



Electrical & Computer Engineering

2015-2016 Student Handbook

For students entering the Masters of Science in Electrical &

Computer Engineering: Pittsburgh, Silicon Valley, Rwanda, or Technology Enhanced
and Master of Science in Software Engineering: Silicon Valley

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Welcome to Electrical & Computer Engineering

Welcome to the Department of Electrical and Computer Engineering at Carnegie Mellon University, a large and dynamic organization engaged in education, research, and entrepreneurship on a truly global scale, with locations and programs in Pittsburgh, Silicon Valley, Portugal, Rwanda, Singapore, and China. The 2015 US News and World Report ranks our graduate research programs in electrical and computer engineering 8th and 4th in the nation, respectively.

Since offering our first course in electrical engineering in 1908, the Department of Electrical and Computer Engineering has become one of the leading world programs preparing students for a number of diverse careers. Our distinguished faculty includes members of the National Academy of Engineering and works closely with students who come from throughout the United States and the world. Our research and teaching cover a broad spectrum of areas including device sciences and nanotechnology, computer systems, data science, energy, control, communications, and circuits, among others. Our electrical and computer engineers continue to push the boundaries of technology and shape the future of energy systems, hospitals, computers, and many others.

I hope you will browse through this handbook and our website and learn more about our department. Please contact us if you have any questions or comments.

Sincerely,

A handwritten signature in cursive script, reading "Jelena Kovačević".

Jelena Kovačević
Department Head, David Edward Schramm Professor
Electrical & Computer Engineering

ECE Vision, Mission, Goals, Values & Philosophy

Vision

We envision a department (faculty, staff, and students) that:

- Is helping to define, make an impact on, and lead in the field of electrical and computer engineering through its education and research agendas.
- Is committed to education that will influence the direction of the field and society.
- Will make a contribution to society through its research agenda.
- Is a diverse and stimulating intellectual environment wherein faculty, students, and staff can thrive and grow.

Mission

The mission of the ECE department is to:

- Create and disseminate knowledge of electrical and computer systems and technologies in a manner that impacts the direction of the field, industrial practice, and society.
- Educate and train students so that they have the knowledge to enter the marketplace and the skills to continually enhance this knowledge, and provide leadership in industry, academia, and government.

Goals

The common goals of the ECE department are the advancement and development of methodologies and technologies to:

- Build devices for sensing, computing, communication, and storage of information.
- Build systems of computers and systems with computers for computing, sensing, communication, control, storage, and intelligent processing of information:
 - Of computers (distributed computing, security, networking, etc.).
 - For computers (VLSI chips, data storage, sensors, MEMS, electronic devices, etc.).
 - By/with computers (design, simulation, signal processing and sensor exploitation, embedded systems, etc.).

Values & Philosophy

We believe in:

- Training our students to be leaders, technically and ethically.
- Emphasizing multidisciplinary activity in both education and research.
- Quality in teaching, research, and daily operations.
- Exposing our students to timely, practical problems, while inculcating fundamental problem-solving skills and experimental skills that will last their whole career.
- Maintaining a friendly, supportive, and diverse environment that encourages our faculty, students, and staff to achieve their best

General Guidelines

Graduate Degrees and Programs Offered

Master of Science in Electrical and Computer Engineering

- Pittsburgh
- Silicon Valley
- Rwanda
- China (Joint Institute of Engineering with SYSU)
- Portugal (MS/MBA with University of Porto Business School)

Master of Science in Software Engineering

- Silicon Valley

Doctor of Philosophy in Electrical and Computer Engineering

- Pittsburgh
- Silicon Valley
- Portugal (ICTI)
- China (Joint Institute of Engineering with SYSU)

Graduate Student Handbook

This handbook is intended to set guidelines and expectations for new and current Master degree students in Electrical and Computer Engineering at Carnegie Mellon University. This handbook is not exhaustive and is subject to revision at any time by the ECE department. It is the responsibility of each student to read and understand the contents of this handbook.

This handbook, along with any revisions, will be posted annually to the ECE website: <http://www.ece.cmu.edu/>. Students with disabilities may request this handbook in other formats by contacting the Graduate Affairs Office.

University Policies & Expectations

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

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- Carnegie Institute of Technology Website: http://engineering.cmu.edu/current_students/graduates/graduate_studies.html
- Please see Appendix A for additional information about The Word and University resources.

Carnegie Mellon University Statement of Assurance

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

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

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

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

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

The Carnegie Mellon Code

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

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

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

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

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

The Carnegie Mellon Code can also be found online at:

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

Departmental Information

Department Personnel

Throughout your time in the MS program, you will encounter a variety of [faculty](#) and [staff](#) who will help you on your way to success.

- *Dean of the College of Engineering:* [Professor James H. Garrett](#), Scaife Hall 110
- *Associate Dean of Graduate and Faculty Affairs:* [Professor Vijayakumar Bhagavatula](#), Scaife Hall 110
- *Assistant Vice Provost for Graduate Education and University Graduate Student Ombudsman:* [Suzie Laurich-McIntyre](#)
- *Department Head:* Professor Jelena Kovačević, Hamerschlag Hall 1106
 - *Executive Assistant to the Department Head and Administrative Services Manager:* Christina Cowan, Hamerschlag Hall 1106
- *Associate Department Head for Research and Strategic Initiatives:* Professor José M.F. Moura, Hamerschlag Hall 1117
- *Associate Department Head for Academic Affairs:* Professor Diana Marculescu, Hamerschlag Hall 1113
- *Director of Operations:* Meighan Harding, Hamerschlag Hall 1118
- *Associate Director of Finance and Sponsored Research:* Charlotte Ambrass, Hamerschlag Hall 1110
- *Associate Director of Student and Academic Affairs:* Leona Kass, Hamerschlag Hall 1114
- *Associate Director of Graduate Affairs:* Tara Moe, Hamerschlag Hall 1113
- *Advisor, Student Organizations & Activities:* Katie Costa, Hamerschlag Hall 1302
- *Advisor for Masters Programs:* Nesli Ozdoganlar, Hamerschlag Hall 1113
- *Advisor, Student Organizations & Activities:* Katie Costa, Hamerschlag Hall 1302

Bulletin Boards

Bulletin boards are located throughout the department in Baker, Porter, Hamerschlag, and Roberts Hall. Bulletin boards will be cleared on a regular basis.

