CARNEGIE MELLON UNIVERSITY

Department of Engineering and Public Policy
College of Engineering
Academic Year 2023-2024
Graduate Student Handbook

Master of Science in
Engineering and Technology Innovation Management Program

January 2024

Welcome

To our new students, we are delighted that you have chosen to pursue graduate studies in the Department of Engineering and Public Policy. We want to help make your stay here as enjoyable and productive as we can.

To our returning students, welcome back to the start of a new semester. Please take the time to read the handbook as some of the policies and procedures have changed since last year.

This handbook is designed to help guide you through some of the ins and outs of graduate studies in EPP and at Carnegie Mellon. While it is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. These include the College of Engineering's graduate policies website and graduate student handbook, The Word (Carnegie Mellon's online student handbook), the Office of Graduate and Post-Doctoral Affairs, the Office of the Dean of Student Affairs, and others. Information on these resources is included in the appendices of this handbook.

As EPP has grown, we have had to develop more policies and procedures. While college and university policies and protocols are binding, we try to be as flexible as possible with EPP policies and procedures while striving to be fair and equitable among students. Thus, if you encounter a problem that just does not seem to fit a particular situation you find yourself in, please come see one of us. We may be able to help you find a solution. If an EPP policy changes from the time of your matriculation, where possible we will allow you the option of being governed by the older policy.

Peter Adams, Department Head
Nick Muller, Associate Department Head for Graduate Affairs
Phillip Yu, Director of MS Programs
Peter Luetkehans, Business Manager

ETIM Mission & Degrees Offered

The Engineering and Technology Innovation Management master's program undertakes educating professionals who have strong technical backgrounds to lead value creation by leveraging engineering and technology innovations. Opportunities in industry, consulting, and even the public sector increasingly require an understanding of the principles of innovation management coupled with enhanced technical knowledge.

ETIM master's program is offered by the College of Engineering. It is housed in the Department of Engineering and Public Policy and features significant collaboration across the University, including the Heinz College of Information Systems and Public Policy, and the Tepper School of Business.

The ETIM master's program is designed to be completed in one year (two semesters) of full-time study and runs through January to December. ETIM master's program requires a summer internship experience which provides hands-on educational value. Part time students can complete the requirements over a longer period.

Another ETIM program offering is the ETIM Dual Degree master's program (a four semester master's program with a required internship) in which graduating students receive both an ETIM master's degree and a master's degree in one of six engineering program concentrations offered by Carnegie Mellon University.

Carnegie Mellon University Vision and Mission

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

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

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

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

Carnegie Mellon University Statement of Assurance

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

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the applicable grievance procedures for alleged violations of the Statement of Assurance is available at https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf.
The Office for Institutional Equity and Title IX may be reached at 412-268-7125 or institutionalequity@cmu.edu.

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 be found on-line at: www.cmu.edu/student-affairs/theword/.

University Policies & Expectations

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

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

University Academic Calendar

The Academic Calendar can be found at www.cmu.edu/hub/calendar/index.html and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Contents

1   Department of Engineering and Public Policy

Engineering and Public Policy (EPP) is a unique department in the College of Engineering (COE) at Carnegie Mellon University. It was established in 1976 and is concerned with problems in the field of technology and public policy. EPP is different from most other university programs in this field because it is strongly engineering based. Its research focuses on that set of public policy-relevant problems in which a detailed treatment of the technical issues is central to producing a satisfactory policy solution.

Major areas of graduate research in the department include energy and environmental systems, information and communication technology policy, risk analysis and communication, and technology innovation policy. EPP graduates go into consulting, academic and corporate positions, and government offices, such as the U.S. Environmental Protection Agency, U.S. Government Accountability Office, Congressional Research Service, U.S. Department of Energy, and National Labs.

At the undergraduate level, the department offers an additional major in EPP with the five traditional departments in the College of Engineering and an additional major in Science, Technology and Public Policy with other science and humanities departments. The department also offers a minor in Technology & Policy. At the graduate level, we offer the Master of Science in Engineering and Public Policy and a research-oriented PhD. EPP is also home to the Engineering & Technology Innovation Management (ETIM) master's degree program.

The department has 41 faculty including tenure-track, research-track, teaching-track, and special faculty. Some faculty have full-time appointments in EPP, but the majority hold a joint, affiliated, or courtesy appointment. CMU offers a unique environment in which interdisciplinary research is encouraged and these types of appointments work. A list of the EPP faculty is found on the department website, www.cmu.edu/epp.

The EPP department main office is Wean Hall 5215 with faculty and staff offices also located on the Wean 5100 and 5200 corridors (access to the 5200 offices is via the 5100 corridor). The main office phone number is 412-268-2670. The EPP MS Director's office is currently located in Hamburg Hall A206.

1.1   Using the Graduate Student Handbook

This booklet is a compilation of policies, guidance, and organizational details for

students in the Department of Engineering and Public Policy. Students should be familiar with its contents and refer to it as situations or questions arise. Additional and up-to-date information to support the handbook materials is available on the EPP Graduate Student Canvas site.

Students with questions or concerns should contact the appropriate departmental staff or faculty member. While everyone's responsibilities are different, students are generally encouraged to reach out to the person they feel most comfortable with. Appendix 1 provides a list of relevant department and college contacts.

1.2   General Office Procedures, Security and Safety

EPP office spaces and common areas should be kept neat and clean, doors should be locked, and issues reported to appropriate department staff or University Police as needed.

Food with strong odors should not be cooked during normal work hours. Wipe up splatters and spills immediately. Wash and put away cups and utensils.

Do not leave food in or around desk areas. Office trash bins are only emptied once a week. Place all food waste in the hallway trash bins.

Return furniture to original locations, turn off equipment and lights and close and lock the doors when leaving an area.

Hamburg Hall residents must be sure to close and lock the door upon leaving their office. Unlocked doors in unoccupied offices leave the area vulnerable to theft. While Carnegie Mellon campus is relatively safe, we have had office thefts over the years.

1.3   Departmental Green Practices

EPP is committed to becoming a greener department. To reduce our carbon footprint we use compostable plates, bowls, cups, napkins, and flatware. We use 100% recycled copy paper, provide recycle bins, compost in the Wean Hall main office. Composting is provided for most seminars, and we request that attendees bring their personal reusable cup, plate, and flatware.

See CMU's Green Practices Committee Website for more information about initiatives for campus energy, recycling, green history, and events: www.cmu.edu/environment. Contact the front office coordinator with questions or

suggestions for EPP Green Practices.

Remember to recycle! On campus recycling includes Paper and Cardboard – in all hallways & rooms; Plastic/Glass/Metal – in all hallways & rooms; Computers – through Facilities Management Services; Batteries and fluorescent light bulbs -- in EPP main office; Other Materials – (like scrap metal from furniture & equipment + more) through Facilities Management Services.

1.4   Copying, Printing, Scanning, Faxing, Mail, Package Delivery, etc.
A large printer/copier/scanner and a fax machine is in the EPP main office. Printing is also available on the printer Plaid in Wean 3721. Please see the office staff for directions on scanning documents or if there is an equipment malfunction. Large printing and copying jobs should be done outside of business hours or in batches and refill paper when complete.

EPP has equipment that may be used by students. Data projectors are kept in the Wean Hall conference room. iPads, headphones, chargers, calculators, and other equipment are available for borrowing from the University Libraries tech lending group.

