units required for the Ph.D. degree, whether earned in residence or transferred from another institution, must be recorded on the transcript within ten years of the date on which the student enrolled in the program (CMU policy), or less if required by a more restrictive department, school, or college policy. This statutory period can be extended by the SCS Associate Dean for Graduate Education for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for the Ph.D. degree must be approved by the Department Head and by the SCS Associate Dean for Graduate Education. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

See also the 'Duration of Study' policy.

Information about and instructions for ordering transcripts are available at: <https://www.cmu.edu/hub/registrar/student-records/transcripts/index.html>

Transcript questions may be directed to cmuregistrar@andrew.cmu.edu.

6.5 Pittsburgh Council on Higher Education (PCHE) and Cross-registration

<https://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html>

Cross-registration provides an opportunity for enriched educational programs by permitting full-time graduate students to cross-register for courses (usually no more than one per semester) at a [Pittsburgh Council on Higher Education \(PCHE\)](#) Institution.

Full-time Carnegie Mellon degree students are eligible and the PCHE course may not count towards full-time status unless the student is enrolled in an inter-university program. Students interested in taking advantage of this opportunity should be familiar with the Policy on Grades for Transfer Courses already outlined previously in this handbook.

6.6 Student Privacy Rights and FERPA

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

This university policy notifies students of their rights under the federal Family Educational Rights and Privacy Act (FERPA). According to FERPA, students have the right to:

- inspect and review their education records

- request an amendment to their education record if they believe they are inaccurate or misleading
- request a hearing if their request for an amendment is not resolved to their satisfaction
- consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated

For questions about Student Privacy Rights, FERPA or filing a complaint, contact John Papinchak, University Registrar, jp7p@andrew.cmu.edu, in Enrollment Services.

6.7 Professional Development

[The Career and Professional Development Center \(CPDC\)](#) at Carnegie Mellon is a centralized career center staffed by a team of seasoned and highly-educated professionals who orchestrate the career exploration, experiential learning, and career networking needs of students and alumni.

CMU's career and professional development model is grounded in discipline-specific career development, experiential learning, and employer relations shaped by strong connections with the university's seven academic colleges. The center's success is founded upon a solid understanding of career and professional development theory, integration of technology, and an unwavering commitment to providing personalized attention towards meeting the unique individual needs of students, alumni, and employers. The CDPC is located on the Lower Level of the University Center, 412-268-2064.

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, Ph.D. 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/>.

6.8 University Libraries

<http://search.library.cmu.edu>

There are three main libraries at Carnegie Mellon: Hunt Library, Mellon Library, and the Sorrells Library with the combined mission of providing access and help to graduate students in finding the information needed, teaching graduate students to evaluate available information and use reliable sources. The libraries' digital resources and services, including off-campus/ wireless access to databases and e-journals, offer online access. There are also two neighboring libraries open to Carnegie Mellon graduate students: Carnegie Library of Pittsburgh and University of Pittsburgh Libraries. Visit the University Libraries website for information about all mentioned library locations and hours, on-line resources, and FAQ's.

6.9 Computing Services

[Computing Services](#) is located in Cyert Hall – Room 285. Computing Services develops, maintains, and supports the computing infrastructure for Carnegie Mellon students, faculty members and staff members. This includes the campus wired and wireless networks, public computer labs or “clusters,” cable television and telephone services, computing related documentation and support through the Help Center. In addition, Computing Services provides standard classroom technologies for over 100 lecture halls, classrooms, and seminar rooms across campus. The website contains additional information regarding The Help Center hours, location and contact information, computing cluster hours and location, the Carnegie Mellon web portal, computing security and policies and guidelines. Students can email the Help Center at it-help@cmu.edu or call 412-268-4357 (HELP) with questions and for assistance.

6.10 Family and Dependents Resources

The Graduate Student Assembly website maintains a resource page for spouses, domestic partners and families of graduate students: <https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html>, including The Student Parent Association, new mother rooms, and links to resources around campus and the Pittsburgh area.

