



**5th Year Master of Science
Program
Student Handbook
2019-2020**

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About the Program

PROGRAM OVERVIEW

The Fifth-Year Master's Program is a research-oriented Master's degree program. One of the primary motivations for the Fifth-Year Master's Program is to encourage our very brightest undergraduates to become more involved with research as quickly as possible and to broaden their often hectic undergraduate experience. Many of our students do get involved with research, even while they are still undergraduates, and many of them find that they will be interested in research as they learn more about it. We also want to encourage a select group of students to go on to graduate school by providing them with an additional qualification and period of study beyond the undergraduate degree.

The normal duration of the program is 12 months, including one normal academic year and one summer. The most common scenario will be for students to start working on a research project during the summer after their senior year, and continue on with that project while taking classes during the academic year. Students can only start the Fifth-Year Master's program after they have received their Bachelor of Science in Computer Science.

Normally, a student's advisor will be the faculty member who sponsored the student's admission. The rationale for this is that the student has already gotten a head start working with that faculty member, and that faculty member has gone through the effort to work with that student and identify them as being talented.

PROGRAM ORIENTATION

There is a short program orientation at the beginning of the Fall semester. You will be notified in advance of the date and time.

ADMISSIONS

The Fifth-Year Master's Program is administered by the Department of Computer Science. Students may propose to do their work in any one of the divisions of SCS from an approved faculty advising list. The primary criteria for admitting a student is strong evidence of research potential based on close interaction with one or more faculty members — whether in projects, summer jobs, or advanced classes. In addition to the sponsor, there should be strong support from another faculty member who is also convinced that the student shows great promise for doing research in order for the student to be admitted.

A formal application should be made by the middle of the Fall semester of the student's senior year. Official notification of acceptance to the Fifth-Year Master's Program will be given by the end of the Fall semester. The goal is to confirm acceptance prior to the normal job search and graduate school acceptance times. Early admission may also allow students to tailor the remainder of their undergraduate program to prepare for the Fifth-Year Master's Program, A second application period is held early in the Spring semester as well.

PROGRAM CONTACT AND PHONE NUMBERS

Tracy Farbacher, Program Administrator GHC 7117, tracyf@cs.cmu.edu

Tracy is responsible for the day-to-day administration of the Program. She is the first place you should turn for information about the Program, and can help you with most of your concerns or connect you with those who can.

Peter Steenkiste, Program Director, 412-268-3261, GHC 9111, prs@cs.cmu.edu

ROLE OF THE PROGRAM DIRECTOR

The Director is responsible for the conduct of the Program. The Director has the power to interpret all policies and, with good cause, to grant exceptions to Requirements and policies, as well as to revise them. The Director has the power to delegate this authority.

CURRICULUM

Students will take a minimum of 48 units worth of graduate courses in the School of Computer Science. To satisfy the breadth requirement, students should take at least two breadth courses in different areas in computer science. The remaining units (a minimum of 24) should consist of electives; these are typically used to gain depth in the student's research area.

The elective units can be satisfied using any course at the 700 level and up in the School of Computer Science; with prior approval, it may also be possible to use courses outside of SCS.

Students must receive a grade of A or B in each of the courses; no credit will be given for grades of C or below. The exact program for each student depends on courses already taken as an undergraduate. Students should discuss their course selection with their advisor.

Students must also complete a significant research project as part of their degree resulting in a thesis (typically 24 units during the fall and spring semester and 48 units in the summer). The thesis research should result in a thesis document and an oral presentation summarizing the results of the student's project.

Both the thesis document and presentation should be approved by the student's advisor and a "reader", a second faculty member familiar with the student's research area.

Students must remain on campus for the duration of the program, including during their summer research semester. Even if the advisor is away, the student should plan to work from the university during this time.

BREADTH COURSES 2019-2020

In the table of Breadth Courses, some courses are marked with an * (asterisk) and some are marked with an — (em-dash).