Students should not have personal mail sent to campus. Outgoing campus and U.S mail is picked up daily from the EPP main office. Mail must have proper postage and be at the front desk by 8:00 A.M. to be picked up by the post office.

A full-service branch of the U.S. Postal service is in the lower level of the Cohon University Center. Additionally, outgoing stamped mail can be placed in the U.S. Postal mailboxes located on Frew Street and on Forbes Avenue. UPS services are available at Tartan Ink located on the lower level of the Cohon University Center.

1.5   Workspace for MS students
Students will have swipe card access to Wean Hall outside of business hours. The workspace is equipped with desks, a printer, print supplies, a microwave, and a refrigerator. It is the responsibility of the last person leaving each room to close and lock the door. Unlocked doors in unoccupied spaces leave the area vulnerable to theft. While Carnegie Mellon campus is relatively safe, we have had office thefts over the years.

Additional work/quiet/zoom space is available for reserve at the Cohon University Center and at the Carnegie Mellon Libraries.

In addition, students may reserve one of the EPP conference rooms by first consulting the online [reservation calendar](#) for availability, then contacting the EPP front desk coordinator to request a reservation and obtain a key. If the event includes food or beverage service, it is the responsibility of the reserving party or individual to clean the area (counter tops, sink, tables, appliances used) after the event. Dishes and cups used should be washed, dried, and put away. Lights and equipment should be turned off, whiteboard erased, the door closed and locked, and the key returned to the front desk coordinator when the event is over. If the event occurs or concludes after standard business hours, the key will need to be returned the next morning.

1.6   Purchasing and Reimbursement

No business or travel-related purchases or purchases of goods, services or equipment using University funds without prior approval by the EPP business office will be reimbursed.

1.7   Department Graduate Student Organizations

Several organizations support graduate students within the department, college, and university including:

ETIM GSA
The EPP Student Facilitation Board (SFB)
International Students in EPP (IS=EPP)
Graduate Organization of Womxn+ in EPP (GROW+)
EPP Student Alumni Committee

More information about these groups, representation and membership is available on the EPP Graduate Student Canvas site.

2   Master's Degree Attainment

2.1   Degree Title and Statute of Limitations

The degree title awarded is Master of Science in Engineering and Technology Innovation Management.

It is the responsibility of each student to ensure that they have completed all the necessary coursework for graduation. The Program Director and Senior Academic Program Manager are available to advise students during the semester, but only the student can be held responsible for failure to meet graduation requirements. Note that the ETIM curriculum and graduation requirements may be revised from

time to time. However, the requirements in effect at the time of a student's matriculation will dictate the graduation requirements that he or she must follow.

All units required for a master's degree, whether earned in residence or transferred from another institution, must be recorded on your transcript within six years of the date on which you are enrolled in the program. Once this time-to-degree limit has lapsed, the person 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. This statutory period can be extended by the college's associate dean for graduate and faculty affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period, such as leave of absence, military or public service, family or parental leave, or temporary disability. Any request for a waiver of the statute of limitations for master's degree studies must be approved by the head of the department or program offering the master's degree, and by the college's associate dean for graduate and faculty affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a period for completion of the program. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit. For more information, please view the University's policy: www.cmu.edu/policies/student-and-student-life/masters-students-statute- of-limitations.html.

2.2   Registration

Each semester, students must go through the process of registering for classes for the next semester. CMU has streamlined the process of enrollment by creating The Hub located on the lower level of Warner Hall. The Hub includes the Registrar's Office, Cash Operations, and the Student ID Center. The Hub's webpage contains pertinent information on a variety of issues such as financial aid, billing and payments, registration, and academic records, www.cmu.edu/hub.

Students will receive an email from Enrollment Services indicating when it is time to register for the upcoming semester. Registration typically occurs in April for the fall semester, and in November for the spring semester. All students intending to continue in the following semester should register at their scheduled time as noted in the email from Enrollment Services. The process of registration is handled online via the Hub's website by clicking the Student Information Online (SIO) link. Students are encouraged to meet with their advisor prior to registration.

To be considered full time, students must be registered for 36 or more units. For international students, anything less than full time registration is considered a violation of visa status.

ETIM students may take courses in any of CMU's departments or schools. Students should refer to the course description and course profile for more information about a particular course and whether it is suited for their background and academic interests. Course information is available on the Hub's website under the Schedule of Classes link. Students should consult with their advisor regarding how a particular course will fulfill requirements for the ETIM master's degree. Students may also cross-register for courses at other local institutions of higher education (see PCHE cross-registration below). It should be noted that students must be registered at CMU for full time units before they can cross-register. Thus, the cross-registered course cannot be counted towards a student's full-time enrollment. If a student is cross-registered for a course and drops below full time at any point during the semester, the cross-registered course will automatically be dropped from the student's record, even if a grade has been recorded.

3   Master's Degree Program Requirements

3.1   Total Units and Required Coursework

The ETIM program elements equip students to drive value creation from technical innovation based on their understanding of both specific technical issues as well as innovation management fundamentals.

Candidates for the ETIM master's degree must complete a minimum of 99 academic units beyond their undergraduate degree. At least 84 units must be graduate-level courses (course numbers XX-600 or above). ETIM students may use up to 12 units of undergraduate coursework (300-level and above) towards the ETIM degree. The mandatory summer internship 3 units counts towards the 99 academic units required to graduate. The minimum GPA required for graduation is 3.0, and a grade of C (2.0) or better is required for any course to count toward graduation.

Full-time option – The master's degree program is a full-time program in which students complete two full-time semesters.

Part-time option – Part-time master's enrollment is an option available for students, such as students who would like to pursue a master's degree while maintaining external employment locally. Note that immigration regulations do not allow Carnegie Mellon

University to issue F1 visa documents for the part-time masters' program.

The curriculum has flexibility, but the following four elements of the master's program must be satisfied:

Required Core Courses (48 units)

a. Data Science for Technology, Innovation and Policy (19-603)

b. Strategy and Management of Technological Innovation (19682)

c. Product Management Studio (19-676) -- another project course approved by the Program Director or the Senior Academic Program Manager for exceptional circumstances

d. Seminar courses on Innovation Management in Practice (19-680 and 19-684)

Technical Electives (24 Minimum units)

Chosen according to student's background, preparation, and area of technical interest from the College of Engineering (CIT), School of Computer Science (SCS) or Mellon College of Science (MCS).

Refer to Appendix 2 for the department codes for technical electives.

Electives in Innovation Management (24 Minimum units)

A minimum of 24 units of innovation management courses that may include available courses from ETIM and Engineering and Public Policy (EPP) department as well as courses from Tepper School of Business or the Heinz College of Information Systems and Public Policy. Innovation Management electives are determined by the students' own area of interest and may include courses within the established ETIM tracks: Analytics, Consulting, Entrepreneurship, Product Management, and R & D/Technology Management. Course information within these tracks is available through the ETIM MS Program Canvas site. More information on ETIM tracks can be found at https://engineering-innovation-management.cmu.edu/

Course work that can count as either technical or innovation management electives.

ETIM and EPP courses are both identified by the introductory number "19" in the course number (e.g., 19-XXX). Courses from EPP have the flexibility to count as either a technical or

an innovation management elective.

