

**Societal Computing Ph.D. Program**

**At  
Carnegie Mellon University**

**James Herbsleb, Ph.D. Program Director  
Institute Software Research  
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**Note: The information contained in this graduate handbook focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.**

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## 1. Introduction and Overview

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

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

## 2. Advisors

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

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

There is flexibility in the kind of relationship a student has with his or her advisor.

While the advisor is a student's primary source of guidance, many students interact closely with faculty other than their formal advisor, for example as part of a research collaboration. A few students have two co-advisors.

Occasionally evolving research interests and other factors motivate changes in advising relationships. It is OK for students to request a change in advisors. Such changes are approved by the SC Ph.D. Program Director with agreement from the new advisor and a consensus about how to gracefully tie up any loose ends in the previous research project. Any non-courtesy Tenure Track or Research Track faculty member in SCS may serve as a sole advisor or co-advisor. In addition, faculty in other tracks, or in other schools, can serve as advisors with permission of the SC Ph.D. Program Director.

### 3. Directed Research

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

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

### 4. Course Requirements

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

#### 4.1 Transfer Courses & PCHE

Students who have taken Ph.D. level courses at Carnegie Mellon prior to entering the Societal Computing Ph.D. program may request credit for up to two courses, as long as the course as taken would satisfy one of the star course or elective program requirements. Grades will be recorded as for CMU courses taken while enrolled in the PhD program.

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross Registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon

University transcript will include information on such courses as follows: Carnegie Mellon courses and courses 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.

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

## 4.2 Four Area Star Requirements

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

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

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

A **17- Ph.D.** level (or masters with permission of instructor) course taught by Core SC faculty

- **17-733** (Previous 08-733)- Privacy, Policy, Law and Technology
- **17-734** (Previous 08-734) Usable Privacy and Security
- **17-737** (Previous 08-737) Artificial Intelligence Methods for Social Good
- **17-781** (Previous 08-781) Mobile & Pervasive Computing Services (must have permission to take as a PhD course)
- **17-801** (Previous 08-801) Dynamic Network Analysis
- **17-803** (Previous 08-803) Empirical Methods for Socio-Technical Research
- **17-735** (Previous 08-605 & 08-805) Engineering Privacy In Software
- **17-821** (Previous 08-810) Computational Modeling of Complex Socio-Technical Systems
- **17-840** (Previous 08-840) Green Computing
- **17-996** (Previous 08-996) SC Independent Study (with a core SC faculty, not your advisor)

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

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

- **05-834** Applied Machine Learning
- **17-737** (Previous 08-737) Artificial Intelligence Methods for Social Good
- **17-821** (Previous 08-810) Computer Simulation of Complex Socio-Technical Systems
- **10-701/15-781** Machine Learning
- **10-715** Advanced Introduction to Machine Learning

- **15-750** Algorithms
- **15-780** Advanced AI Concepts
- **15-830** Computational Methods in Sustainable Energy
- **15-853** Algorithms in the Real World

### **Policy and Management (12 Units Star Course Required)**

Address issues of management and policy. Methods courses are not allowed in this area.

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

### **Statistics (12 Units Star Course Required)**

Address issues of statistical data analysis. These are meant to provide methodological skill in statistics.

- **10-702** Statistical Machine Learning
- **36-705** Intermediate Statistics
- **36-749** Experimental Design for Behavioral & Social Sciences
- **90-906** Intro Econometric Theory
- **94-834** Applied Econometrics I
- **94-835** Applied Econometrics II

## **4.3 Process for Requesting Approval for New Star Courses**

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

SC Ph.D. students may request that the faculty approve an additional course in one of the star categories. In general, if the request is approved, the course will be added to the list for other students to take for star credit. When a request is student-initiated, it is the student's responsibility to make a case supporting

STAR status. Students should submit a request to the Head of the SC Ph.D. program, Jim Herbsleb, and the SC Ph.D. Program Manager, Connie Herold using the following template:

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

Given sufficient information, requests received by the faculty should generally receive a response within 2 weeks, if the request is made during a regular academic semester. Star credit should generally be requested at least 2 weeks before the end of the semester before taking a course, and preferably 2 weeks before the beginning of the registration period. This ensures students can register for a course before it fills up, and avoid spending time on a course that is not in the end approved.