Classes marked with * are recommended for students from outside an area since they:

- assume an undergraduate background in the relevant area-no more and no less;
- are meant to be accessible to all Computer Science graduate students, not just those in the area; and
- are offered on a regular basis so students can plan ahead.

In some cases it is possible to use alternative courses to satisfy the breadth requirement. If you want to substitute a breadth course for educational reason, please submit a request to the program director.

This list of breadth courses is an example of what has been offered in recent years. An up-to-date list of breadth courses can be found at: <https://www.cs.cmu.edu/~csd-grad/breadth.html>

| <i>AREA</i> | <i>BREADTH COURSES</i> |
|----------------------------------|---|
| <i>Algorithms and Complexity</i> | *15-750 Graduate Algorithms |
| | — 15-852 Computational Geometry |
| | — 15-853 Algorithms in the "Real World" |
| | *15-855 Graduate Computational Complexity Theory |
| | *15-857 Performance Modeling and Design of Computer Systems |
| | — 15-859(T) A Theorists Toolkit |
| <i>Artificial Intelligence</i> | *15-780 Graduate Artificial Intelligence |
| <i>Computer Systems</i> | *15-740 Computer Architecture |
| | *15-745 Optimizing Compilers for Modern Architectures |
| | — 15-769 - Visual Computing Systems |
| <i>Programming Languages</i> | *15-812 Programming Language Semantics |
| | *15-814 Types and Programming Languages |
| | — 15-824 Foundations of Cyber Physical Systems |
| <i>Software Systems</i> | *15-712 Advanced Operating Systems and Distributed Systems |
| | — 15-719 Advanced Cloud Computing |
| | *15-744 Computer Networks |
| | — 15-821 Mobile and Pervasive Computing |
| | — 15-826 Multimedia Databases and Data Mining |

PREPARING FOR YOUR THESIS PRESENTATION

CHECKLIST FOR GRADUATING FIFTH-YEAR M.S. SCHOLARS

Each student should create a thesis committee consisting of the advisor and a second faculty member. The second faculty member should be a faculty member from the School of Computer Science or someone who has advising privileges in the Computer Science Department. The thesis presentation must be held on the CMU Pittsburgh campus, and both the student and the two thesis committee members **must be physically present at the thesis presentation**. This thesis committee must also approve the thesis document.

Please see: <http://www.cs.cmu.edu/~csd-grad/thesiscommittee.html>.

SCHEDULE A DATE

- Thesis presentations should be scheduled only during academic periods -- not during holidays, weekends, etc., and should be scheduled in normal business hours. Exceptions must be approved by the Director of the Fifth-Year Scholars program.
- The student should coordinate the date with the committee members and finalize it at least one month in advance to allow time for review of the document and comments by the committee. Be sure to check with Tracy Farbacher (tracyf@cs) before finalizing the date, to make sure there are no other presentations scheduled at the chosen time.
- Thesis presentations cannot be scheduled to overlap with other MS thesis presentations or PhD proposals and orals. Once you have settled on a date/time Tracy will help you to reserve a room.
- The room scheduled must be available to the public and must accommodate a reasonably large number of people (~30). Tracy will help you schedule an appropriate room in GHC.
- Thesis presentations will be announced by Tracy at least one week prior to thesis presentation date. Please cc your advisor on all correspondence to Tracy for date and time requested.

AT LEAST ONE WEEK BEFORE THE ORAL

Send to Tracy (tracyf@cs) the information needed for posting notice:

- 1) Date
- 2) Time
- 3) Place
- 4) Title
- 5) Thesis committee members
- 6) Thesis Abstract - Less than 350 words describing the thesis. Send on-line, ascii text.
- 7) Pointer to the thesis document - Send either a website location or a pdf. The site will be announced on the web and on physical postings.

DAY OF ORAL EXAMINATION

Pick up the signature forms from Tracy before going to the examination.

Thesis Forms - to be signed by the thesis advisor, the program head, and the dean, once the final copy of the thesis has been approved by both committee members. Once your advisor signs, Tracy will handle the remaining signatures.