Summer internship practicum in engineering and technology innovation management (3 units)

In addition, courses must meet the following criteria:
- A minimum 3.0 QPA is required for graduation.
- A grade of C (2.0) or better is required for a course to count toward graduation, but no more than two courses with a grade of C or C+ may be used to meet course requirements.
- ETIM students are permitted to take a maximum of 54 units per semester. Please consult with ETIM Senior Academic Program Manager if you have questions or concerns about the maximum unit enrollment per semester.
- All courses to meet the 99-unit requirement must be taken for a letter grade. Courses taken Pass/Fail and passed, or audited courses may not be used to complete course requirements.
- At least 84 units must be graduate-level courses (course numbers XX-600 or above).
- A maximum of 12 units of undergraduate courses can be counted towards the 96 units required for the degree. Undergraduate courses must be at the 300-level or above to count towards the degree.
- Courses used for current or prior Undergraduate or MS degrees may not be used for the ETIM MS.
- For information on treatment of transfer credits see the section below.

3.2   Drop/Add/Withdraw Procedures

Students taking undergraduate and master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes/index.html. Please note that separate deadlines and calendars are in effect for doctoral level courses, and for the Heinz College and Tepper School of Business.

Students wishing to withdraw from a course after the deadline must obtain approval from their academic advisor, and complete and submit a Course Withdrawal Request (pdf) form. https://www.cmu.edu/hub/registrar/course-changes/

This "W" grade does not affect a student's QPA. A graduate student can petition the department head to remove a W grade from their transcript if there are extenuating circumstances.

Because ETIM students may also take courses in CMU Colleges other than the College of Engineering, please be aware that the policies and schedules differ for courses from the

Heinz College and Tepper School of Business (including add/drop and withdrawal).

All academic calendars including the official university calendar, the Heinz College and Tepper School of Business calendars are posted on the ETIM Canvas site.

3.3 Canvas
Students should note that most instructors use Canvas web service corresponding to their courses. Carnegie Mellon's Canvas page can be found at: https://www.cmu.edu/canvas/

In addition, ETIM staff maintains the "ETIM MS Program" course on Canvas to reach students with important program & career related information. It's also a forum for incoming students to become acquainted with the program, and for current students to interact with their class.

The site includes:
- Announcements
- Academic Calendar
- Career & Internships
- ETIM and CMU Course Information
- New Student Information

For the ETIM program, items of importance/interest will be posted directly on the site. As Carnegie Mellon graduate students, you are expected to keep track of such information related to your program and respond to requests for Canvas submissions appropriately.

ETIM's Career Advisor also utilizes the program Canvas site for providing professional development materials as needed.

To keep track of Canvas postings and requests, students are encouraged to register to receive email notifications from Canvas when new items are posted.

Your registered course should provide you with appropriate Canvas access if the instructor chooses to use Canvas for his or her course. Contact the instructor first if you are not able to access Canvas for a particular course, or if additional technical support is needed, email: canvas-help@andrew.cmu.edu or call: 412-268-9090.

3.4 Summer Registration and Curricular Practical Training
The ETIM program has been designed with the expectation that the summer will be devoted to an internship to provide professional experience in lieu of coursework. Spring and Fall semester ETIM tuition does not cover summer courses. We expect all ETIM students to

diligently work toward obtaining an internship position for their summer semester. To satisfy the summer requirement, all students must do the following.

If a student obtains an internship offer:
1. Submit their online ETIM Internship Reporting Form to the ETIM Career Advisor for approval by the deadline posted in Canvas.
2. Obtain and submit a copy of their internship offer letter via email to the ETIM Career Advisor.
3. Be registered by the ETIM Program Staff for the ETIM course, Internship Practicum (19-695) for summer semester (Semester M). Note: Three units associated with course #19-695, do not contribute towards the minimum requirement of 96 academic units for the ETIM degree.

These steps are mandatory for all ETIM students, but they are especially important for international students, who must be legally registered for the semester to both maintain their student visa status to work in the U.S, outside of Carnegie Mellon, to fulfill their ETIM program requirements. International students typically complete internships under "curricular practicum training," or CPT. To see if you are eligible for CPT, you must check with your foreign student advisor in the Office of International Education (OIE). It is important to note that to qualify for CPT, the job you are applying for must be related to ETIM. If you have any questions on this procedure, see the ETIM staff. Thoroughly read about CPT on CMU's Office of International Education website [here](). Complete the necessary [forms]() and have Jenny Hurst complete the CPT advisor form.

3.5 Cross-Registration through the Pittsburgh Council on Higher Education (PCHE) and Transfer Courses

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross- registration below) and through the receipt of transfer credit from other accredited institutions. Students in EPP must receive approval from the Associate Department Head for Graduate Affairs before counting on these credits.   If approved, the Carnegie Mellon University transcript will include information on such courses as follows:

Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be considered for academic actions, honors or QPA calculations.

Suspended students may take courses elsewhere; however, they may only receive transfer credit if they received prior approval from the Program Director and the Senior Academic Program Manager.

It should be noted that students must be registered at CMU for full time units before they can cross-register. Thus, the cross-registered course cannot be counted towards a student's full-time enrollment. If a student is cross-registered for a course and drops below full time at any point during the semester, the cross-registered course will automatically be dropped from the student's record, even when a grade has been assigned.
https://www.cmu.edu/policies/student-and-student-life/cross- [college-university-registration.html](https://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html).

More information is available on the CMU website: https://www.cmu.edu/policies/student-and- [student-life/transfer-credit-evaluation-and-assignment.html](https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html).

Only one graduate-level course, or the equivalent of 12 units, can be transferred from another university as credit toward the ETIM master's degree. As a general guideline, three-credit courses from other universities equate to 9-unit CMU courses; a four-credit course equates to a 12-unit CMU course. The course being transferred in must:
- Fulfill an ETIM master's degree course requirement and is equivalent to a CMU course.
- Be considered a graduate level course at the university where it was taken (unless requesting transfer credit for the one allowed undergraduate course)
- Has not been used to fulfill requirements for any previously earned degree
- A grade of 'B' or better must be earned for the course

Please note that this policy is more restrictive than the CIT transfer credit policy which can be found under the "Transfer Credit and Special Students" section at the link below:
https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html

Additional guidelines:
- Transfer credit 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 Program Director and the Senior Academic Program Manager of the ETIM master's program. Transfer courses will be reviewed for academic rigor and alignment with courses offered in the ETIM master's program.
- Courses can only be requested for transfer after the student has successfully completed their first ETIM semester and have registered for their second ETIM

semester at Carnegie Mellon indicating a need to transfer a course to complete ETIM master's degree requirements.

- The course description and syllabus, learning outcomes, delivery mode, and institutional accreditation will be considered when evaluating the course for transfer.
- After matriculating to Carnegie Mellon, ETIM M.S. students should consult with the program director and program manager before taking a course at another university.

The process for requesting to transfer a course is as follows:
- Meet with the Program Director and the Senior Academic Program Manager of the ETIM master's program.
- Complete and submit the following mandatory documents:
- Official transcript from previous institution
- Detailed course description/syllabus (should include grading scale, assignments required, mandatory books, and time required in class) of the course you wish to transfer.
- Letter from the previous institution's registrar or academic advisor stating the course intended for transfer was not used towards a degree
- CIT Graduate Transfer Credit Request form which can be found at the link below:
- https://engineering.cmu.edu/_files/documents/graduate-students/grad_transfer_credit_request.pdf

The transfer of credits from any college or university must follow the above policy and process as the ETIM master's program has not entered into an articulation or transfer agreement with any specific college or university. Additionally, ETIM master's program does not award credit for prior experiential learning.

