

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

Graduate Student Handbook

Academic Year 2023-2024

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Welcome

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

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

While this handbook and your college graduate student handbook are specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Office of Graduate and Postdoctoral Affairs, the Office of the Dean of Students, and others are included in Appendix A of this handbook.

Vision, Mission & Philosophy

Vision

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

Mission

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.

Philosophy

The programs MSIT Privacy Engineering programs combine the best and most successful elements gleaned from Carnegie Mellon University's long and distinguished history of professional masters' programs.

Technology, Privacy Engineering".

Degrees Offered

The 12-month track concludes with a summer-long learning-by-doing, capstone project, where students will be brought in as privacy consultants to work on client projects. The 16-month track allows students the option to work a summer internship and graduate the following December. Students who complete these programs will be well prepared for jobs as privacy engineers and technical.

privacy managers and will receive the degree of "Master of Science in Information Technology, Privacy Engineering".

Additionally, there is the part-time program. This program gives students remote access to the exact same classes as full-time students. All lectures are video-taped, giving students the flexibility of watching lectures at their own convenience. Part-time students benefit from additional support in the form of evening recitations and office hours scheduled to simultaneously accommodate both West Coast and East Coast students. The part-time program can be completed in as little as 24 months if a student enrolls in 27 units per semester - the equivalent of two full-semester courses and a seminar.

Using the Graduate Student Handbook

Within this handbook students can find information on university and program policies and resources as well as information on the curriculum, coursework, and expectations of the MSIT Privacy Engineering Program. Further information on these topics can be found on the Privacy Engineering website: <https://privacy.cs.cmu.edu/masters/index.html>

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 university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 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 the 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 <https://www.cmu.edu/title-ix/>.

The Carnegie Mellon Code

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

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

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

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

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

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

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

University Policies & Expectations

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

- The Word/Student Handbook:
<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>
- Additional Policy Resources (e.g. college/department specific policies)

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.

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.

Departmental Information

Departmental Personnel

While the MSIT-PE program is offered jointly by the College of Engineering and the School of Computer Science, it is administered by the Software and Societal Systems Department (S3D) within the School of Computer Science (SCS).

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

MSIT-PE Directors

Co-Director, Prof. Lorrie Cranor – Collaborative Innovation Center (CIC) 2107,

lorrie@cs.cmu.edu

Co-Director, Prof. Norman Sadeh – TCS Hall 440, sadeh@cs.cmu.edu

Associate Director, Prof. Hana Habib – TCS Hall 442 htq@andrew.cmu.edu

MSIT-PE Staff

Mr. Adam Miller – Academic Coordinator- adamm2@andrew.cmu.edu

412-268-8990 – TCS Hall 231

Ms. Linda Moreci (to schedule a meeting with Professor Sadeh) laf20@cs.cmu.edu –
412-268-9934

Departmental Resources

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

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

Master's Degree Completion and Certification

Full Time

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

1. 66 units of core courses
 - o [\(17-662\) Law of Computer Technology](#) - 6 units
 - o [\(17-631\) Information Security and Privacy](#) - 12 units
 - o [\(17-733\) Privacy Policy, Law, and technology](#) – 12 units

- o [\(17-731\) Foundations of Privacy](#) – 12 units
 - o [\(17-734\) Usable Privacy and Security](#) – 12 units
 - o [\(17-735\) Engineering Privacy in Software](#) – 12 units
 - o (17-609) Internship for Privacy Engineering – 3 units (taken during 16 month track)
2. Current Topics in Privacy Seminar - 3 units each in fall and spring semester. 3 units in the fall semester for students returning from summer internship.
 3. 12 units of approved technical electives
 4. 30 units of approved general electives
 5. 48-unit privacy-by-design project course: Includes 6-unit Privacy-by-design Workshop course and 42 unit Privacy-by-design Practicum project
 6. GPA requirement: Student must maintain a 3.0 GPA in courses used for the requirements above.

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

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

Students are not permitted to take more than 60 units of courses in any semester unless cleared with their academic advisor.

The degree title that will appear on student diplomas will be *Master of Science-Information Technology Privacy Engineering*.

