



Carnegie Mellon University

Master's Student Handbook

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Welcome. This Master's Student Handbook describes the official policies, standards, practices, rights, and obligations of all master's students in the Carnegie Mellon University (CMU) School of Architecture (SoA)

While this handbook is specific to your academic experience in the SoA, there are several other resources and offices graduate students are encouraged to consult during their tenure at CMU. Information about The Word, the student handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others can be found at:

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

This handbook replaces all previous versions. The rules and guidelines set forth in this handbook apply to all master's students in the SoA, however, for each individual student specific curricular requirements that were in effect at the time of matriculation apply. In accordance with university policy, students who began their master's studies prior to the date of this revision of the handbook may follow time-to-degree requirements from the previous policy here:

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

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1 MISSION & PHILOSOPHY

CMU has been a birthplace of innovation throughout its 111-year history. Today, it is a global leader bringing groundbreaking ideas to market and creating successful start-up businesses. The faculty members are renowned for working closely with students to solve major scientific, technological, and societal challenges. The University puts a strong emphasis on creating things—from art to robots, and architecture.

CMU is the only school founded in the United States by industrialist and philanthropist Andrew Carnegie, who wrote the time-honored words, "*My heart is in the work*," when he donated the funds to create Carnegie Technical Schools in 1900 in Pittsburgh, Pennsylvania. In 1912, the schools, including the SoA, became the Carnegie Institute of Technology, highly regarded for both the arts and technology. A merger with the Mellon Institute—the nation's first major research institute—created CMU in 1967. Today, CMU is a national research University of about 11,500 students and 5,000 faculty, research, and administrative staff.

CMU is a diverse blend of academic disciplines. The University consists of seven colleges and schools: the College of Fine Arts (which includes the SoA), the Carnegie Institute of Technology (engineering), the Dietrich College of Humanities and Social Sciences, the Mellon College of Science, the Tepper School of Business, the School of Computer Science, and the H. John Heinz III College (Public Policy & Information Systems). It has become an international leader in technological fields such as computer science, robotics, and engineering. From its inception it has had a strong emphasis on the applied and practical arts and trades, as well as the fine arts. Its position of leadership in both the arts and in technology is unusual in higher education today.

The SoA is one of five schools within CMU's CFA, alongside the schools of Art, Design, Drama, and Music. Founded in 1905, the CFA was the first comprehensive arts learning institution in the United States. Today it is a unique constellation of internationally top-ranked conservatory schools in the arts embedded within a tier-one research university. The five schools are committed to community engagement, supportive of creative risk-taking, and actively embracing diversity. The pedagogy across the college is built on the principles of "thinking through doing" and "learning through doing" in studio and conservatory-based environments, and respect for tradition while encouraging innovation.

SCHOOL OF ARCHITECTURE (SoA) PHILOSOPHY

The SoA provides deep immersion in the discipline of architecture, intensified by the broader CMU culture of interdisciplinary innovation and creative inquiry. Our undergraduate and graduate degree programs prepare students to be excellent, discipline-defining design thinkers in diverse global contexts. This world-class architecture education is enhanced by our position within one of the world's leading research and entrepreneurship institutions, and by the fundamental premise that architectural excellence demands both rigorous training in fundamentals and the development of unique specializations. Students

may extend their core knowledge through studios and coursework in architecture sub-disciplines like sustainable design or computational design or urban design, or through interdisciplinary interaction with CMU's other renowned programs. Though every CMU architecture student graduates with intensive architecture knowledge, no two graduates leave with exactly the same focus. Graduates of SoA excel in the roles architects have performed for centuries – and in new roles catalyzed by the depth and breadth of their education – to create and execute innovative solutions to an ever expanding range of global challenges. The Graduate Programs of the SoA have a long, rich history of scholarship and research that shapes and pushes the envelope in our profession. Our wide range of specialized post-professional program offerings prepare architects and designers for fields as diverse as industry, government, academia and more. Our graduates succeed on the cutting edge in innovative design practices, research organizations, federal and municipal governments, the building and manufacturing industries, and leading universities both in the US and abroad.