SUBMITTING YOUR THESIS

- Talk with Catherine Copetas about making your thesis into a CS Technical Report by putting it on-line. If you are able to do this successfully, she will not need a hard copy. If not, you will need to provide a second copy to her for the Tech Report. This copy should be formatted for two-sided copying.
- Check for proper title page format.
- If you are financially supported by your advisor at Carnegie Mellon, check research credits with Nancy McCarthy and/or Todd Seth.
- Send Tracy a PDF version of your final approved document.

BEFORE YOU LEAVE

Leave your forwarding address with Tracy Farbacher.

ACADEMIC POLICIES

UNIVERSITY POLICIES AND GUIDELINES

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

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

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.

PASSING GRADES

A passing grade is B or higher, regardless of the home department or level of the course. A passing grade is required for a course to count toward the Requirements or to serve as a prerequisite for another course.

University Policy on Grades:

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

MINIMUM QPA

During each semester, students must achieve each of a 3.0 QPA across all courses taken during the semester and also a 3.0 QPA in Qualifying Courses. Furthermore, students must maintain a minimum of a 3.0 QPAs cumulatively across all semesters.

ACADEMIC ADVISING

Students are required to review their academic plans and proposed schedules with their assigned Academic Advisor prior to registering for classes and prior to adding or dropping any courses intended to be used to satisfy Requirements.

REGISTRATION, ADDING AND DROPPING COURSES

Newly admitted students will receive information about course registration. The timetable for course registration, as well as for adding and dropping courses is set by the University as published in the official academic calendar, which can be found here: <http://www.cmu.edu/hub/calendar.html>

Especially after the end of the Add period, you should consult your Academic Advisor before dropping a class. Frequently you should discuss the situation with your course instructor(s) as well. It is generally quite unwise to drop a class without appropriate consultation.

SPECIAL ALERT ABOUT DROP DEADLINES

Students should be aware that, beginning with the Fall 2018 semester, the traditional course-drop and course-withdrawal deadlines have changed. Previously it was possible to drop a class without leaving a trace on your transcript until after mid-semester grades had been issued. For example, during the Fall 2017 semester the course-drop deadline was November 6th.

The course-drop deadline for the Fall 2019 semester is October 7th, which is before mid-semester grades will be available to you on October 22nd. Master's students can drop one course in each 12-month academic year after the drop deadline without leaving a trace on your transcript, with the exception of "doctoral-level courses," which have a different schedule.

Further information is available at:

<https://www.cmu.edu/hub/registrar/course-changes/> <https://www.cmu.edu/cmuexp-taskforce/academics/>

RESTRICTED ENROLLMENT

Not all classes at Carnegie Mellon are open to all students. Some classes are restricted by program, by year, or by prerequisites. A few require permission of the instructor, portfolio reviews, auditions, etc. Some courses may have reservations governing how many students may enroll from particular programs or seniority levels. If you are encountering difficulty registering for a desired class, please see your Academic Advisor, who may (or may not) be able to help you register for certain courses within the School of Computer Science, and can often offer advice about similar or alternative courses, the likelihood of getting registered, etc.

RESPONSIBILITY FOR SATISFYING REQUIREMENTS

It is the sole responsibility of the student to satisfy all requirements of the Program. The Director, Administrator, Advisors, and other faculty and staff, although sources of information and advice, are not responsible for notifying students of deficiencies in their academic plans or progress. Students are strongly encouraged to become familiar with the requirements and to review their progress each semester.

OVERLAPPING COURSES

As attendance is expected in all courses, students are not permitted to enroll in courses that overlap in time. Please schedule only courses that you are able to attend.

COURSE LOAD

Because courses at Carnegie Mellon are very demanding, the program defines a maximum course load, which may be different for incoming and returning students. Academic Advisors can increase the maximum course load for an individual student, based upon that student's academic plan and achievement. Your Academic Advisor will increase your maximum course load, if needed, to allow you to register for any appropriate schedule. Please seek your Academic Advisor's guidance prior to registering, dropping, or adding classes.