3.6 Tepper Registration Process (for non-Tepper students)

The Tepper School requires that all non-Tepper graduate students be registered through the Tepper Student Services Registration System. Sit-ins are not permitted; all students must be on a course roster and not all MBA courses are available to non-MBA students. Please see information about the details of this registration process at the link below:

https://www.cmu.edu/tepper/programs/mba/curriculum/mba-course-requests/index.html

Important: When enrollment is complete, it is your responsibility to check to make sure you are registered in the correct courses and correct number of units. Because ETIM students take courses from different departments and may do several course drops and additions, complications can occur. If you do encounter an error, please see the ETIM staff who can advise you on the procedure you will need to follow.

3.7   Stellic Degree Audit for Degree Progress

The Stellic Degree Audit Application will be used by ETIM's Senior Academic Program Manager to track each ETIM student's degree progress towards program requirements. Degree progress will be reviewed during key registration times with each ETIM student to ensure that ETIM course requirements are being met and to enable students to document their goals and progress. It is the responsibility of each individual ETIM student to ensure that they are on progress to meet ETIM's program requirements in order to graduate on schedule.

ETIM students can use the Stellic Degree Audit Application in order to track progress toward completing degree requirements.

https://www.cmu.edu/es/stellic/index.html

It is expected for you to meet with ETIM's Senior Academic Program Manager at key points during your graduate studies as listed below. In addition, you should feel free to make an appointment with Senior Academic Program Manager at any time to discuss any concerns you might have.

1. To plan your first ETIM (Spring) semester and discuss objectives (this meeting occurs before you arrive at CMU, often in a group setting through a zoom session)
2. To plan your Fall course registration before Fall registration opens

3.8   Completion and Certification

The degree title awarded is Master of Science in Engineering and Technology Innovation Management. The Senior Academic Program Manager along with the Director of the EPP masters' program certify the degree.

Standard Degree Requirements and Degree Certification

GRADUATE STUDENTS

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

Early Completion. Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

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

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations (www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

Additional Guidance for Students

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

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

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

International students. Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements.

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

INTEGRATED BACHELOR AND MASTER'S DEGREE PROGRAMS

The integration of bachelor and master's degree programs ("IBM" programs) benefits CMU students who elect to maximize their use of time and academic energy to blend their undergraduate studies with master's-level study in close combination, in an integrated program of study at CMU. Some CMU departments and programs have developed integrated options for students in response to student desires for such opportunities and to enliven their graduate programs with students who are well-acclimated to the rigor and demands of the CMU educational experience.

General Information

Carnegie Mellon students in integrated bachelor-master's programs are expected to complete their degree requirements within a standard length of time for their full-time program of study as outlined in the Undergraduate Catalog and relevant Graduate Student Handbook. This document describes several standard models for the CMU integrated bachelor-master's degree programs, some of which involve acceleration of either the undergraduate or the graduate degree component (or both) within the integrated program designs. Each CMU integrated program offers specific, pre-determined model(s) of integrated study reflecting one of the following:

- 4+0 meaning that a student will complete both undergraduate and master's degree coursework in eight semesters (four years) of full-time study. This model generally applies when the undergraduate and graduate field of study are the same, such as an undergraduate and master's degree in Chemistry or Mathematics.

- 3-1-1 meaning three years of full-time undergraduate coursework, followed by one year of integrated undergraduate and graduate study, and one year of exclusively master's level coursework for a total of five years of full-time study. An example would be undergraduate degrees integrated with Heinz College or Tepper graduate degree programs. The undergraduate degree generally is completed in eight semesters of full-time study (or less.)

- 4+1 semester meaning eight semesters (four years) of full-time undergraduate coursework including integration of some master's level courses, followed by one semester of exclusively master's level coursework for a total of four and a half years.

The undergraduate degree generally is completed in eight semesters of full-time study (or less.)

- 4+2 semesters meaning eight semesters (four years) of full-time undergraduate coursework including integration of some master's level courses, followed by two semesters of exclusively master's level coursework for a total of five academic years. The undergraduate degree is completed in eight semesters of full-time study (or less.)

- 4+3 semesters meaning eight semesters (four years) of full-time undergraduate coursework including integration of some master's level courses, followed by three semesters of exclusively master's level coursework for a total of five and a half academic years. The undergraduate degree is completed in eight semesters of full-time study.

- 5+1 for architecture meaning five years of Bachelor of Architecture (B.Arch.) undergraduate coursework followed by two semesters of full-time master's level coursework for a total of six academic years. The B.Arch. undergraduate degree generally is completed in 10 semesters.

The standard undergraduate program of study is grounded in a primary degree and its requirements and may be complemented by an additional major(s) or minor(s) as part of the academic plan. Some students decide to apply for one of CMU's several integrated degree programs to complement their undergraduate degree with an integrated or accelerated master's degree. Depending on the model of the integrated program, when an undergraduate student applies to an IBM program, they recognize that the standard for undergraduate study will be eight semesters (or 10 for B.Arch.), plus one, two, three or four additional semesters of full-time graduate-level study (except for the 4+0 model, above) to complete the master's degree.

CMU students in most IBM programs are considered to be undergraduates until they have completed the requirements for their bachelor degree at which point they are certified by their undergraduate academic program; this typically occurs at the time

determined to be the standard for their integrated program following a successful seven or eight semesters (or 10 for B.Arch.) of full-time enrollment, depending on the design of their integrated program. However, in one rare model, the integrated program design holds the bachelor degree certification to be given concurrently with the master's degree in the ninth or tenth semester of full time enrollment.

Early completion of undergraduate degree. An IBM student who has completed all undergraduate degree requirements in fewer than the standard number of semesters for their program may request an early undergraduate degree certification from their undergraduate program, in close consultation with their academic advisor(s). This situation, while possible, is not common due to the necessity of staying on track for both undergraduate and master's degree programs in an integrated manner.

Movement from undergraduate to graduate student classification. Students in an IBM program who are certified as having completed their undergraduate degree – typically in the number of semesters that is the standard for their integrated program – then will be classified as a graduate student at CMU and are expected to complete their graduate degree requirements within the standard length of time for their integrated program of study. Students should be aware of and plan for financial implications, including financial aid, and/or F-1/J-1 non-immigrant implications due to the change of level when moving from undergraduate student status to graduate student status at CMU. (See details below.)

The standard for the graduate component of the IBM student/program. Upon completion of the graduate program degree requirements in the standard period of study, the graduate degree will be certified in the semester in which the student completes the requirements by the student's graduate program.

Early completion of the graduate degree requirements. Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study must consult with their degree-granting program or department to determine if early degree certification is allowed academically and under what circumstances.

Incomplete graduate degree requirements. In some cases, students in an IBM program may withdraw from the graduate component of the program of study and, therefore, will not be certified or awarded the graduate degree. Any such withdrawal decision also may require close consultation with the undergraduate advisor to determine eligibility for

undergraduate degree completion and certification if the undergraduate degree is not already certified.