Tech and Receiving

The Tech Electronics Shop and ECE Shipping and Receiving Department is located in Hamerschlag Hall 1301 and its regular business hours are 9am - 5pm Monday through Friday. The Tech Electronics Shop offers a wide variety of parts, components, tools, and supplies used throughout the ECE Labs, which are available for use to all ECE students, faculty, and staff. The ECE Shipping and Receiving Department handles all incoming and outgoing packages for the department as well as the daily US Mail delivery. The ECE Shipping and Receiving Department has a large stock of shipping materials to assist with

any outgoing package needs, as well as prompt notification of package arrival and delivery if necessary.

Computer Clusters

Computer clusters are located in Hamerschlag Hall 1303. There are several remote access computer clusters located in the ITS Cyert Hall machine room. Various research groups or principle investigators have their own compute clusters. Access to those clusters is only available with the consent of the party who owns the cluster.

Printers

Printers are provided for student use. [Andrew Public Printing](#) stations are available in HH A101, A104, 1303, and 1310.

Graduate Student Lounge

The masters student lounge is located Porter Hall B48/B54. There is also a graduate student lounge located on the top floor of Hamerschlag Hall. More information on accessing that lounge can be found [here](#). Access to both spaces is given manually, but if you do not have access by the 3rd week of classes, please see Jessica Tomko in the Graduate Affairs Office (1113 HH).

Department Office/Building Security, Repairs and Services

Any damages, repairs, or security concerns should be reported to Alan Grupe, Facilities Manager, by emailing help@ece.cmu.edu. In an emergency, please contact University Police at 412-268-2323.

Graduate Student Organizations in ECE

- EGO ([ECE Graduate Student Organization](#)) organizes academic and social events throughout the academic year. Visit the website to find out more information on how to get involved and upcoming events.
- WinECE ([Women in Electrical and Computer Engineering](#)) provides academic and social events to women in ECE throughout the year. Visit the website to find out more information on how to get involved and upcoming events.
- HKN ([Eta Kappa Nu](#)) is the honor society for Electrical and Computer Engineering students. HKN members engage in community service, professional engagement, and social activities. MS students are invited by the board of HKN to join based on academic performance.
- [ECE Outreach](#) is a student organization that aims to provide middle school and high school students opportunities to learn about engineering and figure out whether it's a good career choice for them. The organization is run by ECE undergraduate and graduate student volunteers.

For more information on graduate student organizations and opportunities for future involvement in the ECE department, please contact Katie Costa, Advisor for Student Organizations and Activities.

Press and Media Relations

ECE's Communication Manager is the point-of-contact between news media and the ECE, including faculty, students, and staff.

If any student, staff or faculty member of ECE is contacted by a media representative, they are required to immediately inform either the Communication Manager and/or the Director of Operations. Members of the ECE community are not required to answer any questions from the media without first seeking information from ECE's Communication Manager and/or the Director of Operations.

Persons interested in publicizing a program, project, event, or other activity affiliated within ECE should contact the Communications Manager, Krista Burns, who can provide guidance on internal and external communications.

Electrical and Computer Engineering Brand and Logos

The Information Technology Services (ITS) website contains information regarding the department's [branding and identity standards](#).

Administrative & Program Policies

Overview

After matriculating into ECE, students should create an academic plan and register for courses. Students should actively engage in their process by reviewing degree requirements on the website, connecting with their academic advisor, and conferring with a faculty mentor. Once plans are firm, students can proceed by accessing Student Information Online (SIO).

SIO is an important online tool to use during the registration process, as well as throughout graduate school. Students can access SIO with their Andrew ID at <http://www.cmu.edu/hub/>.

Within SIO, there is a Course Planning module that allows students to view and modify their proposed schedule before registering for courses. Once a schedule is developed, it is the student's responsibility to register for courses using their SIO. Students must be registered for every course that they plan to take for the semester, even if it is not taken for credit (e.g., audited courses).

After the first semester, a student's registration time assignment is determined at random by the Registrar's Office and cannot be changed. If a student's tuition balance is greater than \$0.00, the student will not be able to register until the balance is cleared.

Deferral

ECE generally does not allow admission deferrals because admission decisions are based on the current applicant pool. Therefore, students are offered admission into the program for a particular semester only. If a student wishes to attend in a future semester, the student must reapply to the ECE program.

Applicant's Responsibility

It is the responsibility of the applicant to provide all required information on the program application. Applicants admitted to any ECE program must submit final official transcripts, properly sealed, upon completion of their undergraduate program from the institution conferring their degree as a condition of enrollment at Carnegie Mellon. Certificates of graduation and/or degree certificates should also be submitted if provided by the institution. Failure to provide such documents that confirm the completion of undergraduate requirements by the end of the first semester of study at Carnegie Mellon may prevent the MS degree from being certified.