TRANSFERRING CREDIT FROM WITHIN CARNEGIE MELLON

One taken at Carnegie Mellon prior to matriculation into the Master's program may be eligible to be counted toward the program Requirements. These courses cannot satisfy any requirement, including a unit count requirement, of any degree or certification earned prior to, or concurrent with, any portion of the Master's program. To request such credit, please email the Program Director explaining your request. This email constitutes permission for the Director or designee to review your prior CMU academic records for this purpose. Your request is not approved until you have received written or email approval from the Director or designee.

GRANDFATHERING OF REQUIREMENTS

A student is generally bound to the Requirements in force at the time of matriculation, but may elect to satisfy any curriculum Requirements more recent than those under which they matriculated, e.g. a student matriculating in the 2014-2015 academic year may elect to satisfy the Requirements in force during the 2015-2016 academic year.

Because the Master's program is relatively short and in a relatively rapidly changing area, students returning from Leave or Suspension may not be able to return under the same catalogue year, e.g. Requirements, under which they originally matriculated, as the supporting courses may no longer be offered or offered in their original form. Under these circumstances, the Director may approve exceptions to the prior Requirements or require that the returning student satisfy the requirements of more current Requirements, at the Director's option.

Additionally, the Director may revise the Requirements from time to time, so long as these revisions do not unreasonably impede the graduation of those in good standing. The Director may approve exceptions to revised requirements to mitigate the impact of revisions upon those affected.

GRADUATION AND AWARD OF DEGREE

The University's academic regulations govern graduation and the award of academic degrees, including the Master's in Computer Science. The Director shall not unreasonably withhold the certification for graduation of any candidate who satisfies the Requirements of the Program. But, strictly speaking, neither this certification nor this recommendation guaranty that the University shall award a degree. For example, the University may withhold degrees for individuals who have unsatisfied financial obligations.

STATUTE OF LIMITATIONS

As documented in the "Master's Student Statute of Limitations" document on the Carnegie Mellon Policy web site, students who have matriculated at Carnegie Mellon during or after the Fall semester of 2012 must complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student. Once this time-to-degree limit has lapsed, the student may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extenuating circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a college/school 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 the 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.

WITHDRAWAL OF DEGREE

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

ACADEMIC INTEGRITY

Please understand that CMU's standards for academic integrity are high and may differ significantly from the standards at other places you may have studied. Conduct which may be accepted or commonplace elsewhere may result in you failing a class here, and may also lead to stronger sanctions, such as temporary suspension, permanent Dismissal from the Program, and/or expulsion from CMU.

As just one example, we understand that at some institutions it is acceptable to submit code written by somebody else as long as you can explain it in detail when asked to. At CMU the submission of any code written by anybody else usually counts as an academic integrity violation, often results in a failing course grade, and may result in additional sanctions.

Generally speaking, all work you submit must be your own, you must not use the work of others without proper citation, and you must not use resources, including other persons, except as authorized by the course or project for which you are submitting the work. The University Policy on Academic Integrity includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

Academic Integrity (continued)

We expect you to review the Policy, found here:

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

A review of the University's Academic Disciplinary Actions procedures 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.

The procedures are found here:

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

ENFORCEMENT OF ACADEMIC POLICIES

Any student who fails to achieve the minimum QPA, or otherwise fails to make appropriate progress toward graduation falls out of Good Standing with the Program. The first time a student falls out of Good Standing, the student is subject to Academic Probation, which serves as a warning to the student and may also trigger supportive actions on the part of the program, such as advising meetings and reduced maximum course load.

If, after one semester, the student has not returned to Good Standing, or should a student fall out of Good Standing more than once during the course of the Program, the student is subject to Academic Suspension, which is a mandatory, but temporary, leave from the University. It serves as an opportunity for the student to reevaluate goals, reflect on the requirements for success, and return to the University better prepared to succeed.

Any student, who having ever previously been placed on Academic Suspension, fails to remain in Good Standing, may be Dismissed from the program (*i.e.*, expelled). Dismissal indicates a complete and permanent separation of the student from the Program.