2 UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the CMU 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:

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

CMU STATEMENT OF ASSURANCE

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

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

Obtain general information about CMU by calling 412-268-2000.

The Statement of Assurance can also be found online at:

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

THE CARNEGIE MELLON UNIVERSITY CODE

Students at CMU, 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 CMU 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 CMU 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 CMU Code can also be found on–line at:
<https://www.cmu.edu/student-affairs/theword/>

3 SoA MASTER'S PROGRAMS

MASTER'S PROGRAM OFFERINGS

The SoA offers seven (7) master's degree programs:

- Master of Science in Architecture–Engineering–Construction Management [MSAECM] (jointly offered with Civil & Environmental Engineering)
- Master of Science in Building Performance & Diagnostics [MSBPD]
- Master of Science in Computational Design [MSCD]
- Master of Science in Sustainable Design [MSSD]
- Master of Advanced Architectural Design [MAAD]
- Master of Urban Design [MUD]
- Master of Architecture [M.Arch]

A Track Chair who is a full time faculty in the SoA coordinates each master's degree program. Track Chairs coordinate the program's curriculum (and any changes thereof), admissions, certification of degree, and often serve as Academic Advisors to students in their program.

The SoA also offers a PhD degree in three concentrations and a Doctor of Professional Practice degree. The rules governing the PhD programs are given in the SoA's Doctor of Philosophy Degree Student Handbook. The rules governing the DPP programs are given in the SoA's Doctor of Professional Practice Student Handbook.

For details on all of our program offerings please visit our website at: <https://soa.cmu.edu/graduate/>

ADMINISTRATION OF SoA GRADUATE PROGRAMS

The Graduate Programs committees administer all of the master's programs. Their roles and responsibilities are generally described here, as well as in relevant sections below.

The Graduate Programs Executive Committee (GPEC) comprises four members of the graduate faculty selected to a two-year term by the Head of the School. The GPEC monitors all professional and post-professional graduate programs and makes recommendations to the Head of the School.

The Graduate Programs Working Committee (GPWC) comprises all Track Chairs of respective master's programs, Principal Advisors of PhD students, Graduate Programs Coordinators and Graduate Admissions Coordinators.

The members of the Executive Committee chair the working committee and may nominate other faculty and graduate students to serve as members of the GPWC.

The GPEC determines who can or cannot vote on any matter brought before the GPWC, based on consideration of the role, qualification and expertise of members in relation to the subject matter, any potential conflict of interest or violation of confidentiality circumstance. Such determination shall be communicated in writing in advance to the Committee along with motion(s) prior to the vote being taken. The GPEC considers and may approve any petition requesting an exception from the academic guidelines and requirements spelled out in this document.

ADMISSIONS

The GPWC oversees admissions to all the graduate programs. All applicants to the master's programs must complete the online application in full, and with all required supporting documentation. Information pertaining to application requirements, policies and procedures is available online at:

<https://soa.cmu.edu/graduate-admissions>

The GPEC and the Graduate Admissions Coordinators oversee the admissions process. Each Track Chair coordinates the review process for applications to their program, and communicates admission decisions to the GPWC. Every application is reviewed by a minimum of three faculty members. In cases when a decision is neither ascertained nor readily ascertainable, the application is then referred to the GPWC at large for review. Exceptions to admissions requirements to any program are also referred to the GPWC.

The GPWC will decide on the outcome of the application based on a review of the completed application materials. Each applicant will be notified of the outcome by email from the Graduate Admission Coordinator.

ACADEMIC ADVISING

Every master's student is assigned an Advisor, typically the Track Chair of his or her respective master's program. The advisor guides a master's student throughout their academic study in the SoA.

Students may also seek advice from the GPEC, the Head of School and the other graduate program faculty as well as the Graduate Programs administrative staff.