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

IBM students who require longer than the standard time to complete their graduate degree requirements are expected to remain in close contact with their graduate program and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations (www.cmu.edu/policies/student-and-student-life/masters-students-statute-of- limitations.html) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

3.9 Master's Degree Program Length
The ETIM program is designed to be completed in two full-time semesters (January through December). The schedule provides time for a summer internship to gain hands-on experience and educational value. Part time students can complete the requirements over a longer period.

ETIM program also offers the ETIM Dual Degree option, which is four semesters long. Students graduating from this program receive both an ETIM master's degree and a second master's degree in one of the six engineering program concentrations offered by College of Engineering.

3.10 Part-time Master's Degree Student
Students enrolled as part-time in the master's program must enroll for a minimum of 12 units each semester. Part-time students are encouraged to complete the degree program as quickly as possible. International students seeking part-time status may be limited due to visa restrictions and should consult with the Senior Academic Program Manager and/or the Office of International Education about visa implications.

3.11 Leave of Absence
A student may need to take a temporary leave of absence for many reasons. Students are required to file a Leave of Absence form with the HUB, after securing the appropriate signature approvals. Return from voluntary leave of absence requires program approval

through a Request for Return from Leave of Absence form. Students in good standing in all courses, and not on academic probation when taking a Leave of Absence, will be reinstated with the same standing as prior to the leave. Students in poor standing or on academic probation at the time they requested a Leave of Absence, must submit a written request asking for re-instatement to the program which will be evaluated by Department Head and Associate Department Head. All requests for reinstatement must be submitted within the time limit imposed by the 6-year student statute of limitations described in the College of Engineering Graduate Student Handbook. See also the University Leave of Absence process: https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/.

3.12 Withdrawal of a Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, the degree will be withdrawn promptly upon discovery of the falsification. The complete reference to this university policy is available at: www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html.

3.13 Academic Advising

The Senior Academic Program Manager is the official advisor for all students entering the program. The role of the advisor is to assure that students are aware of program requirements and policies, to work with students to maintain satisfactory status, and to support student's next steps in professional and career development. The role of students in academic advising is to know program requirements and work with the advisor on course selection, to be prepared for advising sessions, and to seek assistance when needed.

Additional information related to academic advising, course requirements, course selection, departmental policies, etc. is available on the Graduate Student Canvas site. All master's students will be given access to the site at the start of their enrollment.

Working with the Senior Academic Program Manager on course selection is important to ensure that requirements for the degree are fulfilled. Students are also encouraged to work with the Program Director or another faculty member for advising on specific technical interests.

Course selection is made in consultation with the ETIM advisor with input from other faculty members as appropriate. In selecting electives, the student and advisor should keep in mind that it is advisable to choose electives that can define a "core area of specialization" for the student.

In addition to working with the master's advisor to tailor a course of study, students are

responsible for monitoring curriculum progress through SIO and the Stellic academic audit application. https://www.cmu.edu/hub/registrar/courses-and-scheduling/index.html

3.14 Resources for Academic Conflicts, and Exceptional or Challenging Situations

The EPP Department assigns a faculty member to serve as the Graduate Student Ombudsperson. The graduate ombudsperson for EPP is available as a resource to listen to concerns, to provide advice on potential remedies, and to bring concerns to the department's attention. To the extent possible, student interactions with the ombudsperson are confidential.

Additionally, students may confer with the university graduate ombudsman on issues of process or other concerns as they navigate conflicts. See the Appendixes for other support offices.

3.13 Summary of Graduate Student Appeal and Grievance Procedures

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

4 Grading/Evaluation

4.1 Grading Scale, Minimum QPA Requirements

EPP follows the grading policy used by College of Engineering. https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html. The College follows the University's grading policy: www.cmu.edu/policies/student-and-student-life/grading.html. Students pursuing the master's in ETIM are expected to carry an overall 3.0 grade-point average or above throughout the course of their studies. Students enrolled in 19-690 MS Project will receive a letter grade. Courses taken Pass/Fail and passed, or audited courses may not be used to fulfill course requirements.

A minimum 3.0 QPA is required for graduation. A grade of C (2.0) or better is required for a course to count toward graduation, but no more than two courses with a grade of C or C+ may be used towards meet course requirements.

4.2 Process for Appealing Final Grades

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit, or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g., a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy. www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

4.3 Master's Students with Unsatisfactory Academic Performance

At the end of each semester, after final grades have been posted, the academic performance of each student is reviewed. Students with a cumulative QPA of less than 3.0, or who have earned a QPA of less than 3.0 in the most recent full semester completed, will be placed on academic probation. Students placed on academic probation will be notified in writing and should meet with their advisor to determine an academic plan of action.
Academic probation includes the following consequences:
- Students may have any scholarships, and/or financial awards rescinded.
- Students cannot be selected to receive awards.

Academic probation will be automatically removed during the next academic review if the semester and cumulative QPA are 3.0 or better. Students with a cumulative QPA lower than 3.0 at the end of two consecutive semesters may be removed from the EPP program. The student will be notified in writing and should meet with their advisor as soon as possible to discuss their academic situation. The student will then meet with the Department Head. If a decision for removal from the program is made, the student will receive the decision in writing. When an informal resolution cannot be reached, a student who seeks further review of the matter is to follow the formal procedures outlined in 3:13 Summary of Graduate Student Appeal and Grievance Procedures above.

4.4 Academic Integrity Policy

Please review the University Policy on Academic Integrity www.cmu.edu/policies/student-and- student-life/academic-integrity.html. The policy includes the University expectations around academic integrity and provides

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

Required Academic and Research Integrity Training

Plagiarism is a very serious offense and will not be tolerated by the Department. It can result in immediate loss of support, a failing course grade, and potential removal from the degree program. Students who are unsure of how to cite a source or whether to cite a source should ask their faculty advisors or other faculty for guidance. Appendix B is a memo from Peter Adams regarding proper attribution. Please review it carefully.

All students in EPP are required to complete an online session on understanding plagiarism offered by the University of Indiana https://tedfrick.sitehost.iu.edu/plagiarism/.

5   Safeguarding Educational Equity

5.1   Professional Behavior as an EPP Graduate Student

Graduate students in EPP can be part of the diverse and vibrant community that is Carnegie Mellon University, and, the close-knit EPP community of fellow graduate students, faculty, and staff. Maintaining this productive, broad-minded, collegial, and exciting community is a responsibility of all its members. As stated in 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…

> 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.

Graduate school provides unique challenges when it comes to upholding the high standards, we set for ourselves. Many will find new friends within this new community, friends who are also colleagues. It is important to remember that in the workplace, we must model workplace-appropriate behavior; what might be appropriate while among friends off-campus may not always be appropriate in the workplace. We must all strive to maintain an atmosphere that is safe and inclusive, and keep in mind the diversity of our workplace in all our interactions.

5.2   Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal (https://rainier.accessiblelearning.com/cmu/) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self- identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268- 6121, http://www.cmu.edu/education-office/disability-resources/.

5.3   Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking, and violation of protective measures. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University's Policy Against Retaliation is available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to contact any of the following resources:
- Office for Institutional Equity and Title IX: http://www.cmu.edu/title-ix/, 412-268-7125,

institutionalequity@cmu.edu
- University Police, 412-268-2323

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

5.4   Gestational and Parental Accomodations

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

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

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

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

Accommodations for Gestational Parents

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

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- **Formal Leave of Absence**– A formal leave of absence under the Student

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

Financial Assistance for Student Parents

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

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

5.5   Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

6   Additional Policies and Protocols

6.1   Enrollment Verification

Periodically, students will need official enrollment or degree verification letters to send to prospective employers, loan agencies, scholarship committees, or for visa purposes. 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 www.cmu.edu/hub/registrar/studentrecords/verifications/enrollment.html.