Academic Advisor and Faculty Mentor

Your academic advisor is a resource for having any university paperwork signed, asking questions regarding registration or the curriculum, and guiding you to other important resources. Nesli Ozdoganlar serves as the academic advisor for all MS students. She can be reached by e-mail: neslio@andrew.cmu.edu, by phone: (412) 268-6581, or in person in 1113 Hamerschlag Hall. To guarantee availability, you are encouraged to schedule an appointment with her by accessing her [calendar](#) in the signature block of her e-mail.

Students will also be assigned a faculty mentor. Your faculty mentor is a resource for questions related to specific content knowledge about ECE. They can also offer advice regarding your future career and courses you may want to take to prepare. Whenever possible, we try to match you to the area of interest you indicated on the ECE application. Faculty mentor assignments and contact information will be sent out via e-mail prior to the first day of classes.

Preparing an Academic Plan

Degree Requirements Timeframe

The duration of the ECE program is three semesters. All F-1 students will be given a 16 month I-20 certificate.

Extension of the I-20 will only be considered provided that the delay in completing program requirements has been caused by compelling academic reasons (such as changes of major field or research topics, or unexpected research problems), or compelling and documented medical reasons. Delays caused by failing or dropping classes, academic probation or suspension are not allowable reasons for extension of a program of study. Students wishing to be considered for an extension should complete the [Extending your DS-2019 or I-20 form](#) and return to their academic advisor for approval.

If an international student completes the degree requirements earlier than their I-20 expires, then they must graduate and pursue non-academic status options to remain in the US legally (such as Optional Practical Training).

In order to have full-time status, students must enroll in at least 36 units each semester. In order to complete program requirements, students may need to enroll in more than 36 units per semester. The maximum number of units allowed in a semester is 48 units.

Students must be physically present and attend class at the start of the semester. If extenuating circumstances exist that prevent a student from attending class, a student must notify the academic advisor and instructors immediately. Not attending class from the start of the semester will have a detrimental effect on a student's progress in the program. ECE will make an effort to verify all students have arrived to begin their program and will consider a student as "withdrawn from the university" if he or she is not here by the tenth day of class as defined by the [academic calendar](#).

Statute of Limitations

Former ECE students who did not fulfill graduation requirements and would like to return to complete a degree should refer to the statute of limitations in the CIT Graduate Student Policy, which is available at

http://www.engineering.cmu.edu/current_students/graduates/policies.html

The CIT policy specifies that, “All units required for a masters degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript **within six years** of the date on which the student enrolled in the program.”

Course Prerequisites

While SIO may allow you to register for courses without the published prerequisite, it is the student’s responsibility to have adequate background knowledge to be successful in the subsequent course. This background knowledge may come in the form of an introductory course taken at Carnegie Mellon, your undergraduate institution, or other work/research experience. We recommend that you consult with the instructor as it is at the discretion of the instructor to decide if a prerequisite course or knowledge can be waived.

For ECE courses that require 15-213/15-513/18-213 as a prerequisite, students will not be permitted to enroll in the subsequent course without credit for 15-513. 15-513 is the only version of Introduction to Computer Systems available to graduate students. We strongly recommend that students plan their schedules accordingly to take 15-513 in the summer prior to their matriculation.

Graduate courses that require 15-213/15-513/18-213 anywhere in their prerequisite tree include:

- 18-640 – Foundations of Computer Architecture
- 18-648 – Embedded Real-Time Systems
- 18-649 – Distributed Embedded Systems
- 18-725 – Advanced Digital Integrated Circuit Design
- 18-740 – Computer Architecture
- 18-742 – Parallel Computer Architecture
- 18-745 – Rapid Prototyping of Computer Systems
- 18-746 – Advanced Storage Systems
- 18-748 – Wireless Sensor Networks
- 18-756 – Packet Switching and Computer Networks
- 18-759 – Wireless Networks
- 18-842 – Distributed Systems
- 18-845 – Internet Services
- 18-848 – Special Topics in Embedded Systems

Placing of Courses within Degree Requirements

Each student has an Academic Audit that shows how courses taken or registered for meet the degree requirements. You can find your individual Academic Audit at www.cmu.edu/hub. Students may also meet with their academic advisor to review how their courses have been applied to the degree requirements.

Retaking a Course

If students do not pass a course, they should take a different course that will fulfill the requirement. Retaking a course is not recommended. Students may retake a prerequisite course in which they did not receive the minimum grade required.

All grades are recorded on the transcript and factored into the cumulative QPA; however, only the best 96 units that fulfill degree requirements are factored into the required 3.0 graduation QPA.

Courses Outside of Degree Requirements

Courses that do not satisfy degree requirements include StuCo courses (98), Physical Education course (69), audited courses, and pass/fail courses. Similar to courses taken for degree requirements, students must register for these other courses, and the units will count towards their course load for the semester.

Maximum Units Allowed

No more than 120 units maximum should be taken while pursuing your degree. These units include courses taken for audit, pass/fail, and withdrawal. In accordance with the CIT policy, "for programs that require 96 units, the average grade of 96 units applied to the degree shall be at least B, and the student may choose any 96 units of the first 120 units attempted to compute the grade average." Note that the 96 units chosen must meet the degree requirements.

If it becomes clear that a student will exceed the maximum units and not be able to maintain the required B average, the student may be dropped from the ECE MS program.

Transfer of Credit

Up to 12 units of courses taken at another university, whether taken before or after entering the ECE graduate program, may be transferred, providing:

- a) It fulfills an ECE degree course requirement
- b) It is a graduate level course at the university where it was taken (unless requesting transfer credit for the one allowed undergraduate course)
- c) It has not been used to fulfill requirements for any previously earned degree

A grade of 'B' or better must be earned for the course transferred. The transfer credits will appear on the student's transcript and will not be factored into the QPA.

Transfer credit is not granted prior to admission and must be approved by the Graduate Studies Committee and CIT Dean's Office after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon. After matriculating to Carnegie Mellon, ECE students should consult with their academic advisor before taking a course at another university.