Students are required to meet with their Advisor prior to each semester's course registration to discuss matter such as course selections, course performance, and other academic matters, and periodically during the duration the semester to report progress in courses, research, thesis, and other aspects of academic life. Students are expected to bring administrative matters such as course substitution and program transfers, to the attention of both the Advisor and the Track Chair in cases when they are different people.

STUDENT REPORTS & RECORDS

Student Reports and Records

A file is created and maintained by the Graduate Programs Coordinators when a student first enrolls in any master's program. The following documents will be maintained in each file:

- Application and all supporting documentation, and admission reviews completed by relevant members of the GPWC.
- Any academic action reporting by the GPWC
– letters of commendation, warning, probation.
- Any formal report of academic progress and performance by the GPWC.
- Documentation pertaining to the enrollment status of the student
– provided by Graduate Program Coordinators.
- Documentation on financial support (e.g., award of scholarships, fellowships, etc.) where applicable.

Access and review of a student's records by students and university personnel are governed by the Public Law 93-380 "The General Education Provisions Act" and other relevant policies of CMU, as stated in the university's Graduate Education website.

See also Student Privacy Rights in section 6 below.

ENROLLMENT VERIFICATION

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through the HUB at:

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

PROGRAM DESCRIPTIONS, CURRICULA AND REQUIREMENTS

Details pertaining to the program descriptions, curricula, and degree requirements for the respective master's degree programs are available online at:

<https://soa.cmu.edu/graduate/>

PROGRAM REQUIREMENTS

The distribution and total number of units required for degree attainment is stipulated in the curriculum for each respective master's degree program.

At a minimum, a student must attain a QPA of 3.0 in order to be granted the master's degree. The GPEC must approve any exception.

RESIDENCY REQUIREMENTS AND LIMITS

The full-time residency requirement is stipulated in the curriculum for each respective master's degree program. The maximum candidature period for a master's degree expires at the end of the seventh academic year following the September of the year admission is granted into the degree program. Any period of absentia (where granted) is counted towards this maximum candidature period. Once the time-to-degree limit has lapsed a 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 the SoA.

The University's Master's Students Statute of Limitations can be found online at:

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

International students are required to consult with the Office of International Education for visa extensions beyond the stipulated full-time residency period.

OPTING-OUT OF COURSES

SoA strives to provide students with new knowledge and skills and, as a result, aims to avoid requiring any student to retake courses for their master's program. If a student's master's program curriculum has a course requirement that they believe they have already met through a previously completed course, that student can petition the Track Chair to replace that course with an equivalent elective course.

TRANSFERS BETWEEN SOA PROGRAMS

Students who wish to transfer to a different SoA program are advised to discuss the transfer with their Advisor and Track Chair of their current program, and then with the Track Chair of the program they seek to transfer into. Students requesting transfer must submit a new Statement of Purpose and Portfolio, where applicable, for the review by the Track Chair and the Graduate Admissions Committee of the program they wish to transfer to. Once a decision is made, the student will be notified. If the student is offered admission, upon acceptance of this offer the Graduate Programs Coordinator officially documenting the transfer to the new program will submit a new form.

International students should note that they would need to contact OIE and complete additional forms to update their program name, any scholarship, and length of program.

CONCENTRATIONS THROUGH GRADUATE ADVANCED MASTER'S PROGRAM (GAMP)

SoA graduate students can work towards a specialized concentration or second degree by strategically using electives to enroll in courses associated with other program. For example, M.Arch students are eligible for a “Graduate Advanced Master's Program” (GAMP), which allows them to apply up to 48 units from their first SoA M.Arch curriculum to another SoA master's degree. This allows M.Arch students to graduate with a special concentration or another degree, save a semester of time and tuition, and enter the job market with a unique skillset.

GRADUATION REQUIREMENTS & THESIS SUBMISSION

Every SoA graduate program has slightly different requirements for graduation, especially pertaining to Thesis and other capstone projects. Details describing the programs, curricula, and degree requirements for the respective master's degree programs are available online at:

<https://soa.cmu.edu/graduate/>

Students in the Master of Science programs (MS) can only be certified for their degree after their thesis committee has approved their thesis, and an approved final electronic copy of it has been submitted to the CMU Library's system of record. Further information about this process can be found online at:

<https://soa.cmu.edu/ms-thesis-submission/>

Note that additional degree requirements may vary from program to program. Consult your Advisor for specific degree requirements.