6.2   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 follow

visa requirements, etc.

6.3 Computing Services and Accessing the CMU Andrew Network

Questions on computing and connecting to the Andrew Network should be sent to the Carnegie Mellon Computing Services at it-help@cmu.edu, 412/268-4357.

For information on computer/network registration for wired and wireless connections, visit: www.cmu.edu/computing/services/endpoint/network-access/.

CMU Computing Services has a wide array of free software programs for download onto personal machines, as well as computing clusters with access to other software licensed for student use. Students may access this information using their Web ISO (andrew ID and password). https://www.cmu.edu/computing/software/all/msazure-dev-tools/index.html

6.4 New Policy Governance

Students are bound by the rules and procedures set forth in the Graduate Student Handbook published in the academic year in which they enter the program. As noted in the Preface, while college and university policies and protocols are binding, the department attempts to be flexible with EPP rules and procedures while striving to be fair and equitable among students. Thus, if an EPP policy changes from the time of your matriculation, where possible a student has the option of being governed by the older policy.

6.5 Employment Eligibility Verification

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

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.

- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.

- For more information, please see CMU's **Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf]**, or visit the Human Resources

Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

7   Financial Support

7.1   Tuition Invoices

Students are responsible for paying tuition. Tuition invoices are automatically generated by Enrollment Services and are accessible electronically via Student Information Online. Fall semester invoices are generated in July with payment due mid-August; Spring semester invoices are generated in December with payment due in early January. There will be a late fee assessed on all unpaid balances remaining after the due date for which you will be responsible.

Tuition aid will be applied before the semester term begins.

Funding sources often include, but are not limited to, government agencies and not-for-profit foundations. Some fellowship awards are paid via the department office, but do not use departmental funding sources. Students should know the status of their available funding sources through communication with their academic coordinator, and in pursuing fellowships.

7.2   Fees and Additional Charges

Students are responsible for paying health insurance, a student activities fee, technology fee, and the Port Authority bus fee each year. See for below for information on paying health insurance.

7.3   Student Health Services and Insurance

Carnegie Mellon Student Health Services offers a range of services, like those offered by any doctor's office outside of the University, but the cost is often more affordable.

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. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. UHS also has a registered dietician and health promotion specialist on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues.

In addition to providing direct health care, University Health Services (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. It also covers most of the fees for care at Student Health Services. 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.

Information on the current rates and plans is available on the UHS website. Carnegie Mellon adheres to a "hard waiver" policy. This means that all students will automatically be charged for basic health insurance coverage at the beginning of each academic year. To opt out of this basic coverage, the student must download a waiver form from the University Health Website and provide proof that they have other health insurance coverage. Details on this process can be found on the University Health Website: http://www.cmu.edu/HealthServices under the "Student Insurance" Link.

Students are responsible for paying their health insurance by the due date noted on their electronic invoice in SIO. Students may either pay their health insurance in one lump sum by the due date or in monthly installments. If the latter, they will need to sign up for the payment plan offered through Nelnet Campus Commerce by the due date. https://www.cmu.edu/health-services/student-insurance/plans.html

Health insurance plans for the academic year begin August 1 and run through July 31. Questions should be directed to University Health Services at x8-2157 (off campus dial 412/268- 2157), email shinsure@andrew.cmu.edu.

7.4   University Financial Aid

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

helpful links.

7.5   Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students, https://www.cmu.edu/student-affairs/dean/, to inquire about the types of emergency funding available to enrolled students.

8   International Students

8.1   Office of International Education (OIE)

The Office of International Education is the liaison to the University for all non-immigrant students and scholars. Non-immigrant students enrolled at CMU and planning to leave the country MUST check with OIE to assure the necessary documentation for exiting and re-entry into the U.S. is completed.

8.2   Postgraduate Work in the U.S.

The Department of Homeland Security (DHS) has very strict guidelines that must be adhered to for non-U.S. students who wish to work in the United States after graduation. International students who plan to work in the U.S. should make an appointment to talk with an OIE counselor during their first semester in the program in order to learn the necessary procedures. Optional Practical Training (OPT) is also an option for non-U.S. students who wish to work in the U.S. after graduation. Again, you would need to meet with an OIE advisor and ETIM Career Advisor to begin the paperwork. It can take up to 4 months for the OPT paperwork to clear DHS. For more information on this, visit OIE's website: www.cmu.edu/oie.

9   Career and Professional Development

The ETIM master's degree program has a career advisor who can provide support in exploring different career options, developing networking skills, and navigating a job search. Students can make an appointment with the master's career advisor through Handshake. If students have professional news, events or similar activities of interest to the greater EPP community, information can be submitted to the department for inclusion in our media activities. www.cmu.edu/epp/news/submit.html.

9.1   Career and Professional Development Center

The Career and Professional Development Center (CPDC) at Carnegie Mellon University provides career and professional guidance and resources to students. Students can access career resources, events calendar, student affairs calendar,

and more by visiting the CPDC's website for more information: www.cmu.edu/career.

9.2 Personal Webpage and LinkedIn

As a CMU affiliate, students receive free space for a personal website. Contact Computing Services for support publishing your site and more information.

https://www.cmu.edu/computing/services/comm-collab/websites/awps/index.html

In lieu of or in addition to a personal website, students are encouraged to establish a professional presence on LinkedIn (or other publicly-facing professional profile) and keep it up- to-date. Students can request to join the EPP group on LinkedIn as well.

9.3 Intellectual Property Policy and Relevant Websites

Students involved in projects could in some cases be involved in the development of intellectual property with commercial value. In such cases, the student should refer to the University policy governing intellectual property that can be found at: www.cmu.edu/policies/administrative-and-governance/intellectual-property.html

Appendix A: 2023-2024 Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Resources for Graduate Student Support

Office of Graduate and Postdoctoral Affairs
https://www.cmu.edu/graduate
graded@cmu.edu
The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:
- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

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

Office of the Dean of Students
https://www.cmu.edu/student-affairs/dean/
The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding. College Liaisons and the Student Support Resources team serve as additional resources for graduate students. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs
The Division of Student Affairs includes (not an exhaustive list):
- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

Center for Student Diversity & Inclusion
https://www.cmu.edu/student-diversity/

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

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

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

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

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

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

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

your department.

Office of International Education (OIE)
https://www.cmu.edu/oie/
Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website and conducting orientation and pre-departure programs.