The following materials are required for transfer credit consideration:

- [Petition for Graduate Studies Committee approval](#)
- Official transcript from previous institution
- Detailed course description/syllabus (should include grading scale, assignments required, mandatory books, and time required in class)
- Letter from the previous institution's registrar or academic advisor stating the course intended for transfer was not used towards a degree
- E-mail endorsement from the instructor of the ECE course you believe your transfer course is most equivalent to
- [Graduate Transfer Credit Request form](#)

The academic advisor, not the student, will forward the appropriate information to the CIT Dean's Office for approval.

Location Change

A student enrolled in the ECE Masters program at the Pittsburgh, Silicon Valley, or Rwanda locations may be eligible to request to change residence to another campus after completing one semester of full-time study. Space is limited and location changes are not guaranteed. The student is responsible for all academic and financial impacts related to this change. Information about the location change process will be provided to eligible students during the first semester of study.

Registering for Courses

Academic Calendar

ECE adheres to the official CMU [Academic Calendar](#). The [Heinz College](#) and the [Tepper School](#) follow their own calendars with dates that may differ from the University's calendar for the add, drop and pass/fail/audit deadlines. ECE students must adhere to the deadlines of the courses they are taking if the courses are in Heinz or Tepper.

Course Load

We recognize that our student body is diverse, and that includes how each student handles their courseload. While students may register for a maximum of 48 units, we recommend that students take no more than 36 units each semester. A total maximum of 120 units should not be exceeded prior to the final semester.

United States federal law requires international students to maintain full-time student status at all times. This means that international students must register for

36 units in each semester of study. The student visa (and therefore, permit of stay) becomes null and void if a student is not registered for at least 36 units during the semester.

In extenuating circumstances, student may find that they may need to take a reduced courseload. These students must submit an [Authorization for a Reduced Course Load form](#) to their academic advisor.

Auditing a Course

Auditing a course is being present in a classroom without receiving academic credit or a letter grade. An audited course will appear on a student's transcript.

A student who wants to audit a course is required to register for the course, obtain permission from the instructor and ask the instructor to sign the [Course Audit Approval form](#). Then, the student must submit the form to their academic advisor for approval. If approved, the academic advisor will send the form to the HUB for processing.

Once a Course Audit Approval form is submitted to the HUB, a letter grade ('A'-'R') will not be assigned for the course and the declaration cannot be reversed. There is a deadline for the [Course Audit Approval form](#) submission on the [Academic Calendar](#). After the deadline, students will not be able to request the option to audit a course.

The extent of the student's participation must be arranged and approved by the course instructor. Typically, auditors are expected to attend class as though they are regular class members. Those who do not attend the class regularly or prepare themselves for class will receive a blank grade. Otherwise, the student receives the grade 'O', indicating an audit.

The units of audited courses count toward the maximum course load units, but do not count toward the degree requirements. Any student may audit a course. For billing, an audited course is considered the same as the traditional courses under the tuition charges. If a part-time student audits a course, he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

Taking a Course Pass/Fail

Students who want to take a course pass/fail are required to register for the course and submit the [Pass/Fail Approval form](#) to their academic advisor for approval. If approved, the academic advisor will send the form to the HUB for processing.

Once a Pass/Fail Audit Approval form is submitted to the HUB, a letter grade ('A'-'R') will not be assigned for the course and the declaration cannot be reversed. Passing work (letter grade 'A'-'D') is recorded as 'S' on the student's academic record; work with a grade lower than 'D' will not receive credit and will be recorded as 'N' on the student's academic record. No quality points will be assigned to 'S' or 'N' grades; the units of 'S' or 'N' grades will not be factored into the student's QPA.

The units of pass/fail courses count toward the maximum course load units, but do not count toward the degree requirements. There is a deadline for the Pass/Fail Approval form submission on the [Academic Calendar](#). After the deadline, students will not be able to request the option to pass/fail a course.

Any student may take a course pass/fail. For billing, the pass/fail course is considered the same as the traditional courses under the tuition charges. If a part-time student takes a course pass/fail, he/she will be charged part-time tuition based on the per-unit tuition rate for the course.

Adding Courses

Students have the option of adding courses to their schedule starting at their assigned registration time until the add deadline through SIO. If a student wishes to be added to a course after the add deadline, the [Late Add Request form](#) must be completed and signed by the course instructor. Then, the student must submit the form to their academic advisor for approval. If approved, the academic advisor will send the form to the HUB for processing.

Courses in the Tepper School of Business may be taken and can be registered for through a site outside the SIO. Tepper will publish a list of available MBA courses, and in order to register for Tepper courses, students should visit the [Tepper registration site](#).

Dropping Courses

Students have the option of dropping courses from their schedule starting at their assigned registration time until the drop deadline through SIO. When a course is dropped before the drop deadline, it does not appear on the transcript. As a courtesy to others, students should drop a course as soon as they decide not to take it. This will allow a waitlisted student to be enrolled and will limit the disruption to any team-based projects.

Withdrawing from Courses

Students can withdraw from a course after the drop deadline until the last day of classes. This will result in a 'W' on the transcript, which is not factored into the QPA. To withdraw, the [Drop, Withdraw, or Drop Below Full-Time Petition form](#) must be completed and submitted to the academic advisor for approval. If approved, the academic advisor will send the form to the HUB for processing.

Waitlists

It is typical to be waitlisted from the time of registration up until the tenth day of class. This is common practice across the university to ensure that students within the department have the opportunity to take the courses they need in order to graduate. To determine the likelihood that you will be registered from a waitlist for an ECE course, please send an e-mail to coursehub@ece.cmu.edu. You should only attend courses for which you are

waitlisted if you have permission from the instructor. Students may only be waitlisted for a maximum of 5 courses.