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

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

#### **4.4 Thirty-Six Elective Units**

All students are required to take a minimum of 36 units of Ph.D. level electives. These electives provide depth in an area of relevance to the student. This requirement can be filled by a combination of mini's (6 unit) and full (12 unit) courses. Please note that courses must be at the level of 08-700 or above to count as a SC elective. These electives can be drawn from a variety of sources:

- A specialized independent study on a topic for which there is not a regularly offered course. At most 12 units of independent study can count toward the SC elective requirement.
- Additional courses in SC
- Additional courses in SCS



- Additional Ph.D. level courses at CMU or University of Pittsburgh. At most one can be a course at the University of Pittsburgh.
- SC Practicum Internship (3 Units) \*\* Please note students must write a brief description of what was accomplished during the internship for elective credit, and graded by their advisor. Internships that require CPT approval are required to match the CMU academic schedule, if not students may be required to take OPT for the non-matching time.

**4.5 Eighteen Units of Societal Computing Practicum -  
Course 17-994 Fall Semester (6 Units) Spring Semester (12 Units) -Students must take this course in the fall and the spring semesters for a total of 18 Units.**

Practicum Syllabus below:

*Societal Computing Topics*

- Literature review. Write a literature review, working with advisor to pick topic and identify research questions. Writing includes critiquing papers being synthesized in the review. This is intended to be a “short form” literature review of approximately 2-4 pages, of the sort that typically introduces a conference paper.
- What makes good interdisciplinary research? While each research group focuses continuously on this topic, the practicum will provide a broader view, e.g., by inviting a senior researcher from ISR or SCS to share reflections on their own research strategies, key choices they made in their careers, and advice they can offer budding researchers.
- What is SC about? Hear from and interact with SC faculty members to see the breadth of research topics, methods, and policy concerns within SC.

*Skills*

- Presentation skills. This includes presenting a literature review, an elevator speech, and talking to a general audience. Senior students should be involved in critiquing and helping younger students.
- Giving feedback and critiquing. Not only is speaking important, but active listening and skill and constructive critiquing are important skills that the practicum should develop.
- Writing and presentation software. Learning “power user” skills for writing and presentation software used by most academics, such as Latex, Word, PowerPoint.
- Human subjects. Students should go through the process of preparing an IRB application. Senior students can share their experiences with IRB and human subjects in general.
- Time management. There are several possible approaches to this topic including bringing in an outside expert, or facilitating a roundtable discussion with senior students.
- Ethics. Students should learn about CMU’s policy on plagiarism, as well as ethical considerations for authorship and author order, and more generally the ethics of their profession.
- Teaming. Students should learn group skills, conflict resolution, and negotiation skills, possibly via an outside expert or discussion by faculty and senior students.
- Grant proposal. Writing a compelling grant proposal is a skill that is vital to the careers of most of our graduates, whether they go to industry or academia. Advisors are urged to involve their students in the proposals they write, but there is also a role for developing this skill in the practicum.

## **4.6 Societal Computing Pre-Thesis Course 08-802 -(6 Units)**

The Societal Computing Pre-Thesis course (08-802) is provided by each Societal Computing adviser to coach the student in preparing, presenting, and passing a thesis proposal. The proposal will generally occur in the semester where this course is taken. If it is not, then, at the adviser's discretion, an incomplete may be granted. In that case, in accordance with university policy, the course must be completed (and the thesis passed) no later than the last day of the following semester, or the default grade will be awarded.

## **5. Written and Oral Communication Skills**

To be a well-rounded computer scientist each student should have not just basic knowledge, but also the abilities

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

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

### **5.1 Writing Proficiency**

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

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

### **5.2 Speaking Proficiency**

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

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

Approval is typically determined during the student Black Friday semi-annual review.

## **6. Computational Thinking**

To fulfill the computational thinking and programming requirement for the Ph.D. degree the student must:

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

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

## 7. Teaching Requirement

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

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

Approval is typically determined during the student Black Friday semi-annual review.

### 7.1 Proficiency requirements for TAs who are non native English Speakers

Evaluation and Certification of English Fluency for instructors: Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>

The fluency of all instructional personnel will be determined by passing the ITA test.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any nonnative speaker of English), the Intercultural Communication Center (ICC) helps teaching assistants who are non native speakers develop fluency and cultural understanding to teach successfully at English

Carnegie Mellon. Visit the ICC website for additional information: [www.cmu.edu/icc](http://www.cmu.edu/icc).