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

Carnegie Mellon Ethics Hotline
https://www.cmu.edu/hr/resources/ethics-hotline.html
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting https://cmu.ethicspoint.com/. All submissions are reported to appropriate university personnel and handled discreetly.
The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation
It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct. Additional details regarding the Policy Against Retaliation are available at:
 https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

Key Offices for Academic & Research Support

Computing and Information Resources
https://www.cmu.edu/computing/
Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (https://www.cmu.edu/computing/safe/) section and the University Computing Policy (https://www.cmu.edu/policies/information-technology/computing.html)
Visit the Computing Services website (https://www.cmu.edu/computing/) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

Student Academic Success Center
https://www.cmu.edu/student-success/
The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports

student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

University Libraries
https://www.library.cmu.edu/
The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:
- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

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

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

Office of Research Integrity & Compliance
https://www.cmu.edu/research-compliance/
The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

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

Health Services
https://www.cmu.edu/HealthServices/
University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care, and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse

visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

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

Campus Wellness
https://www.cmu.edu/wellness/
At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

Religious and Spiritual Life Initiatives (RSLI)
https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html
Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. RSLI staff are available to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police
https://www.cmu.edu/police/
x2323
The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies. The report also contains statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at x2323. The annual security and fire safety report is also available online at:
https://www.cmu.edu/police/annualreports/

Shuttle and Escort Services
https://www.cmu.edu/parking/transport/
Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

The WORD

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

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

Appendix B: Memo on Proper Attribution

Memorandum

TO:	EPP Students
FROM:	Peter Adams[1]
DATE:	August 2023
SUBJECT:	Proper attribution of the work of others

In your time here in EPP, and your subsequent professional career, you will have frequent occasion to draw upon the work of others. While that is clearly necessary and appropriate, it is also critically important that when you do this you include proper citations. Copying other peoples' text or figures, or only slightly modifying it, without identifying the source is called plagiarism and is a breach of professional ethics.

Here are the basic rules:

If you use any text written by someone else in any of your work, you must place it in quotation marks and provide a citation for the source. Thus, for example, you may say:

It has now been demonstrated that: "Large-scale use of wind power can alter local and global climate by extracting kinetic energy and altering turbulent transport in the atmospheric boundary layer." (Keith et al., 2004)

but you may not say:

It has now been demonstrated that large-scale use of wind power can alter local and global climate by extracting kinetic energy and altering turbulent transport in the atmospheric boundary layer.

You can, of course, also use numbered footnotes or endnotes. If you use the (Author, date) form of citation, then these should be paired with full references, sufficient for a reader to find the source, as at the end of this memo. If the reference is a web source,

include the web address.

Under the "fair use" terms of U.S. copyright law, it is perfectly fine to quote, with proper attribution, short excerpts from copyrighted works. If you start using very large portions of copyrighted text, you may need to obtain permission from the holder of the copyright (typically the journal, not the author) if you are going to publish the piece or distribute it widely. Obtaining such permission is generally not required for government documents.

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[1]This memo was originally written by Granger Morgan. Given the long history of use and revision that went into its production, I am re-using it with his permission.

If you use someone else's ideas or arguments but place them in your own words, then you must cite the original source. For example you may say:

Because wind turbines efficiently extract kinetic energy from the boundary layer and alter turbulent transport, large-scale use of wind power can alter local and global climate. (Keith et al., 2004)

but you may not say:

Because wind turbines efficiently extract kinetic energy from the boundary layer and alter turbulent transport, large-scale use of wind power can alter local and global climate.

Facts or ideas which are not general knowledge also need to be referenced. For example:

Foreign student enrollments at LaRoche College in the Pittsburgh area dropped by 23.7% between 2002-3 and 2003-4. (Schackern, 2004)

The same goes for figures taken from other sources, including off the Internet. All such figures must carry a citation. For example:
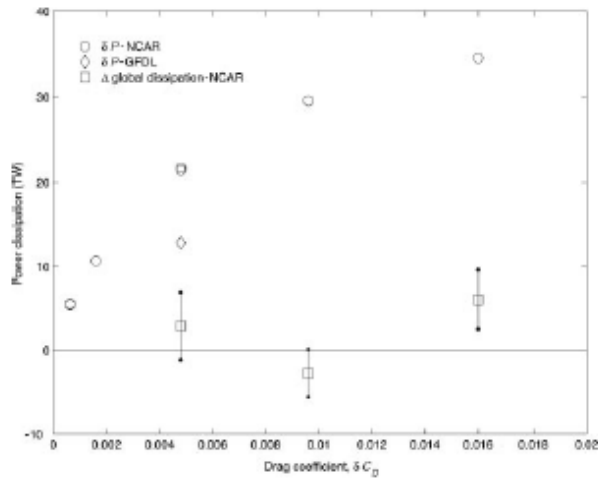
Figure from Keith et al., (2004).

Additionally, if you are actually publishing the figure or placing it in a document that will be widely circulated, you will likely need to obtain reprint permission from the holder of the copyright. For use in papers internal to EPP reprint permission is not necessary, though all other rules regarding attribution and plagiarism do apply to all Carnegie Mellon homework assignments, papers, and examinations.

Similarly, if you redraw a figure you should indicate the original sources and in some situations may need to get permission from the original copyright holder. For example:
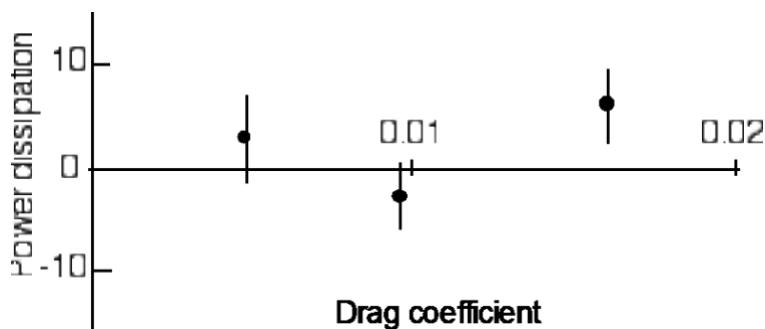

Figure modified from Keith et al., (2004).

The one exception is publicly available clip art used in things like power-point presentations.

The University rules on cheating and plagiarism can be found on the Carnegie Mellon

Academic Integrity website: https://www.cmu.edu/student-affairs/ocsi/.

There are many different style guides for references. Different professional journals have different rules, which you can usually find at their web sites. The program "EndNote" can handle most of them.

<u>Bottom line:</u> We, and all of the scientific and technical community, take these issues very seriously. Failure to follow proper procedures for attributing the words, illustrations or ideas of others is a very serious violation of the norms of good professional practice. Such activities will not be tolerated in the Department of Engineering and Public Policy and will result in stiff penalties that could include immediate loss of support and/or a request that you leave the graduate program (appeal options are spelled out in the student handbook). These rules apply to all homework assignments, papers, and examinations produced while you are a student at Carnegie Mellon, and, of course, provide a basis for your subsequent professional practice.

The University of Indiana has an excellent website that provides examples and then gives you a chance to complete a quiz to see if you understand the difference between proper and improper attribution (of text, they don't cover figures). Please take a look and work thru this. It can be found at: https://tedfrick.sitehost.iu.edu/plagiarism/

References:

David W. Keith, Joseph F. DeCarolis, David C. Denkenberger, Donald H. Lenschow, Sergey L. Malyshev, Stephen Pacala, and Philip J. Rasch, "The influence of large-scale wind power on global climate," *Proceedings of the National Academy of Sciences*, *101*(46), pp. 16115-16120, 2004. Available online http://www.pnas.org/cgi/reprint/101/46/16115.

Bill Schackern, "Visas, other problems cut foreign student enrollment," *Pittsburgh Post-Gazette*, November 10, 2004.