VISITING STUDENTS, SCHOLARS AND FELLOWS

The SoA welcomes applications from scholars and researchers who wish to spend time at one of our centers or research groups as a visiting scholar to undertake post-graduate or non-matriculating academic work. Interested applicants should first discuss the prospect of their scholarly visit with a member of the faculty, and confirm their willingness to oversee their research during their stay at CMU. With this support, the applicant may send an application including a cover letter, a research proposal (2 pages), and a CV to the Graduate Programs Coordinator (dc1e@andrew.cmu.edu).

Successful applicants are typically affiliated to an institution of higher learning at their country or city of origin, and are engaged in innovative scholarship that relates to work taking place at SoA. Given that visiting scholar positions are not compensated, applicants are advised to secure the support of outside funding sources. Accepted applicants will be required to pay an administrative flat fee of \$500 per semester for the duration of their visit.

ACADEMIC RESOURCES

CMU offers a range of academic resources, which are listed in the university's Graduate Education website. These include Academic and Professional Development Seminars and Workshops, Teaching Support, intercultural communication, computing services and libraries. A description of university resources for graduate student support can be found at:

<https://www.cmu.edu/graduate/financial-assistance/>

FACILITIES & COMPUTING

The maintenance of facilities and equipment is the responsibility of the students. Chairs, desks, copiers and other equipment should be treated with care and left in the same condition as they were in the beginning of the semester. For more information about facilities and equipment resources and policies, please refer to the *Graduate Student Resources* file at the bottom of the soa.cmu.edu website.

The computing facilities of the SoA are for SoA students, faculty, and staff only. Use by other students is by permission or by enrollment in courses offered by the SoA. Violations of any computing rules or policies may result in disabling access to the SoA computing equipment. For more information about computing resources and policies, please refer to the *Graduate Student Resources* file at the bottom of the soa.cmu.edu website.

4 ACADEMIC STANDARDS & POLICIES

Unless otherwise stated, and where specific and detailed declarations are provided by the SoA, the master's programs in the SoA adopt the prevailing standards, policies and practices stated in the CMU Graduate Education website (<https://www.cmu.edu/graduate/policies/>) pertaining to academic advising, academic resources, curricular and enrollment issues, and academic rights and responsibilities.

The University Graduate Education website (<https://www.cmu.edu/graduate/>) provides information pertaining to:

- Standards for Academic and Creative Life
- Privacy Rights for Students
- Academic Standards and Actions
- Cheating and Plagiarism Policies
- Academic Disciplinary Actions Overview

ACADEMIC INTEGRITY & DISCIPLINARY ACTION

All master's students are expected to carefully review the University's Graduate Education website with regard to Cheating and Plagiarism and Academic Disciplinary Actions Overview for Graduate Students, as well as the University Policy web page at:

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

With regard to Academic Integrity and Disciplinary Action, the SoA adopts all definitions and practices as stipulated, including:

- Statute of Limitation
- Confidentiality
- Procedures
- Initial Review
- Decision and Action(s)
- Reporting of Initial Action(s)
- Second-level Review & Action(s)

COURSES & GRADING

The SoA follows university policies for, adding, dropping, auditing, and other course related decisions: <https://www.cmu.edu/policies/student-and-student-life/grading.html>

COURSE OVERLOAD

There is a university policy for course overload, which applies to undergraduate and graduate programs alike: <https://www.cmu.edu/hub/registrar/registration/course-overload.html>

SoA has established a normal course load for each program. Students should check with their academic advisor, department head, or dean's office for the definition of a normal course load. Individual colleges may have overload policies that are more restrictive; therefore, students should consult with their advisor when considering an overload.

PASS / NO-PASS GRADES

The GPEC will approve or not approve of any student's petition for Pass/No Pass Grades for courses within the SoA.

