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Revised: 22 October 2018
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:
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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.
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/](https://www.cmu.edu/graduate/)
- The Word Student Handbook: [https://www.cmu.edu/student-affairs/theword/](https://www.cmu.edu/student-affairs/theword/)
- Academic Integrity website: [https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html](https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)
- University Policies website: [https://www.cmu.edu/policies/](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.


The Statement of Assurance can also be found online at: [https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html](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 the following master’s degree programs:

Studio Programs
- Master of Architecture (M.Arch)
- Master of Advanced Architectural Design (MAAD)
- Master of Urban Design (MUD)

MS and PhD 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)

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 described here, as well as in relevant sections below.

The Graduate Programs Executive Committee (GPEC) comprises four full time faculty members appointed by the Head for a period of two years. 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 the Track Chairs of every master’s program, as well as Principal Advisors of PhD students, Graduate Programs Coordinators, and Graduate Admissions Coordinators. The GPWC is responsible for holding periodic curricular reviews of all graduate programs and any changes thereto.

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/
MASTER’S PROGRAM REQUIREMENTS

The following requirements are common to the different master’s programs offered by the SoA. Specific details pertaining to each master’s degree program, including program description, duration, curriculum, residency requirement, degree requirements, and more, are available in the Appendix 1 (for Studio Programs) and 2 (for MS Programs) in this document, and online at: https://soa.cmu.edu/graduate/

PROGRAM REQUIREMENTS

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 REQUIREMENT AND LIMITS

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

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.
THESIS SUBMISSION REQUIREMENT (MS PROGRAMS ONLY)

Common to all MS programs is the degree requirement of thesis submission. Students in any Master of Science program (MS) can only be certified for their degree after their thesis has been approved by their thesis advisor and, if applicable, committee, and an approved final electronic copy of it has been received by the program’s coordinator for submission to the CMU Library’s system of record.

Note that additional degree requirements may vary from program to program. Consult your Advisor for specific degree requirements. To submit your thesis, follow these simple steps:

- Download and fill this checklist for thesis submission.
- Name this checklist using the following convention: *AndrewID_Checklist_Department_Year*
- Name your approved thesis PDF using the following convention: *AndrewID_Degree Type_Department_Year*
- Send these two files electronically in PDF format to the graduate coordinator for MS and PhD programs (dc1e@andrew.cmu.edu) before the Final Grades deadline.

Note: your thesis PDF should include the signatures page with your advisor and (if applicable) committee members' signature. You can find a template of the signatures page in Appendix 3, and at: [https://soa.cmu.edu/ms-thesis-submission/](https://soa.cmu.edu/ms-thesis-submission/)

PRACTICAL TRAINING FOR FOREIGN STUDENTS ON A F1 VISA

Many of the grad programs at the SoA has been assigned CIP codes that are STEM-eligible. This means that in addition to one year of OPT, a student may apply for a 24-month STEM OPT Extension.

The Master of Advanced Architectural Design (MAAD), the Master of Architecture (M.Arch) and the Master of Science in Building Performance & Diagnostics (MSBPD) programs are assigned the CIP code – 04.0902, Architectural and Building Sciences/Technology. The Master of Science in Architecture Engineering Construction Management (MSAECM) is assigned the CIP code – 15.1501, Engineering/Industrial Management. The Master of Science in Computational Design (MSCD) is assigned the CIP code – 15.1302, CAD/CADD Drafting and/or Design Technology/Technician. The Master of Science in Sustainable Design (MSSD) is assigned the CIP code – 30.3301, Sustainability Studies.

The MSAECM program requires an internship, so CPT will enable an F1 student to complete the required internship. The other STEM-eligible grad programs do not require internship, therefore F1 students do not automatically qualify for CPT. To qualify for CPT, students must demonstrate that the 3 unit practicum counts toward the units required for graduation. For example, if a program requires 120 units to graduate, and the practicum would make a student’s total 123 units, the CPT does NOT count towards graduation. Hence the student is not eligible for CPT.

For ALL F1 students that want to do an internship while enrolled in our grad programs, one must comply with the following provisions.

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Master’s Student Handbook | 10
• Complete the necessary forms available from the Office of International Education (OIE)
• Enroll in 48700 - Practicum for three (3) units
• Get a letter of commitment from a faculty member to supervise the practicum
• Bring the forms and an employment offer letter to the head of school for signature.
• The offer letter must comply with the NCARB Employment Requirements excerpted below. In simple terms NO unpaid internships - it is both illegal and unethical.
• At the completion of the internship, submit a report to one's faculty adviser for grading.
• The NCARB AXP Guidelines (https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf) describe Employment Requirements on page 17:
  - To earn experience in setting A or work-related setting O opportunities including: “Other Work Experience Under Licensed Professionals,” “Design or Construction Related Employment,” and some scenarios in “Construction Work,” one must be employed.
  - Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting O.
  - No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture or an approved Community-Based Design Center/ Collaborative as defined in experience setting O.
  - If the employment situation earns academic credit or is a requirement for a class, it can still qualify for AXP hours. Only employment situations qualify for AXP in this condition. The experience needs to be in compliance with the employment requirement and submitted as per the AXP rules.