As a courtesy, students should remove themselves from the waitlist and/or drop a course in a timely fashion so as to allow other students the opportunity to be removed from the waitlist and enrolled in a course.

Students should check their schedules frequently on SIO as they may be enrolled from a waitlist without being notified. In addition, during the registration process, the Registrar's Office will require students to "tag up" on their waitlists in order to confirm the desire to remain on the waitlist for a course. Failure to confirm their waitlists will result in being dropped from the waitlist.

It is strongly recommended that students have a back-up plan in case they are not removed from a waitlist by the tenth day of class.

Courses with Time Conflicts

Students are not permitted to register for two courses that conflict in time. Registration may be possible with consent from an instructor, allowing the conflict or attendance at an alternate time. Students should forward permissions from instructors to their academic advisor in order to register for conflicting courses.

Technology Enhanced Courses

The ECE department offers courses that are taught exclusively online, and some have a live recitation component. We refer to them as "Technology Enhanced" courses and can be identified by the section code that includes "T". International students on a US residential campus (Pittsburgh, Silicon Valley) may take a maximum of one online course that does not have a required in-person component each semester.

Academic Integrity

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

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

ECE adheres to Carnegie Mellon's [policy on academic integrity](#) and all students are expected to review the policies prior to their arrival at CMU. ECE also adheres to CIT's [policy on graduate student academic integrity violations](#).

Penalties for Violating Academic Integrity

Examples of academic integrity infractions include: cheating, plagiarism, unauthorized assistance, and research misconduct.

Instructors are responsible for defining academic integrity for students in their courses. Students are responsible for understanding and abiding by the instructor's academic integrity policies. Policies may vary from instructor to instructor and students should seek further guidance from a faculty member if they have specific questions about a course's academic integrity policy.

Should an instructor believe that an academic integrity violation has occurred, he or she may consult with the Office of the Dean of Student Affairs, who will assist the faculty member in handling a possible academic integrity violation and, if a student is found responsible for violating academic integrity policies, determining possible sanctions. In accordance with the university's policy, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred in order to avoid penalty. If the student attempts to drop the course, he/she will be reenrolled.

If a student is found to have violated the academic integrity policy for a second time, the student will be dropped from the Department of Electrical and Computer Engineering effective at the end of the semester in which the infraction has occurred. Students have the right to [appeal an academic integrity decision](#).

Grades

ECE will not release any student records to an unauthorized party. No grades will be released to any student verbally or written. The [letter grade scale](#) is 'A' (highest for CIT students), 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-', 'D+', 'D', and 'R' (lowest). CIT students cannot receive an 'A+' grade on their transcript, even if a course is taken from another college where 'A+' is given. Grades lower than 'C' are considered [failure in CIT](#) and will not count toward degree requirements.

Quality Point Average

In order to graduate, each student must have a Quality Point Average (QPA) of at least 3.0 in the courses being used towards the required 96 units. Coursework or graduate project units with a grade lower than 'C' will not be considered toward graduate degree requirements; however, they will be calculated into the student's cumulative QPA.

Final Exams

All ECE students must attend final exams as scheduled by the university and individual course instructors. If a student believes that a final exam presents a scheduling conflict, he or she must discuss the issue with the course instructor. The ECE administration does

not have control over the university exam schedule. Please keep this in mind when arranging travel at the end of a semester; having purchased airline tickets is not a proper excuse for missing a final exam.

Responsible Conduct of Research (RCR) Education

The [Office of Research Integrity and Compliance website](#) describes the university's position on ethical research: "Carnegie Mellon University promotes the responsible conduct of research through high standards of ethics and accountability in planning, conducting and reporting research. The responsible conduct of research is demonstrated through behavior that meets generally accepted standards. These standards are set forth by state and federal regulations, institutional policies, professional codes of conduct and personal convictions."

In support of the university's position, ECE requires **all incoming students** to take the appropriate online training offered by the Collaborative Institutional Training Initiative (CITI). The CITI physical science module package is recommended rather than the module package for engineers, although both are acceptable. The courses are available at www.citiprogram.org. Select Carnegie Mellon University as your participating institution when you create your account.

The course(s) may take a few hours to complete but can be done over a period of time. Upon completion of the course(s), print the certificate(s) of completion for submission to your academic advisor by the tenth day of classes.

Research Assistant/Teaching Assistant Positions

Students are encouraged to wait until their second semester to pursue research or teaching opportunities.

Research for Credit

Students can apply up to 15 units of research credit towards their MS degree requirements. Note that the number of units registered for should equal the number of hours you complete each week. For example, 12 units of research means the student should complete 12 hours of research each week. Alternative accommodations should be worked out with the supervising faculty member. In order to receive credit for MS research, students must follow the following procedure:

Identify a faculty member who has an opportunity available. You can search for faculty by research area in the [ECE Faculty Directory](#).

Ask your academic advisor for the MS Research form. Complete the form and secure the supervising faculty's signature. To receive credit, research must be completed with ECE faculty who are listed in the directory. Return the form to your academic advisor, who will register you for the MS research course, 18-980.

Research for Pay

Students are permitted to pursue research opportunities for pay in any department. Students should contact faculty members individually to inquire about opportunities available and provide information on their background. The supervising faculty can provide further information about payroll procedures.

Teaching Assistant Positions

There are several levels of teaching assistant opportunities available for ECE students. For complete information please visit the [website](#).

Enrollment Verifications

The [HUB](#) is the primary contact for students or alumni who would like to request a transcript, enrollment verification, or other information related to their time in ECE.