Responsibilities of a T/A will vary from grading, recitation leader, teaching assistant, etc.

## 8. The Thesis Process

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

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

### 8.1 Thesis Proposal

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

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

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

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

Any included list of references or bibliography should serve the purpose of supporting the assessment of the state of the art and the student's personal qualifications.

To provide ample notice to the public, at least one week in advance of the oral presentation, students should provide the Graduate Program Administrator with one hard copy of the thesis proposal, an on-line copy of the proposal's abstract, and a list of the thesis committee members, including the external member. The Graduate Programs Administrator posts the public announcement of the thesis proposal presentation.

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

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

## **8.2 Time to Degree Policy**

Students who began in the Ph.D. program prior to June 1, 2011 must complete all requirements for the PhD within a maximum of seven full academic years from their ABD/ABS status, unless terminated earlier by conferral of the degree or by academic or administrative action.

Students who began in the Ph.D. program after June 1st, 2011 must complete all requirements for the P.h.D. with a maximum of ten years from original matriculation as a doctoral student, unless terminated earlier by conferral of the degree or by academic or administrative action.

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.

*Doctoral Student Status Policy:*

<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>

## **8.3 Residency Policy**

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

## **8.4 All But Dissertation (ABD) Policy**

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

Time to Degree: Once students achieve ABD status, students who began in the PhD program prior to June 1, 2011 must complete all requirements for the PhD within a maximum of seven full academic years, unless terminated earlier by conferral of the degree or by academic or administrative action.

Students who began in the PhD program after June 1, 2011 must complete all requirements for the PhD within a maximum of ten years from original matriculation as a doctoral student, unless terminated earlier by conferral of the degree or by academic or administrative action.

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. An ABD candidate may choose to continue as a regular student In Residence, or to be In Absentia (ABS). Please see the University policy:

<http://www.cmu.edu/policies/deleted-changed-policies/doctoral-candidate-abd.html>

ABS - Off Campus: Students who leave CMU but plan to continue working on the thesis will be classified as ABS. These students should not require substantial use of university resources, but are permitted use of the libraries and consultation with faculty or students as necessary. While a candidate is ABS are required to pay the university technical fee each semester. No formal enrollment or payment of tuition is

required, with the exception of the academic semester in which the degree requirements are completed. A candidate who is ABS is required to enroll for a minimum of five units during the academic semester in which the degree requirements are completed. Charges for these units are the responsibility of the candidate.

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

ABD - On Campus: Students who are self-supporting and are in ABD status may remain on campus to complete the thesis. They must register and pay for a minimum of five units each semester. However, students who receive a stipend predicated on their status as a graduate student and paid by or administered by the university will be required to register for a minimum of 36 research units. Nearly every ABD student in CS falls into this latter category.

## **8.5 Thesis Committee**

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

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

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

## **8.6 Thesis**

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

## **8.7 Thesis Defense**

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

Before the thesis defense, the entire thesis committee is expected to have read the entire thesis, to have given comments to the candidate, and to have given approval for scheduling the public defense. This means that a copy of the complete thesis document should be provided to the whole thesis committee a minimum six weeks in advance of any proposed date for the defense. Significant deviations from this rule

must be approved by the Director of Graduate Programs. Committee members should meet briefly before the thesis presentation to discuss any issues.

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

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

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

## **8.8 Graduation Certification Process and Degree Title**

The Graduate Programs Administrator maintains a checklist of procedures for scheduling the thesis oral presentation and completing the other requirements for graduation. The Graduate Programs Administrator certifies fulfillment of requirements for graduation only when the final version of the thesis has been approved by the thesis committee, the Department Head, and the Dean. Students are not allowed to participate in commencement exercises unless final certification has been made.

If the final copy of the thesis is not submitted within one year of the thesis defense, the faculty may require a second defense before making a final certification.

## **9. Master's Degrees**

We will grant a current Societal Computing student a Masters Degree on their way to a Ph.D. Students must request the degree and have completed the following: Star courses (48 Units), Elective Courses, (36 Units), Practicum (18 Units) and any one (1) skill requirement of Speaking, Writing or Computational.

## **10. Community Spirit**

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

students and advisors, among faculty, and among students. Many working relationships turn into friendships for life.