LEAVE OF ABSENCE/WITHDRAWAL

Matriculated students may voluntarily separate themselves from the University through two mechanisms. A "Leave of Absence" is a separation which is intended to be temporary. In other words, a student who requests a leave of absence states that it is their intention to return in the future. A student may also "Withdraw" from the University, in which case the student is stating to the University that they are separating themselves from the University with no intention of returning.

Should the University choose to grant a student's request for a Leave of Absence, it may impose conditions upon the student's return. For example, should a student request and receive permission to take a Leave of Absence during a period of academic difficulty, the Program may require the student take particular courses upon return or take particular steps to reinforce prerequisite material prior to return. These conditions, to the extent that they are known in advance, are documented on the request form prior to its approval.

PROCESS FOR TAKING & RETURNING FROM LEAVE OF ABSENCE

(University process and/or departmental process) University process:

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

Process for 'Withdrawal' from Program. University process

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

Withdrawal of Degree. University Policy

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

The Program adheres to the University's procedures, policies, and process with respect to the student's financial obligations as affected by leaves and withdrawals.

These policies can be found here: <https://www.cmu.edu/policies/student-and-student-life/tuition-fees-adjustment.html>

Students who fail to meet required standards of academic achievement may be required to leave the University, either temporarily or permanently. The University policies governing these academic actions can be found here:

<https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html>

RETURN FROM LEAVE OF ABSENCE

Students seeking to return from a Leave of Absence should contact their academic advisor to review their academic situation and academic plans and to ensure that any conditions that were set at the time the leave was granted are satisfied. The next step is to complete and submit the "Petition to Return from a Leave of Absence" Form (available from the HUB). This request should be completed at least one month prior to the start of the semester. Students may not return from a Leave of Absence until this petition is approved by the University. Further information about the Carnegie Mellon University Student Return Policy can be found at the following website: <https://www.cmu.edu/policies/student-and-student-life/return-student.html>

TRANSFER WITHIN CSD, SCS OR CMU

Each degree program within Carnegie Mellon operates according to its own admissions process. Admission into one program does not guarantee admission into any other program, nor does it grant any preference. Students within Carnegie Mellon seeking to transfer into the Master's Program should contact the Administrator for information about applying. Students within the Program who seek to transfer to another program at Carnegie Mellon should contact that program for information about their requirements and process.

DEFERRED MATRICULATION

Offers for admission into the Program are valid only for the academic year for which they are issued. There is no right to defer an admission offer. Should it be necessary to delay your entry to the Program, it may be necessary to reapply, including payment of any necessary fees.

Should your circumstances necessitate a delay in your matriculation after your acceptance, please contact the Administrator or Director to request a deferral, which is granted solely at the discretion of the Program.

STATUTE OF LIMITATIONS

Students are required to complete all requirements for the Fifth-Year MS Program within seven years of their matriculation as a master's student as outlined in the Master's Students Statute of Limitations found here:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

FULL-TIME STATUS REQUIREMENT

Those students admitted with full-time status are, in general, required to carry a full-time course load, presently defined by the University as 36 units. Full-time students seeking to convert, temporarily or permanently, to part-time status may request approval from the Director. Because University policy generally prevents the conversion from part-time status to full-time status beyond the enrollment period at the beginning of the semester, status changes should only occur between semesters. Under certain circumstances international students may be required to maintain full-time student status. International students must seek the advice of the Office of International Education (OIE) before assuming a part-time status, even if that status is approved by the program Director or Administrator.

FINANCIAL OBLIGATIONS AND POLICIES

It is essential that your tuition and other fees be paid on time. The University has a variety of mechanisms to sanction those with delinquent accounts, including withholding degrees, transcripts and registration. Academic departments do not usually receive information about a student's financial situation, so we are unable to help you with financial difficulties and processes.