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

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Part Time

The Master in Privacy Engineering program is a program designed for part-time students and is delivered online. Students who are in Pittsburgh are also welcome to attend classes in person. The program requires 159 units and can be completed in as little as: six semesters – or 2 years. To complete the program in 6 semesters, students need to take 27 units per semester for 5 semesters and 24 units for 1 semester. Students can also opt to take lower load in which case they will just take longer to graduate. All students are required to enroll in the privacy seminar for a minimum of 4 semesters. Students enrolled in this part time track will typically begin in the fall semester and have the ability to complete their degree by the end of the summer semester of their second year in the program - in August. Students admitted to the program are expected to discuss their course schedule with the program directors before the start of each semester. All students must complete a minimum of 159 units to complete their degree. Students may take additional electives or substitute required courses when they have previously taken equivalent courses, **if approved by the program directors**. All students are expected to take a total of 36 units for the privacy-by-design practicum project course and 6 units of the privacy-by-design workshop (17-607). In other words, no one will be

exempted from the privacy-by-design practicum project and workshop course requirements or allowed to take a substitute course.

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

Upon entering the program, each student will be assigned an academic advisor. Part-time students are not permitted to take more than 30 units of courses in any semester unless cleared with their academic advisor.

The degree title that will appear on student diplomas will be *Master in Privacy Engineering*.

A sample schedule for completing the program is provided at:

<https://privacy.cs.cmu.edu/masters/plan/index.html>

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

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

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

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

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

Independent Study. An “independent study” can be designed by the student and a faculty to cover the study of a particular area of interest to the student and is used when there is no formal course available in that

subject area. Independent study is also used for students interested in continuing to a Ph.D. degree since it offers the opportunity to work directly with a faculty member.

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

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

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

Internship Requirements. *Students who wish to take a summer internship must be enrolled in the MSIT-Privacy Engineering Practice 16-month track and will be required to register for the 3 unit course Internship for Privacy Engineering (17-609).* This option is open to all students, US.

and International. International students who wish to take a summer internship must consult with the Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract. More information on this option can be found on the Office of International Education website at: <http://www.cmu.edu/oie/forstu/jobs.html>.

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

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

1. Discuss the matter with the course instructor; provide evidence that the grade issued was not the grade earned.
2. If the instructor agrees, the student should contact the program administrator to process a Change of Grade Form in order to correct the grade that was issued in error. Generally, the instructor is the final authority for a course grade.
See <https://www.cmu.edu/policies/studentand-student-life/grading.html> for more details.
3. If a grade has not been assigned, please notify the course instructor for the completion of a Missing Grade Form.

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

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

Verification of Enrollment

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:

<https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html>

Full-time Status and Part-time Status. Students admitted to the program as part-time students should discuss their course schedule with the program directors. They will have the option of completing the capstone project over two semesters. Note that 36 units is required for students to be full time. International students must be in Full-time status for all semesters and need to consult the Office of International Education if they may not be in full time status.

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

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

Additional Department Policies and Protocols

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

Process for Appealing Final Grades https://www.cmu.edu/graduate/policies/appeal_grievance-procedures.html 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.

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

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

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, 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-

Sexual Misconduct Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking and violation of protective measures. 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

<http://www.cmu.edu/title-ix/>

412-268-7125

institutionalequity@cmu.edu

- University Police

<https://www.cmu.edu/police/>
412-268-2323

Additional resources and information can be found at:

<https://www.cmu.edu/title-ix/resources-and-information/index.html>

Gestational and Parental Accommodations

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

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page 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.

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.

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.

Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

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.

Additional Department and University Policies and Protocols

Verification of Enrollment

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:

<https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html>

Change of Address

Departments are asked to encourage students 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.

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.

"Grandfather" Policy

- When policies are changed it is because the Program believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

Financial Emergencies

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

Additional Sources of Financial Aid for International Students

- The following information is designed to help international students in the search for additional sources of financial aid for attendance at SAIS. This list includes a Fellowship Program from the Institute of International Education, a number of Loan Programs, and relevant websites and online sources of information.