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

## **11. Student Support and Outside Employment**

### **11.1 Academic Year Support**

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

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

### **11.2 Summer Support and Internships**

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

Students who participate in relevant Societal Computing internships may remain an active student by taking the 08-995 Practicum Internship course. Students may count 3 units towards their elective units. A student who is requesting this must turn in a write up to their current advisor regarding their summer internship and it will be graded.

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



### **11.3 Vacations & Time-Off Example**

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

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

\*University Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day

### **11.4 Consulting and Outside Employment**

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

1. The consulting task is relevant to the student's thesis work or a Carnegie Mellon research project.
2. The student has exceptional financial obligations.

Consulting is normally limited to a maximum of one day per week.

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

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

## 12. Leave of Absence

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

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

## 13. Evaluation of Students' Progress

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

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

### 13.1 Components and Indicators

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

needs:

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

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

### **13.2 Recommendations**

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

### **13.3 Grades**

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

#### **CMU Grade Policy:**

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards

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

## 14. Problems/Withdraw

### 14.1 Points of Contact

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

### 14.2 The Ombudsperson

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

The ombudsperson's role and responsibilities are:

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

Currently the ombudsperson in Societal Computing is **Mary Shaw**.

### 14.3 Withdraw from Program

#### Withdrawal of Degree. University Policy

<https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>

#### Process for 'Withdrawal' from Program. University process

<https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

## 15. Time Estimates

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

#### Sample Schedule 1

Fall 1	Spring 1
SC Practicum 08-803	SC Practicum 08-998
Star Course (any category)	Star Course (any category)

SC Reading & Research	SC Reading & Research
<b>Fall 2</b>	<b>Spring 2</b>
Star Course (any category)	SC Practicum 08-998
Elective Course	Elective Course
SC Reading & Research	TA-ing
	SC Reading & Research
<b>Fall 3</b>	<b>Spring 3</b>
Star Course (any category)	Elective Course
TA-ing	
SC Reading & Research	

### Sample Schedule 2

Fall 1	Spring 1
SC Practicum 08-803	SC Practicum 08-998
Star Course (any category)	TA-ing
Elective Course	SC Reading & Research
SC Reading & Research	
<b>Fall 2</b>	<b>Spring 2</b>
Star Course (any category)	SC Reading & Research
Elective Course	TA-ing
SC Reading & Research	
<b>Fall 3</b>	<b>Spring 3</b>
Star Course (any category)	SC Reading & Research
Elective Course	TA-ing
SC Reading & Research	

## 16. Independent Study/ Directed Reading

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

## 17. Academic Integrity

Please review the University expectations at:

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

Please review the entire policy:

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

Department Expectations

We follow the university policy and protocol for academic integrity.

University-wide Protocol <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/grads.html>

Graduate Student Appeal and Grievance Procedures

<http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

## 18. University Policies & Expectations

This section provides an overview of a number of important University-level policies that apply to graduate students. It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: <http://www.cmu.edu/student-affairs/theword/>
- Academic Integrity Website: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>
- University Policies Website: <http://www.cmu.edu/policies/>
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/>

### 18.1 Carnegie Mellon University Statement of Assurance

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

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

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

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

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

## **18.2 The Carnegie Mellon Code**

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

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

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

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

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

The Carnegie Mellon Code can also be found online at:

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

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

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

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

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

## **18.4 Maternity Accommodation Protocol**

[https://www.cmu.edu/student-affairs/theword/acad\\_standards/creative/studentmaternityprotocol.html](https://www.cmu.edu/student-affairs/theword/acad_standards/creative/studentmaternityprotocol.html)

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

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

## **18.5 Policy Against Sexual Harassment and Sexual Assault**

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at:

[http://www.cmu.edu/policies/documents/SA\\_SH.htm](http://www.cmu.edu/policies/documents/SA_SH.htm) If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Office of Title IX Initiatives, <http://www.cmu.edu/titleix/>, 412-268-7125



- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

## 18.6 Other University Policies and Procedures

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

- The University Policy on Grades: <http://www.cmu.edu/policies/documents/Grades.html>
- Academic Integrity <http://www.cmu.edu/academic-integrity/>
- Graduate Student Appeal and Grievance Procedures <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

## 18.7 Enrollment Verification

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at: <http://www.cmu.edu/hub/records/verifications/> .