GRADING POLICY

Unless otherwise specifically declared, the SoA adopts the University policy, which offers details concerning the university's grading principles for students taking courses at:

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

This policy covers the specifics of Assigning and Changing Grades (including Final and Mid-Semester Grades, Incompletes, and Conditional Failures), Grading Options (Audit and Pass/No Pass), Drop/Withdrawals, Course Repeats, and defines the undergraduate and graduate Grading Standards.

Questions about grading for a specific course should be addressed to the instructor of the course in question. Graduate students with questions about Pass/Fail and Drop/Withdrawal should contact their Program Track Chair, or the GPEC.

Appeals for an exception to any grading policy may be made by the Dean's office of the College of Fine Arts to the University.

GRADING STANDARDS

The SoA Graduate Student Grading Standard is as follows:

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

Grade	Quality Points	Notes
A+	4.33	
A	4.0	
A–	3.67	
B+	3.33	
B	3.0	Minimum for good standing
B–	2.67	
C+	2.33	
C	2.0	Minimum to be counted towards degree requirement
C–	1.67	
D+	1.33	
D	1	
R	0	Failure
S	Non-factorable	Satisfactory
P	Non-factorable	Passing
N	Non-factorable	Not Passing
O	Non-factorable	Audit
W	Non-factorable	Withdrawal
I	Non-factorable	Incomplete
AD	Non-factorable	Credit granted for work completed at another institution or by examination credit

PROGRESS REVIEW

The GPWC holds a Grades Meeting at the end of each semester, after the semester grades have been issued. The purpose of this meeting is to review and monitor the academic progress of all graduate students. In this meeting, the Graduate Programs Coordinators will present a written progress report to the GPWC along with oral reports by each program's Track Chair of each master's student. Any academic actions or recommendations developed are transmitted, in writing, to students and to the Head of the School by the GPWC, after the Grades Meeting.

ACADEMIC ACTIONS

In addition to the Grading Practices and Academic Actions stipulated by the University and College of Fine Arts, the SoA has implemented the following School-level actions for the master's programs:

- **COMMENDATION** – For achieving a quality point average of 4.0 in any semester while carrying a full academic load of a minimum of 36 units AND comprising a minimum of four (4) courses.
- **WARNING** – For achieving a grade below a minimum of B– in a course related to the program concentration OR a grade below a minimum of C in any course taken in any semester OR a semester quality point average of below 3.00.
- **PROBATION** – For repeated “WARNING” performance defined above in a consecutive semester after WARNING has been previously issued AND when the Graduate Program Working Committee determines that there is still a possibility for the student to improve their performance to meet requirements for graduation as stipulated in the respective program descriptions online.
- **DROP FROM PROGRAM** – For repeated WARNING performance defined above in a consecutive semester after WARNING or PROBATION has been previously issued AND when the Graduate Program Working Committee determines it is unlikely that the student will be able to meet the requirements for graduation.
- **STUDIO COMMENDATION** – Studio commendations are given to students for excellence in design work and/or leadership during a particular semester. The studio professors teaching in that year select recipients at the semester grades meeting.

5 FINANCIAL OBLIGATIONS & SUPPORT

TUITION & FEES

The tuition charges for each academic year, as published by the University, apply only to the Fall and Spring semesters. Summer tuition, whenever applicable, are additionally charged and are normally based on number of academic units taken.

The University also publishes estimated cost of living for a graduate student each year at:

<https://www.cmu.edu/sfs/tuition/graduate/cfa.html>

FUNDING

The SoA does not normally provide financial support for master's students. Refer below to the section, *University Information on Finance & Financial Aid*, for other available financial support sources.

GRADUATE STUDENT CONFERENCE FUND

The SoA encourages students to advance their own academic, professional and career development through the publication and presentation of papers and/or attendance at conferences, seminars, symposia and workshops. A limited funding budget is available each year through the SoA and is intended to offset the costs associated with the presentation of papers, posters, research products or creative work.