Affiliate ID Cards are available for spouses and domestic partners of graduate students that allow them to access Carnegie Mellon’s campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For more information about student and affiliate ID cards, please visit: <http://www.cmu.edu/idplus/idcards/sponsored.html>.

6.11 Domestic Partner Registration

Carnegie Mellon extends certain benefits to domestic partners of students. Eligible students may elect benefits for their domestic partners through the registration process orchestrated by the Office of the Dean of Students, Warner Hall, room 321. Information regarding the benefits available for domestic partners, eligibility for domestic partner benefits, registration instructions and forms can be located at: <https://www.cmu.edu/student-affairs/dean/domestic-partner/index.html>.

6.12 Housing

The university does not currently offer housing to graduate students. The Office of Housing and Dining Services does provide community housing information to assist graduate students who are seeking housing in the communities surrounding the university, including information on the legal aspects of renting an apartment, moving checklists and the off-campus housing database. This information can be located at: <https://www.cmu.edu/housing/our-communities/index.html>.

6.13 Dining

www.cmu.edu/dining/

Dining services and operations are offered through the Office of Housing and Dining Services. The office operates dining locations open in and around campus. These locations offer flexible hours with options from the early morning through late night. The Dining Service website contains information about dining locations, hours of operation, graduate student dining plans forms, nutritional information, and daily specials for dining locations.’

6.14 Parking and Transportation

www.cmu.edu/parking/

Graduate students will find information about parking and availability, parking policies, transportation options and Port Authority Transit usage with a valid university ID on the Parking and Transportation Services site. The Parking and Transportation Services office is located in the East Campus Garage (by Forbes Avenue entrance). There is limited parking on campus and the varying permit rates can be found on the website. All parking areas of campus are either by permit, metered or by the hour in the garage. Parking and Transportation Services will ticket any car parked in a permit area without a permit or at an expired meter. The city monitors the metered parking along Margaret Morrison, Frew and Tech Streets and will ticket at expired meters as well.

The university offers shuttle and escort services operates in the evening/overnight and provides free transportation from campus to within a block of your home in the Oakland, Squirrel Hill, and Shadyside neighborhoods, as well as to university sites located outside of the main campus. The Escort Service offers vehicle routes within a radius of campus between 6:30 pm-4:15 am daily. You must show your CMU ID to board.

Information regarding up-to-date shuttle and escort schedules, pick-up/drop-off locations, routes and usage policies can be found at: <https://www.cmu.edu/parking/transport/escort.html> .

6.15 Copying, Printing, and Mailing Services

Tartan Ink offers community members easy access to UPS services, copy centers, printing and mailing services, and postal services. Tartan Ink is located on the Lower Level of the Cohon University Center. More information regarding these services, business hours, locations and contact information can be found on the Office of Tartan Ink website at: <https://www.cmu.edu/tartanink/aboutus/index.html>.

6.16 University Center

www.cmu.edu/university-center

The Jared L. Cohon University Center is a centerpiece of the campus that provides a space for special events, physical fitness, student organizations and various activities, as well as

accommodating retail and dining services. As the campus crossroads, the University Center functions as a place for students to interact, get involved and enjoy new experiences. Visit the University Center website for information about campus eateries, ATMs and PNC Bank, fitness rooms and schedules, retail stores, scheduling University Center space, the public prayer room, student organizations, and the Wright-Rogal Chapel.

The University Center Information Desk (first floor of the Cohon Center next to Wean Commons and Kirr Commons) is the location if you want to know about upcoming campus events or have questions about Carnegie Mellon in general, call the Information Desk at 412-268-2107. The Information Desk not only provides information about campus events, but also sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, and has information brochures about Pittsburgh and the campus.