## 18.8 Summary of Graduate Student Appeal and Grievance Procedures

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

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

## 19.0 Change of Address

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

## APPENDIX A

### Key Offices for Graduate Student Support

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

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

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

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

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

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

- ♣ Conference Funding Grants
- ♣ Graduate Small Project Help (GuSH) Research Funding
- ♣ Graduate Student Professional Development: seminars, workshops and resources

#### Office of the Dean of Student Affairs

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

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- ♣ Athletics
- ♣ Career and Professional Development Center
- ♣ Cohon University Center
- ♣ Counseling & Psychological Services (CaPS)

- ♣ Dining Services
- ♣ Housing Services
- ♣ Office of Community Standards and Integrity
- ♣ Office of Student Leadership, Involvement, and Civic Engagement
- ♣ University Health Services
- ♣ Wellness Initiatives

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

The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

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

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

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

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

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

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

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

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

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

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

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

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students is found at

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

### **Carnegie Mellon Ethics Hotline**

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

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

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

### **Graduate Student Assembly**

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

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, 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 also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, <http://www.cmu.edu/stugov/gsa/resources/index.html>. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

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

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

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers

(international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

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

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

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

### **Veterans and Military Community**

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

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

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

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

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

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at [it-help@cmu.edu](mailto:it-help@cmu.edu).

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at:

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

#### **Research at CMU**

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

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

Office of Research Integrity & Compliance

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

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

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

#### **Counseling & Psychological Services**

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

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

#### **Health Services**

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

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. 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. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

#### **Campus Wellness**

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

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all

wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

### **University Police**

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

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

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

### **Shuttle and Escort Services**

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

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at <https://www.cmu.edu/police/Fire%20and%20Safety%20Reports.html>.

### **The WORD**

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

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

Carnegie Mellon Vision, Mission

Carnegie Code

Academic Standards, Policies and Procedures

    Educational Goals

    Academic and Individual Freedom

    Statement on Academic Integrity

    Standards for Academic & Creative Life

Assistance for Individuals with Disabilities

Master's Student Statute of Limitations

Conduct of Classes

Copyright Policy

Cross-college & University Registration  
Doctoral Student Status Policy  
Evaluation & Certification of English Fluency for Instructors  
Final Exams for Graduate Courses  
Grading Policies  
Intellectual Property Policy  
Privacy Rights of Students  
    Research  
        Human Subjects in Research  
Office of Research Integrity & Compliance  
Office of Sponsored Programs  
Policy for Handling Alleged Misconduct of Research  
Policy on Restricted Research  
Student's Rights  
Tax Status of Graduate Student Awards

Campus Resources & Opportunities  
    Alumni Relations  
Assistance for Individuals with Disabilities  
    Athletics, Physical Fitness & Recreation  
    Carnegie Mellon ID Cards and Services  
Cohon University Center  
    Copying, Printing & Mailing  
    Division of Student Affairs  
    Domestic Partner Registration  
    Emergency Student Loan Program  
    Gender Programs & Resources  
    Health Services  
    Dining Services  
    The HUB Student Services Center  
ID Card Services  
Leonard Gelfand Center  
    LGBTQ Resources  
Multicultural and Diversity Initiatives  
    Opportunities for Involvement  
    Parking and Transportation Services  
Shuttle and Escort Services  
    Spiritual Development  
University Police  
Student Activities  
    University Stores  
Community Standards, Policies and Procedures  
    Alcohol and Drugs Policy  
    AIDS Policy  
    Bicycle/Wheeled Transportation Policy  
    Damage to Carnegie Mellon Property  
    Deadly Weapons  
    Discriminatory Harassment



Disorderly Conduct  
Equal Opportunity/Affirmative Action Policy  
Freedom of Expression Policy  
Health Insurance Policy  
Immunization Policy  
Missing Student Protocol  
Non-Discrimination Policy  
On-Campus Emergencies  
Pets  
Political Activities  
Recycling Policy  
Riotous and Disorderly Behavior  
Safety Hazards  
Scheduling and Use of University Facilities  
Sexual Harassment and Sexual Assault Policy  
Smoking Policy  
Student Accounts Receivable and Collection Policy and Procedures  
Student Activities Fee  
Student Enterprises  
Workplace Threats and Violence Policy  
Statement of Assurance

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