Please contact the HUB for more information about financial policies, procedures, and practices:

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

INTELLECTUAL PROPERTY

The Program incorporates the University's policy on intellectual property, which can be found here:

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

PRIVACY AND FERPA

Under the Family Educational Rights and Privacy Act (FERPA), a student has the right to:

- Inspect and review his/her education records
- Request an amendment to his/her education records if the student believes they are inaccurate or misleading
- Request a hearing if his/her request for an amendment is not resolved to his/her satisfaction
- Consent to disclosure of personally identifiable information from his/her education records, except to the extent that FERPA authorizes disclosure without his/her consent
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if he/she believes his/her rights under FERPA have been violated.

Please review the University's full privacy policy:

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

Graduate Student Support

SUMMARY OF GRADUATE STUDENT APPEAL AND GRIEVANCE PROCEDURES

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

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here.

These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

INCORPORATION OF APPLICABLE SCS AND UNIVERSITY POLICIES

This handbook describes policies unique to the Master's in Computer Science Program, as well as many University policies of interest to students within the Program. It is however not comprehensive.

You can find applicable University-level policies here: <http://www.cmu.edu/policies/>

Additionally, the School of Computer Science and the Computer Science Department may adopt policies applicable to students within the Program.

ENFORCEMENT OF ADMINISTRATIVE POLICIES

Violations of Administrative policies, at the discretion of the Director, may result in sanctions including, but not limited to, probation, suspension or separation from the Program.

STATEMENT OF ASSURANCE

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

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056. Obtain general information about Carnegie Mellon University by calling 412-268- 2000.

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

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

ENROLLMENT VERIFICATION

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

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.

CAREER

The Career and Professional Development Center is an outstanding resource to guide you as you begin the process of thinking about internships and life after graduation. The career consultants for the School of Computer Science are Sarah Kochin (sarahmn@cmu.edu) and Katelyn Livingston (kjliving@andrew.cmu.edu). They are both excellent source of information about employers and opportunities, as well as a great resource as you prepare your resume and prepare for interviews. Since the Master's program is intense, but short, you are encouraged to contact them during your first semester.

For more information, and for information about additional resources, please do check the Center's Web portal: <http://www.cmu.edu/career>

INTERNATIONAL STUDENTS

The Office of International Education at Carnegie Mellon University is committed to supporting, promoting, and celebrating individuals in an intercultural environment. They advocate for and facilitate international and cross-cultural experiences, perspectives and initiatives. They also help international students with the process of coming into the United States and maintaining legal status here, as well as with the process of settling in within the United States and on campus.

Their website is a great resource and contains their contact information: <https://www.cmu.edu/oie/>

ACADEMIC CALENDAR

The Academic Calendar contains important dates, such as those of the registration periods, add and drop deadlines, University holidays and observances, and the final exam period. The Academic

Calendar can be found here: <http://www.cmu.edu/hub/calendar.html>

COMPUTING

Carnegie Mellon has a rich computing environment, including OS X-, Linux-, and Windows- based computers, public printers, public wireless networking, and a large library of software licensed for use by students.

More information about these resources can be found on the Computing Services Web pages:

<https://www.cmu.edu/computing/start/students.html>

If you need assistance, you can contact the Help Center at 412-268-HELP or advisor@andrew.cmu.edu.

PARKING

Parking on campus is largely based upon an annual fee-for-permit system, although there are a few short-term meters, and the East Campus garage accepts fee-per-use users at low-volume times, and is often free on evenings and weekends.

For more information about parking on campus, please contact Parking and Transportation Services:

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

UNIVERSITY AND PUBLIC TRANSIT SYSTEMS

Public Transit

The Port Authority of Allegheny County (PAT) operates a system of buses and trains that serve the greater Pittsburgh area. Your University ID serves as a pass that allows you to ride most, if not all, of these services for free.

You can find routes and schedules here:

<https://www.portauthority.org/schedule-finder/>

University Shuttles

The University provides a shuttle bus system that is a fixed route, fixed stop transportation option which is available to all CMU students, faculty, and staff. There are different shuttle buses which operate within the geographical areas which surround Carnegie Mellon. Presently, there are buses which service the Squirrel Hill, North Oakland and Shadyside areas. There are also shuttles serving Bakery Square (Google headquarters) and the PTC (Pittsburgh Technology Center).