6.17 Athletic/Fitness Facilities

www.cmu.edu/athletics

For the participant or the spectator, Carnegie Mellon offers intercollegiate athletics, intramural sports, physical education classes and club sports. The Athletics Department also offers aerobics classes in the University Center as well as occasional workshops and instruction related to fitness and health. The administrative offices are located in the Cohon University Fitness Center.

The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, aerobics room, fitness center and gym for basketball and volleyball. With renovations to Skibo Gym and the new Highmark Center for Health, Wellness, and Athletics scheduled for completion in 2024, the strength and conditioning facility has been temporarily placed on the lawn next to the outdoor basketball court close to the Donner locker rooms, Gesling Stadium, and Weigand Gymnasium. All users must present a valid CMU ID to use these facilities.

6.18 CMU Alert

www.cmu.edu/alert

CMU Alert sends voice and/or text messages to registered phones in the event of a campus emergency that threatens public safety or during tests of the system in the spring and fall semesters. Students are automatically registered for CMU-Alert using the current contact information that has been entered into the Student Information Online (SIO): <https://www.cmu.edu/hub/sio/about.html>.

Appendix A

2023-2024

Highlighted University Resources for Graduate Students

Note: The following pages are meant to broadly include only some of the resources available to graduate students. It is not an exhaustive appendix of resources, and students are strongly encouraged to visit the various websites linked below for the most up-to-date information.

A.1 Key Resources for Graduate Student Support

A.1.1 Office of Graduate and Postdoctoral Affairs

<https://www.cmu.edu/graduate> graded@cmu.edu

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community
-

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

A.1.2 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. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. 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 Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

A.1.3 The Division of Student Affairs

The Division of Student Affairs includes (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

A.1.4 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)

A.1.5 Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. The Office works to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 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 physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268- 6121.

A.1.6 Eberly Center for Teaching Excellence & Educational Innovation

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

The Eberly Center offers 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, Eberly's 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:

<https://www.cmu.edu/teaching/graduatestudentsupport/>

A.1.7 Graduate Student Assembly

<https://www.cmu.edu/stugov/gsa/>

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. GSA's recent accomplishments are a testament to their making a difference, and steps to implementing the vision laid out by the strategic plan.

<https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html>

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

A.1.8 Office of International Education (OIE)

<https://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, as well the repository for study abroad opportunities. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; 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 and pre-departure programs.

A.1.9 Veterans and Military Community

<https://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, and non-educational resources 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 urovaedbenefits@andrew.cmu.edu or 412-268-8747.

A.1.10 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, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

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

A.1.11 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>

A.2 Key Offices for Academic & Research Support

A.2.1 Computing and Information Resources

<https://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 ithelp@cmu.edu.

A.2.2 Student Academic Success Center

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

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

A.2.3 University Libraries

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

The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:

- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals, and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital

humanities.

A.2.4 Research at CMU

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

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 are found by visiting the Research at Carnegie Mellon website.

A.2.5 Office of Research Integrity & Compliance

<https://www.cmu.edu/research-compliance/>

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 provides consultation, advice, and review of allegations of research misconduct.

A.3 Key Offices for Health, Wellness & Safety

A.3.1 Counseling & Psychological Services

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

A.3.2 Health Services

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

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

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

A.3.3 Campus Wellness

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

At Carnegie Mellon, 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.

A.3.4 Religious and Spiritual Life Initiatives (RSLI)

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They 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. RSLI staff are available 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.

A.3.5 University Police

<https://www.cmu.edu/police/> x2323

The University Police Department is located at 4551 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 and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint 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. The report also contains 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 [x2323](tel:412-2323). The annual security and fire safety report is also available online at:

<https://www.cmu.edu/police/annualreports/>

A.3.6 Shuttle and Escort Services

<https://www.cmu.edu/parking/transport/>

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.

A.4 The WORD

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

The WORD is Carnegie Mellon University's online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. 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. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <https://www.cmu.edu/policies/>.