Appendix C: Department Codes for Technical Electives
Chart of the Departments Codes within the Colleges

Code#

CARNEGIE INSTITUTE OF TECHNOLOGY	**39**
BIOMEDICAL ENGINEERING	42
CHEMICAL ENGINEERING	06
CIVIL AND ENVIRONMENTAL ENGINEERING	12
ELECTRICAL AND COMPUTER ENGINEERING	18
ENGINEERING AND PUBLIC POLICY	19
MATERIALS SCIENCE AND ENGINEERING	27
MECHANICAL ENGINEERING	24
COLLOIDS, POLYMERS & SURFACES	
INSTITUTE FOR COMPLEX ENGINEERED SYSTEMS	
INFORMATION NETWORKING INSTITUTE	14
INFORMATION COMMUNICATION TECHNOLOGIES INSTITUTE	04
INSTITUTE FOR ADVANCED ENERGY SOLUTIONS	
STEINBRENNER INSTITUTE FOR ENVIRONMENTAL EDUCATION AND RESEARCH (SEER)	
SILICON VALLEY CAMPUS	49
CYLAB	
MELLON COLLEGE OF SCIENCE	**38**
BIOLOGICAL SCIENCES	03
CHEMISTRY	09
MATHEMATICAL SCIENCES	21
PHYSICS	33
MELLON INSTITUTE SERVICES	
GRADUATE EDUCATION INTERDISCIPLINARY PROGRAMS	
MOLECULAR BIOSENSOR AND IMAGING CENTER	
NMR CENTER FOR BIOMEDICAL RESEARCH	
PITTSBURGH SUPERCOMPUTING CENTER	
SCHOOL OF COMPUTER SCIENCE	
COMPUTER SCIENCE DEPARTMENT	15
HUMAN COMPUTER INTERACTION INSTITUTE	05
INSTITUTE FOR SOFTWARE RESEARCH	08
LANGUAGE TECHNOLOGIES INSTITUTE	11
MACHINE LEARNING DEPARTMENT	10
ROBOTICS INSTITUTE	16
LANE CENTER FOR COMPUTATIONAL BIOLOGY	02

Appendix D: Department and University Contacts

Department Contacts

Peter Adams, Department Head. Location: Wean Hall 5222, 412/268-5624, peteradams@cmu.edu.

Vicki Finney, Academic Program Advisor. Location: Wean Hall 5122, 412/268-1462, vicki@cmu.edu. See Vicki for issues that pertain to the graduate program, including academic policies and procedures for the department and college, registration and student coding, stipend and tuition processing, degree completion and graduation, and fellowship information. In addition, Vicki is the department's student liaison with OIE and Enrollment Services (the Registrar's Office).

Baruch Fischhoff, EPP Graduate Ombudsperson; Chair of the EPP Diversity, Equity and Inclusion Committee. The EPP Graduate Ombudsperson is available as a confidential resource to listen to concerns, provide advice on potential remedies, and to bring concerns to the department's attention. EPP's Diversity Committee oversees the department's efforts to improve diversity in the department, promote a welcoming culture, and is available to listen to and help with concerns related to diversity, equity, and inclusion. Location: Posner Hall 385B 412/268-3246, baruch@cmu.edu.

Jenny Hurst, Associate Director for Career Services, Engineering & Technology Innovation Management MS Program. Location: Hamburg Hall A206D, 412/268-6426, jennyhur@andrew.cmu.edu.

Deborah Kuntz, Senior Academic Coordinator. Location: Wean Hall 5107, 412/268-3303, deborahk@andrew.cmu.edu. Debbie provides administrative support to the Associate Department Head for Undergraduate Affairs and the Academic Program Advisor. Debbie maintains the graduate studies canvas site, coordinates the graduate admissions process, and coordinates graduate student office moves.

Adam Loucks, Front Office Coordinator and Support Staff. Location: Wean Hall 5215, 412/268-1090, aloucks@andrew.cmu.edu. Contact Adam for issues pertaining to general office maintenance (such as if the lights go out in the office, the air conditioning stops working, etc.), incoming & outgoing mail, reservations for the EPP conference room and equipment, and social media publicity. Adam also provides administrative support for the PhD qualifying exams.

Peter Luetkehans, Business Financial Manager. Location: Wean Hall 5111, 412/268-5486, pluetkeh@andrew.cmu.edu.

Deanna Matthews, Associate Department Head for Undergraduate Affairs. Location: Wean Hall 5103, 412/268- 7889, dhm@cmu.edu.

Kimberly Martin, Financial Assistant and EPP Personnel Administrator. Kim processes expense reimbursements and supports the Business Financial Manager. Location: Wean 5115, 412/268-1987, kamartin@andrew.cmu.edu. See Kim for questions prior to business and travel expenses for general department related travel.

Julie Mull, Senior Academic Coordinator, Engineering & Technology Innovation Management (ETIM) master's program. Location: Hamburg Hall A206, 412/268-1420, jmull@andrew.cmu.edu.

Nick Muller, Associate Department Head for Graduate Affairs. Location: Tepper 4215, 412/268-8121, nzm@andrew.cmu.edu.

Nesli Ozdoganlar, Senior Academic Program Manager and MS Advisor, Engineering & Technology Innovation Management (ETIM) and EPP. Location: Hamburg Hall A206, 412/268-5626, neslio@andrew.cmu.edu.

Deb Scappatura, Administrative Assistant. Location: Wean Hall 5125 ds73@andrew.cmu.edu. Deb provides administrative support for Patti Steranchak, Jerry Cohon, Erica Fuchs, Paulina Jaramillo, Granger Morgan, Ramteen Sioshansi, and Katie Whitefoot. See Deb for questions prior to business and travel if you work with any of the faculty Deb supports. Deb also maintains the department's travel card.

Patti Steranchak, Assistant to Peter Adams and Granger Morgan. Location: Wean Hall 5216, 412/268-1085, patti@cmu.edu.

Lucas Valone, Events and Web Content Coordinator. Location: Wean Hall 5121, lvalone@andrew.cmu.edu. Lucas manages EPP websites, coordinates departmental seminars, and serves as the department's technology liaison. In addition, Lucas provides administrative support for the Center for Climate and Environmental and Decision Making (CEDM). Reach out to Lucas if you have any questions relating to the EPP website, department seminars, CEDM, the reservations calendar, or the rEPPort newsletter.

Phillip Yu, Executive Director of Master's Programs, and Associate Teaching Professor. Location: Hamburg Hall A206E, 412/268-8370, pyu2@andrew.cmu.edu.

University Contacts

Alaine Allen, Associate Dean for Diversity, Equity, and Inclusion, College of Engineering. Location: Ansys Hall 226, alainea@andrew.cmu.edu.

Monica Cooney, CIT Marketing and Communications Representative. Location: 311 South Craig Street, mcooney@andrew.cmu.edu.

John Papinchak, University Registrar. Location: Warner Hall

Lisa Porter, Associate Dean for Faculty and Graduate Affairs, College of Engineering. Location: Ansys Hall.

William Sanders, Dean, College of Engineering. Location: Ansys Hall 219, sanders@cmu.edu.

Melissa Skasik, College of Engineering Hub Liaison, 412/268-8186, skasik@andrew.cmu.edu.

Elizabeth Vaughan, Associate Dean of Student Affairs, Director of Student Leadership, Involvement and Civil Engagement, EPP Student Affairs Liaison. Location: Cohon University Center 103, 412/268-8704, eav@andrew.cmu.edu.