Grants and scholarships:

- 1. Institute of International Education (IIE)
- The IIE is a nonprofit organization that promotes international education. They provide information about the Fulbright Program on their website: www.iie.org. Number and amount of grants differs from country to country. They also publish several useful guides, including *Funding for US Study: A guide for Foreign Nationals*, *English Language Orientation Programs* (a guide to ESL programs in the US), and *Academic Year Abroad*. Books can be ordered through e-mail to iie-books@iie.org.
- You may also write to:
- Institute of International Education (IIE)
- 809 United Nations Plaza
- New York, NY 10017-3580
- 2. Ford Foundation International Fellowship Program (IFP)
- The Foundation sponsors three minority graduate fellowship programs - predoctoral, doctoral, and postdoctoral - through the National Research Council. For information write or call the
- National Research Council
- 2101 Constitution Avenue
- Washington, DC
- 20418 tel: (202)
- 334-2872
- The IFP provides support for up to three years of formal graduate-level study. Fellows will be selected from countries in Africa and the Middle East, Asia, Latin America, and Russia where the foundation maintains active overseas programs. U.S. nationals are not eligible, although fellows may study in the United States. IFP Fellows must be
- nationals of eligible countries. Please refer to the following website for more detailed information concerning the application process, eligible candidates, and IFP requirements: www.fordfound.org.
- International students may find the information on the websites below helpful in researching funding sources:
 - www.internationalscholarships.com
 - www.edupass.org
 - www.educationusa.state.gov
 - [Native Leadership Scholarship](#) (women only)
 - <http://www.onsf.uconn.edu/find-scholarships/opportunities-for-non-us-citizens/>
 - [International Options.pdf](#)
-

Conference Funding

Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/index.html>

Research Funding

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/research-funding/index.html>

Availability of Summer Employment

International students must contact the Office of International Education (OIE) regarding their ability to hold employment.

University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

NOTE: Tepper and Heinz should edit and include the applicable financial aid information in the department handbook.

Appendix A

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

Key Offices for Graduate Student Support

Graduate Education Office

www.cmu.edu/graduate; grad-ed@cmu.edu

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

- Resources offered through the Graduate Education Office include- but are not limited to: ▪
- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students.
 - Bi-monthly email to all graduate students with information on activities, resources and opportunities
 - Professional Development Seminars and Workshops
 - GSA/Provost Conference Funding Grants
 - GSA/Provost Small Research Grants (GuSH)
 - Consultations on all issues related to the graduate student experience

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

Office of the Dean of Students

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

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the division of student affairs which includes the following offices and departments (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services

- Office of Community Standards and Integrity (OCSI)

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- Office of Student Leadership, Involvement, and Civic Engagement (SLICE) ▪
University Health Services (UHS)
- Wellness Initiatives

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

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

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

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

Center for Student Diversity & Inclusion

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

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

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

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

Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable.

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accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation process.

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

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH

Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at gsa@cmu.edu to get

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involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Intercultural Communication Center (ICC)

www.cmu.edu/icc/

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

Office of International Education (OIE)

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

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

Veterans and Military Community

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

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

Carnegie Mellon Ethics Hotline

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

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

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

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

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

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

Academic Coaching/Consulting - The Office of Academic Development

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

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

- Self-Management
 - o Developing and/or adjusting your organizational system
 - o Managing time and combating stress and procrastination
 - o Prioritization and decision making
 - o Advancing mindset, self-efficacy, and belongingness

- o Balancing coursework, research, and professional development opportunities ▪

Study Skills

- o Identifying and modifying your learning process
- o Metacognition
- o Test-taking and note-taking strategies
- o Content comprehension and retention

Computing and Information Resources

www.cmu.edu/computing

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

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or [it help@cmu.edu](mailto:help@cmu.edu).

Global Communication Center

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

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

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

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

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

Research at CMU

www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty

development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/Healthservices/

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

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

Campus Wellness

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

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

Be Well monthly newsletter via bit.ly/BeWellatCMU or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

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

University Police

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

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

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

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

Shuttle and Escort Services

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

The WORD

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

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

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code

Academic Standards, Policies and Procedures

- Educational Goals
- Academic and Individual Freedom
- Statement on Academic Integrity Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations
- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center

Copying, Printing & Mailing
Division of Student Affairs
Domestic Partner Registration
Emergency Student Loan Program
Gender Programs & Resources
Health Services
Dining Services
The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
LGBTQ Resources
Multicultural and Diversity Initiatives
Opportunities for Involvement
Parking and Transportation Services
Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores

Community Standards, Policies and Procedures

Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property Deadly
Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy
Immunization Policy
Missing Student Protocol Non
Discrimination Policy On
Campus Emergencies Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and
Procedures Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy