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/programs-services/index.html

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:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A–</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Minimum for good standing</td>
</tr>
<tr>
<td>B–</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Minimum to be counted towards degree requirement</td>
</tr>
<tr>
<td>C–</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>S</td>
<td>Non–factorable</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>P</td>
<td>Non–factorable</td>
<td>Passing</td>
</tr>
<tr>
<td>N</td>
<td>Non–factorable</td>
<td>Not Passing</td>
</tr>
<tr>
<td>O</td>
<td>Non–factorable</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Non–factorable</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Non–factorable</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AD</td>
<td>Non–factorable</td>
<td>Credit granted for work completed at another institution or by examination credit</td>
</tr>
</tbody>
</table>
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.
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. The Graduate Student Assembly and the Provost’s Office offer conference funding on a competitive basis. Details are available online at: https://www.cmu.edu/graduate/professional-development/conference-funding/index.html.

Additionally, 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:

- Restricted Research: [https://www.cmu.edu/policies/research/restricted-research.html](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](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](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](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 coursework 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.
Appendix 1: Studio Programs

This section contains details about studio based master’s programs (M.Arch, MAAD, and MUD). For information about MS programs, see Appendix 2.
PROGRAM DESCRIPTION

The Master of Architecture (M.Arch) is a three-year, first professional degree program. We are looking to enroll a diverse group of students from around the world who are comfortable working in innovative ways and who seek to push the boundaries of the discipline.

The M.Arch program is built on CMU’s 100-year tradition of training architects in the practice of design and technical fundamentals, with the opportunity to engage with SoA’s long-standing expertise in sustainable (MSSD), computational (MSCD), urban (MUD), or public interest design (UDBS), or construction management (MSAECM). Our M.Arch program’s strategically small size allows students to shape their individual educational agendas and career paths as they interact directly with leading-edge research projects in the school and community, and around the world.

RESIDENCY REQUIREMENT

The M.Arch is a three year program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the SoA, students in the M.Arch program must satisfy the following:

- Students must complete a minimum of 180 units of course work.
- Students must complete a minimum residency of four (4) academic semesters with full-time status (minimum 36 units per semester). Course-work taken during the summer at CMU or at other institutions may be used to satisfy SPC, but do not reduce the residency requirement.
- All course substitutions must be approved by the program Track Chair.

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.
## M.A.R.C.H

### Master of Architecture | Track–2 (Advanced Standing by Entering the 2nd year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Online</td>
<td>3</td>
<td>Digital Skills Workshops (3)</td>
</tr>
<tr>
<td>1 Fall 2nd Year</td>
<td>45</td>
<td>Studio: Master’s Studio: Integration I Track A or B (15)</td>
</tr>
<tr>
<td>2 Spring 2nd Year</td>
<td>45</td>
<td>Studio: Master’s Studio: Integration II Track A or B (15)</td>
</tr>
<tr>
<td>Prof &amp; Tech Courses ¹</td>
<td></td>
<td>Architectural Theory (9)</td>
</tr>
<tr>
<td>Prof &amp; Tech Courses ¹</td>
<td></td>
<td>Materials &amp; Assembly (9)</td>
</tr>
<tr>
<td>Prof &amp; Tech Courses ¹</td>
<td></td>
<td>Environmental Science 1: Climate &amp; Energy (9)</td>
</tr>
<tr>
<td>Optional Studies</td>
<td></td>
<td>M.Arch Pre Seminar 1 (3)</td>
</tr>
</tbody>
</table>
| Program Description     |         | The M.A.R.C.H program is a two-year curriculum designed for students with a background in architecture. The program aims to provide flexibility and individualized course of study for students with different backgrounds and with different ambitions. A careful evaluation of previous coursework and professional experience for each incoming student, as well as a closely guided mentoring process during the program, determines the minimum course requirements for each student to achieve professional standards (including NAAB/SPED). In addition to fulfilling the core requirements of the professional M.A.R.C.H students are encouraged to pursue specialty coursework associated with other master’s programs within the SoA, potentially reducing the time and expense of obtaining a specialized post-professional degree in the SoA. In addition to the standard requirements for all graduate students in the SoA, students in the M.A.R.C.H program must satisfy the following:
| Program Requirements    |         | • Students must complete a minimum of 190 units of course work.            |
|                         |         | • Students must complete a minimum residency of four (8) academic semesters with full-time status (minimum 36 units per semester). Course work taken during the summer at CMU is at other institutions may be used to satisfy 3CP, but do not reduce the residency requirement. |

¹ All course substitutions must be approved by the program Track Chair.

Footnotes:
1. If previous work meets the standards, students may apply for exemptions from coursework taken above, though not a reduced course load.
2. The graduate version of Real Estate Design & Development may be taken in the fall (15 units) or the undergraduate course coupled with the 45-640 studio in the spring (15 units).
3. One computational design elective must be taken in the track e.g., Fundamentals of Computational Design, Generative Modeling, Digital Fabrication, Consult your Track Chair.

1 June 2019
Master of Advanced Architectural Design

PROGRAM DESCRIPTION

The Master of Advanced Architectural Design (MAAD) is a post-graduate, studio-based program that engages emerging methods of design and fabrication through architectural design to speculate upon future modes of architectural practice, enhanced construction methods, and material culture within the built environment.

With a particular emphasis upon design, the four-semester program leverages the School of Architecture’s and Carnegie Mellon’s core strengths in design fabrication, architectural robotics, computational design, and ecological thinking as vehicles for knowledge acquisition and speculation.

The program focuses on the creation of new insights and new knowledge—or “research”—through the design process, or “research by design.”

The program seeks to probe the technical and cultural opportunities and implications of a data-rich future in which design methodologies, construction processes, and sustainable building life cycles are intrinsically interlaced.

The goal is consciously speculative and experimental work that is deeply enmeshed with social and environmental concerns, with explicit ties to humanistic and cultural discourses, industry, and contemporary practice. The faculty seek advanced-level projects that will position graduates as future thought leaders in architecture and allied fields relating to advanced fabrication, material performance, construction methodologies, or academia.

RESIDENCY REQUIREMENT

The MAAD is a 1.5 year program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MAAD program must satisfy the following:

- Students are required to attend a Digital Fabrication Workshop in the week immediately preceding the start of the fall semester of their first year. These sessions will provide basic skills to utilize digital fabrication tools available in the school of architecture.
- Students must complete a minimum of 165 units of course work including a minimum of 63 units of elective coursework* for graduation.
- Students must complete a minimum residency requirement of three (3) academic semesters.
- Full-time status (minimum 36 units per semester) is required during the residency period.

Master’s Student Handbook | 25
• All course substitutions must be approved by the program Track Chair.
# MAAD
## Master of Advanced Architectural Design

**Orientation:**
- Digital Fabrication Workshop

<table>
<thead>
<tr>
<th>1 Fall 1st Year</th>
<th>2 Spring 1st Year</th>
<th>3 Fall 2nd Year</th>
<th>4 Spring 2nd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Studio:</strong></td>
<td><strong>Studio:</strong></td>
<td><strong>Design Thesis:</strong></td>
<td><strong>Design Thesis:</strong></td>
</tr>
<tr>
<td>A3O Studio (18)</td>
<td>A3O Studio (18)</td>
<td>Research by Design Project (18)</td>
<td>Research by Design Project (18)</td>
</tr>
<tr>
<td><strong>Coursework:</strong></td>
<td><strong>Coursework:</strong></td>
<td><strong>Elective Studies:</strong></td>
<td><strong>Elective Studies:</strong></td>
</tr>
<tr>
<td>Pro-seminar 1 (6)</td>
<td>Pro-seminar 2 (6)</td>
<td>Elective 4 &amp; 5 (18)</td>
<td>Elective 6 &amp; 7 (18)</td>
</tr>
<tr>
<td>Parametric Modeling (12)</td>
<td>Teaching Fellowship</td>
<td>Optional:</td>
<td>Optional:</td>
</tr>
<tr>
<td>Intro to Arch. Robotics (12)</td>
<td></td>
<td>Teaching Fellowship</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Studies:</strong></td>
<td><strong>Elective Studies:</strong></td>
<td><strong>Program Requirements:</strong></td>
<td><strong>Program Requirements:</strong></td>
</tr>
<tr>
<td>Elective 1 (9)</td>
<td>Elective 2 &amp; 3 (18)</td>
<td>Students must complete a minimum residency requirement of three (3) academic semesters.</td>
<td>Students must complete a minimum residency requirement of three (3) academic semesters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students are required to attend a Digital Fabrication Workshop in the week immediately preceding the start of the fall semester of their first year.</td>
<td>Students are required to attend a Digital Fabrication Workshop in the week immediately preceding the start of the fall semester of their first year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These sessions will provide basic skills to use digital fabrication tools available in the school of architecture.</td>
<td>These sessions will provide basic skills to use digital fabrication tools available in the school of architecture.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students must complete a minimum of 155 units of course work including a minimum of 63 units of elective coursework for graduation.</td>
<td>Students must complete a minimum of 155 units of course work including a minimum of 63 units of elective coursework for graduation.</td>
</tr>
</tbody>
</table>

**Program Description:**
The Master of Advanced Architectural Design (MAAD) is a two-year program intended for early- to mid-career professionals who already hold an architecture degree (BA, BS, S, Arch, M,Arch or International equivalent).

The program leverages School and University core strengths in design fabrication, architectural robotics, computational design, and ecological thinking as vehicles for knowledge acquisition and speculation. Experimental design studios in the first year foreground material and fabrication affordances. The second year of study centers on the two-semester research by design project, during which students work with a committee of advisors on an independent or collaborative project and complete the required coursework.

Admitted students may apply for advanced standing based on previous coursework or professional experience, eliminating the first semester. Admitted students may be required to attend a digital fabrication workshop in the week prior to the start of the fall semester. These workshops introduce students to SoA digital fabrication workflows and GEDIGAM techniques.

**1 June 2018**
PROGRAM DESCRIPTION

The Master of Urban Design (MUD) is a post-professional, two-year program that prepares graduates for careers using urban design to critically address environmental, economic, social, political, and cultural issues affecting contemporary urbanization. The studio-based curriculum allows students to explore design strategies in a variety of scales and settings, from the post-industrial city to the suburban periphery to the dense global metropolis.

The studio sequence is supported by small-group seminars and workshops to develop the skill sets necessary for an urban designer in the twenty-first century. Students graduate with a firm grasp of the history, theory and practice that has established urban design as a discipline, as well as skills in cutting-edge media and design methods.

This program is distinguished by its emphasis on integrating socially engaged practice with new tools and techniques for representing, understanding, and designing cities; by the opportunity to work in transdisciplinary teams at the intersection of the arts, humanities and technology across Carnegie Mellon’s departments and colleges; and by its location in Pittsburgh—a thriving post-industrial laboratory.

RESIDENCY REQUIREMENT

The MUD is a two year program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MUD program must satisfy the following:

- Students must complete a minimum of 180 units of coursework for graduation.
- Each semester requires a minimum of 36 units to achieve Full Time Status; however, the typical semester course load is 45 units.
- Core course substitutions are allowed only with the consent of the Track Chair.
# CURRICULUM

## MUD
**Master of Urban Design**

<table>
<thead>
<tr>
<th>1 Fall 1st Year (45 units)</th>
<th>2 Spring 1st Year (45 units)</th>
<th>3 Fall 2nd Year (45 units)</th>
<th>4 Spring 2nd Year (45 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Optional:</strong></td>
<td><strong>Studio:</strong> (18 units)</td>
<td><strong>Studio:</strong> (18 units)</td>
<td><strong>Studio:</strong> (18 units)</td>
</tr>
<tr>
<td>Digital Skills Workshops (Aug.)</td>
<td>UD Studio 1 (18)</td>
<td>UD Studio 2 (18)</td>
<td>UD Studio 3 (18)</td>
</tr>
<tr>
<td><strong>UD Studio 1 (18)</strong> Urban Places</td>
<td><strong>Coursework:</strong> (27 units)</td>
<td><strong>Coursework:</strong> (27 units)</td>
<td><strong>Coursework:</strong> (27 units)</td>
</tr>
<tr>
<td><strong>Coursework:</strong> (27 units)</td>
<td>Urban Design Media: Intro (9)</td>
<td>Urban Design Media: GIS (9)</td>
<td>Urban Design Media: Data Analytics (9)</td>
</tr>
<tr>
<td>Graduate Seminar 1 (3) Practice of Urban Design</td>
<td>Graduate Seminar 2 (3) Issues of Global Urbanization</td>
<td>Electives (9 units)</td>
<td>Electives (9 units)</td>
</tr>
<tr>
<td>Urban Design Methods &amp; Theory (9)</td>
<td>Electives (9 units)</td>
<td>Electives (9 units)</td>
<td>Electives (9 units)</td>
</tr>
</tbody>
</table>

**Program Description:**
The Master of Urban Design (MUD) post-professional, two-year degree program prepares graduates for careers using urban design to critically address environmental, economic, social, and cultural issues affecting contemporary urbanisation. The studio-based curriculum allows students to explore design strategies in a variety of scales and settings, from the post-industrial city to the suburban periphery to the global metropolis. The studio sequence is supported by small-group seminars and workshops to develop the skill set necessary for an urban designer in the twenty-first century. Students graduate with a firm grasp of the history, theory, and practice that has established urban design as a discipline, as well as skills in cutting-edge media and design methods.

- Students take required and elective courses in the School of Architecture and elective courses in graduate programs at the six other colleges within the university.
- The MUD program is both rigorous and innovative, shaped by these and other distinctive conditions.
- A strong legacy of participatory urban design.
- Located in a transformed post-industrial city.
- Active participation in the technological ethos of Carnegie Mellon. Benefitting from CMU's unique research culture in emerging media and advanced technologies, the MUD program prepares students to engage in research in the 21st-century.

**Program Requirements:**
In addition to the standard requirements for all graduate students in the School of Architecture, students in the MUD program must satisfy the following:
- Students must complete a minimum of 180 units of coursework for graduation.
- Each semester requires a minimum of 96 units to achieve Full Time Status; however, the typical semester course load is 45 units.
- Core course substitutions are allowed only with the consent of the Chair.

November 2016
Appendix 2: MS Programs

This section contains detailed information concerning SoA’s MS programs (MAECM, MSBPD, MSCD, and MSSD). For details about about studio programs (M.Arch, MAAD, and MUD) see Appendix 1.
Master of Science in Architecture, Engineering and Construction Management

PROGRAM DESCRIPTION

The Master of Science in Architecture–Engineering–Construction Management (MSAECM) Program is jointly offered by the School of Architecture and the Department of Civil & Environmental Engineering.

The MSAECM degree program is intended for practitioners, researchers, and educators in engineering, architecture, construction management fields, and other professionals in the building industry who wish to be leaders in advanced management technologies and their application to the built environment.

The program is designed to accommodate flexibility in the admission and graduation needs of candidates through program length and prerequisite courses that build up toward more advanced courses.

RESIDENCY REQUIREMENT

The MSAECM is a 9-16 month long program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate: students in the School of Architecture, students in the MSAECM program must satisfy the following:

- Students must complete a minimum of 96 units of course work for graduation in the 9-month program and 120 units in the 16-month program.
- By taking courses in the Pre/Co-requisite, Core, and Restricted Elective categories, students must satisfy a minimum number of units in each of the following subject areas:
  - 12 units minimum: Quantitative Methods (QM)
  - 24 units minimum: Micro-Economics (ME)
  - 24 units minimum: Project-Construction-Facility Management (PM)
- Students must take a minimum of 36 units of Electives. Students may opt for 24 units of AECM Synthesis or Management Courses, based on their career objectives.
- Students in the 9-month track must complete a minimum residency of two (2) academic semesters with full-time status (minimum 36 units per semester) in MAECM.
- Students in the 16-month track must complete a minimum residency of three (3) academic semesters with full-time status (minimum 36 units per semester) in MSAECM.
- MSAECM Students are limited to a maximum of 54 units per semester.
# CURRICULUM

## MSAECM

**Master of Science in Architecture—Engineering—Construction Management**

### 1 Fall 1st Year
**Pre & Co-Requisites:** (0-15 units)
- 13-411/ Project Management for Construction
- 12-422/ Engineering Economics

**Core:** (0-12 units)
- ME 48-791/ Value Based Design (0/12)
- 12-794/ Graduate Seminar, Section D (0)

**Selectives:** (0-60 units)
- (QM) 48-756/ Project Planning and Reporting (0/12)
- (QM) 12-794/ Probability and Estimation Methods for Engineering Systems (12)
- (ME) 12-794/ Civil Systems Investment and Planning (12)
- (ME) 48-775/ Real Estate Development and Development (0/12)
- (QM) 48-791/ Productivity, Health and Safety of Buildings (12)

**Electives:** (0-72 units)
- 12-741/ Data Management (6)
- 48-722/ Building Performance Modelling (12)
- 48-738/ Special Topics: Ecological Footprints (6)
- 48-791/ Special Topics in CD: Parametric Modelling with BIM (6/12)
- 48-752/ Zero Energy Housing (9)
- 48-761/ Integrated Community Energy Systems (9)
- 48-782/ Design + Computation 1: Programming (6)
- 48-784/ Design + Computation 1: Algorithms (6)

### 2 Spring 1st Year
**Core:** (0-33 units)
- QM 48-711/ Paradigms of Research in Architecture
- PM 12-711/ Building Information Models and U/I based Analysis for Construction Project Management (12)
- PM 48-781/ Spatial Analysis in Infrastructure Planning (12)
- 12-794/ Graduate Seminar, Section D (0)

**Selectives:** (0-24 units)
- (PM) 12-750/ Infrastructure Management (12)
- (ME) 12-766/ Decision Analysis for Business and Policy (12)

**Electives:** (0-54 units)
- PM 94-813/ Project Management (6)
- ME 91-809/ Financial Analysis for Managers (12)
- 12-737/ Innovation Built and Natural Environment (12)
- 12-714/ Environmental Life Cycle Assessment and Green Design (6)
- 12-716/ Advanced Life Cycle Assessment (6)
- 12-718/ Sustainable Engineering Project (12)

### 3 Summer 0 units
**Practicum:** (0 units)
For 16-month students only

### 4 Fall 2nd Year
**Summer:** (56 units)

**Synthesis:** (24 units)
- AECM Synthesis (8)
- AECM Synthesis Theory (8)

**Management:** (12 units)
- 14-775/ Business Management (6)
- 19-604/ Engineering and Technology Innovation Management in Practice (3/6)
- 19-689/ Finance for Innovation Management (6)
- 46-681/ Life Cycle, Taxation & Assessment Management (3/6)
- 70-571/ Operations Management (9)
- 70-437/ Organizational Learning and Strategic Management (9)

### Program Description:

The Master of Science in Architecture—Engineering—Construction Management (MSAECM) program is jointly offered by the School of Architecture and the Department of Civil & Environmental Engineering. The MSAECM program prepares building delivery professionals for careers in capital projects by utilizing the entire lifecycle of capital projects, from pre-design to design, construction, commissioning, operation, and maintenance. It focuses on the integration of design and technology, particularly advanced information systems, as a means of both improving building performance and eliminating negative environmental impact. Graduates of our MSAECM program are educated to become effective decision makers who can positively impact economic, environmental, and ethical aspects of the built environment through professional management strategies. Our graduates have successful careers in government, industry, business, and not-for-profit (non-governmental organizations) sectors, progressing in positions where design professionals continuously make large-scale capital project decisions, construction, and maintenance decisions.

### Program Requirements:

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSAECM program must satisfy the following:

- Students must complete a minimum of 96 units of course work for graduation in the 9-month program and 120 units in the 16-month program.
- By taking courses in the Pre/Co-requisite, Core, and Elective categories, students must satisfy a minimum number of units in each of the following subject areas:
  - 12 units minimum: Quantitative Methods (QM)
  - 24 units minimum: Micro-Economics (ME)
  - 24 units minimum: Project Construction Facility Management (PM)
- Students must take a minimum of 36 units of Electives.
- Students may opt for 24 units of AECM Synthesis or Management Courses, based on their career objectives.
- Students in the 9-month track must complete a minimum residency of two (2) academic semesters with full-time status (minimum 36 units per semester) in MSAECM.
- Students in the 16-month track must complete a minimum residency of three (3) academic semesters with full-time status (minimum 36 units per semester) in MSAECM.
- MSAECM Students are limited to a maximum of 54 units per semester.

2017.07.27
PROGRAM DESCRIPTION

The Master of Science in Building Performance & Diagnostics (MSBPD) degree program is intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced building technologies and building performance outcomes. The program is based on the premise that the integrated design of building and community systems is critical for environmental sustainability and human health and productivity. The MSBPD is a building science and research-oriented program, with technical depth for careers in sustainability-focused professional practice, environmental research and consulting, the building industry, or pursuing a PhD in Building Science.

RESIDENCY REQUIREMENT

The MSBPD is a 1.5 year long program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSBPD program must satisfy the following:

- Students must complete a minimum of 150 units of course work for graduation.
- Students must complete a minimum residency requirement of three (3) academic semesters.
- Full-time status (minimum 36 units per semester) is required during the residency period.
- Core and computing course substitutions must be approved by the program Track Chair.
# MSBPD
Master of Science in Building Performance & Diagnostics

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>1 Fall 1st Year (30 units)</th>
<th>2 Spring 1st Year (30 units)</th>
<th>3 Fall 2nd Year (30 units)</th>
<th>4 Spring 2nd Year (30 units)</th>
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<tbody>
<tr>
<td>Core: (24 units)</td>
<td>Building Performance Modeling (12)</td>
<td>Performance of Advanced Building Systems (9)</td>
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<tr>
<td>Core: (9 units)</td>
<td>Principles of Computing (12)</td>
<td>Computing: (9 units)</td>
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<tr>
<td>Computing: (9 units)</td>
<td>Intro to Data Structures (15)</td>
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<td>Selectives: (7 units)</td>
<td>Refer to List (9)</td>
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<tr>
<td>Electives: (9 units)</td>
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## Program Description:
The Master of Science in Building Performance & Diagnostics (MSBPD) is a two-year program intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced building technologies and their performance. This is a research-based degree, designed as a stepping stone to PhD-level education.

Admitted students may apply for advanced standing based on previous coursework or professional experience, eliminating the first semester. Advanced standing is also available to qualified CMI students within the IAIArch program through the Accelerated Master's Program (AMP).

## Program Requirements:
In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSBPD program must satisfy the following:
- Students must complete at least 180 units of course work for graduation.
- Students must complete a minimum residency requirement of three (3) academic semesters.
- Full-time status (minimum 60 units per semester) is required during the residency period.
- Core and computing course substitutions must be approved by the program chair.

## Fall Selectives:
- Engineering Economics (3)
- Introduction to Sustainable Engineering (12)
- Data Acquisition (3)
- Data Management (3)
- Mechanical & Electrical System Design for Buildings (9)
- Special Topics in BFD
- LEED, Green Design and Building Rating in a Global Context (6)
- Geographic Information Systems/CAFM (12)

## Spring Selectives:
- Environmental Life-Cycle Assessment (12)
- Mathematical Modeling of Environmental Quality Systems (13)
- Computer-Based Approaches for Search & Decision Support in Civil Infrastructure (9)
- Fundamental Data Structures & Algorithms (Pre-Reqs: 21-107 & 16-121) (12)
- Energy System Modeling (13)
- Special Topics in BFPD (12)
- Zero Energy House (9)

November 2010
PROGRAM DESCRIPTION

The Master of Science in Computational Design (MSCD) is a post-professional research-based program investigating new design opportunities and critical perspectives at the intersection of design and computation. The program mobilizes Carnegie Mellon University’s computational strengths to enable students to explore technical and cultural aspects of computation as it relates to architecture, design, and the built environment. In spheres ranging from the applied to the speculative, and from the poetic to the critical. Students in the program study subjects such as artificial intelligence, architectural robotics, digital fabrication, simulation, computational geometry, responsive environments, and shape grammars—as well as on embodied and tangible forms of design interaction, fabrication, and expression.

The MSCD adopts a broad view of computation as a vehicle of design inquiry and as a worthy subject of scholarly analysis and debate. The program is well suited to highly inquisitive applicants who are interested in challenging disciplinary boundaries, developing a unique research agenda, and acquiring the conceptual and technical skills to conduct computational design research at the highest levels of scholarly rigor and creativity.

RESIDENCY REQUIREMENT

The MSCD is a two year program. Highly proficient candidates may request waivers for certain course requirements during the admission process.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the School of Architecture, and the standard requirement of thesis submission for all MS programs, students in the MSCD program must satisfy the following:

- Complete a minimum of 144 units of course work including a 36 unit thesis for graduation.
- Complete a minimum residency of three (3) academic semesters with full-time status (minimum 36 units per semester).
- Complete the sequence of three research seminars and 36 units of thesis described in the curriculum chart (see below).
- Satisfy the thesis submission requirement as specified in this document (Page 10), and in the following link: [https://soa.cmu.edu/ms-thesis-submission/](https://soa.cmu.edu/ms-thesis-submission/)

RESOURCES

Students in the MSCD program are housed in the Computational Design (CoDe) Lab, a beautiful double-height space strategically located in the Margaret Morrison building’s fourth floor. MSCD students work
closely and collaboratively with students and faculty from neighboring SoA programs such as Building Performance and Diagnostics, Sustainable Design, and Advanced Architectural Design, as well as the Schools of Art, Drama, HCI, and Design. For more info and news visit http://code.arc.cmu.edu/

MSCD students have access to the School of Architecture and Carnegie Mellon University’s world-class research environment and facilities, including state-of-the-art Design Fabrication and Applied Architectural Robotics laboratories. For more info on the dFab laboratory, visit https://soa.cmu.edu/dfab

APPLYING TO THE PHD PROGRAM FROM THE MSCD

MSCD students who wish to be considered for admission into the PhD program in Computational Design (PhD-CD) should submit an application through the School's online application system by the appropriate deadline. While applicants from the MSCD program are not required to submit new transcripts or GRE/TOEFL scores, including an updated statement of purpose and a letter of support from a Computational Design faculty member is strongly encouraged. See more information about the PhD program in Computational Design (PhD-CD) at https://soa.cmu.edu/phdcd
# MSCD Curriculum

## Master of Science in Computational Design

### 1 Fall 1st Year (30 units)

**Research:** 0 units  
**Inquiry into Computation, Architecture & Design:** 6 units  
**Computation:** 9–10 units

*C1:* Students with prior programming background are advised to take Fundamentals of Programming and Computer Science. Students without programming background are advised to take an introductory programming course such as Principles of Computing Computing for the Arts with Processing or Introduction to Computing for Creative Practice.

**Selectives:** (19–24 units)

- SC 1 & 2

### 2 Spring 1st Year (30 units)

**Research:** 0 units  
**Pre-Thesis Prep:** 6 units  
**Computation:** 9–10 units

*C2:* Intermediate programming courses such as Fundamentals of Programming and Computer Science, or more advanced programming courses such as Principles of Imperative Computation, based on C1.

**Selectives:** (16–24 units)

- SC 3 & 4

### 3 Fall 2nd Year (30 units)

**Research:** 0 units  
**Pre-Thesis:** 0 units  
**Computation:** 9–10 units

*C3:* Advanced computing courses such as Principles of Imperative Computation. Students whose research project requires knowledge of specific computational paradigms such as Physical Computing, Machine Learning, Robotics, and explore courses that explore these subjects, based on C2.

**Selectives:** (19–24 units)

- SC 5 & 6

### 4 Spring 2nd Year (30 units)

**Research:** 0 units  
**Thesis:** 9 units

**Selectives:** 0 units

### Program Description:

The Master of Science in Computational Design builds on Carnegie Mellon’s computational strengths to give students the tools to expand their design, visualization, and critical perspectives at the intersection of architecture, design, and computation. In subjects ranging from the applied to the speculative, and from the poetic to the critical, students work on research projects such as  

- Artificial Intelligence (AI)  
- Virtual Reality (VR)  
- Robotics  
- Computational Design  
- Computer Science

### Program Requirements:

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSCD program must satisfy the following:

- Students must complete a minimum of 144 units of coursework including a 9-unit thesis (minimum 48 units per semester).
- Students must complete a minimum residency of three (3) academic semesters with full-time status (minimum 8 units per semester).
- All course substitutions must be approved by the program’s Academic Affairs officer.
- Students with strong programming/mathematical skills may apply for advanced standing in the program.

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November 2010
PROGRAM DESCRIPTION

The Master of Science in Sustainable Design (MSSD) program is a post-professional research-based graduate program focused on enabling deep expertise, critical thinking, and investigation of innovative sustainable strategies for the design of the built environment.

The MSSD program has long led the world in advanced building technologies that sustainably reshape the built environment. It critically engages and investigates environmental issues related to architecture and urban systems at the intersection of building science, design, and technology. The MSSD program explores technical and multicultural aspects of ecological thinking, while enabling actionable expertise in sustainable design methodologies. Based in the legacy of sustainability teaching at Carnegie Mellon University, the MSSD program investigates research-based design innovation strategies, prepares students to excel in research methods, and to become experts in integrative design thinking for the future of the built environment.

This program is intended for recent graduates and practicing professionals who seek to gain expertise in sustainable design methodologies and return to professional work in a short time. This intensive 12-month curriculum stresses the importance and value of total-building performance, human-centered design and the integration of Design, Technology and Construction knowledge and experience. Classes provide both depth and breadth, while the culminating Synthesis Project allows each individual student the opportunity to narrow his or her research focus to a topic of personal interest.

RESIDENCY REQUIREMENT

The MSSD program is a 12-month program.

GRADUATION REQUIREMENTS

In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSSD program must satisfy the following:

- Students must complete a minimum of 120 units of course work including a minimum of 21 units of MSSD Selective coursework for graduation.
- Students must complete a minimum residency requirement of two (2) academic semesters.
- Full-time status (minimum 36 units per semester) is required during the residency period.
- All course substitutions and selectives must be approved by the program Track Chair.
## MSSD

**Master of Science in Sustainable Design**

### Fall 1st Year (49 units)
- **Prep:**
  - Summer Online (5 units)
  - Core 744 | Skills Set Workshops (5)

### Spring 1st Year (49 units)
- **Project:**
  - 48731 | MSSD Synthesis Prep (15)

### Core:** (49 units)
- 48743 | Intro to Ecological Design Thinking (15)
- 48722 | Building Performance Modeling (12)
- 48729 | Productivity, Health & the Quality of Buildings (12)
- 48795 | LEED Green Design & Building Rating in a Global Context (15)

### Selectives 1, 2 & 3: (21 units)**

### Program Description:
The Master of Science in Sustainable Design degree program provides an integrated education that aims to prepare students for careers that will shape the built environment in a sustainable fashion. This challenging program is intended for students preparing for their career in sustainable design and architecture.