ECE may verify some limited information in the form of a letter, which may be suitable for some purposes, such as the verification of skills students acquired through the ECE programs. Please contact your academic advisor for more information.

Degree Certification

A student must satisfy all degree requirements and achieve a minimum of 3.0 QPA in the courses being applied towards the required 96 units to be eligible for degree certification. Students must have provided a final copy of their undergraduate transcript(s) as well.

In addition, a student account must have a tuition balance of \$0.00 in order for a student to receive a diploma.

Before graduation, students should update their contact information, such as mailing address and e-mail address, within SIO. Also, students should review a proxy of their diploma in SIO to verify the information displayed there, such as the spelling of their name.

Commencement and Diploma Ceremony

Carnegie Mellon Commencement only occurs at the end of Spring semester. ECE holds a diploma ceremony at the end of spring semester as well. Fall graduates will be invited to the spring ceremonies that follow the semester of completion, and summer graduates will be invited to the spring ceremonies that precede the semester of completion.

University Policies

Leave of Absence/Withdrawal

“Leave of absence” means leaving the university temporarily, with the firm and stated intention to return. “Withdrawal” means leaving the university with no intention to return. Withdrawals or leaves taken on or before the university deadline to drop classes without receiving a ‘W’ (withdrawal) grade will result in all courses or grades being removed. Withdrawals or leaves taken after the university deadline to drop classes but before the last day of classes will result in ‘W’ grades assigned to all classes. Withdrawals or leaves taken after the last day of classes will result in permanent grades assigned by the instructors for each class. After the last day of class, courses cannot be removed from a student’s transcript.

Students who would like to take a [leave of absence](#) must complete the [Leave of Absence form](#). Students who would like to withdraw must complete the [Withdrawal form](#). International students must consider the implications, if any, that the leave or withdrawal would have on his or her visa. International students should consult with the Office of International Education (OIE).

Withdrawal/Tuition Refund Policy

If an ECE student withdraws or takes a leave of absence, the HUB will determine if a student should receive a tuition refund, as this is governed by [CMU's policies](#), not ECE's.

Returning to Carnegie Mellon

When a student plans to return to CMU after a leave of absence, he/she must complete the [Petition for Return from Leave of Absence form](#) at least one month prior to the start of the semester. We recommend doing so prior to the registration period for the upcoming semester (for Fall, April and for Spring, November). The student must also meet any conditions that were set by ECE or the university at the time of leave was granted.

Suspension/Required Withdrawal Policy

University suspension is a forced, temporary leave from the university. A student may be suspended for academic, disciplinary, or administrative reasons. ECE adheres to CMU's [policy on student suspension/required withdrawal](#).

Withdrawal of a Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery granted that the work which it was based on the academic records in support of it had been falsified. In such a case the [degree will be withdrawn](#) promptly upon discovery of the falsification.

University Grievances

Students are encouraged to discuss any concerns or grievances informally within ECE. If a student is not satisfied with the results of informal discussion or formal appeal at the department level, he or she may follow the [guidelines](#) set forth in the Graduate Student Guidebook. Students are likewise encouraged to speak directly to their graduate student's representatives and to the president of the Graduate Student Assembly (GSA).

Student Maternity Accommodation Protocol

The Student Maternity Accommodation Protocol provides direction in three areas:

- Time away from academic responsibilities for a new birth mother either as a short-term accommodation or as a formal leave of absence,
- Financial resources including an interest-free student maternity loan, stipend continuation for funded doctoral students and tuition adjustments,
- University resources to support students, faculty and staff through the process of planning for the time away and support for the new birth mother.

For more information please visit [Student Maternity Accommodation Protocol](#) website.

M.S. Degree Program Requirements

This section outlines the degree requirements for the [Masters of Science in Electrical & Computer Engineering](#) in Pittsburgh, Silicon Valley, Rwanda, and Technology Enhanced programs and the [Masters of Science in Software Engineering in Silicon Valley](#).

MS in Electrical & Computer Engineering

Each MS in ECE candidate must complete 96 units of coursework. These units are made up of the following degree requirements (A, B and C below):

A. ECE Core Graduate Coursework: 60 units

The ECE program requires 60 units of core coursework that may not be waived or substituted. These courses should be courses in the Computer Science Department (15) at the 700-level or above (*exceptions include 15-749, 15-862, 15-894*) or in the ECE Department (18) at the 600-level or above (*exceptions include 18-601, 18-603, 18-605, 18-606, 18-700, 18-703*).

Courses outside of ECE and Computer Science department that have been approved to be counted towards the 60 units of ECE Core Graduate Coursework include:

08-766, 08-781, 08-769
10-701
11-752
16-711, 16-720, 16-722, 16-741, 16-745, 16-811, 16-822, 16-843, 16-850
19-714
21-801
24-751
33-755, 33-758, 33-761, 33-762
36-783
42-744
96-714, 96-736, 96-839, 96-840, 96-842

B. Restricted Electives: 24 units

Students have the opportunity to pursue a wide range of electives in which they have a special interest. These courses can be taken from the following departments:

- Any ECE (18) course at the 500-level or above
- Any course at the 600-level or higher from one of the following colleges or programs (with restrictions noted below)
 - o Carnegie Institute of Technology (CIT)(39)
 - Biomedical Engineering (42)
 - Chemical Engineering (06)
 - Civil & Environmental Engineering (12)