Applications are considered on a first-come-first-serve basis, subject to available fund balance. Details and application forms are available online at:

<https://soa.cmu.edu/conference-travel-fund>

OUTSIDE EMPLOYMENT, CPT, AND INTERSHIP

In general, outside employment is discouraged during the period of full-time graduate studies except where specified by any given program. When the employment is for an outside organization the student's program Track Chair and the Head of the School must be notified. It is the student's responsibility to ensure that such outside employment is allowed by the appropriate regulations (e.g., immigration rules, scholarship funding agency rules etc.).

In the case of an internship, it must meet a declared curricular or research objective. In such cases, the internship is equivalent to either 3 units of required elective credit, or up to a maximum of 36 units of independent study to fulfill a curricular requirement. Internships require approval of the student's advisor, or program Track Chair. Internships may be taken at any time during the calendar year.

International students are required to consult with the Office of International Education for eligibility before seeking outside employment, an internship/co-op or signing an offer contract.

UNIVERSITY INFORMATION ON FINANCE & FINANCIAL AID

The “Graduate Student Financial Aid Guide” provides detailed and useful information regarding the following:

- Financial Aid Application Process
- Loan Eligibility
- Fellowships and Scholarships Office (FSO)
- Tuition Payment Plans (TMS)
- Student Employment
- Summer Stipend Payment Options
- Tax Status of Graduate Student Awards
- Tuition Remission
- And more...

Detailed information can be found online at:

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

6 RIGHTS & RESPONSIBILITIES

Standard information pertaining to academic rights and responsibilities listed in the University’s Graduate Education website cover the following:

- Degree attainment: achievement, timeline & format of requirements
- Financial Support
- Dissertation & Theses
- Graduate Student Concerns & Grievances
- All But Dissertation Policy
- Intellectual Property Policy
- Research
- Policy for Handling Alleged Misconduct in Research

SPECIFIC DECLARATIONS IN THE SoA

STUDENT RIGHTS – CONCERNS & GRIEVANCES

The SoA adopts the University’s practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their program’s Track Chair, members of the GPEC, Head of School or other designated people in their department, college or central administration. For further information about procedures that graduate students can pursue when addressing concerns and grievances, go to:

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

PRIVACY

Every student at CMU is protected by FERPA (Family Educational Rights and Privacy Act):

<https://www.cmu.edu/hub/privacy/>

NEW POLICIES & GRANDFATHER POLICY

The SoA maintains a “grandfather” policy that assures that students can graduate under the policies in effect at the time of matriculation.

When policies are changed it is because the school believes the new rules offer an improvement; graduate students will be informed of any changes. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered,

the school will try to find some compromise that allows those students to satisfy the original requirements.

INTELLECTUAL PROPERTY, RESTRICTED RESEARCH & RESEARCH MISCONDUCT

The SoA adopts the University's policies pertaining to:

- Intellectual Property:
<https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>
- Restricted Research:
<https://www.cmu.edu/policies/research/restricted-research.html>
- Handling of Alleged Misconduct in Research:
<https://www.cmu.edu/policies/research/handling-alleged-misconduct-in-research.html>

STATUTORY RIGHTS AND COMPLIANCE WITH REGULATIONS

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The CMU has a continued mission to provide physical and programmatic campus access to all events and information within the CMU community. The Office of Disability Resources works to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form to: eos@andrew.cmu.edu to begin the interactive accommodation process.

For more information please see: <https://www.cmu.edu/hr/eos/disability/index.html>

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchell, 412-268-6121, cgetchel@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

SAFEGUARDING EDUCATIONAL EQUITY POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

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

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

If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;

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

MATERNITY ACCOMMODATION PROTOCOL

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

The Student Maternity Accommodation Protocol has been developed and is available at:

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

This document provides students and faculty guidance on the standard accommodations and financial options available to female students who anticipate giving birth to a child.

The Student Maternity Accommodation Protocol provides direction in three areas:

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

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

The designated college contact for SoA graduate students is Patti Pavlus, Assistant Dean for Business Affairs, College of Fine Arts.