Escort Service

The Escort Service is a transportation option that services the geographical areas surrounding Carnegie Mellon, to include Squirrel Hill, Shadyside, and Oakland. The service provides transportation from 9 designated campus pick-up locations to the intersection closest to the rider's residence. The pick-up locations are marked by official university signage, bearing the word "Escort". The Escort Service is limited to a 1.5 mile radius from campus.

More information about shuttles and escort can be found here:

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

University Police

University Police provide traditional security and police services on campus, as well as operate crime prevention programs, offer Rape Aggression Defense Systems (RADS) classes, fingerprinting services, and operate a lost and found. They can be reached by dialing 8-2323 from any campus phone.

Additional information can be found here: <http://www.cmu.edu/police/>

When off campus, in order to contact the local police, call the emergency dispatcher by dialing 9-1-1 from any cellular or landline phone.

GRADUATE STUDENT ASSEMBLY (GSA)

The Graduate Student Assembly (GSA) is the primary campus-wide organization run by graduate students for graduate students. It is a vehicle for collaboration between graduate students and the University administration and the general student body, and is one element of the University's structured Student Government. One very notable role on campus is providing events for graduate students from across campus to take a break from their studies and research, get together, relax, and have some fun.

More information about GSA and GSA events can be found on their webpage:
<http://www.cmu.edu/stugov/gsa/>

Student Health, Wellness & Safety

HARASSMENT, SEXUAL HARASSMENT

The free exchange of ideas, the confidence to work, to study, to innovate, and to perform, even the standards of discussion and performance to which the University is dedicated are based upon an atmosphere of open trust and mutual respect - an atmosphere on which the intrusion of personal advantage or harassment, in any of its forms, can only be destructive to the desired environment.

Sexual harassment, like all forms of harassment, is prohibited by the University. Any faculty member, staff employee, or student found to have violated the University's policies against harassment, including sexual harassment, will be subject to immediate and appropriate disciplinary action, including possible suspension, termination, or separation from the program or permanent expulsion from the University.

Trained advisors are available to talk with members of the community who have questions or concerns about sexual harassment. They can also provide information about established guidelines and procedures for dealing with issues of sexual harassment and its prevention, and will help individuals pursue effective courses of action. In the exercise of their functions, the sexual harassment advisors will maintain the greatest degree of confidentiality consistent with their responsibilities as university representatives. Please read the complete policy:

<https://www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html>

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

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

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

EMERGENCY MEDICAL ASSISTANCE

For emergency medical assistance on campus, call the University Police dispatcher at 412-268-2323. In most areas off campus, dialing 9-1-1 will put you in touch with an emergency dispatcher who can summon emergency medical assistance, e.g. an ambulance, for you.

ROUTINE MEDICAL AND HEALTH CARE

University Health Service is the on-campus health center. It is available to provide students with routine health and medical care, and to help students find health and medical resources off-campus, when needed.

Appointments can be made on-line and by phone. For more information, please consult their Web site: <http://www.cmu.edu/health-services/>

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CaPS) offers students the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and may be 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 resources 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. For an appointment, call 412-268-2922 during regular office hours. For emergencies, the phone is answered 24x7: every day, including holidays, at all hours of the day and night. If you aren't sure whether a problem is "bad enough" for you to call after regular office hours, you should call and an expert will help you decide. You may contact CaPS about an issue you personally are facing or to discuss a concern about another person.

While calling is arguably the best way to contact CaPS, you may find their web page here: <http://www.cmu.edu/counseling/>

CAMPUS WELLNESS

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.

Newsletter sign-up: <https://bit.ly/BeWellatCMU>

Wellness web site: <https://www.cmu.edu/wellness/>

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RSLI)

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.

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

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 <http://www.reportit.net> (username: "tartans"; password: "plaid"). All submissions will be reported to appropriate University personnel.

The Ethics Hotline is not an emergency service! To report an emergency, call University Police at 412-268-2323.