- Engineering & Public Policy (19) (*restrictions include 19-602, 19-655*)
- Information Network Institute (14)
- Integrated Innovation Institute (49)
- Materials Science & Engineering (27)
- Mechanical Engineering (24) (*restrictions include 24-792*)
- CMU Rwanda (04) (*restrictions include 04-601, 04-602, 04-605, 04-900, 04-980*)
- CMU Silicon Valley (96) (*restrictions include 96-705*)
- Dietrich: Center for the Neural Basis of Cognition (86)
- Heinz School of Information Systems (95)
- Heinz College-Wide Courses (94)
- Mellon College of Science (MCS)
 - Biological Sciences (03)
 - Chemistry (09)
 - Mathematical Sciences (21)
 - Physics (33)
- School of Computer Science (SCS)
 - Computational Biology (02) (*restrictions include 02-713, 02-613*)
 - Computer Science (15) (*restrictions include 15-602, 15-603, 15-604, 15-649, 15-669, 15-689, 15-697, 15-698, 15-749, 15-894*)
 - Entertainment Technology Center (53)
 - Institute for Software Research (08)
 - Robotics Institute (16) (*restrictions include 16-861, 16-865*)
 - Human-Computer Interaction Institute (05)
 - Language Technologies Institute (11)
 - Machine Learning (10)
 - Software Engineering (17) (*restrictions include 17-643*)
- Tepper School of Business (45)

Courses outside these departments that have been approved to be counted towards the 24 units of Restricted Electives include: 36-725, 46-926, 46-929, 47-830, 47-834, 51-882, 90-756, 93-711.

C- Less-Restricted Elective: 12 units

The remaining 12 units must be 300 level or greater from the same colleges, departments and programs listed above. Courses numbered as xx-299 or lower will not be counted toward the MS degree.

Three units of internship (18-994 Internship for Electrical and Computer Engineering Graduate Students) or professional development (39-699 CIT Professional Development Course) coursework may count towards the Less-Restricted Elective.

Courses where more than 50% of the course grade is based on a group project or more than 20% is based on attendance cannot be used towards the required 96 units.

Petitions for exceptions to these criteria may be considered by the Graduate Studies Committee. Please see your academic advisor for more information.

Integrated Masters/Bachelors Program

As students who are in the IMB program are pursuing the same degree as those in our Professional Masters program, they are required to adhere to the same requirements as other Professional MS students. This includes MS degree requirements, university policies, and CIT policies.

MS in Software Engineering

Each MS in Software Engineering candidate must complete 96 units of coursework. These units are made up of the following degree requirements (A and B):

A. ECE Core Graduate Coursework: 60 units

The ECE program requires 60 units of core coursework that may not be waived or substituted. Students should choose at least one course in the following three areas:

Software Engineering and Design:

- 18-652 Foundations of Software Engineering
- 18-653 Software Architecture
- 18-655 Service Oriented Computing
- 18-658 Software Requirements and Interaction Design

Analysis

- 18-654 Software Verification, Validation and Testing
- 18-657 Decision Analysis and Engineering Economics for Software Engineers
- 18-660 Numerical Methods for Engineering Design and Optimization
- 18-687 Analytical Performance Modeling
- 18-697 Statistical Discovery and Learning

Systems

- 18-638 Mobile Security
- 18-640 Foundations of Computer Architecture
- 18-644 Mobile Hardware for Software Engineers
- 18-645 How to Write Fast Code
- 18-646 Low-Power System-on-Chip Architecture
- 18-647 Connected Embedded Systems Architecture
- 18-656 Data-Intensive Workflow Development for Software Engineers
- 18-659 Software Engineering Methods
- 18-842 Distributed Systems
- 18-843 Mobile and Pervasive Computing

The remaining 24 units can be additional coursework in the above areas or 12 units of a graduate research project (18-980).

B. Approved Electives: 36 units

Students have the opportunity to pursue a wide range of electives in which they have a special interest. These courses can be taken from the following departments:

B.1 Restricted Electives: 24 units

- Any ECE (18) course at the 500-level or above
- Any course at the 600-level or higher from one of the following colleges or programs (with restrictions noted below):
 - o Information Network Institute (14)
 - o CMU Silicon Valley (96) (*restrictions include 96-710, 96-716, 96-731, 96-735, 96-794, 96-795, 96-826, 96-843*)
 - o Integrated Innovation Institute (49)
 - o 15-619
 - o 10-601

B.2 Less-Restricted Elective: 12 units

The remaining 12 units may be at the undergraduate level from the same colleges, departments and programs listed above.

- o Also includes 15-513

Three units of internship (18-994 Internship for Electrical and Computer Engineering Graduate Students) or professional development (39-699 CIT Professional Development Course) coursework may count towards the Less-Restricted Elective.

Courses where more than 50% of the course grade is based on a group project or more than 20% is based on attendance cannot be used towards the required 96 units.

Petitions for exceptions to these criteria may be considered by the Graduate Studies Committee. Please see your academic advisor for more information.

“Grandfather” Clause

When policies are changed it is because the department believes the new rules offer an improvement; any such changes will be communicated to students. 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.

Career Services

The [Career and Professional Development Services Center](#) (CPDC) serves to provide students with guidance during their job and internship searches. The services available to students include resume reviews, mock interviewing, salary negotiation, career exploration consultation, internship and job consultation, workshops/events and employer relations. The CPDC is also heavily involved in organizing campus-wide job fairs and bringing employers to campus.

Tartan Trak is Carnegie Mellon's online recruiting system. Through Tartan Trak, employers can request accounts to post jobs, request interviews and information sessions, and review student resumes. Students and alumni can apply to positions, sign up for interviews and find contact information for thousands of recruiters. Tartan Trak can be accessed through the CPDC website.

Career Consultants

ECE has two assigned career consultants who provide guidance through one-on-one appointments. Appointment with [Marcie Foy](#) and [Shaina Tsupros](#) can be made through Tartan Trak. Marcie and Shaina will also hold open office hours, which will be communicated at the beginning of each semester.