### Program Requirements:
- In addition to the standard requirements for all graduate students in the School of Architecture, students in the MSSD program must also take the following:
  - Students must complete a minimum of 12 units of core work including a minimum of 21 units of MSSD selectives coursework.
  - Students must complete a minimum residency requirement of two (2) semesters.
  - A full-time status (minimum 36 units per semester) is required during the residency period.
  - All courses taken at UI and the University of Iowa.

### Core Selectives**
- MSSD students must take at least one (1) selective from each category, with a cumulative total of 21 units.

- **Environment & Policy:
  - 48734 | Environmental Law & Policy
  - 48735 | Real Estate Design & Development

- **Sustainable Design & Development:
  - 48732 | Environmental Performance Simulation

- **Environmental Tools & Data Modeling:
  - 48731 | Intro to Urban Design Methods

- **Category 2: Environmental Law & Policy:
  - 48734 | Environmental Law & Policy
  - 48735 | Real Estate Design & Development

- **Category 3: Sustainable Design & Development:
  - 48732 | Environmental Performance Simulation

- **Category 4: Environmental Tools & Data Modeling:
  - 48731 | Intro to Urban Design Methods

- **Category 5: Sustainable Design & Development:
  - 48732 | Environmental Performance Simulation

- **Total:** 21 units

* LEED Professional Accreditation is not required to take this course. A (3) or (9) unit.

** Selective must be substituted.

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14 June 2015
Appendix 3

This appendix contains departmental forms for students’ use.
Thesis
Submitted in Partial Fulfillment of the requirements for the degree of
Master of Science in Sustainable Design

TITLE:

Thesis Title

AUTHOR:

Your Name

ACCEPTED BY ADVISORY COMMITTEE:

________________________  __________________________
Professor NAME          Principal Advisor               DATE

________________________  __________________________
Professor NAME          Advisor                          DATE
Professor NAME
Advisor
DATE

Professor NAME
Advisor
DATE
# Student Conference Travel Fund Application Form

## Applicant Info

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<th>Name</th>
<th>Email</th>
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## Work to be presented

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<th>Acceptance Rate (if available)</th>
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## Budget

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## Comments

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## Signatures

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<th>Applicant</th>
<th>Advisor</th>
<th>Date</th>
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## Total requested from SoA

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<th>Amount</th>
<th>Other funds</th>
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(Circle all that apply)

- Advisor
- GSA
- Conference
- Personal
- Other

<table>
<thead>
<tr>
<th>Total other funds</th>
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## Award Description

The School of Architecture encourages graduate students to disseminate their work and advance their careers by presenting papers, posters and other research products at conferences, seminars, symposia and workshops. The Graduate Student Conference Travel Fund is designed to help support these efforts. All enrolled graduate students at the School of Architecture are eligible.

## Guidelines

Applicants should note that funds are limited and are assigned based on availability.

- A student is eligible to receive only one Conference Travel Fund Award per academic year.
- A maximum of $450 may be awarded for domestic conferences, and a maximum of $900 may be awarded for international conferences.
- Reimbursments up to the above amounts are conditional upon submission of expense receipts after the student’s return from the conference to Diana Martin (CFA 201).

## Submission

Bring the following application materials to Luerlene Cowington-Davis (MMCH 410G):

1. Completed Graduate Student Conference Travel Fund Application Form
2. Evidence of acceptance to the conference, and
3. Copy of submitted papers.

Questions? Email Luerlene at dc1e@andrew.cmu.edu.

## Additional Funding

Students are expected to obtain additional funds from their advisors and/or research sponsors, and to apply for any fellowships, travel funds or student volunteer opportunities offered by Carnegie Mellon or by the conference organizers. The Graduate Student Assembly (GSA) offers conference funding. For detailed information on the application and selection process, visit:

http://www.cmu.edu/graduate/professional-development/conference-funding/
Appendix 4

This appendix contains information provided to the department by Office of the Assistant Vice Provost for Graduate Education)
Key Offices for Graduate Student Support

Office of the Assistant Vice Provost for Graduate Education

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

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

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

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master’s students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs is at http://www.cmu.edu/graduate/.

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

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
The Office of the Dean of Student Affairs provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

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

The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.
Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

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

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

**Assistance for Individuals with Disabilities**

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

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

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

**Eberly Center for Teaching Excellence & Educational Innovation**

www.cmu.edu/teaching

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers
activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students is found at [www.cmu.edu/teaching/graduatestudentsupport/index.html](http://www.cmu.edu/teaching/graduatestudentsupport/index.html).

### Carnegie Mellon Ethics Hotline

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

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

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

### Graduate Student Assembly

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, [http://www.cmu.edu/stugov/gsa/resources/index.html](http://www.cmu.edu/stugov/gsa/resources/index.html). Each department has representation on GSA and receives funding directly from GSA’s use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.
Intercultural Communication Center (ICC)

www.cmu.edu/icc/

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

Office of International Education (OIE)

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

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

Veterans and Military Community

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

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

Computing and Information Resources  www.cmu.edu/computing

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance

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

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

Counseling & Psychological Services

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

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

Health Services

www.cmu.edu/HealthServices/

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

Campus Wellness

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

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-
inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

University Police

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

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

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department’s services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department’s website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Shuttle and Escort Services

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. University Police Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university’s security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years.

Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/Fire%20and%20Safety%20Reports.html

The WORD

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

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