Silicon Valley students receive career guidance from the Director of Career Services, [Lauren Hildesheim](#).

Job Search Guidelines

ECE strives to play a supportive role in the career pursuits of students, but maintains academics as a priority. It is not acceptable for students to skip classes or assignments in order to attend job interviews. Students should conduct job searched in a manner that does not impede the academic progress through their graduate program.

It is also important for students to have an understanding of how to conduct a job search. When applying for jobs, students are expected to exhibit certain ethical behavior, such as arriving on time for interviews, being truthful about their qualifications, and to honor their agreements with recruiters. Further, students should not continue looking and interviewing for a position after they have accepted an offer.

The CPDC reserves the right to limit access for any users that do not follow [job search guidelines](#). Students who do not follow such guidelines may forfeit their on-campus interviewing and/or resume submission privileges.

Internships

ECE students may wish to participate in paid internships at off-campus organizations during the summer months.

ECE will enroll all students who are pursuing an internship for a 3-unit credit bearing internship course (18-994 Internship for Electrical and Computer Engineering Graduate Students). This internship will appear on a student's transcript and tuition will be charged for 3 units. Please see details for CIT cost of attendance [here](#).

The following rules apply to international ECE students who undertake summer internships:

For internships in the United States, the student must complete the required [Curricular Practical Training \(CPT\) paperwork](#) prior to attending a mandatory CPT session (provided by OIE). Internships held in foreign countries are not regulated by ECE or OIE and do not require CPT.

The work for the internship must be appropriate to the goals of the academic program. ECE must approve the internship. Approval can be obtained by scheduling a meeting with your academic advisor after you have received an employment offer letter. During the meeting, you will be registered for the appropriate CPT course in order for the internship to be documented on their transcripts. Without departmental approval, OIE will not process the students for CPT. The CPT approval is the students' work permit. The internship can be applied to the less restricted elective requirement.

Tuition & Fees

As indicated in your admission offer letter, ECE does not offer financial assistance for our Masters students. Unless otherwise arranged and approved in advance, ECE students are full-time and will be charged full-time [ECE tuition](#).

Tuition Billing & Payments

The tuition rate for students entering ECE programs is set in the spring for the class entering in the following fall semester. Tuition for a student's second fall semester will likely increase in accordance with the tuition increase for the new academic year. Students will be charged tuition per semester for each semester in which they are enrolled. Summer course, if taken, are charged additional tuition. The tuition billing and payment process for all ECE students is handled centrally by The HUB. For university billing and payment policies, please refer to The HUB website's [Billing and Payments section](#).

Part-Time Students

Part-time students will be charged tuition at the per-unit rate. Arranging to pay per-unit is a convenience and not intended to reduce the overall costs of the program. Be sure that if you intend to be enrolled as a part-time student, your schedule reflects this by the tenth day of classes.

If you are planning to pursue part-time coursework (<36 units), if you register full-time (>35 units) at any point in that semester, you will be assessed the full-time tuition rate and no refund will be granted. If you are pursuing part-time coursework, be sure to consult with your academic advisor before changing your course schedule.

University Financial Aid

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

Graduate students who find themselves in need of immediate funds for emergency situation should contact the Office of the Dean of Student Affairs to inquire about an Emergency Situation Loan.

Student Financial Obligation

ECE students are subject to and must be aware of the Carnegie Mellon [policy regarding student financial obligation](#).

Appendix A: Additional University Resources

Key Offices for Graduate Student Support

Office of the Assistant Vice Provost for Graduate Education

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

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a [robust schedule](#) of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy).

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

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

Office of the Dean of Student Affairs

www.cmu.edu/student-affairs/index.html

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

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

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 made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of [Academic Integrity](#).

Assistance for Individuals with Disabilities

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu 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

[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.

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 (user name: tartans; password: plaid). All submissions will be 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

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 in 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. GSA also plans various social opportunities for graduate students and maintains a [website](#) of graduate student resources on and off-campus. 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/

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

www.studentaffairs.cmu.edu/oie/

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops,

and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

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.

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.

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, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

www.studentaffairs.cmu.edu/counseling

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/

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 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.

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.

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.

Shuttle and Escort Services

University Police coordinates the [Shuttle Service and Escort Service](#) provided for CMU students, faculty, and community.

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.

Carnegie Mellon Vision, Mission

Carnegie Code

Academic Standards, Policies and Procedures

- Educational Goals

- Academic and Individual Freedom

- Statement on Academic Integrity

- Standards for Academic & Creative Life

 - Assistance for Individuals with Disabilities

 - Master's Student Statute of Limitations

 - Conduct of Classes

 - Copyright Policy

 - Cross-college & University Registration

 - Doctoral Student Status Policy

 - Evaluation & Certification of English Fluency for Instructors

 - Final Exams for Graduate Courses

 - Grading Policies

 - Intellectual Property Policy

 - Privacy Rights of Students

 - Research

 - Human Subjects in Research

 - Office of Research Integrity & Compliance

 - Office of Sponsored Programs

 - Policy for Handling Alleged Misconduct of Research

 - Policy on Restricted Research

 - Student's Rights

 - Tax Status of Graduate Student Awards

Campus Resources & Opportunities

- Alumni Relations

- Assistance for Individuals with Disabilities

- Athletics, Physical Fitness & Recreation

- Carnegie Mellon ID Cards and Services

- Cohon University Center

- Copying, Printing & Mailing

- Division of Student Affairs

- Domestic Partner Registration

- Emergency Student Loan Program

- Gender Programs & Resources

- Health Services

- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- SafeWalk
- Survivor Support Network
- Shuttle and Escort Services
- Spiritual Development
- University Police
- Student Activities
- University Stores

Community Standards, Policies and Procedures

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